

User Guide

MYOB Premier Accounting 2009

Serial number

Technical support

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1 Introduction

Before you begin, take some time to explore your MYOB software and find out about the basic features of navigation and transaction entry. This chapter provides an overview of your software and describes the tools, resources and primary features of your MYOB software.

Learn about your MYOB software

MYOB is committed to developing accounting software that is easy to use. To that end, your MYOB software is accompanied by comprehensive information resources to help you learn about your software and to provide support as you set up your records and enter transactions.

Manuals

Users of MYOB software receive the following reference materials:

Getting Started guide The *Getting Started* guide provides information on how to install your MYOB software, and how to create and activate your company file.

User Guide This *User Guide* introduces the principal features, functions, and capabilities of your MYOB software. It is designed to be used as a reference for everyday transaction entry and periodic tasks, such as issuing invoices, making payments, and end-of-period processing.

The *User Guide* is not intended to be exhaustive. It is complemented by the online help (see '[Online help](#)' on [page 12](#)), which covers *all* the functions of your MYOB software.

How to Upgrade guide The *How to Upgrade* guide provides you with step-by-step instructions on how to upgrade your MYOB software.

Accounting 101 The *Accounting 101* guide introduces you to basic accounting terms and concepts. This guide is ideal for people who are new to accounting or for people who want to review basic accounting principles.

To view the manuals

You need a PDF viewer to view the manuals. You can access the manuals online or from your installation CD. If you don't have a PDF viewer on your computer, you can install Adobe Reader from the installation CD.

View the PDF files online

- 1 Go to the **Help** menu and choose **Manuals**.
- 2 Select the manual you want to view from the submenu.

View the PDF files from the Installation CD

- 1 Insert the installation CD.
- 2 Open the CD in Windows Explorer—usually the D:\ drive—and double click the autorun.exe icon. An installation window appears.
- 3 Click **Resources** and then click **CD Library**.
- 4 Click the name of the manual you want to view.

Online help

Online help is a comprehensive online resource that complements the *User Guide* by covering all functions and features of your MYOB software, including those used infrequently. It also includes helpful information for solving common bookkeeping problems.

To display online help

- In any window, press the F1 key.
- In any window—other than command center windows—click **Help** (?) and choose **Help for This Window**.
- Choose **MYOB Premier Help** from the **Help** menu.

Help in MYOB windows

Opening online help from any window—other than command center windows—displays descriptions or procedures relevant to that window.

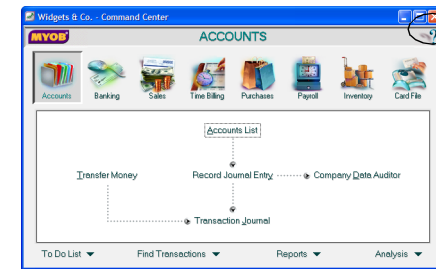
Click **Help** (?) and choose **Help for This Window**, **Tell Me How**, **Tips & Troubleshooting**, or **Search the Help**.

These options are described below.

Select...	If you want to....
Help for This Window	<ul style="list-style-type: none">• see a description of the window, which includes links to more detailed descriptive and procedural topics.• see a description of each field in the window.• display links to topics that give you tips to solving common problems or that direct you to other sources of help.
Tell Me How	display a list of topics that tell you how to perform various tasks in the window, or other related tasks.
Tips & Troubleshooting	display links to topics that give you tips on solving common problems or that direct you to other help sources.
Search the Help	learn how to search the help for key words and phrases.

Help in the command center

The main windows in your MYOB software are known as *command centers*. A help icon appears in the top right corner of each command center window.



When you click the help icon, the online help displays a description of the command center and its various functions. For more information, see '[Command centers](#)' on page 14.

Other resources

In addition to online help, you can also access web-based resources from the **Help** menu. These resources enable you to:

- check for product updates
- review user manuals and other guides

- access software support resources including MYOB Frequently Asked Questions and MYOB Discussion Board
- access information about MYOB Business Services and MYOB Solutions Directory
- send us your feedback.

Note that you need to subscribe to MYOB Product Support to use some of these resources. For more information about MYOB Product Support, visit myob-us.com/support/plans.

Where to start

When you start your MYOB software, a welcome window displays the following options:

Option	Select this option to...
Open your company file	Open a company file once it has been created.
Create new company file	Create a company file for your business. See ' Create a company file ' on page 22.
Explore the sample company	Experiment with a sample company's data and learn how to use your software.
What's New in this version	Learn about the new features in this version of your software.
Exit	Close your MYOB software.

Experiment with a sample company's data

Before you create a new company file, we recommend that you experiment with a sample company's data. We have provided a sample company file, called Widgets & Co. This file contains sample data for you to experiment with. You can add, change, and remove data, as well as view and print reports.

To explore the Widgets company file

- ❖ Start your MYOB software and, in the welcome window that appears, click **Explore the sample company**. A command center window appears.

A command center window always appears when a company file is open. Notice that the name of the sample company, Widgets & Co., appears at the top of the window.

Now that the Widgets & Co. company file is open, you can browse through the software, explore the transactions that have already been entered, and enter some transactions yourself.

Explore your MYOB software

You should become familiar with the following tools and aids:

Tool	See
Command centers	below
Calendar (date entry)	page 15
Business calendar	page 15
Calculator	page 16
Zoom arrows	page 16
Search icons	page 16
Select columns	page 16
Mouse shortcuts	page 17
Shortcut keys	page 17
Default screen font	page 18
Spell-check	page 18

Command centers

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



Each command center contains a row of icons in the top section of the window. These icons allow you to switch between command centers.

The selected icon represents the current command center, and the flowchart displayed below the icons illustrates the major tasks associated with that command center. (For example, when the **Sales** icon is selected, tasks such as **Enter Sales** and **Print/Email Statements**—typical tasks you would complete in relation to sales—appear in the command center’s flowchart.)

There are four menus at the bottom of each command center. The options available from these menus are described below.

Select...	If you want to...
To Do List	record and manage tasks that need your attention, such as paying invoices to take advantage of early-payment discounts, or restocking items when inventory is low.
Find Transactions	view summary information about your accounts, sales, purchases, cards, items, payroll, and jobs.
Reports	view a list of the available reports.
Analysis	analyze a number of key aspects of your business.

There are two ways of selecting an option:

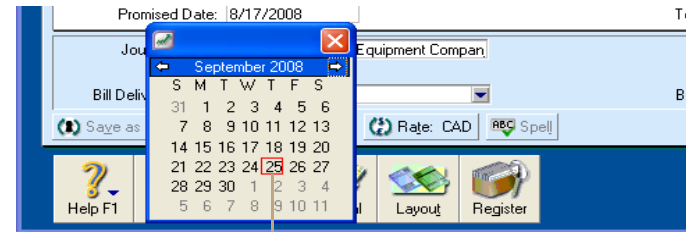
- Click the menu name to display the window relevant to the command center you are in.
- Click the arrow (▼) next to the menu name and select from a list of the available options for all command centers (not just the command center you are currently in).

Calendar (date entry)

The calendar simplifies date entry. For example, suppose you're entering a sale and have promised the goods to the customer on the last Friday of the month. Rather than figure out the date and enter it manually, display the calendar in the **Promised Date** field and click the date.

To display the calendar, put the cursor in a date field and press either = (equals) or the SPACEBAR on your keyboard. Select a date

by clicking it, or by using the arrow keys on your keyboard and then pressing ENTER. The selected date appears in the date field.



The current date appears in red. You can click the arrow symbols next to the month to display a different month.

To close the calendar without selecting a date, press ESC.

Business calendar

You can use the business calendar to specify which days of the week your business is open, vacations and important business events.

As well as being a handy reference, the business calendar affects the **Contact Alert** function in the To Do list. If you set a reminder to call a customer on a day that you have indicated in the business calendar as being closed, the reminder will appear in the To Do List window on the business day *before* the task is due.

For example, if a reminder is scheduled for Saturday but your business is closed on Saturdays, the reminder will appear in the To Do List window on Friday.

To set up your business calendar

- 1 Go to the **Setup** menu and choose **Business Calendar**. The **Business Calendar** window appears.

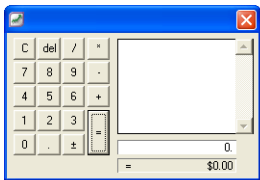
The current month is displayed in the calendar at the top of the window. Days that appear in gray are days when your business is closed.

- If you want to mark a specific day as closed, click the date in the calendar.
If your business is always open or closed on a specific day of the week, click that day in the **Shortcut for setting average business week** section. A message will confirm that you are changing the day's status.
- Add any important events that occur during the month in the **Important Dates** section.
- If you want to change other months in the business calendar, click the arrows at the top of the calendar.
- Click **OK** to close the business calendar.

Calculator

A calculator is available to simplify calculating and entering numeric data, including money amounts, item quantities and units. The calculator is available from every window where you can enter numeric data.

Pressing = (equals) or the SPACEBAR when the cursor is in a numeric data field displays the calculator. In the calculator, enter your calculation and then press ENTER. The result appears in the numeric data field.



To close the calculator without entering numeric data, press Esc.

Zoom arrows

Zoom arrows, displayed next to various fields, allow you to display more detailed information about a specific entry such as a transaction or customer record.

A **white zoom arrow** (⇌) indicates that you can display more detailed information about a transaction and make changes to or delete the transaction.

A **gray zoom arrow** (⇒) allows you to display more detailed information about a transaction, but the information is read-only (that is, it cannot be changed). If you want to change the information, you can reverse the transaction and re-enter it (see [‘Reversing a transaction’ on page 188](#)). Alternatively, you can change your security preference selection to make all transactions changeable (see [‘Set up preferences’ on page 31](#)).

Search icons

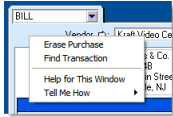
Search icons (🔍), displayed next to various fields, allow you to open selection lists containing records that you have previously entered, such as customers, shipping methods, or records provided by default.

Select columns

Select columns allow you to select items from a list. Select columns are indicated by a **select icon** (☑) located at the top of the list column. You select a desired item by clicking in the select column next to it. You can select all listed items by clicking the select icon at the top of the list column, and deselect all items by clicking the select icon again.

Mouse shortcuts

You can right-click in a window to open a shortcut menu with options relevant to the window and to the location of the pointer.



Shortcut keys

You can use shortcut keys to speed up data entry. All the shortcut keys correspond to menu commands. Listed below are the shortcuts relating to the menu commands.

Menu	Command	Shortcut keys
File	New (Company File)	CTRL+N
	Open	CTRL+O
	Close Window	Esc
Edit	Print	CTRL+P
	Undo	CTRL+Z <i>or</i> ALT+BACKSPACE
	Cut	CTRL+X <i>or</i> SHIFT+DELETE
	Copy	CTRL+C <i>or</i> CTRL+INSERT
	Paste:	CTRL+V <i>or</i> SHIFT+INSERT
	Select All:	CTRL+A
	Select from List	CTRL+L
	Recap Transaction	CTRL+R

Menu	Command	Shortcut keys
Command Centers (All)	To Do List	CTRL+T
	Find Transactions	CTRL+Y
Command Centers > Accounts	Command Center	CTRL+1
	Record Journal Entry	CTRL+G
Command Centers > Banking	Bank Register	CTRL+K
	Command Center	CTRL+2
	Spend Money	CTRL+H
	Receive Money	CTRL+D
Command Centers > Sales	Command Center	CTRL+3
	Enter Invoices	CTRL+J
	Receive Payments	CTRL+B
Command Centers > Time Billing	Command Center	CTRL+4
Command Centers > Purchases	Command Center	CTRL+5
	Enter Purchases	CTRL+E
	Pay Bills	CTRL+ M
Command Centers > Payroll	Command Center	CTRL+6
Command Centers > Inventory	Command Center	CTRL+7
	Command Center	CTRL+8
	Cards List	CTRL+F
Reports	Index to Reports	CTRL+I
Window	Refresh All	F5

Menu	Command	Shortcut keys
Help	MYOB Help	F1
We also support the following shortcut key combinations:		
	Close Window	CTRL+F4
	Next Window	CTRL+F6 or CTRL+TAB
	Cycle Task	ALT+TAB or ALT+ESC

Default screen font

If you want, you can change the fonts used in your MYOB software's interface.

CAUTION: If you change the default font Ensure that the new font size is appropriate to your monitor's resolution. Some typefaces and sizes may cause windows to be displayed incorrectly. If you work in a multiuser environment and change the font, the changes affect only your computer, not other users on your network.

To change the default screen font

- 1 Go to the **File** menu and choose **Default Fonts**. The **Default Font Selection** window appears.
- 2 Click **Fonts**. The **Change Default Windows Font** window appears.
- 3 Select the default typeface you want to use from the **Font** list.
- 4 Select the default font size you want to use from the **Size** list.
- 5 Click **OK**. The **Default Font Selection** window appears.
- 6 Click **OK**.

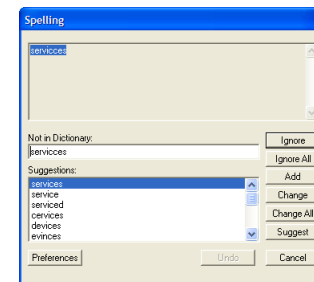
Any changes you make will take effect after closing and restarting your MYOB software.

Spell-check

You can check your spelling when entering a sale, purchase, or item information. You can check spelling in the following fields:

Window	Field
Sales	<ul style="list-style-type: none"> • Description (for Service, Professional, Item, and Miscellaneous layouts) • Notes (for Time Billing layout).
Purchase	<ul style="list-style-type: none"> • Description (all layouts).
Item Information	<ul style="list-style-type: none"> • Name (Item Profile tab) • Description (Item Details tab).

If a misspelt word is found when checking, the **Spelling** window appears.



The **Spelling** window displays the misspelt word and suggests a replacement. You can choose to change the misspelt word to the suggested replacement, add it to your dictionary, or set the spell check feature to ignore it.

You can set a preference to automatically check spelling or you can manually check spelling by clicking **Spell** in the transaction window or **Item Information** window.

You can customize your spelling preferences. For example, you can change the main dictionary language and choose a preference to ignore words that include numbers.

To set spelling preferences

- 1 Go to the **Setup** menu and choose **Preferences**. The **Preferences** window appears.
- 2 Click the **Windows** tab.
- 3 If you want to automatically check spelling, select the **Automatically Check Spelling in Text Fields Before Recording Transactions** option.
- 4 If you want to customize your spelling preferences, click the **Spelling** button. The **Spell Check Preferences** window opens.
- 5 Select your preferences and click **OK**.

For more information about the spelling feature, see MYOB online help.

2 Setting up your company file

Your MYOB software stores your financial data in a company file. If you don't already have a company file, you must create it before you can begin recording transactions.

Overview

When you create a company file, you record basic information about your business, such as the business name and your contact details. You must also specify the month and fiscal year in which you want to start recording transactions.

Depending on the features you want to use, there are some tasks that you should complete. This chapter guides you through the essential ones.

Essential tasks The tasks you need to do depend on whether your accountant has created and set up a company file for you, the information you currently have and when your business started.

Advanced tasks Once you have completed the essential tasks, you can start recording transactions. However, if you need to use the advanced features of this software, (such as the sales or inventory features) you will need to do further setup tasks. These tasks are covered in [Chapter 3, 'Advanced setup,' starting on page 33](#).

Task	See
1 Create a company file	page 22
2 Activate the company file	page 24
3 Set up accounts	page 26
4 Enter account opening balances	page 29
5 Set up preferences	page 31
6 Set a password for the Administrator user ID	page 32

Create a company file

When you make entries in your software, that information is stored in a file called a company file.

You can create a company file using the **New Company File Assistant**. This assistant is a series of interactive windows that guide you through the process of creating a new company file.

NOTE: Do you already have a company file? If your accountant or MYOB consultant has provided you with a company file, or if you want to use a file that you created with a test drive version of this software, you don't need to create a company file.

Before you start:

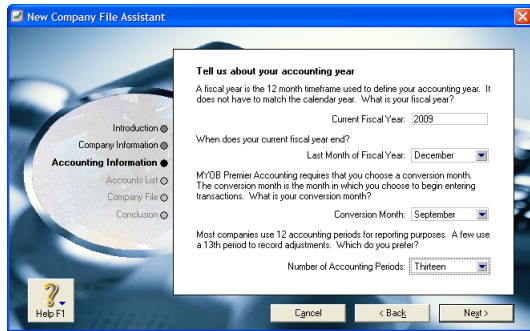
You need to know...	Description
Your current fiscal year	This is the fiscal year for which you want to start recording transactions in your company file. Note that a fiscal year is represented by the calendar year in which the fiscal year ends. For example, if your fiscal year ends in December 2009, your fiscal year is 2009.
The last month of your fiscal year	This is the month in which your fiscal year ends. For most businesses the last month is December.
Your conversion month	This is the earliest month for which you want to record transactions. For example, if you want to enter transactions dated 1 September or later, your conversion month is September. You cannot enter transactions dated before the conversion month.
The number of accounting periods in your fiscal year	You can choose to have 12 or 13 accounting periods. A 13th period is a period for recording entries which you do not want included in the accounting figures for a particular month. For example, you can use it to record year-end adjustments that are attributed to all months. If in doubt, choose 13 periods.

You need to know...	Description
The default list of accounts that you want to start with	Accounts are the categories that you will allocate each of your transactions to. When you create a company file, you need to select a default list of accounts. You can: <ul style="list-style-type: none">• start with an accounts list provided by MYOB. You can select a predefined accounts list suitable for your business.• import a list of accounts. You can import an accounts list from another company file or from one that has been provided by your accountant or MYOB partner.• build your own list. You can start with an accounts list that has the minimum required accounts and then add to it. Note that you can modify your accounts list after creating your company file.

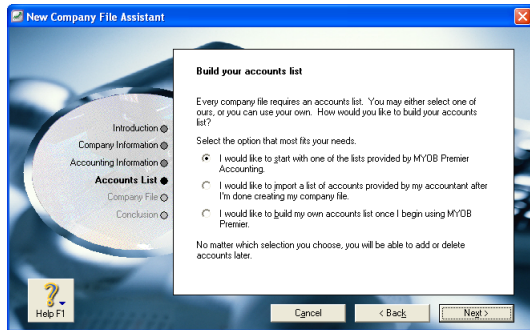
To create a new company file

- 1 Start your MYOB software. A welcome window appears.
- 2 Click **Create new company file**. The introduction page of **New Company File Assistant** appears.
- 3 Click **Next**. The **Company Information** page appears.
- 4 Enter your business contact and registration details. If available, also enter your MYOB software serial number.
- 5 Click **Next**. The **Accounting Information** page appears.
- 6 Enter your fiscal year details and conversion month.

TIP: Current fiscal year Remember that this is the fiscal year for which you want to start recording transactions in your company file. It does not need to be the fiscal year that your business is currently operating in.



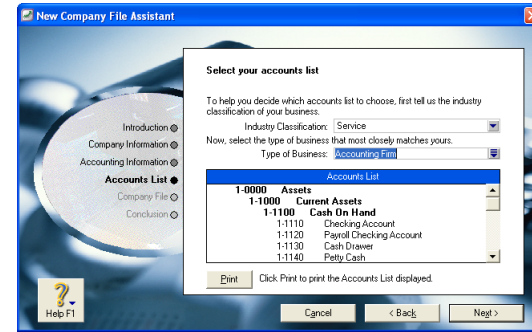
- 7 Click **Next**. A confirmation page appears.
- 8 Check the fiscal year and conversion month and then click **Next**. The **Accounts List** page appears.
- 9 Select the default accounts list you want to start with.



If you choose to...	Continue with...
start with an accounts list provided by MYOB	step 10
import a list of accounts	step 12
build your own list	step 12

- 10 Click **Next**. An accounts list selection page appears.

- 11 Select the type of industry and business that best matches your own business.



A suitable accounts list for the business type you selected appears. If you want to print the list, click **Print**. Later you can tailor the list to meet the needs of your business.

- 12 Click **Next**. The **Company File** page appears.
- 13 If you want to change you company file name and location:
 - a Click **Change**. The **New** window appears.
 - b Select the required location.
 - c If necessary, type a new file name.
 - d Click **Save**. The **Conclusion** page appears.
 - e Continue with [step 15 below](#).

NOTE: Restricted access to the Program Files folder in Windows Vista User Account Control (UAC) is a security feature in Windows Vista. If UAC is active, files saved in the **Program Files** folder can only be opened by the Windows user who saved the files. If other users need to access your company file, do not save it in this folder. For more information about User Account Control, see Windows help.

- 14 Click **Next**. Your company file is created and the **Conclusion** page appears.
- 15 Click **Command Center** to display the **Command Center** window.

Activate the company file

Activation is a process that verifies you have a legal installation of your MYOB software. You can activate your company file online or over the phone via an automated service.

NOTE: Do you need to complete this task? You don't need to activate a company file that you have created for testing purposes or any file you are no longer entering transactions into.

After creating a company file, you can use it for 30 days in trial mode, after which you must activate the file if you want to continue entering transactions into it.

If you don't activate the file within 30 days, it will become read-only, which means you can open, view, print, and export information, but you will not be able to enter new information into the file until you activate it.

After activating a file, you must confirm the company file once or twice a year, that is, extend its activation throughout its working life. For more information, see ['Confirming activated company files' on page 265](#).

NOTE: Automatic confirmation If you want, you can set a preference to automatically confirm an activated company file over the Internet when required.

Activation limits You can initially activate up to ten company files. If you need to create more than ten company files (for example, yours is a bookkeeping business looking after many clients), you can obtain license extensions to activate as many additional company files as required. Contact MYOB Customer Service if you need a license extension. Each additional license extension allows you to activate a further ten files.

Activating after purchasing additional workstation licenses

When you purchase your MYOB software, the license allows one user to access a company file during the trial period. If you extend your license to support additional simultaneous users, you must activate your company file for these additional licences. See also ['Managing user accounts and company files' on page 261](#).

Before you begin

Before you can activate a company file, you need to:

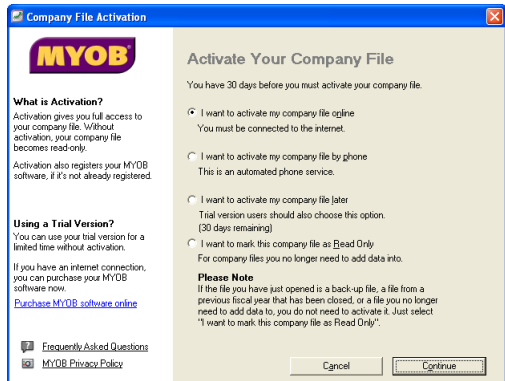
- **know your MYOB product serial number.** If you didn't enter your serial number when creating the company file, you will need to enter it during the activation process. You can find your serial number on the software CD sleeve.
- **register your software.** Registration enables MYOB to contact you should there be any issues with your software. See the *Getting Started* guide for information on how to register your software.

To activate a company file

- 1 Open the company file to be activated and sign on.



The Company File Activation window appears.



- 2 Activate your company file:

Method	Steps
Online	<ol style="list-style-type: none"> 1 Ensure you are connected to the Internet. 2 Click I want to activate my company file online and then click Continue. The Company File Activation – Online window appears. 3 If you have not previously entered your MYOB serial number, type it in the Serial Number field and press TAB. The code in the Company File Code field is generated automatically. 4 Click Continue to activate the file.
Phone	<ol style="list-style-type: none"> 1 Click I want to activate my company file by phone and then click Continue. The Company File Activation – By Phone window appears. 2 If you have not previously entered your MYOB serial number, type it in the Serial Number field and press TAB. The code in the Company File Code field is generated automatically. 3 Call MYOB on the telephone number displayed under the Company File Code field and follow the instructions to receive your confirmation code. 4 Type the confirmation code in the Confirmation Code field and click Continue. Note that you cannot use this code to activate another company file nor can you use this code to confirm an activated company file.

- 3 Follow the on-screen instructions until the **Command Center** window appears.
- 4 If you want to activate another company file:
 - a Go to the **File** menu and choose **Open**. The **Open** window appears.
 - b Open the company file to be activated and sign on to the file.
 - c Continue from [step 2](#) above.

Set up accounts

Accounts provide a means for grouping similar transactions. For example, if your business pays rent for the use of its premises, you would create a rent account and then allocate all rent payments to that account.

The accounts you use for your business are grouped in an accounts list.

NOTE: Do you need to complete this task? If your accountant or MYOB partner has provided you with a company file, this task may have been completed for you. In this case, go to [‘Enter account opening balances’](#), on page 29.

When you created your company file, you selected a default accounts list to start with. This list may already have the accounts you need. If not, you can change the list to suit your needs. If you are unsure, ask your accountant which accounts you should create, edit, or delete.

If you selected to import a list of accounts, you should import this list now. See [‘Importing data’](#) on page 275.

Account numbers Each account is identified by a unique five digit number. The first digit indicates the account’s classification (for example, accounts starting with 1 are asset accounts). The remaining four digits determine its location within the classification. The lower the number, the higher up in the list it appears. For example, account 1-1100 appears above 1-1200.

Account classifications and types The accounts list groups accounts into eight classifications—Assets, Liabilities, Equity, Income, Cost of Sales, Expenses, Other Income, and Other Expenses. Within each account classification there is at least one account type.

Account classifications and types are described in the following table.

Classification	Type	Description
Asset (1-xxxx)	Bank	Money in the bank, for example, in a checking or savings account.
	Accounts Receivable	Money owed to you by your customers.
	Other Current Asset	Assets that, if required, can be turned into cash within a year. These may include your term deposits.
	Fixed Asset	Assets which have a long life, for example, buildings, cars, and computers. Fixed assets are usually depreciated.
	Other Asset	Other assets you own such as loans made to others and goodwill.
Liability (2-xxxx)	Credit Card	Repayments required to service credit card debt.
	Accounts Payable	Money owed by you to your vendors.
	Other Current Liability	Money owed by you that is due in less than a year, for example, STE.
	Long Term Liability	Money owed by you that is due in more than one year, for example, a business loan.
	Other Liability	Other money you owe.

Classification	Type	Description
Equity (3-xxxx)	Equity	The business's net worth, that is, its assets minus its liabilities. Common equity accounts are current year earnings, retained earnings, and shareholders' equity.
Income (4-xxxx)	Income	Revenue from the sale of goods and services.
Cost of Sales (5-xxxx)	Cost of Sales	The direct cost of selling your goods and providing services, for example, purchase costs and freight charges.
Expense (6-xxxx)	Expense	The day-to-day expenses of running your business, for example, utility bills, employee wages, and cleaning.
Other Income (8-xxxx)	Other Income	Other revenues, for example, interest earned on savings and dividends paid from stocks.
Other Expense (9-xxxx)	Other Expense	Other expenses, for example, interest charged.

Header accounts Your accounts list consists of detail accounts (the accounts to which you allocate transactions) and header accounts. Header accounts group related detail accounts to help you organize your accounts list.

For example, you could group your telephone, electricity, and gas expense accounts using a Utilities header account. This makes it easier for you to locate the utility expense accounts in the accounts list and to see your combined utility expenses.

You group accounts by indenting the detail accounts located directly below a header account.

	Account Name	Type	Linked	Balance
Header accounts	1-0000 Assets	Asset		\$107,251.16
	1-1000 Current Assets	Asset		\$8,683.43
	1-1100 Cash On Hand	Asset		\$8,683.43
Detail accounts	1-1110 Checking Account	Bank	✓	\$23,058.98
	1-1120 Payroll Checking Account	Bank	✓	(\$11,108.36)
	1-1130 Fleet Bank Card	Bank		(\$8,720.45)
	1-1140 Petty Cash	Bank		\$53.01
	1-1150 Electronic Payments	Bank	✓	(\$900.00)
	1-1160 Undeposited Funds	Bank	✓	\$6,296.35
	1-1300 Deposits Paid	Other Asset	✓	\$1,472.40
	1-1400 Prepaid Insurance	Other Asset		\$0.00
	1-1500 Prepaid Interest	Other Asset		\$0.00
	1-1600 Prepaid Taxes	Other Asset		\$0.00

Note that:

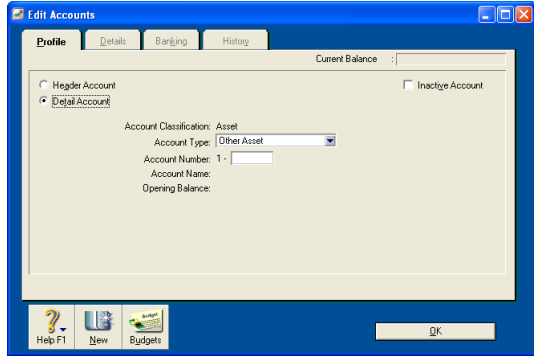
- You cannot allocate transactions to a header account.
- The balance of a header account is the sum of the detail accounts indented directly below it.
- You can create up to three header account levels as shown in the example above.

Setting up accounts

If you want to...	See
Create an account	page 28
Delete an account	page 180
Change the details of an account	page 179
Group detail accounts with a header account	page 29
Import an accounts list	page 275

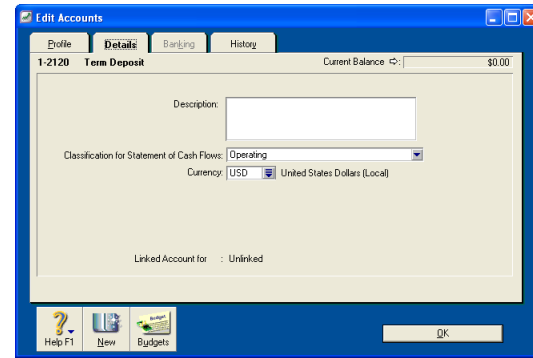
To create an account

- 1 Go to the **Accounts** command center and click **Accounts List**. The **Accounts List** window appears.
- 2 Click **New**. The **Edit Accounts** window appears.



- 3 If you want to create a header account, select the **Header Account** option.
- 4 Select the account type from the **Account Type** list. The **Account Classification** field changes according to the selection you make. For more information on account classifications, see '[Account classifications and types](#)' on [page 26](#).
- 5 Enter a four-digit number for the account in the **Account Number** field. The number must be unique within each account classification.
- 6 Press TAB and type a name for the account.

- 7 Click the **Details** tab.



- 8 If you want, type a brief description of the account in the **Description** field.
- 9 In the **Tax Code** field, select the tax code that you use most often with transactions that will be posted to this account.
- 10 If you are creating an asset, liability, or equity account (other than an asset that has the account type of **Bank**), select an option from the **Classification for Statement of Cash Flows** list.

Classifying the accounts allows you to generate a statement of cash flows. This report shows how your cash position has changed over time, profit earned, and where your cash was spent. If you're unsure about which classification to use, consult your accountant or an MYOB Certified Consultant.
- 11 If you are creating a bank or credit card account, and you want to keep a record of your bank account details, click the **Banking** tab and enter your account details.

NOTE: Routing for electronic payments The ABA routing number and account details are required so that MYOB Direct Deposit and MYOB Vendor Payments can include information about the account when making electronic payments.

- 12 [Detail accounts only] If you want to enter historical balances, complete the **Last FY** column on the **History** tab. That way you can compare the year's monthly account balances with those of the corresponding months last year.
- 13 [Detail accounts only] If you want to set up a budget:
 - a Click **Budgets**. The **Prepare Budgets** window appears.
 - b Type the budget amounts in the monthly columns.
 - c Click **Close**.For more information, see '**Budgets**' on page 241.
- 14 Click **OK** when you have finished. The account you created now appears in your accounts list.

To group detail accounts with a header account

You group accounts by indenting the accounts located below a header account.

- 1 Go to the **Accounts** command center and click **Accounts List**. The **Accounts List** window appears.
- 2 Select the detail account you want to group.
- 3 Click **Down** to group the account with the header located above it.

Enter account opening balances

Account opening balances are the balances of your accounts as of the first day of your conversion month.

NOTE: Do you need to complete this task? If you were in business prior to your conversion month, most of your accounts probably already have balances. If you want to produce financial reports that included these balances (such as a balance sheet), or you want to track the balance of accounts with a cumulative balance (such as your bank account), you need to enter these balances.

You can find your account opening balances on a trial balance report, a balance sheet, or a profit & loss report prepared for the period immediately prior to your conversion date. You can ask your accountant to prepare these reports.

You may also be able to find your account opening balances using your previous software or paper-based records.

The balances you enter depend on whether your conversion month is also the first month of your fiscal year. 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 your income, cost of sales, and expense accounts should be zero.
- **is not the first month of your fiscal year** (for example, if your fiscal year starts in January but your conversion month is July), enter the opening balances of *all* your accounts.

Opening bank account balances You can enter either of the following amounts as the opening balance of a bank account:

- the bank account balance that appears on your balance sheet or trial balance reports as of the day prior to your conversion date. For example, if your conversion date is 1 January 2009, this is the bank account balance as of 31 December 2008.

These reports can be provided by your accountant, or, if you were previously using another accounting software, printed using that software.

- the cashbook balance of the account as of the end of the day prior to your conversion date. You can calculate your cashbook balance by taking into account the transactions not yet cleared by your bank as of the conversion date and the balance that appears on your bank statement at that date.

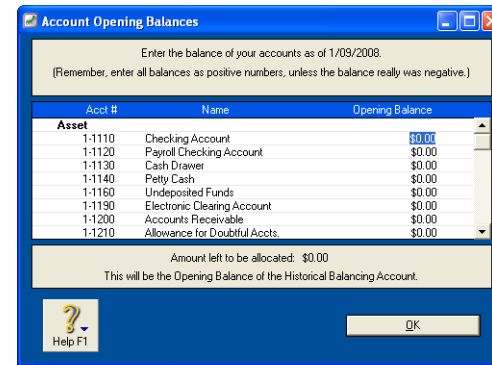
For example, assume that \$500 worth of deposits and \$1000 worth of payments were unrepresented as of your conversion date (that is, they had not appeared on a bank statement). The cashbook balance would be calculated as shown below:

Bank statement balance as of the conversion date	\$21,000.00
ADD uncleared deposits	+ \$500.00
SUBTRACT uncleared payments	– \$1,000.00
Cashbook balance as of the conversion date	\$20,500.00

To enter opening balances

- Go to the **Setup** menu, choose **Balances** and then **Account Opening Balances**. The **Account Opening Balances** window appears.
- Enter the balances in the **Opening Balance** column.

NOTE: Enter opening balances as positive numbers Don't, for example, enter your liability account balances as negative numbers. Enter negative amounts only if accounts truly have negative balances. As a rule, these will be asset accounts that record accumulated depreciation.



- Check that the amount in the **Amount left to be allocated** field at the bottom of the window shows \$0.00.

If this field displays an amount other than \$0.00, check your opening balances again because they are either incomplete or incorrect. However, you can continue the setup process if there is an amount in the **Amount left to be allocated** field. The amount will be assigned to a special equity account called Historical Balancing.

- Click **OK**.

Set up preferences

Preferences are settings that enable you to tailor your software to your business requirements and processes.

NOTE: Do you need to complete this task? While you can complete this step later, you should review the default preferences that have been set before you start entering transactions.

You can set preferences to customize the way your software operates. For example, you can choose to automatically print invoices after recording them, or prevent users from editing transactions.

You can set up your preferences using the:

- **Customize Easy Setup Assistant.** This assistant guides you through setting up some key preferences. To access the assistant, go to the **Setup** menu, choose **Easy Setup Assistant** and then click **Customize**.
- **Preferences** window. This window lists all of the preferences. To view this window, go to the **Setup** menu and choose **Preferences**.

Some preferences you should consider choosing include:

- **Use Audit Trail Tracking** If you want to keep a record of transactional, tax, account, and system changes, select this option. This is useful if more than one person will be entering transactions into your file. For more information about audit trail tracking, see [‘Auditing your records’ on page 243](#).
- **Transactions CAN’T be Changed; They Must be Reversed** If you don’t want to allow users to edit or delete transactions, select this option. If they want to change or delete a transaction, they will need to do so by recording a reversal transaction. For more information, see [‘Reversing a transaction’ on page 188](#).
- **I Deal in Multiple Currencies** If you want to enable multi-currency accounting, select this option. For more information about working with multiple currencies, see [‘International transactions’ on page 167](#).

Set a password for the Administrator user ID

When you created your company file, a user ID called Administrator was automatically created.

A user ID is the means for:

- controlling access to a company file
- tracking a transaction record history
- saving individual preferences.

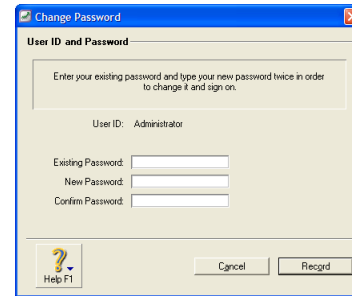
By default, the Administrator user ID does not have a password assigned to it. Anyone who signs on with the Administrator user ID will have complete access to all command centers, functions, and windows and will be able to create, edit, and delete other user IDs.

For that reason, as soon as you create a company file, you should assign a password to the Administrator user ID; otherwise, anyone can sign on and then enter, edit, and delete transactions.

To set a password for the Administrator user ID

- 1 Start your MYOB software and click **Open your company file** in the welcome window that appears.
- 2 In the **Open** window, select the company file to be opened, and click **Open**. The **Sign-on** window appears.
- 3 Click **Change Password**.

- 4 In the **Change Password** window, leave the **Existing Password** field blank, type the password in both the **New Password** and **Confirm Password** fields.



- 5 Click **Record**.

NOTE: Access restrictions If you want to restrict other users from accessing certain features or information, you can create additional user IDs and specify their access restrictions. For more information, see ['Managing user accounts' on page 261](#).

3 Advanced setup

When you have created a company file and completed the essential setup tasks (see [Chapter 2, 'Setting up your company file,' starting on page 21](#)), you can start recording transactions in your company file. However, if you want to use the advanced features of your software (such as tracking amounts you owe or the quantity of items sold), you need to complete additional setup tasks. This chapter details the additional tasks.

Overview

The setup tasks you need to complete depend on the features you want to use and whether your business was operating prior to your conversion month.

What features do you want to use?

The following table provides some examples of different setup requirements.

Your needs	Setup required
Basic	If you only want to use your software to fulfill basic accounting requirements (such as report tax payable or produce a year-end balance sheet), you may only need to do an initial bank reconciliation for each of your bank accounts. Reconciling accounts helps ensure the integrity of the information you record in your company file (see ' Do an initial bank reconciliation ' on page 38).

Your needs	Setup required
Intermediate	If you want to track the money that you owe vendors or that are owed by customers, you will need to use the Purchases and Sales command centers. Before you can use these command centers, you need to complete the sales and purchases setup tasks in this chapter.
Advanced	If you want to track the on-hand quantity and value of items you buy and sell, you need to create records to store the details of your items. You do this using the Inventory command center. Also, when you buy and sell an item, you will need to record details about each transaction (such as who you purchased the items from, how many you purchased, and the price). You do this using the Sales and Purchases command centers. Hence, you need to complete the sales and purchases setup tasks in this chapter.

When did your business start operating?

The setup tasks you need to complete will also depend on whether your business was operating prior to your conversion month.

The following table describes the setup required for new and existing businesses.

Business status	Setup required
New	<p>If you have just started your business, you may have very little information about your future customers, vendors, employees, and items that you buy or sell. You can add these details later when you have more information.</p> <p>However, if you intend using the advanced features of your software (such as recording invoices or tracking departmental profit), you should read through the setup tasks to see which features you might use and the tasks you need to complete to start using them.</p>
Existing	<p>If your business was operating prior to your conversion month, it is likely that transactions that occurred prior to your conversion month still affect your business.</p> <p>For example, a customer may owe you money for sales you made prior to your conversion month, or you may have outstanding bills to pay. You will need to enter these historical details in your company file.</p>

Advanced tasks

You may not need to do every task. An introduction to each task helps you determine whether you need to do the task and, if so, the information you need.

Task	See
1	Set up sales page 35
2	Set up purchases page 36
3	Set up payroll page 37
4	Do an initial bank reconciliation page 38
5	Create item records page 41
6	Enter your inventory opening balances page 42
7	Set up MYOB Business Services page 43
8	Set up MYOB Payroll Tax Forms page 47

Set up sales

You can use the sales features to:

- prepare sales quotes, orders, and invoices
- generate statements
- view customer sales history
- see how much your customers owe you.

NOTE: Do you need to do this task? If you want to record sales and print invoices or statements, you need to set up the sales features.

Before you start using the sales features, you should enter the following information:

- **Credit terms and credit limits** Enter the credit terms and credit limits you generally extend to your customers.
- **Customer details** Create a record for each of your customers and enter such details as their addresses and phone numbers.
- **Historical sales** [Existing businesses only] If customers owed you money on the first day of your conversion month, you will need to record some details about the corresponding sales, such as the invoice date and the amount that is outstanding.

You can use the **Sales Easy Setup Assistant** to do these tasks. To access the assistant, go to the **Setup** menu, choose **Easy Setup Assistant**, and then click **Sales**.

You can also use the **Sales Easy Setup Assistant** to specify your preferred invoice layout, the income account you will allocate most of your sales to, and several other settings. These settings will automatically be selected for new customer records you create; however, you can change them as required.

Optional sales setup tasks

In addition to the **Sales Easy Setup Assistant** tasks, you may also want to do the following tasks if they are relevant to your business.

Task		See
Customize forms	Change the appearance of the default invoice and statement forms.	page 210
Import cards	Import customer information from: <ul style="list-style-type: none">• another MYOB company file• another accounting system• a spreadsheet• a text file.	page 275
Synchronize customer records with Outlook	Synchronize your customer card records with your contact records in Microsoft Outlook.	page 225
Create job records	Create job records to track the progress and profitability of the work you do for your clients.	page 237
Group cards	Use identifiers and custom lists to group the cards of customers who have similar attributes.	page 223

Set up purchases

You can use the purchases features to:

- record quotes, orders, and bills
- view your purchase history
- see what you owe your vendors.

NOTE: Do you need to do this task? If you want to record the orders and purchases you make with vendors and track the amounts you owe, you need to set up the purchases features.

Before you start using the purchases features, you should enter the following information:

- **Vendor details** Create a card record for each of your vendors and enter such details as their addresses and phone numbers.
- **Historical purchases** [Existing businesses only] If you had outstanding bills on the first day of your conversion month, you will need to record some details about them, such as the bill amounts and the credit terms.

You can use the **Purchases Easy Setup Assistant** to do these tasks. To access the **Purchases Easy Setup Assistant**, go to the **Setup** menu, choose **Easy Setup Assistant** and then click **Purchases**.

You can also use the **Purchases Easy Setup Assistant** to choose the payment method you normally use to pay bills, your preferred purchase order layout, and several other settings that will help you record purchases faster. These settings will automatically apply to new cards you create for your vendors; however, you can change them as required.

Optional purchases setup tasks

In addition to the **Purchases Easy Setup Assistant** tasks, you may also want to do the following tasks if they are relevant to your business.

Task		See
Customize forms	Change the appearance of the default purchase orders and other forms.	page 210
Import cards	Import vendor information from: <ul style="list-style-type: none">• another MYOB company file• another accounting system• a spreadsheet• a text file.	page 275
Synchronize vendor records with Outlook	Synchronize your vendor card records with your contact records in Microsoft Outlook.	page 225
Group cards	Use identifiers and custom lists to group the cards of vendors who have similar attributes.	page 223

Set up payroll

You use the payroll feature to:

- process pays for your employees
- track employee accruals (such as sick and vacation leave)
- pay accrued payroll liabilities
- print pay stubs and paychecks
- print payroll tax forms.

NOTE: Do you need to do this task? If you want to process employee pays, track amounts you owe to the IRS and print payroll tax forms, you need to set up the payroll features.

Before you start using the payroll features, you need to:

- **Load tax tables** *Payroll taxes* are amounts that are calculated and deducted from employee pays according to the rules established by the government taxation authorities. In MYOB software, these calculation rules are stored in a tax table file that you need to load into your company file.
- **Enter general payroll information** Enter the current payroll year, the number of hours in your normal working week and your company's tax details.
- **Review payroll categories** The components of an employee's pay, such as wages, accruals, and taxes, are called payroll categories. These are assigned to an employee's card to calculate their standard pay.
It's a good idea to review the details of each payroll category to make sure it matches the way you do business.
- **Enter employee details** Create a card record for each of your employees and enter such details as their addresses and payroll information.

- **Enter pay history** [Existing businesses only] If you have already paid the employee in the current payroll year, you should enter the amounts you have paid your employees.

You can use the **Payroll Easy Setup Assistant** to do these tasks. To access the **Payroll Easy Setup Assistant**, go to the **Setup** menu, choose **Easy Setup Assistant** and then click **Payroll**.

For more information about creating payroll categories and entering employee payroll information, see '[Creating payroll categories](#)' on page 111 and '[Entering employee payroll information](#)' on page 118.

Optional payroll setup tasks

In addition to the **Payroll Easy Setup Assistant** tasks, you may also want to do the following tasks if they are relevant to your business.

Task		See
Set up timesheets	Use timesheets to record all the hours worked by hourly employees. If you pay employees for time-billing activities, you can also enter activity details on timesheets and use these details to create activity slips.	page 121
Customize forms	Change the appearance of the default pay stub and paycheck forms.	page 210
Import cards	Import employee information from: <ul style="list-style-type: none">• another MYOB company file• another accounting system• a spreadsheet• a text file.	page 275

Task		See
Synchronize employee records with Outlook	Synchronize your employee card records with your contact records in Microsoft Outlook.	page 225
Group cards	Use identifiers and custom lists to group the cards of employee who have similar attributes.	page 223
Set up payroll tax forms	Prepare and print official copies of the W-2 and W-3 tax forms.	page 47

Do an initial bank reconciliation

To ensure the accuracy of your business records, you should ensure that the record of your bank account balances matches the amounts on your bank statements. This task is called *reconciling accounts*.

If your business traded prior to your conversion month and you have uncleared banking transactions as of the first day of your conversion month, you need to do an initial bank reconciliation.

Uncleared banking transactions are withdrawals and deposits that have not been cleared by your bank as of the start of your conversion month.

NOTE: Do you need to complete this task? The initial bank reconciliation procedure needs to be done for each bank account that had uncleared transactions as of the first day of your conversion month.

To do an initial bank reconciliation:

Task		See
1	Identify uncleared withdrawals and deposits	below
2	Record uncleared withdrawals and deposits	page 39
3	Reconcile	page 40

Task 1: Identify uncleared withdrawals and deposits

Compare your banking source information (such as your checkbook and deposit book) with your bank statements for the period that includes your conversion date. If you find transactions that have not been cleared by your bank as of this date, you will need to record the details of these transactions in your company file.

For example, in December, the month prior to your conversion month, you wrote a check for \$1,000 and deposited \$500 you received from a customer. If these transactions had not appeared on a bank statement by 31 December, you need to record both transactions in your company file.

Task 2: Record uncleared withdrawals and deposits

You need to record uncleared transactions in such a way that the opening bank account balance is not affected. To do this, you need to post a debit and a credit of equal amounts for each transaction against the applicable bank account.

To record uncleared withdrawals

- 1 Go to the **Banking** command center and click **Spend Money**. The **Spend Money** window appears.
- 2 In the **Pay from Account** field, type or select the bank account you want to reconcile.
- 3 In the **Check #** field, enter a reference number for the withdrawal.
- 4 In the **Date** field, type the first day of your conversion month. For example, if your conversion month is January 2009, enter 01/01/09.
- 5 In the **Amount** field, type the amount of the withdrawal.
- 6 In the **Acct #** field, type or select the bank account you want to reconcile. This must be the account entered in [step 2 above](#).

- 7 Enter details of the withdrawal in the **Memo** field.

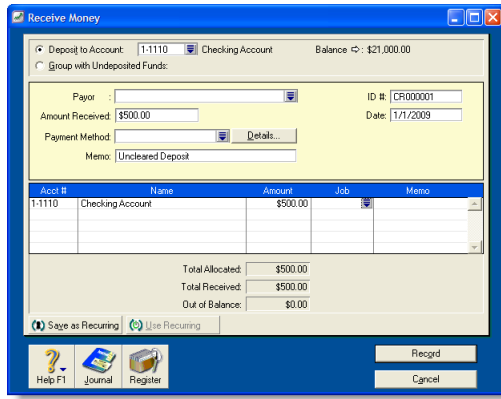
Acct #	Name	Amount	Job	Memo
1-1110	Checking Account	\$1,000.00		

- 8 Click **Record**.
- 9 Repeat from [step 3 above](#) for each uncleared withdrawal.

To record uncleared deposits

- 1 Go to the **Banking** command center and click **Receive Money**. The **Receive Money** window appears.
- 2 In the **Deposit to Account** field, type or select the bank account you want to reconcile.
- 3 In the **Date** field, type the first day of your conversion month. For example, if your conversion month is January 2009, enter 01/01/09.
- 4 In the **Amount Received** field, type the amount of the deposit.
- 5 In the **Acct #** field, type or select the bank account you want to reconcile. This must be the account entered in [step 2 above](#).

- Enter details of the deposit in the **Memo** field.



- Click **Record**.
- Repeat from [step 3 on page 39](#) for each uncleared deposit.

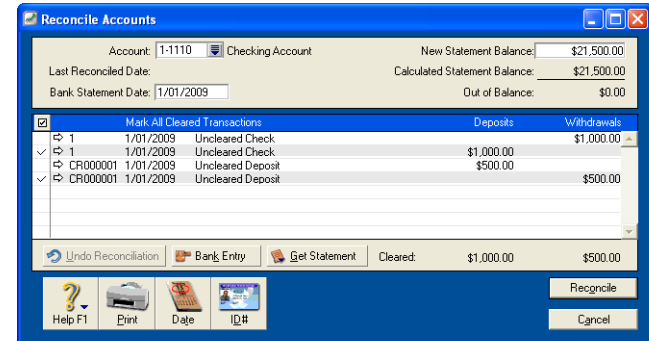
Task 3: Reconcile

To reconcile the account

- Go to the **Banking** command center and click **Reconcile Accounts**. The **Reconcile Accounts** window appears.
- In the **Account** field, select the bank account you want to reconcile.
- In the **New Statement Balance** field, type the closing bank balance as of the day prior to your conversion month (for example, the closing balance as of 12/31/2008).
- In the **Bank Statement Date** field, type the first date of your conversion month. (For example, if your conversion month is January 2009, enter 01/01/09.) Your uncleared transactions appear.

When you recorded uncleared transactions, the same account was debited and credited with the same amount. Therefore, an uncleared transaction appears as both a deposit and a withdrawal.

- For each uncleared withdrawal, click the select column next to the deposit.
- For each uncleared deposit, click the select column next to the withdrawal.



When each uncleared transaction is selected, \$0.00 appears in the **Out of Balance** field.

- Click **Reconcile**. A confirmation window appears.
 - To print a report, click **Print Report**. When the report is printed, click **Reconcile**.
 - To reconcile without printing a report, click **Reconcile**.
 - To change any details you entered in the **Reconcile Accounts** window, click **Cancel**.

Create item records

You can use item records to store information about a product and to track the quantities you buy and sell. You can also create records for each type of service you provide.

NOTE: Do you need to complete this task? If you buy and sell items, such as finished goods, components used in production, and raw materials, you need to create records for them.

Item records enable you to view the sales and purchase history of the products you sell or use in production. You can determine which items are your best sellers and what you have in stock. This can help you identify sales trends and reorder items before you run out of them.

You can also create item records for the services you provide. This enables you to list the items and services you buy and sell on the same purchase order or invoice.

For example, if you are a plumber, you could set up items for the materials you buy in order to carry out your work. You could also set up item records for the services you provide, such as installation and repairs. You can then record the labor and material charges on the same invoice.

For more information about creating item records, see [‘Creating items’, on page 149](#).

Optional inventory setup tasks

You may want to do the following tasks if they are relevant to your business.

Task		See
Import items	Import item information from: <ul style="list-style-type: none">• another MYOB company file• another accounting system• a spreadsheet• a text file.	page 275
Set up pricing levels	Customize item pricing according to customer status and sales quantities.	page 162
Create locations	If you hold inventory at several locations, you can keep track of item quantities held at each location.	page 154
Group items using custom lists	Group and sort items by assigning attributes to your items from custom lists you define.	page 163
Create custom fields	Set up fields to record additional information about your inventory items.	page 164

Enter your inventory opening balances

If you had items on hand as of the first day of your conversion month, and you want to track on-hand quantities and values these items, you need to enter your inventory opening balances.

Before you enter your opening inventory balances, you need to count the actual items in your inventory. To help you do this, you can print the **Inventory Count Sheet** report, which lists all your inventoried items, and manually record quantities on it.

To print the inventory count sheet

- 1 Go to the **Inventory** command center and click **Count Inventory**. The **Count Inventory** window appears.
- 2 If you store your items at several locations, select the method you want to use to group your items. You can group items by item number or by location.
- 3 Click **Print**. The **Inventory Count Sheet** report is printed with a list of all your items.
- 4 Enter all your on hand quantities on this sheet.

To enter opening on hand inventory items and values

- 1 Go to the **Inventory** command center and click **Count Inventory**. The **Count Inventory** window appears with a list of your inventory items.
- 2 If you store your items at several locations, select the method you want to use to group your items. You can group items by item number or by location.
- 3 If you store your items at several locations, select the **Include Zero On-Hand Quantities** option. A list of all your items appears.
- 4 In the **Counted** column, type the quantity counted for each item. The **Difference** column will change to show the

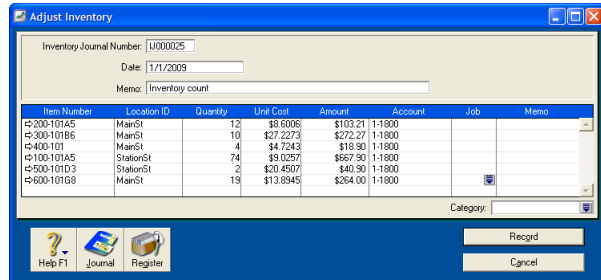
difference between the **On Hand** column and the **Counted** column.

Item Number	Item Name	Location ID	Location Name	On Hand	Counted	Difference
1100	Cooler Large	Location1	Primary Location	0	3	3
		Location2	Main warehouse	0	0	0
1120	Cooler Filter Large	Location1	Primary Location	0	180	180
		Location2	Main warehouse	0	0	0
1200	Cooler Medium	Location1	Primary Location	0	6	6
		Location2	Main warehouse	0	2	2
1220	Cooler Filter Medium	Location1	Primary Location	0	118	118
		Location2	Main warehouse	0	0	0
1300	Cooler Small	Location1	Primary Location	0	75	75
		Location2	Main warehouse	0	0	0
1320	Cooler Filter Small					

- 5 When you have entered all your item quantities, click **Adjust Inventory**. The **Default Expense Account** window appears. When you are entering opening on-hand balances, you don't need to enter a default expense account.
- 6 Click **Continue**. The window that appears depends on whether you have entered an opening balance for your inventory asset account (see '**Enter account opening balances**' on page 29).
 - If you entered an inventory opening balance, the **Adjust Inventory** window appears.
 - If you did not enter an inventory opening balance, the **Opening Balance Check** window appears. Click **Adjust Balances**. The **Adjust Inventory** window appears.

The **Adjust Inventory** window displays a line for each item whose opening quantity you entered in the **Count Inventory** window. The line items display each item's number, name, quantity, and the account to which the opening balance will be posted. This account is either your inventory asset account, or, if you have not entered an opening balance for

your inventory asset account, your historical balancing account.



- 7 Enter any changes to the default entries in the **Inventory Journal Number, Date, and Memo** fields.
- 8 Type the unit cost of each item (that is, how much a single unit of each item costs you, not how much you are selling it for).

NOTE: Do not change the account number in the **Account** column. The selection you made at [step 7](#) determines the default account used to record your opening balances.

- 9 Click **Record**. The value of each item in the list is updated. You can print the **Items List Summary** report to check your inventory status. For more information on printing reports, see [‘Reports’ on page 195](#).

Set up MYOB Business Services

You can receive credit card payments and make electronic payments directly using your MYOB software. You do this with MYOB Business Services, which replace the manual entry of credit card sales, employee paychecks, and vendor payments. Using the Internet, transaction details are imported from financial institutions and credit card providers to your MYOB software, where they can easily be reconciled with your bank statements.

MYOB Business Services include:

- MYOB Merchant Account Service—which lets you process customers’ credit card payments
- MYOB Direct Deposit Service—which lets you pay your employees electronically
- MYOB Vendor Payments Service—which lets you pay your vendors’ bills electronically.

NOTE: MYOB Business Services are one-way You can *receive* credit card payments but not make credit card payments using MYOB Business Services; you can *make* electronic payments but not receive them using MYOB Business Services. MYOB Business Services requires payments in U.S. dollars.

To learn about MYOB Business Services

- 1 Open your MYOB software company file.
- 2 Go to the **Setup** menu and choose an option:

To learn about...	Choose...
MYOB Merchant Account Service	Credit Card Processing and then Learn About Credit Card Processing .
MYOB Direct Deposit	Electronic Payments and then Learn About Direct Deposit .
MYOB Vendor Payments	Electronic Payments and then Learn About Electronic Vendor Payments .

The overview page for the chosen service appears.

Activating MYOB Business Services

Before you can activate and begin using MYOB Business Services, you need to apply for a *merchant account* and for the services you require. Once your application is approved, you will be sent the information required to activate MYOB Business Services.

You need the merchant account to authorize and track transactions through the electronic payments network. In addition, you must also apply for at least one service, either credit card processing (MYOB Merchant Account Service) or electronic payments (MYOB Direct Deposit and MYOB Vendor Payments). If you initially opt for only one of these services, you can apply for the others later.

Specifying MYOB Business Services checking accounts

When you apply for the MYOB Merchant Account Service (credit card processing), you must select a checking account into which credit card issuers are to deposit receipts. When you are setting up MYOB Direct Deposit or MYOB Vendor Payments (together referred to as 'electronic payments'), you must enter the bank routing information for the checking account from which electronic payments are to be withdrawn.

To apply for MYOB Business Services

- 1 Make sure you are connected to the Internet.
- 2 Open your MYOB software company file.
- 3 Go to the **Setup** menu and choose an option:

To apply for...	Choose...
MYOB Merchant Account Service	Credit Card Processing and then Learn About Credit Card Processing .
MYOB Direct Deposit	Electronic Payments and then Learn About Direct Deposit .
MYOB Vendor Payments	Electronic Payments and then Learn About Electronic Vendor Payments .

The overview page for the chosen service appears.

- 4 Click the **Apply Now** link.
- 5 Follow the on-screen application instructions.

When your application is approved, you will be sent a merchant ID, user name, and password required to activate your merchant account. If you applied for the MYOB Merchant Account Service, you will also receive a separate package of literature, signage, and other materials.

To activate MYOB Business Services

Make sure you have your merchant ID, user name, and password on hand.

- 1 Open your MYOB software company file.
- 2 Go to the **Setup** menu and choose an option from the table below:

To activate...	Choose...
MYOB Merchant Account Service	Credit Card Processing and then Set up Credit Card Processing .
MYOB Direct Deposit	Electronic Payments and then Set up Electronic Payments & Direct Deposit
MYOB Vendor Payments	Electronic Payments and then Set up Electronic Payments & Direct Deposit

The **MYOB Business Services Setup** window appears.

- 3 If you are setting up MYOB Merchant Account Service:
 - a Select the **Credit Card Processing of Customer Payments** option.
 - b If you want to start the authorization process as well as record the transaction when you click **Record** in the transaction windows [**Enter Sales** (New Order or New Invoice), **Receive Payments**, **Receive Money**, and **Settle Returns & Credits** windows], select the **Send Credit Card Payments for Authorization Using the Record Button** option.

NOTE: Do not use the 'Send Credit Card Payments for Authorization Using the Record Button' preference if you use the Get Statement feature If you use the MYOB Merchant Account Service and the Get Statement feature, we recommend that you don't select the option to authorize a credit card payment using the **Record** button.

If an authorized transaction that has not been entered into your MYOB company file is included in the **Unmatched Statement Transaction** window, you could inadvertently, authorize the transaction when you click **Record** in this window.

- c If you want to record a log entry in the **Contact Log** each time you authorize a credit card payment using the MYOB Merchant Account, select the **Make Contact Log Entries for Credit Card Payments** option. (A log will be created only when you receive an authorization -- Authorization Code and Trace ID -- automatically over the Internet. If you manually authorize, by phone, for example, no log entry is made.)

The log entry will include the Authorization Code and the Trace ID for the credit card transaction. If you need to locate a credit card transaction, for example, in the case of a chargeback from the credit card company, having these numbers will help you track the transaction.

- 4 If you are setting up MYOB Direct Deposit and/or Vendor Payments:
 - a Select the **Direct Deposit** and/or **Vendor Payments** option.
 - b Select the account from which electronic payments are to be withdrawn—usually the checking account—in the **Pay From Account** field. This account will become the default in the **Prepare Electronic Payments** window.
 - c If you want, select the **Check for Online Error Notifications when MYOB Premier is launched** option.
- 5 Enter the Merchant ID, User Name, and password information you received when you subscribed to MYOB Business Services.
- 6 Click **OK**.

Set up MYOB Vendor Payments and MYOB Direct Deposits

When you have activated your MYOB Vendor Payments or MYOB Direct Deposits service, do the following to set up your service.

Step	See
Step 1: Record your bank account information	below
Step 2: Set up an electronic payments clearing account	below
Step 3: Record vendor bank information	below
Step 4: Record employee bank information	page 47

Step 1: Record your bank account information

You need to record your bank identification information for the checking account you specified in the **MYOB Business Services Setup** window. This is required for routing payments across the electronic payments network.

NOTE: Entering bank account details in the Accounts Easy Setup Assistant If you entered banking details for your accounts in the **Set up the Accounts List to meet your business needs** window of the Accounts Easy Setup Assistant, you can ignore this procedure.

- 1 Go to the **Accounts** command center and click **Accounts List**. The **Accounts List** window appears.
- 2 Select the bank account you will use for electronic payments. This is the account you selected in [step 4 in 'To activate MYOB Business Services' on page 45](#).
- 3 Click **Edit**. The **Edit Accounts** window appears.
- 4 Click the **Banking** tab.
- 5 Enter your bank account details. Copy this information as it appears on your bank statement or checkbook.
- 6 Click **OK** to return to the **Accounts List** window.

Step 2: Set up an electronic payments clearing account

When you record a transaction you want to pay electronically, you need to post the transaction to a temporary holding account until you create the electronic payment file. This holding account is called a *clearing account*.

Check your accounts list for an account named 'Electronic Clearing Account.' If it doesn't exist, you need to create it. Note that the clearing account must be a banking account, that is, an account with a **Bank** or **Credit Card** type. For information on creating an account, see '[Set up accounts' on page 26](#).

Before you can post transactions to the electronic clearing account, you need to make this account the linked (default) account for electronic payments.

- 1 Go to the **Setup** menu, choose **Linked Accounts** and then **Accounts & Banking Accounts**. The **Accounts & Banking Linked Accounts** window appears.
- 2 In the **Bank Account for Electronic Payments** field, type or select the Electronic Clearing Account.
- 3 Click **OK**.

Step 3: Record vendor bank information

- 1 Go to the **Card File** command center and click **Cards List**. The **Cards List** window appears.
- 2 Locate a vendor that you pay electronically and click **Edit**. The **Card Information** window appears.
- 3 Click the **Payment Details** tab.
- 4 Enter the vendor's bank account details.
- 5 Click **OK** to return to the **Cards List** window.
- 6 Repeat from [step 2](#) for each vendor you pay electronically.

Step 4: Record employee bank information

NOTE: Entering employee bank details in the Payroll Easy Setup Assistant If you entered banking details for your employees in the **Build your employee list** window of the Payroll Easy Setup Assistant, you can ignore this procedure.

- 1 Go to the **Card File** command center and click **Cards List**. The **Cards List** window appears.

- 2 Locate an employee that you pay electronically and click **Edit**. The **Card Information** window appears.
- 3 Click the **Payment Details** tab.
- 4 Select **Electronic** from the **Payment Method** list.
- 5 Enter the employee's bank account details.
- 6 Click **OK** to return to the **Cards List** window.
- 7 Repeat from [step 2](#) for each employee you pay electronically.

Set up MYOB Payroll Tax Forms

Your MYOB software provides all the features necessary to prepare and print official copies of forms W-2 and W-3 at the end of the payroll year. If you register for MYOB's Payroll Tax Forms service, you can also prepare and print many state and federal payroll forms using information extracted from your company file. The payroll tax forms that you prepare using your MYOB software can be filed in several formats, depending on the type of form and the requirements of state and federal law.

If you want to use the MYOB Payroll Tax Forms service, you need to register. Without registration, you'll be able to prepare all your state and federal forms, but a large watermark will be printed across each form. You can use the information to manually complete your tax forms, but you cannot submit watermarked forms.

NOTE: W-2 and W-3 forms You do not need to register for the MYOB Payroll Tax Forms service to file W-2 and W-3 forms. These forms will not be printed with a watermark. However, if you want to electronically file these forms, you need to register for the eFile service. For more information, see ['MYOB eFile'](#) on page 48.

Registering to use MYOB Payroll Tax Forms

You can register for MYOB Payroll Tax Forms by phone or online. Before registering, you need to set up your payroll information.

To register to use MYOB Payroll tax forms

- 1 Go to the **Payroll** command center and click **Prepare Payroll Tax Forms**. The **Select Payroll Tax Form** window appears.
- 2 Click **Register**. The **Payroll Tax Forms Registration** window appears.
- 3 Decide how you want to register:
 - If you want to register by phone, call the number on the window. An MYOB representative will take your registration information and provide you with a registration code.
 - If you want to register online, ensure that you are connected to the Internet. Click **Register Online** and complete the online registration process. Your registration code and instructions will be emailed to you.

Once registered, your MYOB software will remind you each year to renew your registration.

To enter Payroll Tax Forms registration codes

When you have registered for MYOB Payroll Tax Forms, you need to enter the registration code.

- 1 Go to the **Payroll** command center and click **Prepare Payroll Tax Forms**. The **Select Payroll Tax Form** window appears.
- 2 Click **Register**. The **MYOB Payroll Tax Forms Registration** window appears.

This window displays the Federal Tax ID (EIN) entered in your company file. If you have already entered valid registration codes for this EIN, they will appear in the Reg Code list.
- 3 If you want to enter registration codes for a different EIN, enter that number in place of the one that is displayed.
- 4 Enter a registration code and then click **Enter**. The **Reg Code** list will display all of the forms to which you have access with the code you entered.
- 5 Repeat this step for each code you want to enter for this EIN.
- 6 If you need to enter a registration code for another EIN, repeat the above steps until you have entered all of your codes.
- 7 Click **Done**. The **Select Payroll Tax Form** window reappears.

For more information about payroll tax forms, see MYOB online help.

To update your MYOB Payroll Tax Forms

Most of the state and federal forms that you prepare require periodic updates to ensure that you are always using the most current versions. You will be notified, every three months, which forms are out of date, and given the opportunity to update them. You can elect to update all of your forms or any combination of forms you need. In addition to the latest versions of the forms, your updates will include any new Payroll Tax Forms features that have been implemented since your last update.

MYOB eFile

MYOB eFile service allows you to file your forms electronically. You need to register before you can use this service. You can do this from within the Payroll Tax Forms system, or by visiting the MYOB eFile Center on the web.

4 Banking

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

MYOB software can handle any number of bank and credit card accounts and allocate them to as many accounts as you like. If you are familiar with multi-column cashbook systems, you can think of your MYOB software as having the capacity to run multiple cashbooks with many columns.

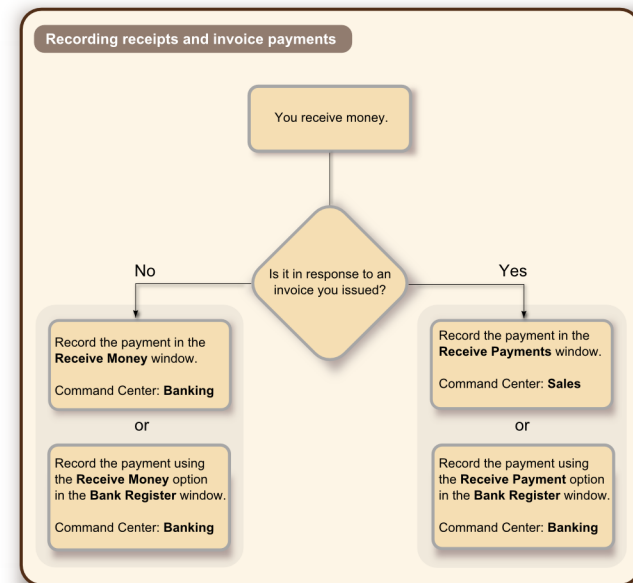
Receiving money

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

The **Receive Money** window lets you record more details about the receipt and allocate the receipt to more than one account. This is the procedure covered in this section. If you want to use the **Bank Register** window—which lets you record a receipt with minimum details—see ‘[Entering transactions in the Bank Register window](#)’ on page 54.

If you want to record a payment for an invoice entered using the **Sales** command center, use the **Receive Payments** window or select the **Receive Payment** transaction type in the **Bank Register** window. See ‘[Receiving payments](#)’ on page 81 for more information.

The options for recording receipts and invoice payments are summarized in the following diagram.



Printing payment receipts You can print payment receipts for payments entered in the **Receive Money** and **Bank Register** windows. For more information, see [‘Printing payment receipts’ on page 83](#).

MYOB Business Services MYOB Business Services is a set of subscription services that you can use to process credit card payments from customers, send electronic payments to vendors and deposit paychecks for your employees over the Internet directly from your MYOB software. With the MYOB Merchant Account Service, you can authorize customer credit card payments online using your MYOB software. For more information, see [‘Set up MYOB Business Services’ on page 43](#).

To record money you receive

- 1 Go to the **Banking** command center and click **Receive Money**. The **Receive Money** window appears.
- 2 Choose one of the following:
 - **Deposit to Account**—In the **Deposit to Account** field, type or select the required bank account.
 - **Group with Undeposited Funds**—Choose this option if you want the deposit to be recorded in the undeposited funds account. After you have grouped all the deposit transactions you want, you can make one bank deposit for all the undeposited funds. For more information, see [‘Bank deposits’ on page 51](#).
- 3 In the **Payor** field, type or select the payor’s name.
- 4 In the **Amount Received** field, type the amount received.
- 5 [Optional] In the **Payment Method** field, select the payment method.
- 6 [Optional] If you want to record additional details about the transaction, such as a check number, click **Details** and record the details in the **Applied Payment Details** window that appears.
- 7 [MYOB Merchant Account Service users only] If you received a credit card payment, process the credit card payment. For

more information, see [‘Credit card payments using MYOB Merchant Account Service’ on page 60](#).

- 8 Type the date of the transaction.
- 9 [Optional] Type a detailed comment in the **Memo** field to help you identify the transaction later.
- 10 Allocate the amount to the appropriate accounts.

A	B	C	D
Acct #	Name	Amount	Job
31110	Partner A Investment	\$15,000.00	

- A Type or select the account to which you want to assign the deposit.
- B Type the amount you want to assign to each account. The total amount in this column must equal the amount in the **Amount Received** field before you can record the transaction.
- C [Optional] Assign the amount to a job by entering the job code here.
- D [Optional] Type a memo for each line item you enter in the transaction.

- 11 If the payment covers more than one account, repeat [step 10](#) on a new transaction line.
- 12 If you want to assign the transaction to a particular category, select a category from the **Category** list. For more information about categories, see [‘Tracking financial information’ on page 235](#).

TIP: Save the deposit as a recurring transaction To store the transaction as a recurring transaction so that you can use it again, click **Save as Recurring**. In the **Edit Recurring Schedule** window, enter the necessary information and click **Save**. For more information about creating and using recurring transactions, see [‘Recurring transactions’ on page 189](#)).

- 13 Click **Record**.

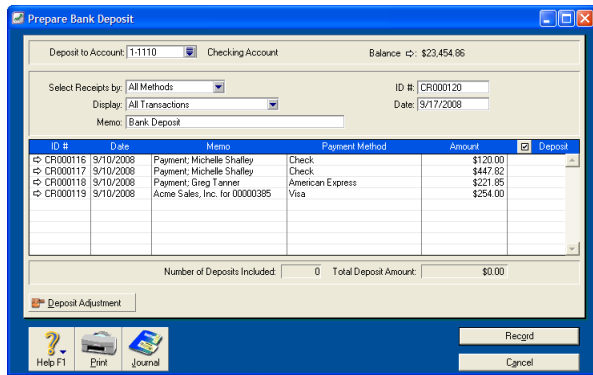
Bank deposits

You can create a bank deposit transaction to record the receipt of multiple customer payments that you want to deposit as a single transaction in your bank account (such as the day's check, credit card, or cash takings).

Before you record a bank deposit, you need to post the payments to a temporary holding account (known as an *Undeposited Funds* account) until you create a bank deposit. To do this, select the **Group with Undeposited Funds** option in the **Receive Money** or **Receive Payments** windows when you record a payment.

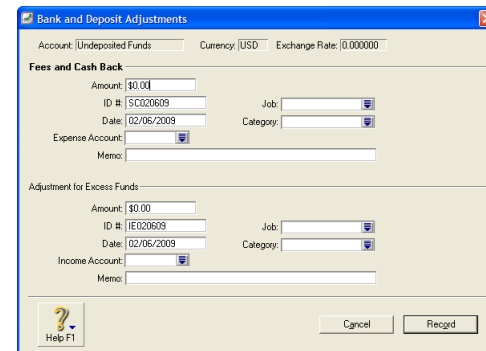
To prepare a bank deposit

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



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

- 3 If you want to group receipts by payment method:
 - a In the **Select Receipts by** field, select **Payment Method**.
 - b In the adjacent field that appears, select one or more payment types. (For credit cards, select one or more credit card types.) Only payments made using that method are listed.
- 4 Type a date to display undeposited funds up to and including that date.
- 5 [Optional] Type a description of the bank deposit in the **Memo** field.
- 6 Select the receipts you want to include in the bank deposit by clicking in the **Deposit** column next to them. Alternatively, if you want to select or deselect all receipts, click () at the top of the **Deposits** column.
- 7 [Optional] If you need to enter an adjustment transaction—for example, to record credit card transaction fees or to keep part of the deposit as cash—click **Deposit Adjustment**. The **Bank and Deposit Adjustments** window appears.



- 8 In the **Fees and Cash Back** and/or the **Adjustment for Excess Funds** fields:
 - a Type the adjustment amount.
 - b Type the date and an ID number.
 - c Select an expense or income account—as appropriate—for the adjustment amounts.

- d Type a description in the **Memo** field and complete other fields as necessary.
- e Click **Record**.
If you need to record additional adjustments or fees, click **Deposit Adjustment** again.

- 9 Click **Record** to record the bank deposit.

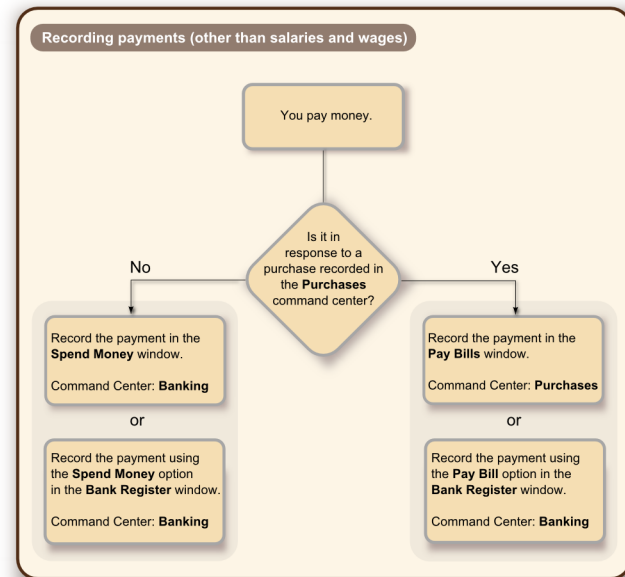
Spending money

In MYOB software, the term *spending money* refers specifically to recording payments for transactions for which a purchase has not been recorded. These include equity drawings, bank charges, telephone bills, and so on. These types of payment can be entered using the **Spend Money** window or by selecting the **Spend Money** transaction type in the **Bank Register** window.

The **Spend Money** window lets you record more details about the payment and allocate the payment to more than one account. This is the procedure covered in this section. If you want to use the **Bank Register** window—which lets you record a payment with minimum details—see ‘[Entering transactions in the Bank Register window](#)’ on page 54.

If you want to make payments to vendors for purchases entered using the **Purchases** command center, use the **Pay Bills** window or select the **Pay Bill** transaction type in the **Bank Register** window. For more information on how to pay a vendor, see ‘[Paying bills](#)’ on page 103.

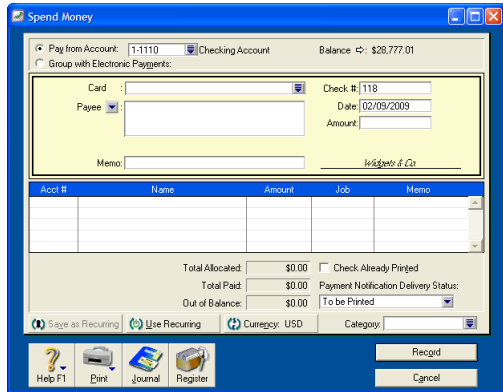
The options for recording payments are summarized in the following diagram.



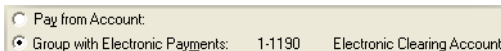
MYOB Vendor Payments MYOB Vendor Payments is a subscription service you can use to pay your vendors over the Internet directly from your MYOB software. For more information, see [‘Set up MYOB Business Services’ on page 43](#).

To record money you spend

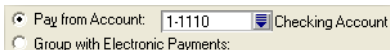
- 1 Go to the **Banking** command center and click **Spend Money**. The **Spend Money** window appears.



- 2 Specify how the payment is to be made.
 - If you are paying the vendor electronically using MYOB Vendor Payments, click **Group with Electronic Payments**.



- If you are paying the vendor by some other means—such as by cash, check, credit card, or Internet banking—type or select the account you are paying from in the **Pay from Account** field.



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

Enter the payee card, check number (or other identification number), amount, memo, etc.

- 4 If you want to change the default payee address, type or select the payee’s address in the **Payee** field.
- 5 Allocate the payment to the appropriate account.

A	B	C	D
Acct #	Name	Amount	Job
6-7000	Rent	\$450.00	

- Select or type the account to which you want to assign the check amount.
- Type the allocation amount here.
- [Optional] Assign the check amount to a job by entering the job code here.
- [Optional] Type a memo for each line item you enter in the transaction.

- 6 If your payment covers more than one account, repeat [step 5](#). You would do this, for example, when paying for a purchase with a number of different types of purchases on it: postage, magazines, stationery, etc.
- 7 If you want to assign the payment to a particular category, select a category from the **Category** list. For more information about categories, see [‘Tracking financial information’ on page 235](#).

TIP: Recap transaction Before you record a transaction, you can use the recap transaction feature (choose **Recap Transaction** from the **Edit** menu) to view the journal entries that will be created when the transaction is recorded. This is useful for confirming that the journal entries are being posted to the correct accounts.

Complete the transaction

TIP: Save the payment as a recurring transaction If you want to store the payment as a recurring transaction click **Save as Recurring**. In the **Edit Recurring Schedule** window, enter the necessary information and click **Save**. For more information, see [‘Recurring transactions’ on page 189](#).

- 8 If you are paying by check and have already written a check, select the **Check Already Printed** option.
- 9 If you want to send a payment notification in a batch, select a payment notification option from the **Payment Notification Delivery Status** list.
After you have recorded a number of payments, say, the day’s payments, you can print or email a transaction batch. For more information, see [‘Sending forms’ on page 206](#).

- 10 If you want to preview the payment notification or check for this transaction, click **Print** and then choose **Preview Check** or **Preview Payment Notification**. Note that the transaction is recorded before it is displayed.
- 11 If you want to print a check or payment notification now, click **Print** and select the form type you want to print. Note that the payment is recorded before it is printed.
- 12 Click **Record**.

Paying vendors electronically

When you have recorded the payments you want to pay using MYOB Vendor Payments, you need to prepare an electronic payment. For more information, see [‘Preparing electronic payments’ on page 106](#).

Entering transactions in the Bank Register window

You can enter the following transactions in the **Bank Register** window: checks, deposits, payments to vendors, payments from customers, sales, and purchases.

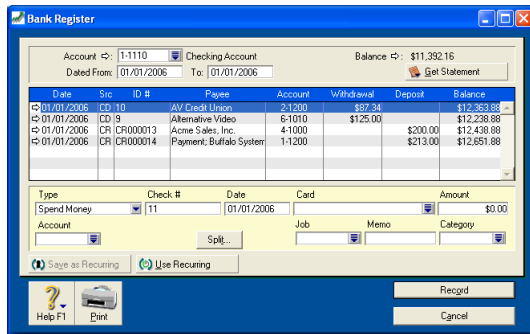
The main advantages of using the **Bank Register** window to enter transactions instead of using transaction windows such as **Spend Money** are speed and convenience. For example, you can record a customer payment, pay a bill, and then write a check without having to open multiple windows and switch between them. As transactions can be recorded with minimum detail, you save time when entering a batch of transactions.

Note that you cannot use the **Bank Register** to record electronic payments using MYOB Vendor Payments, or to record payments to vendors who you want to send payment notification to.

Importing online bank and credit card statements You can also use the **Bank Register** window to import your bank and credit card statements. If a statement contains any transactions that you have not entered, you can add them quickly in the **Bank Register** window. For more information, see [‘Importing statements’ on page 66](#).

To enter a transaction in the Bank Register window

- 1 Go to the **Banking** command center and click **Bank Register**. The **Bank Register** window appears.



- 2 In the **Account** field, select the bank or credit card account that will be used for this transaction.
- 3 In the lower part of the window, select the transaction type from the **Type** list.
- 4 Enter a transaction reference:
 - If you select **Pay Bill**, **Spend Money** or **Enter Purchase** from the **Type** list, enter a check number (or other transaction reference) in the **Check #** field.
 - If you select **Receive Payment**, **Receive Money**, or **Enter Sale** from the **Type** list, enter a transaction reference in the adjacent **ID #** field.
- 5 In the **Date** field, type the date of the transaction.
- 6 In the **Card** field, type or select the card for this transaction.
- 7 In the **Amount** field, type the total amount of the transaction, including tax.
- 8 If you want to allocate the amount to only one account, type or select the account that will be used for this transaction.
If you want to allocate the amount to more than one allocation account, click **Split**. The corresponding transaction

window will appear, and you can then allocate the amount to multiple accounts of your choice.

Note that you can also click **Split** to:

- apply payments to a particular invoice or bill
- enter the payment method
- print the transaction.

NOTE: When the Split button is not available If the transaction type is **Enter Sale** or **Enter Purchase**, **Split** is not available. To open the transaction window, you will need to record the transaction, then click the zoom arrow (⇨) next to the transaction in the **Bank Register** window.

- 9 If you are entering a sale or a purchase, select the appropriate tax code in the **Tax** field.
- 10 [Optional] Assign the payment to a job by entering the job code in the **Job** field. Note that this is not applicable for **Pay Bill** and **Receive Payment** transactions types.
- 11 [Optional] If you want to record the purpose of the transaction, type a description in the **Memo** field.
- 12 [Optional] If you use categories and want to assign the transaction to a category, select a category from the **Category** list. Note that this is not applicable to **Receive Payment** and **Pay Bill** transaction types. For more information about categories, see '[Tracking financial information](#)' on page 235.
- 13 If you want to print the transaction, click **Print**.

TIP: Save the transaction as a recurring transaction If you want to store the transaction as a recurring transaction, click **Save as Recurring**. In the **Edit Recurring Schedule** window, enter the necessary information and click **Save**. Note that this option is available only for **Spend Money** and **Receive Money** transactions types. For more information about saving and using recurring transactions, see '[Recurring transactions](#)' on page 189.

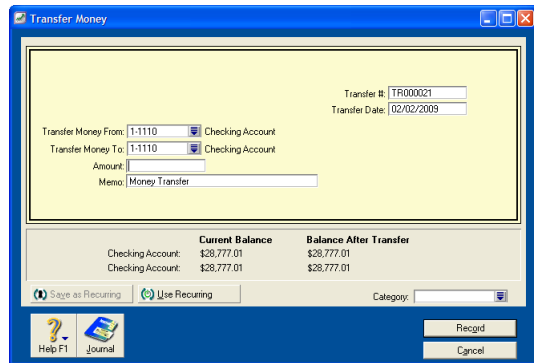
- 14 Click **Record**.

Transferring money between accounts

You can transfer money between bank accounts, including bank and credit card accounts, using the **Transfer Money** window. You can also use this window to record Internet or phone-banking transfers.

To transfer money between accounts

- 1 Go to the **Accounts** command center and click **Transfer Money**. The **Transfer Money** window appears.



- 2 Enter a date for the transfer.
- 3 In the **Transfer Money From** field, type or select the account from which the funds will be transferred.

- 4 In the **Transfer Money To** field, type or select the account to which the funds will be transferred.
- 5 In the **Amount** field, type the amount to be transferred.
- 6 If you want to record the purpose of the transaction, type a description in the **Memo** field.
- 7 If you want to assign the transaction to a particular category, select the category from the **Category** list. For information about categories, see [‘Tracking financial information’ on page 235](#).

TIP: Save the transaction as a recurring transaction To save the transaction as a recurring transaction, click **Save as Recurring**. Enter details of the recurring transaction in the **Edit Recurring Schedule** window and click **Save**. For more information about recurring transactions, see [‘Recurring transactions’ on page 189](#).

- 8 Click **Record**.

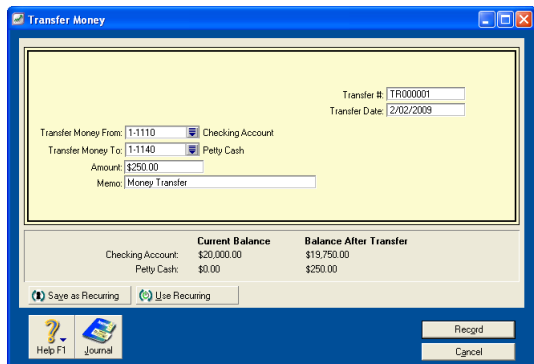
Tracking petty cash expenses

Most businesses keep a small amount of cash handy at the office for miscellaneous expenses—postage, staff amenities, and so on. You can track this petty cash amount separately by using a petty cash account, and allocating any miscellaneous expenses to that account.

Check your accounts list for an account named 'Petty Cash'. If it doesn't exist, you need to create it. For information on creating an account, see ['Set up accounts' on page 26](#).

To transfer money to your petty cash account

- 1 Go to the **Accounts** command center and click **Transfer Money**. The **Transfer Money** window appears.
- 2 In the **Transfer Money From** field, type or select the account from which the funds will be paid.
- 3 In the **Transfer Money To** field, type or select the petty cash account.
- 4 Enter the amount you are transferring in the **Amount** field.

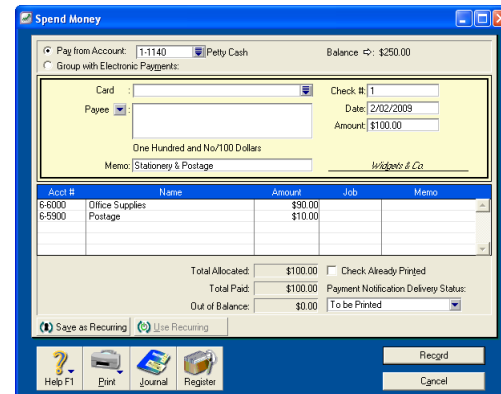


- 5 Click **Record**.

To allocate expenses to the petty cash account

Let's assume you spent \$90 on stationery and \$10 on postage from your petty cash account. You would record this transaction in the following way.

- 1 Go to the **Banking** command center and click **Spend Money**.
- 2 In the **Pay from Account** field, select the Petty cash account.
- 3 Enter a description of the transaction in the memo field.
- 4 Type the date and amount of the transaction.
- 5 Enter the transactions as line items and allocate them to the relevant expense account (in this example, the Office Supplies account and the Postage account).
- 6 Since you do not need to print a check for this transaction, select the **Check Already Printed** option.



- 7 Click **Record**.

Recording miscellaneous transactions

To void a check

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

Follow the steps below to void a check that you have not recorded in MYOB software. If you want to make changes to a check you have already recorded, see [‘Changing a transaction’ on page 187](#).

- 1 Go to the **Banking** command center and click **Spend Money**. The **Spend Money** window appears.
- 2 Choose the checking account from which you want to void the check.
- 3 In the **Check #** field, type the number of the check you want to void.
- 4 Leave the **Amount** field and the account allocation fields blank.
- 5 Click **Record**, then click **OK** to confirm that you want to void the check.

To record ATM withdrawals

- 1 Go to the **Banking** command center and click **Spend Money**. The **Spend Money** window appears.
- 2 Select the account from which you withdrew money.
- 3 In the **Check #** field, enter a phrase to describe the withdrawal.

That way you will know the transaction isn’t an actual check when you view it in a list or on a report. This will also allow you to skip the transaction when you print a range of numbered checks.

- 4 Complete the other fields in the window.
- 5 Click **Record**.

To handle a chargeback

A *chargeback* is a transaction that is started when a customer disputes a credit card charge and refuses to pay the credit card company for the charge. The credit card company then denies payment to the credit card processor who handled the transaction. The processor will then deduct the disputed amount from your merchant account.

To handle a chargeback, we recommend that your transactions are set to be unchangeable. You can do this by going to the **Setup** menu, choosing **Preferences**, clicking the **Security** tab and selecting the **Transactions CAN’T be Changed; They Must be Reversed** option.

- 1 Find the payment that is being charged back to you. If you selected the preference to make contact log entries for credit card payments (go to the **Setup** menu, choose **Credit Card Processing** and then click **Set Up Credit Card Processing**), you may be able to locate the transaction using the Authorization Code or Trace ID information found in the contact log.
- 2 Reverse the payment. See [‘Reversing a transaction’ on page 188](#) to complete the task.

Credit card transactions

Before you record credit card purchases, you need to create a credit card liability account for each credit card you will use. Name the accounts VISA, American Express, etc. These accounts will keep track of the amount owed to the credit card provider. For information on creating an account, see [‘Set up accounts’ on page 26](#).

Recording payments for credit card purchases

You record a payment for a credit card purchase by specifying the credit card account in the **Pay Bills**, **Spend Money**, or **Bank Register** window. When you record the transaction, the payment amount is assigned to your credit card liability account.

For more information on recording payments, see:

- [‘Spending money’ on page 52](#)
- [‘Entering transactions in the Bank Register window’ on page 54](#)
- [‘Paying bills’ on page 103](#).

Recording payments to credit card providers

When the time comes to pay your credit card provider, you use the **Spend Money** window to record a payment from your bank account to your credit card account.

To record a payment to a credit card provider

- 1 Go to the **Banking** command center and click **Spend Money**. The **Spend Money** window appears.
- 2 In the **Pay from Account** field, select the bank account you want to use to make this payment.
- 3 In the **Card** field, type or select the credit card provider’s name.
- 4 Type the payment date in the **Date** field.
- 5 Type the amount you want to pay.
- 6 Type a comment in the **Memo** field to provide a brief description of the payment you are recording.
- 7 In the scrolling list area of the **Spend Money** window, type or select the liability account you have created to track purchases made with this credit card.
- 8 Click **Record** to record the credit card payment.

Credit card payments using MYOB Merchant Account Service

If you are subscribed to the MYOB Merchant Account Service, you can process your customers' credit card payments online using your MYOB software. You can process payments for American Express, Discover, MasterCard, and VISA credit cards. For more information on subscribing to the MYOB Merchant Account Service, see '[Set up MYOB Business Services](#)' on [page 43](#).

You can also void a credit card payment using the MYOB Merchant Account Service, provided you do so within a specified period. For more information, see '[Voiding MYOB Merchant Account Service credit card payments](#)' on [page 64](#).

Processing credit card payments using MYOB Merchant Account Service

You can process credit card payments for the following transaction types:

- receive money
- receive payments
- sales (invoices and orders)
- sales returns and credits.

With the MYOB Merchant Account Service, you can authorize your customers' payments immediately by using the Automated Clearing House (ACH) to clear credit card transactions for payments.

If you do not use the card swipe feature, you can set your MYOB Business Service preferences to authorize and process credit card payments when you click **Record** (instead of **Authorize**). You can set this preference in the **MYOB Business Services Setup** window (from the **Setup** menu, choose **Credit Card Processing** and then **Set Up Credit Card Processing**).

Protection of customer credit card details When you enter a credit card number for a new payment, enter credit card payment details in a card, or when you view or edit the payment details of recorded payments, only the last group of card digits will be visible in the credit card number field. The full card number details cannot be viewed again.

You can still edit the credit card number, but it will remain partially hidden and you will need to enter the full card number to edit the details.

This feature is designed to comply with the Payment Card Industry (PCI) Data Security Standard (DSS), which aims to minimize the potential for security breaches.

Getting a phone authorization code If you cannot access the Internet or require additional authorization, you can authorize payments by entering a phone authorization code.

To obtain a phone authorization code, call the Voice Authorization Center and provide your MYOB Merchant Account Service identification details. The Voice Activation Center contact details and your identification details were provided to you when your service application was approved.

To enter a credit card payment

- 1 Open the transaction window in which you'll make the payment and enter the transaction details. For more information on entering details for:
 - receive money transactions, see '[Receiving money](#)' on [page 49](#)
 - receive payments transactions, see '[Receiving payments](#)' on [page 81](#)
 - sales transactions, see '[Entering sales](#)' on [page 71](#)
 - sales return and credits transactions, see '[Customer credits](#)' on [page 87](#).

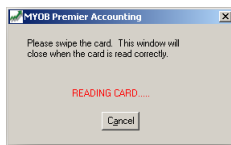
- 2 In the transaction window, select the customer's credit card type from the **Payment Method** list.
- 3 Click **Details** to enter details about the payment. The **Applied Payment Details** window appears.
- 4 If you want to update the customer card with the details entered in this window, select the **Update Customer Card with Payment Details** option. This saves you having to enter the details each time you process a credit card payment for the customer.

NOTE: Entering Cardholder Verification Value code (CVV2)

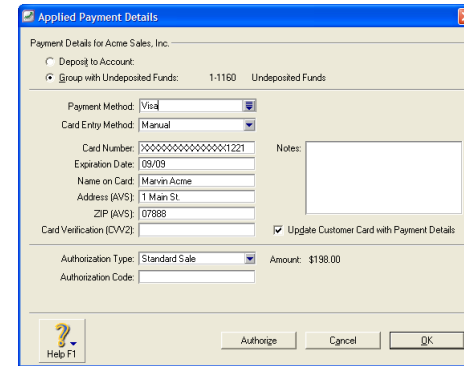
The CVV2 is a unique three-digit code printed on credit cards. If the purchaser cannot provide this number, the transaction may be fraudulent. For security reasons, your MYOB software does not save this number. You must enter it for each transaction.

Choose the card entry method

- 5 If you are entering the credit card details manually:
 - a In the **Card Entry Method** field, select **Manual**.
 - b Enter all the credit card details: card number, expiration date, name, and so on.
 - c Continue from [step 7 below](#).
- 6 If you use a credit card swiper:
 - a In the **Card Entry Method** field, select **Swipe**.
 - b Click **Swipe Card**. The following window appears.



- c Swipe the credit card.
The credit card information appears in the **Applied Payment Details** window.



- 7 Select your authorization type.
 - If you are authorizing a payment using the Internet, select **Standard Sale** from the **Authorization Type** list.
 - If you are authorizing a payment using the phone authorization option, select **Phone/Force** from the **Authorization Type** list and type the six-digit phone authorization code.

NOTE: Entering an incorrect Phone Authorization Code A charge may apply if you process a credit card payment with an incorrect phone authorization code.

- 8 Click **Authorize**. The credit card details are sent for authorization and a payment is recorded in your company file—regardless of the result of the credit card authorization.

When the credit card has been successfully authorized, the **Applied Payment Details - Read Only** window appears with the authorization details.

However, if:

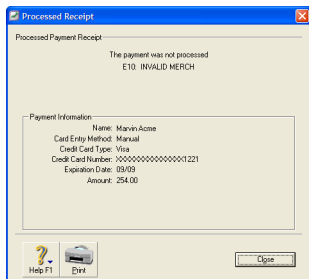
- additional authorization details are required (such as when credit card holders exceed their purchase limit), you need to contact the Voice Authorization Center to authorize a payment. Once you have contacted the authorization

- center, repeat from [step 7 above](#) to complete the authorization.
 - the authorization is declined, see [‘Declined authorization’ below](#)
 - the authorization is not responding, see [‘Timed-out authorization’ on page 63](#)
 - you want to void the credit card payment, see [‘Voiding MYOB Merchant Account Service credit card payments’ on page 64.](#)
- 9 Click **OK** to close the **Applied Payment Details - Read Only** window.
 - 10 Click **OK** to close the transaction window.

Declined authorization

Authorization for credit card payments using the MYOB Merchant Account Service may be declined by the Automated Clearing House (ACH) if the credit card has been recorded as lost or stolen.

When an authorization is declined, the **Processed Receipt** window appears.



After closing the window, you can:

- re-enter the payment details (for example, using another credit card)

- use another payment method (for example, check or debit card)
- reverse or delete the payment (depending on how your preferences are set up in the **Security** tab of the **Preferences** window).

To finalize a declined authorization

- 1 In the **Processed Receipt** window, click **Close**. The payment transaction window reappears.

NOTE: Finalizing authorization for an invoice transaction

When you click **Close**, a window appears describing your processing options. In this window, click **OK** to finalize the payment authorization now. The **Receive Payments** window appears.

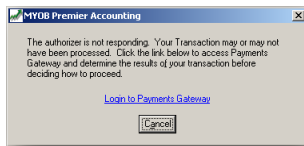
- 2 Choose the appropriate action from the following table:

To...	you need to...
Re-enter the payment details	Repeat the payment processing from step 3 in ‘To enter a credit card payment’ on page 61.
Use another payment method (not credit card)	Go to step 4 in ‘To record money you receive’ on page 50 (for a Receive Money transaction) or step 5 in ‘To record payments against invoices’ on page 82 (for a Receive Payments transaction).
Reverse (or delete) the payment	Go to the Edit menu and choose Reverse Payment (or Delete Payment). For more information, see ‘Reversing a transaction’ on page 188 or ‘Changing or deleting a transaction’ on page 186.
Finalize the payment later	Click Cancel . When you are ready to finalize the payment, you can use one of the actions listed above.

NOTE: Is the sale still applicable? If the original sale is no longer applicable because of the declined payment, remember to reverse or delete the sales transaction. For more information, see 'Reversing a transaction' on page 188 or 'Changing or deleting a transaction' on page 186.

Timed-out authorization

When authorization over the Internet is not completed within the time allowed, the authorization process is timed-out and the following window appears.



A time-out can occur during busy network periods or when your connection to the internet is interrupted.

Because authorization has been interrupted, the transaction may or may not have been processed. For example, it is possible that a payment transaction was authorized, but a delay caused it to time-out before an authorization number was assigned. In this example, the transaction has been authorized for payment by the Automated Clearing House (ACH), but its status may be recorded as declined in your company file.

Before you deal with a timed-out status, you need determine the processing status of the timed-out authorization.

To deal with a timed-out authorization

NOTE: Is the Internet available? You can only deal with timed-out authorizations if you can connect to the Internet. If you cannot connect, try again later.

- 1 Access the Payments Gateway service by either:
 - Clicking **Login to Payments Gateway**.
 - Going to the **Setup** menu, choosing **Credit Card Processing** and then **Visit Payments Gateway**.
- 2 In the **Payments Gateway** website, click **Merchant Login** and enter your merchant ID, username and password. For more information, see 'Activating MYOB Business Services' on page 44.
- 3 Use the service to generate a report of the day's credit card transactions.

- 4 Locate the transaction that has timed-out and take the appropriate action based on the status of the transaction:

If the transaction has not been processed, you can either:

- reprocess the payment authorization—see [step 8 in 'Choose the card entry method' on page 61](#)
- use another payment method—see [step 4 in 'To record money you receive' on page 50](#) (for a Receive Money transaction) or [step 5 in 'To record payments against invoices' on page 82](#) (for a Receive Payments transaction).

If the transaction has been processed and authorized, you do not need take any further action. However, note that this transaction, although processed, has a declined status in your company file. When you prepare your bank deposit, remember to include this transaction.

Voiding MYOB Merchant Account Service credit card payments

Credit card transactions that have been authorized using MYOB Merchant Account Service can be voided within a certain period. You may need to void a payment if a customer no longer wants to purchase the product and you have already authorized the payment.

You will know if a transaction has been authorized when an Authorization Code and Trace ID appear in the **Applied Payment Details** window. You'll also see that the **Authorize** button has been changed to a **Void Authorization** button. If you try to void an authorized transaction after the set period, the void transaction will be declined and you will have to process a credit transaction.

To void an MYOB Merchant Account Service transaction

- 1 Find the credit card payment transaction that has been authorized and approved.
- 2 Click **Details** to open the **Applied Payment Details** window.
- 3 Click **Void Authorization** to start the voiding process. (Once a payment has been authorized, the **Authorize** button no

longer appears but is replaced by the **Void Authorization** button.)

When the void process is complete, you will receive a message advising you that the transaction has been voided or that the void authorization has been unsuccessful.

- If the void authorization has been *accepted*, the voided transaction will be reversed or deleted. Whether the transaction is reversed or deleted depends on whether your company file transactions can be changed. See ['Changing a transaction' on page 187](#) or ['Deleting a transaction' on page 187](#).
 - If the void authorization is *declined*, you will receive a message that the transaction has been declined. A void authorization will be declined if, for example, the allotted time for voiding has passed.
- 4 Click **Close** to close the **Processed Receipt** window.
 - 5 Decide what you want to do with the sale:
 - If the void authorization has been accepted, the payment no longer affects the sale; the payment has been reversed or deleted. At this time, you can accept a new payment for the sale or you can reverse or delete the sale.
 - If the void transaction has been declined, you will need to refund the customer the value of the transaction. See ['Customer credits' on page 87](#).

Reconciling your bank accounts

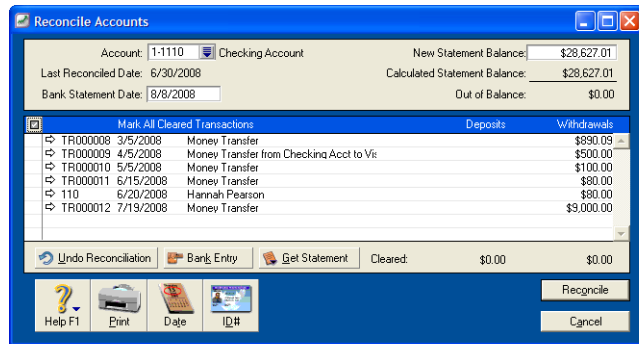
To ensure the accuracy of your business records, you should keep your record of each bank account balance matched up with your bank's records.

If you are reconciling your bank account for the first time since you started using your MYOB software, see ['Do an initial bank reconciliation' on page 38](#).

To reconcile your bank accounts

- 1 Go to the **Banking** command center and click **Reconcile Accounts**. The **Reconcile Accounts** window appears.
- 2 In the **Account** field, type or select the account you want to reconcile.

- 3 In the **New Statement Balance** field, type the closing balance that appears on the statement your bank sent you.
- 4 In the **Bank Statement Date** field, type the closing date that appears on your bank statement and then press TAB. Only unreconciled transactions dated on or before that date will appear.



- 5 If you want to import bank statement data electronically, click **Get Statement**. For more information, see [‘Importing statements’ on page 66](#).
- 6 For each entry on your bank statement, select the corresponding transaction by clicking in the select column (). The selected line is highlighted and the amounts in the **Calculated Statement Balance** and **Out of Balance** fields are updated.
- 7 If there are entries on the statement relating to bank charges or bank interest that do not appear among the transactions on the **Reconcile Accounts** window, you need to manually enter these transactions.
 - a Click **Bank Entry**. The **Bank and Deposit Adjustments** window appears.
 - b Fill in the appropriate transaction details and click **Record**. The **Reconcile Accounts** window reappears.

- 8 Click **Reconcile**. A window appears indicating whether your account is reconciled or out of balance.
 - **If your account is reconciled**, you have the option of printing the **Reconciliation** report by clicking **Print** (recommended). Once the report is printed, the **Reconcile Accounts** window reappears. Click **Reconcile** again to complete the reconciliation process. If you don’t want to print the report, click **Reconcile**. The transactions you selected are considered cleared and won’t appear in the **Reconcile Accounts** window the next time you display it.
 - **If your account is out of balance**, the window will indicate the amount by which your account is out of balance, and will provide you with some reasons why the account might be out of balance. To correct the unreconciled amount, follow the procedure below.

To correct an unreconciled amount

- 1 Check the following:
 - did you type the correct figure in the **New Statement Balance** field? You need to type the closing balance from your bank statement, not the opening balance.
 - did you type the correct date (that of the closing balance from your bank statement) in the **Bank Statement Date** field? An incorrect date may prevent some transactions from appearing in the list.
 - did you select all the transactions that appear on the bank statement? If not, some transactions might not have been accounted for in the reconciled balance.
 - did you select, by mistake, a transaction that didn’t appear on your bank statement? If yes, you need to deselect this transaction.
 - did you record all bank charges and bank interest entries that appear on the bank statement? If not, you need to record them using the **Bank and Deposit Adjustments** window and select them for reconciliation.

- 2 Repeat the reconciliation procedure. If your account is still out of balance, then you may have deleted a transaction that has been reconciled previously.

NOTE: Identifying deleted transactions using the Audit Trail report If you have set the **Use Audit Trail Tracking** preference, you can use the **Audit Trail** report to search for deleted transactions. Note that for a transaction to appear in this report, you need to have set this preference before deleting the transaction.

- 3 If you have deleted a previously reconciled transaction:
 - a Re-enter the transaction in your company file.
 - b Select it for reconciliation.
 - c Complete the reconciliation procedure.

Undoing an account reconciliation

If you have reconciled a transaction in error or deleted a previously reconciled transaction, you can undo the previous account reconciliation. When you undo a reconciliation, all transactions for that period return to an unreconciled status.

If the error was made in a reconciliation earlier than your last reconciliation, you can undo several reconciliation periods in succession in your current fiscal year.

Note, when you undo an account reconciliation, you will need to reconcile each transaction again and reprint your reconciliation reports.

CAUTION: Purged transactions cannot be re-reconciled Do not undo a reconciliation for a period containing purged transactions.

To undo an account reconciliation

NOTE: Back up before undoing a reconciliation We recommend that you back up your company file before you undo a reconciliation. Then, if you want to reverse the undo reconciliation, you can restore the backup file.

- 1 Go to the **Banking** command center and click **Reconcile Accounts**. The **Reconcile Accounts** window appears.
- 2 In the **Account** field, type or select the account for which you want to undo the reconciliation.
- 3 Click **Undo Reconciliation**. The **Undo Last Reconciliation** window appears, confirming the account and date of the reconciliation you are undoing.
- 4 Click **Undo Reconciliation**. A confirmation window appears.
- 5 Click **OK**. The **Reconcile Accounts** window reappears.

Importing statements

If you have an online banking facility, you can use the **Get Statement** feature to import bank statement or credit card statement files.

This feature enables you to import transactions that you haven't recorded in your company file (e.g. bank fees). It also enables you to use the imported transactions as part of your reconciliation

process. Namely, your MYOB software can automatically match transactions on your statement with the transactions in your company file. Matched transactions will be marked as cleared for reconciliation, making it easy for you to reconcile your account at month-end.

If some transactions cannot be matched, you have the option of matching them manually with uncleared transactions, adding them, or skipping them altogether. Unmatched transactions are usually bank interest, account fees, and penalty charges applied by the bank.

To import your statement

NOTE: Download your statement Before you can import your bank or credit card statement, you need to download the statement file from your bank. Your bank's website should provide instructions on how to download this file. You can download OFX, QFX, QIF, and OFC files.

- 1 Go to the **Banking** command center and click **Bank Register**. The **Bank Register** window appears.
 - 2 In the **Account** field, type or select the account that corresponds to the bank or credit card statement.
 - 3 Click **Get Statement**. The **Open** window appears.
 - 4 Locate and select the downloaded statement file.
 - 5 Click **Open**. The **Get Statement** window appears.
 - 6 Click **OK**. The statement transactions are automatically matched with the transactions in your company file using the check number, date, and amount as the criteria for matching withdrawals and deposits.
 - If there are unmatched transactions, the **Unmatched Statement Transactions** window appears. Go to [step 7](#).
 - If all your transactions match, that's it. These transactions will be marked as cleared in the **Reconcile Accounts** window. You can ignore the rest of this procedure.
 - 7 Choose what you want to do with the transactions.
 - If you want to match a transaction, select the transaction and click **Match Transaction**. The **Match Transaction** window appears, listing the uncleared transactions in your company file for the specified account. Select the transaction that you want to match with the statement transaction and click **Match**. The transaction will be marked as cleared.
 - If you want to add a transaction to your company file, select the transaction and click **Add Transaction**. The **Spend Money** window or the **Receive Money** window (depending upon the type of transaction you are adding) appears. Enter the details of the transaction and record it. The transaction will be marked as cleared.
 - 8 Repeat [step 7](#) for each unmatched transaction.
-
- CAUTION: Match or add all transactions** We recommend you finish adding or matching every transaction in the unmatched transaction list before you click **Done**. If you re-open the statement file, the original list of unmatched transactions reappears in the **Unmatched Statement Transactions** window.
-

- 9 When you have finished matching and adding transactions, click **Done**. A list of all the cleared transactions appears.

Analyzing your cash flow

You can use the **Cash Flow Worksheet** window to estimate your short-term cash needs. This window allows you to use the information you've entered to create a forecast of your checking asset account or your credit card liability account.

You can change, add, and delete information that appears in the **Cash Flow Worksheet window** to better estimate your cash flow needs.

NOTE: Work in the Cash Flow Worksheet doesn't affect your company file Changes, deletions, and additions you make in the list are used for the purposes of the **Cash Flow Worksheet** window only. The changes you make here won't be reflected anywhere else in the your company file.

Information included on the Cash Flow Worksheet The information used to forecast cash needs includes:

- All recorded transactions.
- Paychecks, banking, and general journal recurring transactions that are expected to be recorded as actual transactions **within the specified range of days** or were scheduled to be recorded as actual transactions **before the current date**.

The frequency that was established in the **Edit Recurring Schedule** window for each recurring transaction is used to determine the date when the transaction should occur.

The information used to forecast cash needs **does not** include sales and purchases recurring transactions.

To review your cash flow

- 1 In any command center, select **Cash Flow** from the **Analysis** list. The **Cash Flow Worksheet window** appears.
- 2 Select the bank or credit card account that you want to analyze from the **Checking Account** list.
- 3 Type the number of days for which you want to analyze your cash needs in the **Days To Look Ahead** field and press TAB.

The list in the middle of the window displays the transactions your company is due to perform during the time period you specified. Any transactions that are overdue also appear here.

NOTE: If you accept the default number in the **Days to Look Ahead** field without making an entry in the field and no transactions appear, press TAB to refresh the window.

- 4 You can change any of the information that appears in the list to better estimate your cash flow needs.

You can also add transactions to the list. To do this, scroll to the bottom of the list and add transaction information in the blank line. When you're finished, press TAB to create a new line, where you can enter additional transaction information.

- 5 Click **Analyze Cash Needs**.

The **Cash Flow Worksheet** window now lists the transactions that appeared in the previous list with a running balance.

If you want to make changes to the listed transactions, click **Return to Worksheet**, make your changes and then click **Analyze Cash Needs** again.

- 6 If you want to print the worksheet, click **Print**.
- 7 If you want to view the worksheet in Microsoft Excel, click **Excel**.
- 8 Click **Cancel** to close the **Cash Flow Worksheet** window.

5 Sales

This chapter explains how to enter information about sales to your customers. You record a sale by specifying the customer's details, the invoice layout (item, service, professional, time billing, or miscellaneous), the status of the sale (quote, order, or invoice), and the details of the items or services sold. This chapter also explains the various ways of sending an invoice, how to record customer payments, how to issue a customer credit, and how to analyze all sales activities with a variety of reports and other analytical tools.

Creating a customer card

Before you can record a sale, you need to create a card for your customer.

To create a customer card

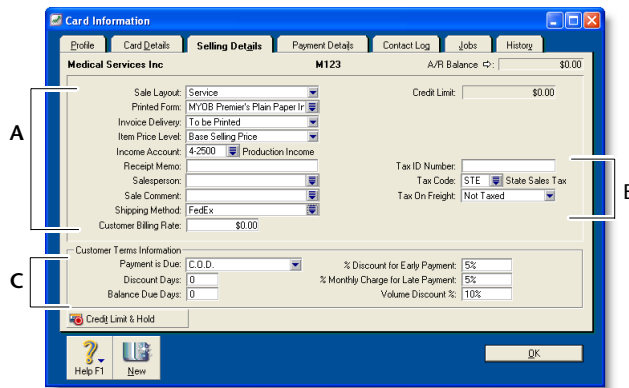
- 1 Go to the **Card File** command center and click **Cards List**. The **Cards List** window appears.
- 2 Click **New**. The **Card Information** window appears.
- 3 Select **Customer** from the **Card Type** list.
- 4 Select the designation of the card: company or individual.
- 5 Type the customer name and press TAB. Additional fields appear.

- 6 Enter a code to identify this customer in the **Card ID** field. For more information, see ['Card identification codes'](#) on page 231.

- Enter contact details for the customer.
If you want to enter more contact information, select **Address 2** from the **Locations** list and enter the additional details. You can enter contact details for five locations.
- Click the **Card Details** tab. You can enter notes about the customer, insert a picture and assign attributes to group and sort the card.

If you want to...	See
insert a picture	page 231
assign identifiers to the card	page 223
assign an attribute from a custom list	page 224
enter additional information in a custom field	page 230

- Click the **Selling Details** tab and enter your selling details.



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

- Click the **Payment Details** tab and select the method of payment your customer will use to pay you.

TIP: If you use the MYOB Merchant Account Service If you intend to use the MYOB Merchant Account Service to authorize and process credit card sales from within your MYOB software, it is easier to add the credit card information while entering the sale. See 'Credit card payments using MYOB Merchant Account Service' on page 60.

- [Optional] Click the **Jobs** tab and create a new job for each job you have started or are about to start for the customer. For more information about jobs, see 'Jobs' on page 237.
- [Optional] Click the **History** tab and type the dollar value of the sales made prior to your conversion month. You can also type or select the date that the contact became a customer.
- Click **OK** to close the **Card Information** window.

Entering sales

You enter a sale as a quote, order or invoice.

- A **Quote** records an estimated price you have quoted to a customer, without creating a transaction. A quote has no impact on your inventory levels and can be changed to an order or an invoice when your customer is ready to buy.
- An **Order** is a sale where no services or goods have been delivered. While orders don't affect your financial figures, they do affect your committed inventory numbers. Orders don't create transactions unless the customer has paid you a deposit. An order can be changed to an invoice.
- An **Invoice** is usually created when you deliver the items or services the customer ordered. It will update the appropriate accounts, including the account for tracking receivables. Invoices can be open (unpaid), closed (paid), or credit (negative sale). An invoice can't be changed to a quote or an order.

You can enter a sale in:

- the **Sales** window
- the **Bank Register** window.

The procedure describes in this section is for entering a sale in the **Sales** window, which enables you to record the full details of a sales transaction.

Bank Register window Entering a sale in the **Bank Register** window is a fast way to enter a sales transaction. However, you can enter less detail about the sale than if you entered it in the **Sales** window. For more information, see '[Entering transactions in the Bank Register window](#)' on page 54.

Entering a sales transaction

Complete the following steps to enter a sales transaction:

Task		See
1	Enter information about the customer	below
2	Choose the type of sale	page 72
3	Enter the items or services you are selling	page 72
4	Enter additional information about the sale	page 73
5	Complete the sale	page 74

Task 1: Enter information about the customer

- 1 Go to the **Sales** command center and click **Enter Sales**. The **Sales** window appears.
- 2 In the **Customer** field, type or select the customer's name and press TAB.

NOTE: Customer credit limits and accounts on hold You may not be able to record sales for customers who have exceeded their credit limit or whose account has been placed on hold. For more information, see '[Credit control](#)' on page 84.

The terms and ship-to address shown in the **Sales** window are the details recorded in the customer's card.

3 Complete the fields as described in the table below:

The screenshot shows a customer card window for 'Harris & Harris'. The 'Ship to' field is labeled 'A'. The 'Terms' field is labeled 'B'. The 'Invoice #' field is labeled 'D'. The 'Customer PO #' field is labeled 'C'. The window also displays the customer's address, date, and other details.

- A If you want to change a customer's shipping address, click the down arrow next to the **Ship to** field and select another address from the customer's card. Alternatively, type the address in the **Ship to** field.
- B Click the zoom arrow (⇌) to alter the credit terms for this sale only. Note that if you want to change the credit terms for all future sales to this customer, you must make that change on the **Selling Details** tab of the customer's card.
- C If the customer gave you a purchase order for this transaction, enter that purchase order number here.
- D Type the invoice number here or accept the default number.

Task 2: Choose the type of sale

In this step, choose the required status and layout for the transaction you are creating. The default layout displayed in the **Sales** window is determined by the selection you made when setting up sales details (using the Sales Easy Setup Assistant) or when creating the customer's card.

1 Check if the default layout is appropriate.

There are five layouts: Service, Item, Professional, Time Billing, and Miscellaneous. The layout determines what fields appear on the **Sales** window.

To change the default layout:

- a Click **Layout**. The **Select Layout** window appears.
- b Select the appropriate layout and click **OK**.

NOTE: Miscellaneous layout The **Miscellaneous** layout is used only for sales where a printed form is not needed.

2 Select the status from the list in the top left corner of the window: Quote, Order, or Invoice.

Task 3: Enter the items or services you are selling

The scrolling list in the middle of the **Sales** window is where you enter details of what you are selling. In this area you will enter item numbers, activity ID numbers, descriptions, account numbers (or names depending on your selection in the **Preferences** window), and other information to describe the transaction.

One row in the scrolling list is one *line item* of the transaction. You can enter as many line items for a sale as you want. The fields that appear in the scrolling list differ depending on the layout you are using.

The following illustration briefly describes the line-item entries you can make for a sale with an **Item** layout and an **Invoice** status.

Item

Ship	Backorder	Item Number	Description	Location	Price	Disc%	Total	Job	Tax
1		100-101A5	Printer Cable	Warehouse	\$25.00		\$25.00		x

- A **Ship** The quantity to be delivered.
- B **Backorder** The quantity of the item to be placed on backorder. An order for this amount will be created automatically when you click **Record**.
- C **Item Number** Press **TAB** and select it from your item list.
- D **Description** A description of the item appears automatically. You can change this if you want. If you want to check spelling in this field, click **Spell**. For more information, see 'Spell-check' on page 18.

E	Location	If you sell this item from multiple locations, select the location where the item will be sold from. This field appears only if you have more than one location. For more information, see 'Inventory locations' on page 154.
F	Price	The price of the item appears automatically. You can change the price if you want.
G	Disc%	[Optional] Enter a volume discount as a percentage.
H	Total	The total price of the items is calculated automatically.
I	Job	[Optional] Type or select a job number here to assign a line item to a job.
J	Tax	If the line item is taxable, mark the Tax column.

The following illustration shows the line item entries for a sale with a **Service** layout and an **Invoice** status. These fields also appear in the **Professional** and **Miscellaneous** layouts.

Service

Description	Acct#	Amount	Job	Tax
Initial consultation	4-1000	\$55.00		x

A	Description	Description of the goods or services being sold. If you want to check spelling in this field, click Spell . For more information, see 'Spell-check' on page 18.
B	Acct# or Account Name	The account to which to allocate the sale.
C	Amount	The amount you are charging for this sale.
D	Job	[Optional] Select a job number here to assign a line item to a job.
E	Tax	If the line item is taxable, mark the Tax column.

NOTE: Add lines, subtotals, and headers to sales transactions

You can add lines, headers, and subtotals to invoices to make it easy to separate and subtotal different groups of line items on one invoice. For more information, see ['Adding and deleting transaction lines, subtotals, and headers in sales transactions'](#) on page 75.

Task 4: Enter additional information about the sale

The fields that appear at the bottom of the **Sales** window depend on the type of sale you are creating.

A	Salesperson, Comment, Ship Via, Promised Date	Enter optional information, such as the name of the salesperson, a comment, shipping method, and the promised date for delivery of goods or services. Enter text or click the search icon (🔍) to choose from the Select From List window.
B	Invoice Delivery Status	If you want to print or email the invoice in a batch, select the required delivery method from the list.
C	Journal Memo	The journal memo is generated automatically. You can change this text if you want.
D	Tax	Click the zoom arrow (↔) if you want to view or change the tax amounts assigned to the sale.
E	Freight	Enter freight charges. Select the option to the right of this field if tax is charged on the freight amount.

F	Paid Today	Type the amount of money the customer paid you at the time of the sale or, if you are creating an order, how much money the customer gave you as a deposit.
G	Payment Method	Type or select the payment method. Click Details if you want to enter details about the payment. For example, if you are being paid by credit card, you can record the credit card number and expiration date. If you have subscribed to the MYOB Merchant Account Service, see ‘Entering payment methods for use with an MYOB Merchant Account’ below .
H	Tax Code	Select the tax code for this purchase.

Entering payment methods for use with an MYOB Merchant Account

If you have subscribed to the MYOB Merchant Account Service, note the following when completing the **Payment Method** field in a sale:

Payment Method Only four payment methods are acceptable for use with the MYOB Merchant Account Services. In order for the Merchant Account Services to identify each payment method, you must enter the following strings of letters in the **Payment Method** field:

- **American Express:** AMER or AMEX
- **MasterCard:** MAST
- **Visa:** VISA
- **Discover:** DISC

Method Type Both Credit Card and Debit Card are acceptable entries for this field, but both entries will be treated as credit cards.

NOTE: True debit card payments can't be processed by the MYOB Merchant Account Service Some types of cards can be used for both debit and credit payments; MYOB Merchant Account Service accepts American Express, Discover, MasterCard, and Visa cards. If you enter a card that is both a debit and a credit card, MYOB Merchant Account Service will process the transaction as a credit card transaction.

True debit card payments where a PIN number is required can't be processed using MYOB Merchant Account Service.

For more information about the MYOB Merchant Account Service, see [‘Processing credit card payments using MYOB Merchant Account Service’ on page 60](#).

Task 5: Complete the sale

There are several ways to complete the transaction.

TIP: Save the sale as a recurring sale Click **Save as Recurring**. In the **Edit Recurring Schedule** window, enter the necessary information and click **Save**. For more information, see [‘Recurring transactions’ on page 189](#).

- If you want to record the sale without printing it, click **Record** (for a sales quote, click **Save Quote**).
- If you want to record the sale and create a purchase order, click **Create PO**. The quote or order is recorded and the **Purchases** window appears. For more information, see [‘To create a purchase order from a sale’ on page 100](#).
- If you want to record the sale, and print, send, or save it as a PDF, complete the relevant procedure in the following table.

To...	Do this...
Print	Click Print and choose: <ul style="list-style-type: none"> • Pre-printed Invoice to use the default sales form. • Select Another Form to choose a different sales form.
Print preview	Click Print and choose Preview to preview the sales form for this transaction. Note that the transaction will be recorded before the form is displayed.
Email	Click Send To and choose Email . Review and make entries in the Email window and click Send . The email, which will include a PDF (Portable Document Format) attachment, will be sent to the Outbox of your default email software. Send the email from your email software.
Fax	Click Send To and choose Fax . A window from your fax software appears. Send the fax as you normally do.
Save as PDF	Click Send To and choose Disk . In the window that appears, enter a name and location for the PDF file and click Save .

Adding and deleting transaction lines, subtotals, and headers in sales transactions

You can add and delete transaction lines, headers, and subtotals in sales transactions.

To insert a blank line

- 1 In the **Sales** window, click in the line below where the blank line is to appear.
- 2 Go to the **Edit** menu and choose **Insert Line**. A blank line will appear in the scrolling list with the cursor positioned in the **Description** column.

To insert a header

You can group several line items by inserting a header.

- 1 In the **Sales** window, click in the line below where the header is to appear.
- 2 Go to the **Edit** menu and choose **Insert Header**. A blank line will appear in the scrolling list with the cursor positioned in the **Description** column.
- 3 Type the text for the header. The text appears in gray.

Description	Acct#	Amount	Job	Tax
GARDEN MAINTENANCE				
Fertilized fruit trees	4-8000	\$20.00		
Mowed lawn	4-4750	\$18.00		
Trimmed hedges (topiary)	4-8000	\$29.00		

- 4 Press **TAB** to complete the header entry.

To insert a subtotal

- 1 In the **Sales** window, click in the line below the items to be subtotaled.
- 2 Go to the **Edit** menu and choose **Insert Subtotal**. A line appears displaying the subtotal of the amounts that appear above the subtotal line and below the last subtotal, if there is one.

Description	Acct#	Amount	Job	Tax
GARDEN MAINTENANCE				
Fertilized fruit trees	4-8000	20.00		
Mowed lawn	4-4750	18.00		
Trimmed hedges (topiary)	4-8000	29.00		
Subtotal		67.00		

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

- 1 In the **Sales** window, click anywhere in the blank line, line item, header, or subtotal you want to delete.
- 2 Go to the **Edit** menu and choose **Delete Line**.

Recording sales with insufficient on-hand item quantities

If you track item quantities and values, and you want to record a sales invoice for an item with insufficient on-hand quantities, you can:

- build, buy, or backorder the item
- record the sale and allow a negative on-hand item quantity and value to be recorded for the item.

Build, buy, or backorder items

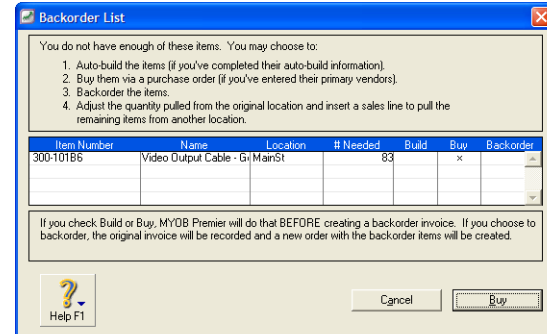
When you attempt to record a sales invoice with an insufficient on-hand quantity, the **Backorder List** window appears. In this window, you need to build or buy the required quantity, or create a customer sales order (backorder) for the unavailable quantity, before you can record the sale.

Before you begin Before you can auto-build an item in the **Backorder List** window, you need to set up your item details. For more information, see [‘Auto-building items’ on page 156](#).

If you want to record a bill using this window, you need to enter a default vendor for the item. For more information, see [‘Creating items’ on page 149](#).

To build, buy, or backorder items in the Backorder List window

- 1 Go to the **Sales** command center and click **Enter Sales**. The **Sales** window appears.
- 2 Enter the details of the sale. For more information, see [‘Entering sales’ on page 71](#).
- 3 Click **Record**. If you have insufficient on-hand quantities of an item, the **Backorder List** window appears.



This window lists items that are either out of stock or would be as a result of recording the sale.

4 Decide what you want to do:

To...	Do this...
Auto-build items	<ol style="list-style-type: none"> 1 Click in the Build column next to the item you want to auto-build and then click Build. The Auto-Build Items window appears. 2 Click Build Items. The Build Items window appears. 3 Click Record to build the finished item.
Record a bill	<ol style="list-style-type: none"> 1 Click in the Buy column next to the item you want to purchase and then click Buy. The Enter Purchases window appears. 2 Select Bill as the status from the list in the top left corner and complete the purchase. For information about completing the purchase, see 'Entering purchases' on page 93.
Record a sales order	<ol style="list-style-type: none"> 1 Click in the Backorder column next to the item you want to place on backorder. 2 Click Backorder. The Sales window reappears with the Ship and Backorder columns adjusted. A sales order is automatically recorded for the item when you record the invoice.

NOTE: Multiple items with insufficient quantities You can use the **Backorder List** window to perform the following tasks: build, buy, or backorder. However, you can only perform one of these tasks at a time and in the following order: build, buy, and then backorder. For example, if you want to backorder some items and buy others, you need to buy the required items first and then return to this window (by clicking **Record** in the **Sales** window again) to complete the backorder.

5 Complete the sale. For more information, see '[Complete the sale](#)' on page 74.

Allow negative on-hand item quantities

If you want, you can set a preference to allow the recording of sales with insufficient on-hand quantities. With this preference set, the sale of an item that is not in stock results in a negative on-hand item quantity and value.

NOTE: This feature affects your inventory reporting Allowing negative item amounts to be recorded in your inventory affects the reporting of inventory values and cost of goods sold. This feature may not be suitable for some businesses. Consult your accountant, financial adviser, or MYOB partner before setting this preference.

When you record the sale of an item with insufficient on-hand quantities, an estimated item cost is recorded for the sale. The estimated cost used depends on the item information available, as described in the following table.

Cost type	Description
Average cost	Average cost is used if you have sufficient on-hand stock for which an average price can be determined. For example, if you have ten units of an item on-hand, but make a sale for 12 units, average cost is based on the value of the ten units in stock.
Last Cost	Last cost is used if the average cost is unavailable. For example, if you have purchased an item before but currently have none on-hand, the last purchase price is used.
Standard Cost	Standard cost is used if you have never purchased an item before, and you have entered a standard cost in the item information card.
Zero cost	Zero cost is used if you have never purchased the item before and you select this option when recording the sale.

When you record a purchase to replenish the items, a journal entry automatically records the price variation between the estimated cost and the actual cost, if there is one.

To allow the recording of sales with insufficient on-hand quantities

- 1 Go to the **Setup** menu and choose **Preferences**. The **Preferences** window appears.

- 2 Click the **Inventory** tab and select the **Allow the Sale of Items with Insufficient On-Hand Quantities** option.

Changing the status of a sale

The status of the following sale types can be changed.

Sale type	Can be changed to...	See
Quote	<ul style="list-style-type: none">• order• invoice	below
Order	<ul style="list-style-type: none">• invoice	below
Invoice	The status of an invoice cannot be changed.	

If you want to change several orders simultaneously, see [‘To change several orders to invoices’ on page 79](#).

To change a quote to an order or invoice

- 1 Go to the **Sales** command center and click **Sales Register**. The **Sales Register** window appears.
- 2 Click the **Quotes** tab and select the quote you want to change.
 - If you want to change the quote to an order, click **Change to Order**.
 - If you want to change the quote to an invoice, click **Change to Invoice**.

The **Sales** window appears displaying the sale with an **Order** or **Invoice** status.

- 3 Make any changes you want to make in the window. For example, you may want to change the transaction date to today’s date.
- 4 Click **Record**. The new order or invoice is created.

The original quote will remain in the **Sales Register** window unless you have indicated in the **Sales** view of the **Preferences** window that you want quotes to be deleted once they are changed to orders or invoices.

To change an order to an invoice

- 1 Go to the **Sales** command center and click **Sales Register**. The **Sales Register** window appears.
- 2 Click the **Orders** tab and select the order you want to change.
- 3 Click **Change to Invoice**. The **Sales** window appears displaying the sale with an **Invoice** status.
- 4 Make any changes you want to make. For example, you may want to change the transaction date to today’s date.
- 5 Click **Record** to record the invoice.

To change several orders to invoices

- 1 Click **To Do List** from any command center. The **To Do List** window appears.
- 2 Click the **Orders** tab to display a list of all your orders. If you want to view the details of a specific order, click the zoom arrow (⇒) to the left of the customer's name.

- 3 Select the orders you want to change to invoices by clicking in the select column (☑).
- 4 Click **Record as Actual**. A window appears, requiring you to enter a date for the selected transactions. This is the date that the transactions will be recorded in your sales journal.
- 5 Enter a transaction date and click **OK**.

Reviewing your sales information

There are several tools that you can use to review your sales information.

Tool	Description	See
To Do List	The To Do List displays all open sales, recurring sales, and orders sorted by overdue dates.	below
Analyze Receivables	The Analyze Receivables window displays aging information for all open invoices.	page 80
Analyze Sales	The Analyze Sales window provides a graphical snapshot of your sales activities.	page 80
Sales reports	Sales reports help you keep track of your sales activities.	page 80
Sales history	History lets you view seven years of sales history for an item, customer or employee.	page 80
Sales Register	The Sales Register window gives you a complete picture of your sales activity—open and closed invoices, orders, quotes, returns, credits, and so on.	page 184
Find Transactions	Find Transactions helps you find individual sales transactions quickly.	page 184
Transaction Journal	The Transaction Journal lists journal entries of your sales and other transactions.	page 186

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

- 1 Click **To Do List** in any command center. The **To Do List** window appears.
- 2 Click the **A/R** tab. A list of all unpaid sales appears.

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

- 3 If you want to send a collection letter to customers with overdue payments:
 - a Select those customers by clicking in the select column (☑) next to the customer's name.
 - b If you have installed OfficeLink, click **Mail Merge** to create the letter directly in your word processor. Otherwise, click **Disk**, choose a file format and click **Save**.

To analyze your receivables

- 1 In any command center, select **Receivables** from the **Analysis** list. The **Analyze Receivables** window appears.
- 2 Click **Filters** and choose the time periods and any other criteria you want to apply.
- 3 Click **OK**. The information you selected appears in the **Analyze Receivables** window.

To analyze your sales activities

The **Analyze Sales** window provides various illustrations—as graphs or as lists—of your sales activities.

- 1 In any command center, select **Sales** from the **Analysis** list. The **Analyze Sales** window appears.
- 2 Click **Filters** and choose the sales figures, time periods, and other criteria you want to apply.
- 3 Click **OK**. The information you selected appears in the **Analyze Sales** window.
- 4 Select the display options in the **Analyze Sales** window to view charts showing your sales activities.

To view sales reports

There are several sales reports that can help you track your sales activities. For example, you can run an **Aged Receivables Summary** report to view your customers' current balances sorted by aging periods. The **Sales Item Summary** report shows you which inventory items are selling best. The **Referral Source** report is useful for finding out which referral source is bringing your business the most money.

- 1 Go to the **Reports** menu at the top of the screen and choose **Index to Reports**. The **Index to Reports** window appears.
- 2 Click the **Sales** tab. Select from the list of available sales reports.

For information on displaying, customizing, and printing your reports, see [Chapter 13, 'Reports,' starting on page 195](#).

To view sales history

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

- 1 Display the **Item Information** window for an item or the **Card Information** window for a customer or an employee.
- 2 Click the **History** tab.

The **History** view displays a total of seven years sales history for the item or card: the five years preceding the current fiscal year (as displayed in the **Company Information** window), the current fiscal year, and the next year.

NOTE: Employee's sales history To record an employee's sales history, you need to select that employee as the salesperson when you record a sale in the **Sales** window.

Receiving payments

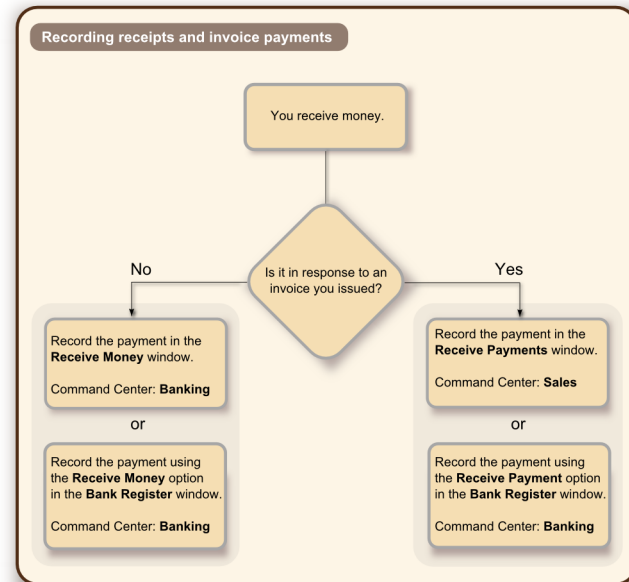
When customers make payments against invoices, you record the payments in the **Receive Payments** window. You can record the payments against one or more of the customer's outstanding invoices. If you don't want to create an invoice for a customer, you can enter the customer payment in the **Receive Money** window. See ['Receiving money' on page 49](#).

You can also record payments from your customers in the **Bank Register** window. If you have several customer payments and don't want to record detailed information (such as payment methods and discounts) for each payment, the **Bank Register** window can save you time. Note that when you use the **Bank Register** window for customer payments, the entire payment is automatically allocated to the oldest invoices first.

You cannot use the **Bank Register** window to enter credit card payments using the MYOB Vendor Payments service. For more information, see ['Entering transactions in the Bank Register window' on page 54](#).

NOTE: Customer payments at point of sale If customers make payments when purchasing merchandise or services and you are issuing them an invoice, you can enter the payment amount in the **Paid Today** field of the invoice. See ['Enter additional information about the sale' on page 73](#).

The options for recording receipts and invoice payments are summarized in the following diagram.



MYOB Merchant Account Service If you subscribe to the MYOB Merchant Account Service, you can authorize and process credit card payments when you receive invoice payments. For more information, see ['Processing credit card payments using MYOB Merchant Account Service' on page 60](#).

To record payments against invoices

- Go to the **Sales** command center and click **Receive Payments**. The **Receive Payments** window appears.
- Select the account you want to deposit the payment to.
 - Deposit to Account.** Select this option to select the required bank account.
 - Group with Undeposited Funds.** Select this option if you want to include the payment in a bank deposit. For more information about undeposited funds and preparing bank deposits, see [‘Bank deposits’ on page 51](#).
- In the **Customer** field, type or select the customer’s name.
If you have no record of any sales to this customer, a message window appears. Click **OK** and ensure you’ve selected the correct customer.
- Type the amount received.
- If you want to record the payment method, select the method in the **Payment Method** field. Click **Details** if you want to enter further details about the payment. For example, if you are being paid by credit card, you can record the credit card number and expiration date.
- Change the memo text and payment date if you want. You can change the ID number that is automatically generated. However, we recommend that you use the default number to make sure you don’t use duplicate IDs.

Customer: Buffalo Systems ID #: CR000120
 Amount Received: \$500.00 Date: 02/02/2009
 Payment Method: [Dropdown] Details...
 Memo: Payment, Buffalo Systems

- In the scrolling list in the bottom half of the window, indicate which sales are covered by the payment by entering amounts in the **Amount Applied** column. If the customer is paying a deposit for an order, the **Status** column will show **Order**.

Invoice #	Status	Date	Amount	Discount	Total Due	Amount Applied
00000390	Open	9/17/2008	\$2,925.00		\$2,925.00	\$2,925.00
00000391	Open	9/18/2008	\$996.00		\$996.00	
00000392	Open	9/25/2008	\$495.00		\$495.00	
						Total Applied: \$2,925.00
						Finance Charge: \$0.00
						Total Received: \$2,925.00
						Out of Balance: \$0.00

Include Closed Sales

A B C D

- A Discount** If you intend to offer an early-payment discount for a sale, assign the discount to the appropriate invoice in this column. Note that you won’t be able to assign a discount to an invoice that is not being settled in full. If you want to give the customer a discount, you can give them a customer credit. See [‘Customer credits’ on page 87](#).
- B Amount Applied** Enter how much of the customer payment you want to apply to each sale in this column.
- C Finance Charge** If part of the payment is to pay finance charges, type the finance charge amount here. See [‘Finance charges paid by customers’ on page 86](#) for more information.
- D Out of Balance** The amount you apply in the **Amount Applied** column will accumulate in the **Total Applied** field. The **Total Applied** amount (plus finance charges) must equal the **Amount Received** value and the **Out of Balance** amount must be zero before you can record the transaction.

If a customer overpays, the full amount should still be entered in the **Amount Received** field and in the **Amount Applied** column. When you record the payment, a credit invoice for the overpaid amount is created automatically. This can either be refunded to the customer or applied to a future invoice. For more information, see [‘Settling credits’ on page 88](#).

- [Optional] If you use the MYOB Merchant Account Service, you can process a credit card payment using the service. For more information, see [‘Processing credit card payments using MYOB Merchant Account Service’ on page 60](#).
- Click **Record** to record the customer payment.

Printing payment receipts

For each cash receipt transaction you record, a corresponding receipt can be printed. Receipt transactions can be recorded using the following windows:

- Bank Register
- Receive Money
- Receive Payments
- Sales (New Invoice and New Order using Paid Today)
- Settle Returns & Debits (Receive Refund view).

Receipts cannot be printed for:

- reversed receipt transactions
- voided receipts
- bank transactions such as bank deposits or interest earned.

Payment receipts correspond directly to receipt transactions. That is, when you record a receipt transaction, the information you entered in the transaction can be printed on a payment receipt. Because of this relationship, if you change, reverse, or remove a receipt transaction, the payment receipts that have been printed may no longer be valid.

If you subscribe to the MYOB Merchant Account Service, you can print a credit card receipt in the **Processed Receipt** window after a credit card payment has been approved.

To print payment receipts

- 1 Go to either the **Sales** or **Banking** command center and click **Print Receipts**. The **Review Receipts Before Printing** window appears.
- 2 If you print receipts on preprinted stationery, type the number of the first receipt in the **Number of First Receipt in Printer** field.
- 3 Type the number of receipts you want to print in the **Print** field.
- 4 If you want to filter the information to be displayed on the customer receipt, click **Advanced Filters**. For more information, see '[Advanced filters](#)' on page 209.
- 5 Click in the select column () next to each receipt you want to print.
- 6 Click **Print**.

For information about printing and customizing forms, see '[Sending forms](#)' on page 206 and '[Customizing forms](#)' on page 210.

Credit control

In your MYOB software, you can control credit by:

- setting and enforcing customer credit limits, see 'Credit limits' below
- placing customer accounts on hold, see 'Credit holds' on page 85
- adding finance charges to customer statements, see 'Finance charges paid by customers' on page 86.

Credit limits

A credit limit is the maximum amount of credit you allow a customer to charge to their account. You can set a default credit limit for all new customers using the Sales Easy Setup Assistant (see page 35), or set a specific credit limit for a single customer.

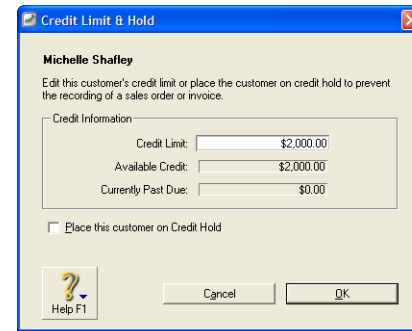
If you want to enforce credit limits, you can set preferences to:

- warn users before recording a sale that will exceed a customer's credit limit
- prevent certain users from recording a sale that will exceed a customer's credit limit. When you use this preference, you set an override password to allow approved users to record the sale.

To set or change the credit limit for a single customer

- 1 Go to the **Card File** command center and click **Cards List**. The **Cards List** window appears.
- 2 Click the **Customer** tab and select the customer for whom you want to set a credit limit.
- 3 Click **Edit**. The **Card Information** window appears.

- 4 Click the **Selling Details** tab.
- 5 Click **Credit Limit & Hold**. The **Credit Limit & Hold** window appears.



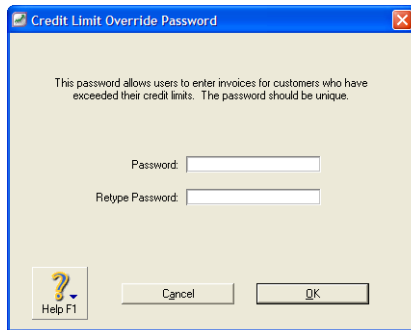
- 6 Type the customer's credit limit in the **Credit Limit** field.
- 7 Click **OK**. The **Card Information** window reappears.
- 8 Click **OK** to return to the **Cards List** window.

To receive a warning when a customer exceeds the credit limit

- 1 Go to the **Setup** menu and choose **Preferences**. The **Preferences** window appears.
- 2 Click the **Sales** tab.
- 3 Select the **If the Credit Limit is Exceeded on Sale** preference and choose **Warn and Continue** from the list.
- 4 Click **OK**.

To prevent the recording of a sale when a customer exceeds the credit limit

- 1 Log in to your company file as the Administrator.
- 2 Go to the **Setup** menu and choose **Preferences**. The **Preferences** window appears.
- 3 Click the **Sales** tab.
- 4 Select the **If the Credit Limit is Exceeded on Sale** preference and select **Prevent Unless Overridden** from the list. The **Credit Limit Override Password** window appears.



- 5 Type the override password and password confirmation.
- 6 Click **OK**. The **Preferences** window reappears.

NOTE: Changing the credit limit override password You can change the credit limit override password in the **Credit Limit Override Password** window (choose **Preferences** from the **Setup** menu, click the **Sales** tab and then click **Set Override**).

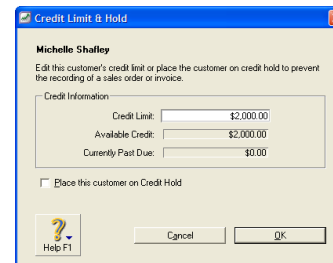
- 7 Click **OK** to close the **Preferences** window.

Credit holds

You can place a credit hold on a customer's account to prevent further sales being made to the customer. For example, you may want to place a customer on credit hold when the customer's account is overdue.

To place a customer on credit hold

- 1 Go to the **Card File** command center and click **Cards List**. The **Cards List** window appears.
- 2 Click the **Customer** tab and select the customer whom you want to place on credit hold.
- 3 Click **Edit**. The **Card Information** window appears.
- 4 Click the **Selling Details** tab.
- 5 Click **Credit Limit & Hold**. The **Credit Limit & Hold** window appears.



- 6 Select the **Place this customer on Credit Hold** option.
- 7 Click **OK**. The **Card Information** window reappears.
- 8 Click **OK** to return to the **Cards List** window.

NOTE: Recording sales to customers on credit hold To record a sale to a customer on credit hold, you need to remove the credit hold. To do this, deselect the **Place this customer on Credit Hold** option in the **Credit Limit and Hold** window on the customer's card.

Finance charges paid by customers

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

How finance charges are calculated For each open invoice, your MYOB software calculates its due date using the terms specified in the **Selling Details** tab of the **Card Information** window. The overdue balance is then increased by 1/30th of the monthly charge for late payment for every day it is overdue.

The monthly charge is calculated by multiplying the amount overdue by the **% Monthly Charge for Late Payment** value you specified in the customer's card.

If, during the overdue period, the customer makes a partial payment, the finance charge is adjusted accordingly.

Setting up finance charges

Before you can apply finance charges, you need to specify an account for tracking late-payment charges. Go to the **Setup** menu, choose **Linked Accounts** and then **Sales Accounts**. Select the **I assess charges for late payment** option and select an income account to record the late payment charges.

Also, you need to set the percentage you will be charging for late payments in the **% Monthly Charge for Late Payment** field of the **Selling Details** tab of each customer card.

Adding finance charges to customer statements

To show the finance charge owed by customers on their statements, select the **Add Finance Charges to Amount Due** option in the **Advanced Filters** window. For more information about customer statements, see ['Send customer statements' on page 252](#).

The finance charges payable by your customers only appear on their statements, so you may want to keep copies of the statements sent to customers.

Recording finance charges

When your customer pays the late-payment charge, type the amount in the **Finance Charge** field of the **Receive Payments** window. For more information, see ['Receiving payments' on page 81](#).

Although the history of finance charges is not tracked, you can perform an account inquiry (using **Find Transactions**) on the income account you have set up to record late charges.

Deleting finance charges

When you enter a finance charge in the **Receive Payments** window, two transactions are recorded—the full customer payment, including the finance charge, is recorded in the receipts journal and a transaction for the finance charge is recorded in the sales journal.

Therefore, if you want to delete a finance charge payment, you must delete both transactions. If only one entry is deleted, the **Receivables Reconciliation Summary** report may show an out-of-balance amount equal to the finance charge. When you delete one of the entries, you are reminded to delete the other entry for the finance charge. Note that a warning appears even though you may have already deleted the corresponding invoice or payment.

Customer credits

A *customer credit* is money that you owe to a customer.

To process a customer credit, you first need to record a credit transaction and then record the settlement of the credit (for example, by printing a refund check for your customer).

Recording credits

You can create a customer credit note in the following ways:

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

To reverse a sale

To reverse an invoice, the transaction must be unchangeable, that is, the **Transactions CAN'T be Changed; They Must Be Reversed** option must be selected in the **Security** tab of the **Preferences** window.

- 1 Find and open the invoice. For more information finding invoices, see ['Finding a transaction' on page 183](#).
- 2 Go to the **Edit** menu and choose **Reverse Sale**. A credit note appears in the **Sales** window. Note that the invoice amount is a negative amount.
- 3 If you want, you can make some changes to the credit note (such as changing the date and memo), but you can't change the accounts, amounts and quantities that are associated with the credit.
- 4 Click **Record Reversal**. A customer credit appears in the **Sales Register** window.

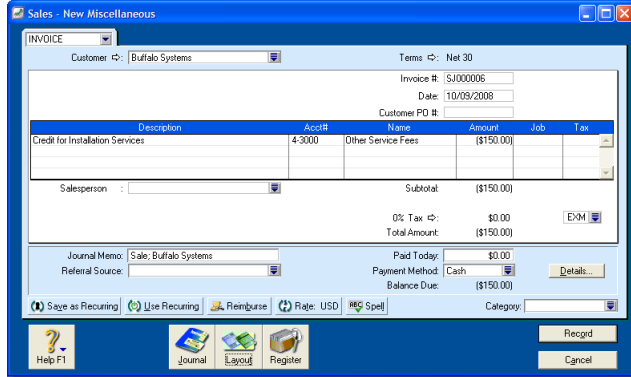
To manually create a credit for a non-item sale

Use this method if you want to credit the customer for part of a non-item sale.

TIP: Create an account for tracking sales returns Before you manually create a credit of this type for the first time, you may want to create an account for tracking returns and allowances, if one does not already exist in your Accounts List. For more information about creating accounts, see ['Set up accounts' on page 26](#).

- 1 Go to the **Sales** command center and click **Enter Sales**. The **Sales** window appears.
- 2 Type or select the customer you are creating a credit for.
- 3 Select the **Invoice** status from the list in the top left corner of the window.
- 4 Click **Layout** and choose **Miscellaneous**, then click **OK**.
- 5 In the **Description** column, enter a description of the credit for your records.
- 6 In the **Account** column, select the account to be credited. This is the income account you use to track sales returns and allowances.

- In the **Amount** field, type the amount of the credit as a negative amount.

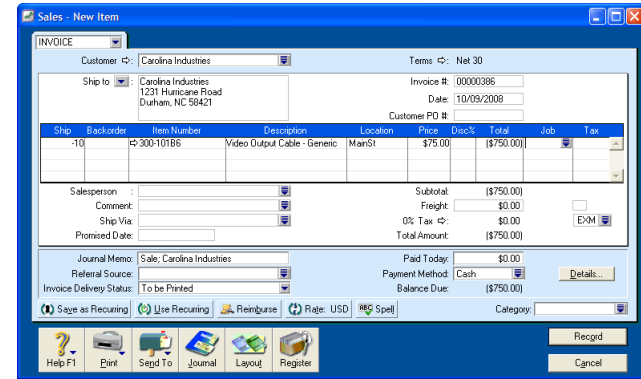


- Click **Record**. A customer credit appears in the **Sales Register** window.

To manually create a credit for an item sale

Use this method if you want to credit the customer for part of an item sale.

- Go to the **Sales** command center and click **Enter Sales**. The **Sales** window appears.
- Type or select the customer you are creating the credit for.
- Select **Invoice** from the list in the top left corner of the window.
- Click **Layout** and choose **Item**, then click **OK**.
- In the **Ship** column, type the number of items being returned as a negative number. The costs of the items appears as a negative amount.



- Click **Record**. A customer credit appears in the **Sales Register** window.

Settling credits

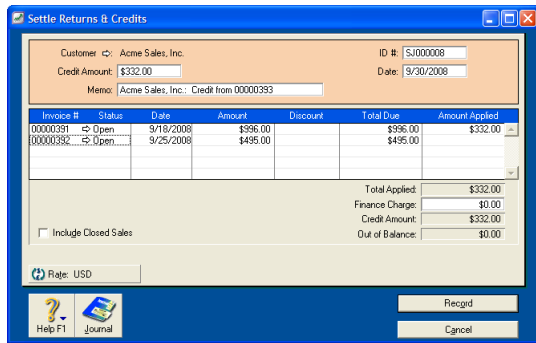
You can choose to settle a customer credit in the following ways.

- **Apply the credit to an open invoice.** Applying the credit to one or more of the customer's open invoices reduces the amount the customer owes you.
- **Record a refund.** If the customer does not have any open invoices, you can record a refund payment for the amount of the customer credit.

To apply a customer credit to an open invoice

- Go to the **Sales** command center and click **Sales Register**. The **Sales Register** window appears.
- Click the **Returns & Credits** tab. A list of customer credits appears.

- If the credit you want to settle does not appear, select **Customer** from the **Search By** list to display a credit for a particular customer. Type or select the customer's name in the adjacent field. A list of credits for that customer appears.
- Select the credit you want to apply and click **Apply to Sale**. The **Settle Returns & Credits** window appears, listing all open invoices assigned to the customer.
- Enter the amounts you want to apply to one or more open invoices in the **Amount Applied** column.



If the **Apply Customer Payments Automatically to Oldest Invoice First** preference is set, amounts will appear next to the oldest invoices in the **Amount Applied** column. However, you can apply the credit amount to any one transaction or you can divide it among many transactions in the list. Note that the total amount you apply in the **Amount Applied** column must equal the amount that appears in the **Credit Amount** field.

- If you want to apply part of a customer credit to any unpaid finance charges they have accrued, enter an amount in the **Finance Charge** field.
- Click **Record** to apply the credit.

To record a refund payment

- Go to the **Sales** command center and click **Sales Register**. The **Sales Register** window appears.
- Click the **Returns & Credits** tab. A list of customer credits appears.
- If the credit you want to settle does not appear, select **Customer** from the **Search By** list. Type or select the customer's name in the adjacent field and then press TAB. A list of credits for that customer appears.
- Select the credit you want to refund and click **Pay Refund**. A refund check for the amount of the credit appears in the **Settle Returns & Credits** window.
- In the **Account** field, type or select an account.
- If required, change other information in the window, such as the transaction date.
- If you are paying by check and you have already written it, select the **Check Already Printed** option.
- Specify how you want to send a payment notification by selecting a delivery option from the **Payment Notification Delivery Status** list.
- If you are recording a refund payment to a credit card and you subscribe to the MYOB Merchant Account Service:
 - Select the credit card in the **Payment Method** field.
 - Click **Details**.
 - Enter all the credit card details: card number, expiration date, name, and so on.
 - Click **Authorize** to submit the credit card payment for authorization via the MYOB Merchant Account Service.

When the payment transaction is finalized, the **Settle Returns & Credits** window reappears. For more information, see ['Credit card payments using MYOB Merchant Account Service'](#) on page 60.
- Click **Record**.

Dealing with a vendor who is also a customer

If your business sells goods and services to a business from which you also make purchases, you need to record the transactions using a separate customer and vendor card. You can then record a contra payment to offset the receivable and payable amounts.

Before you can record contra payments, you need to create a bank account called Contra Suspense. For information about creating accounts, see [‘Set up accounts’ on page 26](#).

To record contra payments

- 1 Record a payment from the customer.
 - a In the **Receive Payments** window, type or select the Contra Suspense account in the **Deposit to Account** field.
 - b In the **Customer** field, type the customer’s name or select it from the list.

- c Type the amount that you need to offset against an invoice.
- 2 Record a payment made to the vendor
 - a In the **Pay Bills** window, type or select the Contra Suspense account in the **Pay from Account** field.
 - b In the **Vendor** field, type or select the vendor’s card.
 - c Type the amount that you need to offset against a purchase.

After these entries are made, your bank accounts will not have been affected; yet the receivable and payable accounts have been reduced. The Contra Suspense account balance should be zero.

Accounting for bad debts

When you know that a debt will not be recovered, you need to write it off.

Before writing off a bad debt, create a Bad Debt expense account in your accounts list. For information about creating accounts, see [‘Set up accounts’ on page 26](#).

To write off a bad debt

- 1 Go to the **Sales** command center and click **Enter Sales**. The **Sales** window appears.
- 2 Click **Layout**. The **Select Layout** window appears.
- 3 Click **Miscellaneous** and then click **OK**.
- 4 In the **Customer** field, type or select the customer’s name.

- 5 In the **Description** field, type a description of the transaction.
- 6 In the **Acct#** field, type or select the account for Bad Debts.
- 7 If you account for bad debts by posting a provision to an asset account (for example, the Provision for Bad Debts asset account), you can type or select that account.
- 8 In the **Amount** field, type the bad debt amount as a negative number.
- 9 Click **Record**.
- 10 In the **Settle Returns & Credits** window, apply the credit against the original open invoice. For more information, see [‘Customer credits’ on page 87](#).

6 Purchases

This chapter explains how to enter information about your purchases. You record a purchase by specifying the vendor details, the purchase form layout (item, service, professional, or miscellaneous), status of the purchase (quoted, ordered, received, or billed), and details of the purchased items or services.

This chapter also explains how to pay your vendors for these purchases, how to deal with vendors who owe you money (settling a vendor debit), and how to review and analyze your entire purchasing activity with a variety of reports and analytical tools.

Creating a vendor card

Before you can record a purchase order, you need to create a card for your vendor.

To create a vendor card

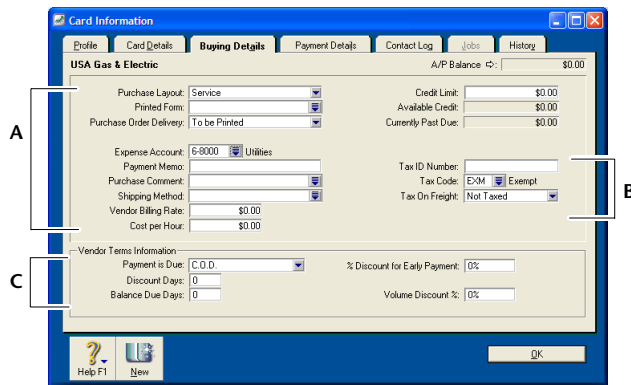
- 1 Go to the **Card File** command center and click **Cards List**. The **Cards List** window appears.
- 2 Click **New**. The **Card Information** window appears.
- 3 Select **Vendor** from the **Card Type** list.
- 4 Select the designation of the card: company or individual.
- 5 Type the name of the vendor and press **TAB**. Additional fields appear.

- 6 Enter a code to identify this vendor in the **Card ID** field. For more information, see '[Card identification codes](#)' on [page 231](#).

- Enter contact details for the vendor.
If you want to enter more contact information, select **Address 2** from the **Locations** list and enter the additional details. You can enter contact details for five locations.
- Click the **Card Details** tab. You can enter notes about the vendor, insert a picture, and assign attributes to group and sort the card.

If you want to...	See
insert a picture	page 231
assign identifiers to the card	page 223
assign an attribute from a custom list	page 224
enter additional information in a custom field	page 230

- Click the **Buying Details** tab and enter your buying details.



A Buying information	The selections you make here will be used, by default, on quotes, orders, and bills that you create for this vendor. You can override these selections when recording the purchase.
B Tax information	Enter the vendor's tax information here. If you are creating a card for a 1099 vendor, see
C Credit terms	The credit terms you entered earlier appear here by default. You can override them here for this vendor. The credit terms entered here are used as the default terms for all purchases from the vendor, but can be changed at any time.

- If you pay this vendor using MYOB Vendor Payments, click **Payment Details** and enter the vendor's banking details. For more information, see '[Set up MYOB Business Services](#)' on [page 43](#).
- [Optional] Click the **History** tab and type the dollar value of the purchases made prior to your conversion month. You can also type or select the date that the contact became a vendor.
- Click **OK** to close the **Card Information** window.

Entering purchases

You can enter a purchase as a quote, order, receive item, or bill.

- You can enter a **quote** to store an estimate or quote you received from one of your vendors. A quote has no impact on your inventory levels and can be changed to an order or a bill when you are ready to purchase.
- An **order** is a purchase where no service or item has been received. While orders do not affect your financial figures, they are included in your inventory reports. Orders don't create transactions unless you have paid a deposit to the vendor. An order can be changed to a bill but not to a quote.
- You can use a **receive item** purchase to record the receipt of items you have ordered but have not yet billed for. When you record items received, the item is added to your inventory and the cost of the item is added to an accrual account for inventory items until you record a bill for it.

An account payable transaction is not recorded at this time. You can only record a received transactions in the item layout, and only against an order.

- A **bill** is usually created when you receive the items or services you ordered and are required to pay the vendor (that is, you have been charged for the purchase). Recording a bill will update the appropriate accounts, including the account for tracking payables. Bills can be open (unpaid), closed (paid), or debit (negative purchase). A bill cannot be changed to a quote or an order.

You can enter a purchase in:

- the **Purchases** window
- the **Bank Register** window.

The purchases procedure described in this section is for entering purchases in the **Purchases** window, which allows you to record full details about a transaction.

Bank Register window Entering a purchase in the **Bank Register** window is a fast way to enter a purchase transaction. However, you can enter less detail about the purchase than if you entered it in the **Purchases** window. For more information, see ['Entering transactions in the Bank Register window' on page 54.](#)

NOTE: Create a purchase order in the Sales window You can also create a purchase order in the **Sales** window when you enter a sales quote or sales order. For more information, see ['Creating a purchase order from a sale' on page 100.](#)

Entering a purchase transaction

Complete the following steps to enter a purchase transaction:

Task	See
1	Enter information about the vendor page 94
2	Choose the type of purchase page 94
3	Enter the items or services you are purchasing page 94
4	Enter additional information about the purchase page 95
5	Complete the purchase page 96

Task 1: Enter information about the vendor

- 1 Go to the **Purchases** command center and click **Enter Purchases**. The **Purchases** window appears.
- 2 In the **Vendor** field, type or select the vendor's name.
The terms shown in the **Purchases** window are the terms recorded in the vendor's card.
- 3 Complete the fields as described in the table below:

The screenshot shows the 'Purchases' window with the following fields filled in:

- Vendor:** Border Digital
- Terms:** 2% 5N x 30
- Ship to:** Widgets & Co., Suite 14B, 100 Main Street, Rockville, NJ 07845
- Purchase #:** 00000195
- Date:** 01/02/2009
- Vendor Inv #:** (empty)

A	Terms	Click the zoom arrow (↔) to alter the terms for this purchase only. If you want to change the credit terms for all future purchases to this vendor, you must make that change on the Buying Details tab of the vendor's card.
B	Purchase #	Type the purchase number here.
C	Vendor Inv. #	If the vendor gave you an invoice number for the purchase, enter it here.

Task 2: Choose the type of purchase

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

- 1 Check whether the default layout is appropriate.
There are four layouts to choose from: service, item, professional, and miscellaneous. To change the layout:
 - a Click **Layout**. The **Select Layout** window appears.
 - b Choose the layout you want to use and click **OK**.

- 2 Select the status from the list in the top left corner of the window: Quote, Order, Receive Item, or Bill. Note that Receive Item only appears for the **Item** layout.

Task 3: Enter the items or services you are purchasing

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

One row in the scrolling list is one *line item* of the transaction. You can enter as many line items for a purchase as you want. The fields that appear in the scrolling list differ according to the type of purchase you are creating.

The following illustration shows the fields for a purchase with an **Item** layout and a **Bill** status.

Item	Bill	Received	Backorder	Item Number	Description	Location	Price	Disc%	Total	Job	Tax
A	B	C	D	E	F	G	H	I	J	K	x
1				100-111A5	Printer Table	Warehouse	\$3.09		\$3.09		

A	Bill	Type the quantity to be billed.
B	Received	This field is display-only. It displays the quantity of items received. For more information, see 'Receiving items without a bill' on page 97.
C	Backorder	Type the quantity of the item to be placed on backorder. An order for this amount will be created automatically when you click Record .
D	Item Number	Press TAB and select an item from your item list.
E	Description	A description of the item appears automatically. You can change this if you want. If you want to check spelling in this field, click Spell . For more information, see 'Spell-check' on page 18.

F	Location	If you store this item in multiple locations, select the location where the item will be received. For more information about locations, see ‘Inventory locations’ on page 154 .
G	Price	If you have purchased the item before or you have entered a standard cost in the Buying Details tab of the Item Information window, the price of the item appears automatically. You can change this if you want.
H	Disc%	Type a volume discount as a percentage.
I	Total	The total price is calculated automatically.
J	Job	[Optional] Select a job number here to assign a line item to a specific job. For more details, see ‘Jobs’ on page 237 .
K	Tax	If the item is taxable, click the Tax column.

The following illustration shows the fields for purchase with a **Service** layout and a **Bill** status. These fields also apply to the **Professional** and **Miscellaneous** layout.

	Description	Acct#	Amount	Job	Tax
Service	Initial consultation	6-1110	\$110.00		x

A	Description	A description of the service being purchased. If you want to check spelling in this field, click Spell . For more information, see ‘Spell-check’ on page 18 .
B	Acct # or Account Name	The account to assign to the purchase. Press TAB to display the accounts list from which you can choose an account. This should be an expense or cost of sales account. You should not select your accounts payable account for vendor purchases.
C	Amount	The amount you have been invoiced.

D	Job	[Optional] Select a job number here to assign the line item to a specific job. For more details, see ‘Jobs’ on page 237 .
E	Tax	If the item is taxable, click the Tax column.

NOTE: Add lines, subtotals, and headers to purchases You can add lines, headers, and subtotals to purchases to make it easy to separate and subtotal different groups of line items on one bill. For more information, see [‘Adding and deleting lines, subtotals, and headers to purchases’ on page 96](#).

Task 4: Enter additional information about the purchase

The fields that appear at the bottom of the **Purchases** window differ, depending on the type of purchase you are creating.

A	Comment: Thank you! Ship Via: U.S. Mail Promised Date:		D	Subtotal: \$200.00 Freight: \$0.00 0% Tax: \$0.00 Total Amount: \$200.00		E
	Journal Memo: Purchase; V Records Bill Delivery Status: To be Printed			Paid Today: \$0.00 Balance Due: \$200.00		
	B	C		F	G	

A	Optional fields	Enter optional details, such as a comment, shipping method, and the date the goods or services were promised.
B	Bill Delivery Status	If you want to print or email the purchase in a batch, select the required bill delivery method from the list.
C	Journal Memo	The journal memo is generated automatically. You can change it if you want.
D	Tax	If you want to change the tax amount of the purchase, click the zoom arrow (⇌).

E	Freight	Enter any charges for freight. If the freight charge is taxable, mark the checkbox.
F	Paid Today	Type an amount here to indicate how much money you paid at the time of the purchase or, if you are creating an order, how much money you gave as a deposit.
G	Tax code	Select the tax code for the purchase.

Task 5: Complete the purchase

After you have finished entering details in the **Purchases** window, there are several ways you can complete the purchase.

TIP: Save the purchase as recurring. If you want, you can save the purchase as a recurring transaction so that you can use it again in the future. Click **Save as Recurring**. In the **Edit Recurring Schedule** window, enter the necessary information and click **Save**. For more information, see [‘Recurring transactions’ on page 189](#).

- Record the purchase. If you want to record the purchase without printing or sending it, click **Record** (for a quote, click **Save Quote**).
- If you want to record the purchase and print, send, or save it as a PDF, do the following:

To	Do this...
Print	Click Print . For more information about printing, see Chapter 14, Forms, on page 205 .
Print preview	Click Print and choose Preview to preview the purchases form for this transaction. Note that the transaction will be recorded before the form is displayed.

To	Do this...
Email	Click Send To and choose Email . Review and make entries in the Email window and click Send . The email, which will include a PDF (Portable Document Format) attachment, will be sent to the outbox of your default email software. Send the email from your email software.
Fax	Click Send To and choose Fax . A window from your fax software appears. Send the fax, using your fax software.
Save as PDF	Click Send To and choose Disk . In the window that appears, enter a name and location for the PDF file and click Save .

Adding and deleting lines, subtotals, and headers to purchases

You can add lines, headers, and subtotals to purchase transactions.

To insert a blank line

- In the **Purchases** window, click in the line below where the blank line is to appear.
- Go to the **Edit** menu and choose **Insert Line**.

To insert a header

You can group several line items by inserting a header.

- In the **Purchases** window, click in the line below where the header is to appear.
- Go to the **Edit** menu and choose **Insert Header**. A blank line will appear in the scrolling list with the cursor positioned in the **Description** column.

- 3 Type the text for the header. The text appears in gray.

Description	Acct#	Amount	Job	Tax
ADVERTISING				
Ad in local papers	6-3100	\$120.00		
Billboard	6-3100	\$300.00		
Brochures	6-3100	\$22.00		
CONSULTATION				
Initial consultation	6-3100	\$50.00		

- 4 Press TAB to complete the entry.

To insert a subtotal

- 1 In the **Purchases** window, click in the first line below the items to be subtotaled.

- 2 Go to the **Edit** menu and choose **Insert Subtotal**. A line appears displaying the subtotal of the individual amounts that appear above the subtotal line and below the last subtotal, if there is one.

Description	Acct#	Amount	Job	Tax
ADVERTISING				
Ad in local papers	6-3100	\$120.00		
Billboard	6-3100	\$300.00		
Brochures	6-3100	\$22.00		
Subtotal		\$442.00		

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

- 1 In the **Purchases** window, click anywhere on the blank line, line item, header, or subtotal you want to delete.
- 2 Go to the **Edit** menu and choose **Delete Line**.

Receiving items without a bill

If you receive items from a vendor and have not been billed for them, you may not know the actual purchase price of the items. To re-sell the items, however, you need to add them to your on-hand inventory. But, as you don't know the amount payable, you shouldn't record an amount owed to the vendor at this time.

Instead, you can record the receipt of these items using a purchase transaction with a receive item status. When you record a receive item purchase, you enter an estimated purchase amount, which is then allocated to an accounts payable accrual account. Your accounts payable is not affected at this time.

Later, when your vendor bills you for the items, you can record a bill with the actual purchase amount. When you record the bill, the actual purchase amount is allocated to your accounts payable and the estimated amount is removed from the accrual account.

Before you can record items received without a vendor bill, you need to set up the accrual account for them.

Set up an accrual account for items received without a vendor bill

When you record a purchase for items received without a bill, you need to allocate the anticipated purchase amount to an accounts payable or inventory accrual account.

If the account does not exist, you need to create it. The account should be a liability account named, for example, AP Accrual - Inventory. For information on creating an account, see ['Set up accounts' on page 26](#).

Before you can allocate transactions to this account, you need to make it the default linked account for items received without a vendor bill.

To link an account for items received

- 1 Go to the **Setup** menu, choose **Linked Accounts** and then **Purchases Accounts**. The **Purchases Linked Accounts** window appears.
- 2 Select the **I can receive items without a Vendor bill** option.
- 3 In the **Liability Account for Item Receipts** field that appears, type or select the inventory accrual account.
- 4 Click **OK**.

Record items received without a bill

You need to record items received against a vendor purchase order. If the order already exists, you can record the items received against the order. If no order exists, you can create one when you record the items received.

To record items received against an order

You can record items received against an order in the **Purchases** window or from the **Purchases Register** window.

- 1 Go to the **Purchases** command center and click **Purchases Register**. The **Purchases Register** window appears.
- 2 Click the **Orders** tab.
- 3 Find the required order and select it.
- 4 Click **Receive Items**. The **Purchases** window appears with the **Receive Item** status.

Ordered	To Date	Receive	Item Number	Description	Location	Price	Disc%	Total	Job	Tax
			0300-10186	Video Output Cable - Generic	ManSt	\$127.50		\$127.50		

- 5 In the **Receive** field, type the item quantity received.
- 6 If you keep items at more than one location, type the location where you received the items in the **Location** field, or select it from the list. Note that the **Location** field only appears if you have set up multiple locations.
- 7 Click **Record**. The items are recorded in your inventory and the original order is updated with the number of items received.
- 8 If the total number of items in the **Receive** and **To Date** columns of an item receipt is greater than the quantity in the **Ordered** column, a message appears. You can:
 - **Update order**: If you choose to update the order, your original order will be updated by the difference between the quantity of the original order and the total received (the quantities in the **Receive** column plus the quantity in the **To Date** column).
 - **New order**: If you choose to create a new order, a new order will be created. The quantity of items listed in the new order will equal the difference between the amount of the original order and the total received (the quantities in the **Receive** column plus the quantity in the **To Date** column).
 - **Cancel**: If you choose to cancel, you will return to the **Receive Item** window without updating or creating any orders.

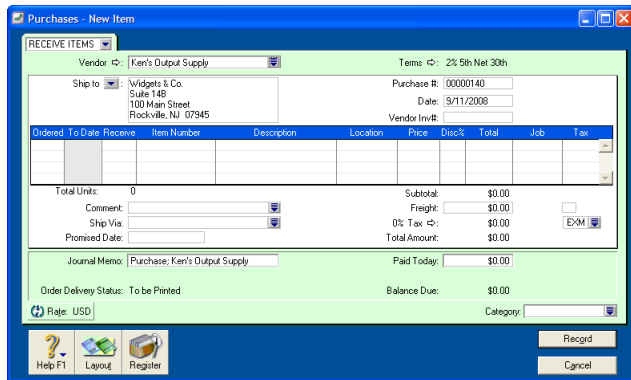
- When you receive the vendor's bill, convert the order to a bill. For more information, see ['Changing the status of a purchase' on page 101](#).

To create an order when you record items received

- Go to the **Purchases** command center and click **Enter Purchases**. The **Purchases** window appears.

NOTE: Recording items received from the Inventory command center You can also record items received by clicking **Receive Items** from the **Inventory** command center. The **Purchases** window appears with the **Receive Item** purchase status.

- In the **Vendor** field, type or select the vendor's name.
- If the Item layout does not appear:
 - Click **Layout**. The **Select Layout** window appears.
 - Select **Item** and then click **OK**.
- Select **Receive Item** from the status list in the top left of the window.



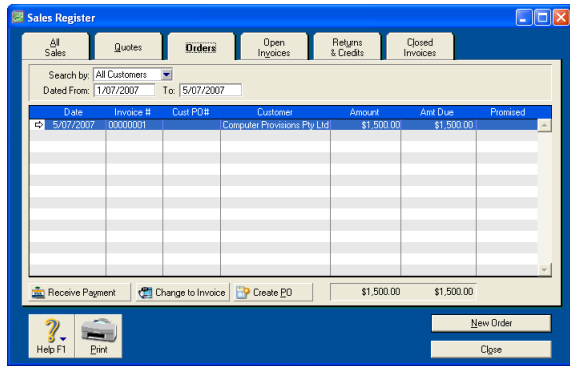
- Enter the purchase date and your order number.
- In the **Ordered** field, type the quantity you ordered. This can be more than the quantity received.
- In the **Received** field, type the quantity received.
- In the **Item Number** field, type or select the item.
- If you keep items at more than one location, type or select the location where you received the items. Note that the **Location** field only appears if you have set up multiple locations.
- If you have purchased the items before, the last cost price will appear in the **Price** field by default. If you want to, enter a different cost estimate in this field.
- Click **Record**. The items are recorded in your inventory and a purchase order is created with the number of items received.
- When you receive the vendor's bill, you need to convert the order to a bill. For more information, see ['Changing the status of a purchase' on page 101](#).

Creating a purchase order from a sale

If you want to order items to fulfill a sale, you can create a purchase order using sales quote or sales order details that you have recorded.

To create a purchase order from a sale

- 1 Go to the **Sales** command center and click **Sales Register**. The **Sales Register** window appears.
- 2 Locate and select:
 - a quote—click the **Quotes** tab and select the required quote
 - an order—click the **Orders** tab and select the required order.



- 3 Click **Create PO**. The **Purchases** window appears with the new purchase order displayed. The items you entered for the sale automatically appear as line items on the purchase order.
- 4 Select a vendor in the **Vendor** field. Note, if you have nominated a vendor for these items in the item setup, this vendor will appear by default.
- 5 Enter the cost of the items in the **Price** column.
- 6 Complete the purchase order as you normally would. For example, you may want to change the transaction date to today's date, or add items to the order.
- 7 Click **Record**. The new purchase order is created and the original sales quote or order remains in the **Sales Register** window.

Changing the status of a purchase

The status of the following purchase types can be changed.

Purchase type	Can be changed to...	See
Quote	<ul style="list-style-type: none">orderbill	below
Order	<ul style="list-style-type: none">bill	below
Bill	The status of a bill cannot be changed.	

Quotes and orders must be changed to a bill to show as payable.

To change a quote to an order or a bill

- 1 Go to the **Purchases** command center and click **Purchases Register**. The **Purchases Register** window appears.
- 2 Click the **Quote** tab.
- 3 Find the required quote and select it.
- 4 If you want to change the quote to:
 - an order, click **Change to Order**. The **Purchases** window appears.
 - a bill, click **Change to Bill**. The **Purchases** window appears.
- 5 If you want to, you can update the information in this window, such as changing the transaction date.
- 6 Click **Record**. The bill or order is recorded.

The original quote will remain in the **Purchases Register** window unless you have indicated in your preferences that you want quotes to be deleted once they are recorded as orders or bills.

To change an order to a bill

You can change an order to a bill in the **Purchases** window or from the **Purchases Register** window. If you want to change several orders to bills simultaneously, see '[To simultaneously change several orders to bills](#)' below.

- 1 Go to the **Purchases** command center and click **Purchases Register**. The **Purchases Register** window appears.
- 2 Click the **Orders** tab.
- 3 Find the required order and select it.
- 4 Click **Change to Bill**. The **Purchases** window appears, displaying the bill.
- 5 If you want to, you can update the information in this window, such as changing the transaction date.
- 6 Click **Record**. A new bill is created and the original order is removed.

To simultaneously change several orders to bills

- 1 Click **To Do List** from any command center. The **To Do List** window appears.
- 2 Click the **Orders** tab to display a list of all your orders.
If you want to view details about a specific order, click the zoom arrow (⇒) next to the order.
- 3 Select the orders you want to change to bills by clicking in the select column (☑).
- 4 Click **Record as Actual**.
- 5 In the window that appears, enter a date for the selected transactions. This is the date that the transactions will be recorded in your accounts.
- 6 Click **OK**.

Reviewing your purchases information

There are several tools that you can use to review your purchases information.

Tool	Description	See
To Do List	The To Do List window displays all open purchases, recurring purchases, and orders, sorted by due date.	below
Analyze Payables	The Analyze Payables window provides details of your purchase activities.	below
Purchase reports	Purchase reports help you keep track of your purchase activities.	page 103
Purchase history	History lets you view seven years of purchase history for an item or a vendor.	page 103
Purchases Register	The Purchases Register window gives you a complete picture of your purchase activity—open and closed purchases, orders, quotes, returns, etc.	page 184
Find Transactions	Find Transactions helps you find purchase transactions.	page 184
Transaction Journal	The Transaction Journal lists journal entries of your purchases and other transactions.	page 186

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

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

- 1 Click **To Do List** in any command center. The **To Do List** window appears.

- 2 Click the **A/P** tab. A list of all unpaid purchases appears.

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

To analyze payables

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

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

- 1 Go to the **Purchases** command center and click **Analysis**. The **Analyze Payables** window appears.
- 2 Click **Filters**. The **Aging Date** window appears.
- 3 Set the filters in the **Aging Date** window and click **OK**.
- 4 Display the required view of the **Analyze Payables** window:
 - The **Summary** view displays all the money that you owe vendors, totaled by vendor.
 - The **Vendor Detail** view displays all the money that you owe the vendor selected in the **Vendor Detail** field.
 - The **Purchase Detail** view displays all the transactions assigned to the purchase in the **Purchase Detail** field.

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

To view purchase reports

There are several purchase reports that can help you track your purchase activity. For example, you can run a **Payables Reconciliation Summary** report if you want to analyze your payables as of a past date. The **Analyze Purchases Items Spreadsheet** report shows you the inventory items on which you are spending the most money.

- 1 Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.
- 2 Click the **Purchases** tab. A list of purchase reports appears.

For information on displaying, customizing, and printing your reports, see [‘Reports’ on page 195](#).

To view purchase history

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

- 1 Display the **Item Information** window for an item or the **Card Information** window for a vendor.
- 2 Click the **History** tab.

The **History** tab displays a total of seven years of purchase history for the item or card: the five years preceding your current fiscal year (as displayed in the **Company Information** window), the current fiscal year, and the next fiscal year.

Paying bills

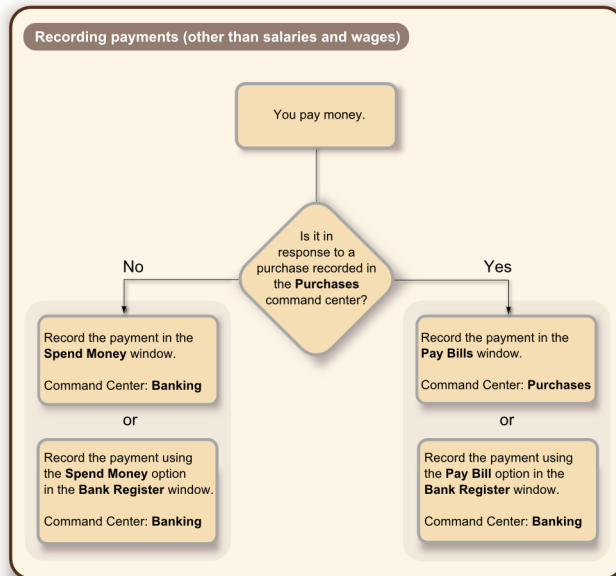
If you have recorded a purchase, you pay the vendor in the **Pay Bills** window. In this window you can record the payments to one or more of your outstanding bills.

You can also make payments to vendors in the **Bank Register** window. Paying bills through the **Bank Register** window can save you time if you have several purchases to pay and do not need to record detailed information (such as discounts and finance charges) for each payment.

When you use the **Bank Register** window for making vendor payments, the entire payment is automatically allocated to the oldest purchase first. See [‘Entering transactions in the Bank Register window’ on page 54](#).

You can pay several outstanding bills at once in the **To Do List** window. For more information, see [‘To pay several bills at once’ on page 105](#).

The options for recording payments are summarized in the following diagram.



MYOB Vendor Payments MYOB Vendor Payments is a subscription service you can use to pay your vendors over the Internet directly from your MYOB software. For information about this service, see [‘Set up MYOB Business Services’ on page 43](#).

To pay bills

- 1 Go to the **Purchases** command center and click **Pay Bills**. The **Pay Bills** window appears.
- 2 Specify how the payment is to be made.
 - If you are paying the vendor using MYOB Vendor Payments, click **Group with Electronic Payments**.

NOTE: Once you have recorded the payments you want to pay using MYOB Vendor Payments, you need to prepare an electronic payment. For more information, see [‘Preparing electronic payments’ on page 106](#).

- If you are paying the vendor by some other means—such as by cash, check, credit card, or Internet banking—type or select the account you are paying from in the **Pay from Account** field.

- 3 In the **Vendor** field, type or select the vendor’s name.

NOTE: Outstanding debits If you have an outstanding debit with this vendor, a message may appear. You can choose to settle the debit immediately or at a later date. See [‘Settling vendor debits’ on page 108](#).

- 4 If you want to, change the memo and payment date.

- 5 In the scrolling list in the bottom half of the window, indicate which bills are covered by the payment by entering amounts in the **Amount Applied** column.

Purchase #	Status	Date	Amount	Discount	Total Owed	Amount Applied
00000140	Open	9/17/2008	\$108.36		\$108.36	\$108.36
00000141	Open	9/17/2008	\$250.00		\$250.00	
					Total Applied:	\$0.00
					Finance Charge:	\$0.00
					Total Paid:	\$108.36
					Out of Balance:	\$108.36

Include Closed Purchases
 Check Already Printed
 Payment Notification Delivery Status: To be Printed and Emailed

A B C D E

A Pay All If you are settling your account in full, click **Pay All**. The total payment amount appears in the **Amount** field and the individual payment amounts are applied to each open purchase.

B Discount If you take an early-payment discount for a purchase, assign the discount to the appropriate bill in this column. Note that the software will not allow you to assign a discount to a bill that you are not settling in full. If this is the case and you want to record a discount that the vendor has given you, you can create a vendor debit. See [‘Recording and settling vendor debits’ on page 107](#).

C Amount Applied Type how much of the payment you want to apply to each bill in this column.

D Finance Charge If part of the payment was used to pay finance charges, type the finance charge amount here.

E Out of Balance The amount you apply in the **Amount Applied** column will accumulate in the **Total Applied** field. The **Total Paid** amount must equal the amount that appears in the **Amount** field in the top half of the window before you can record the transaction. The **Out of Balance** amount must be zero before you can record the transaction.

- 6 If you are paying by check and have already written it, or if you are recording a transaction that doesn’t require a printed check (such as a petty-cash payment or Internet payment), select the **Check Already Printed** option.
- 7 If you want to print or email a payment notification in a batch, select an option from the **Payment Notification Delivery Status** list.

After you have recorded a number of payments, say, the day’s payments, you can print or email a transaction batch. For more information, see [‘Sending forms’ on page 206](#).

- 8 If you want to preview the payment notification or check for this transaction, click **Print** and then choose **Preview Check** or **Preview Payment Notification**. Note that the transaction is recorded before it is displayed.
- 9 If you want to print a check or payment notification now, click **Print** and select the form type you want to print. Note that the payment is recorded before it is printed.
- 10 Click **Record**.

To pay several bills at once

- 1 Click **To Do List** in any command center. The **To Do List** window appears.
- 2 Click the **A/P** tab. A list of all unpaid purchases appears.
- 3 If you want to view details about a specific bill, click the zoom arrow (⇌) next to the bill.
- 4 Click in the select column (☑) next to each bill you want to pay.

NOTE: Payment account The linked account for paying bills will be used for all vendor payments made from this window.

- 5 Click **Pay Bills**.
- 6 In the window that appears, enter a date for the selected transactions. This is the date that the transactions will be recorded in your accounts.
- 7 Click **OK** and then click **Close**.

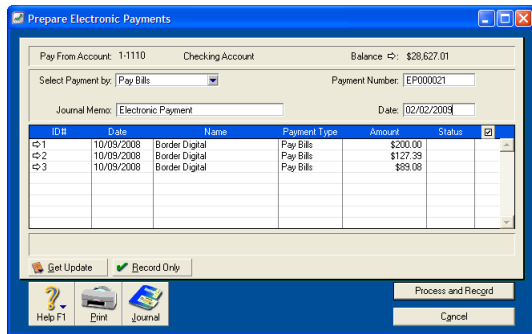
Preparing electronic payments

If you pay your vendors using MYOB Vendor Payments, you need to create a batch bank payment that will transfer funds as a single transaction from the Electronic Clearing Account to the bank account of your choice.

The single payment transaction is transmitted for approval to the Automated Clearing House (ACH)—a collection of regional interbank networks used to process transactions electronically. Electronic payments dated up to and including the date you specify in the **Prepare Electronic Payments** window will appear.

To process an electronic payment

- 1 Go to the **Purchases** command center and click **Prepare Electronic Payments**. The **Prepare Electronic Payments** window appears.
- 2 Select **Pay Bills** from the **Select Payment By** list if it is not already selected.



- 3 Type a date in the **Date** field to display unpaid checks up to and including that date.

- 4 Use the **Journal Memo** field to record the purpose of the transaction.
- 5 Select the payments you want to include in the electronic payment by clicking in the select column ()
- 6 If the values are correct, click **Process and Record** to transmit the transactions for approval.

After the transmission, an Approval or a Declined status appears in the **Status** column for each transaction in the list. For each declined transaction, a **Processed Electronic Payments** window appears with a code and description of the reason the transaction was declined, as well as a transaction ID, date, card name, and the amount of the transaction.

- 7 For each declined transaction, verify the vendor's bank information. Correct any errors and resubmit or change the method of payment to a printed check.

An approval status indicates only that the *initial* authorization was successful. There is an additional period of 72 business hours in which the funds are accessed, the destination account is identified, and so on. During this period and through this process, the potential still exists for the payment to fail. Click **Get Update** to open the **Online Error Notification** window where any transactions that fail during this processing period are listed.

- 8 If the transaction appears in the **Online Error Notification** window, you should reverse it and handle the payment in a different way. You can select and reverse a transaction directly from this window by clicking **Reverse**. Then open the **Prepare Electronic Payments** window, select the payment reversal (a negative number) from the list of payments by clicking the select column () , and click **Record Only**.

Recording and settling vendor debits

A *vendor debit* is money that a vendor owes you.

To process a vendor debit, you first need to record a debit transaction and then record the settlement of the debit (for example, by recording a refund check from your vendor).

Recording vendor debits

You can create a vendor debit in one of two ways:

- **Reverse an existing purchase.** Use this method if you have been debited for the entire purchase.
- **Manually create a debit.** Use this method if you have been debited for part of a purchase.

To reverse an existing purchase

Your company file transactions must be set to unchangeable before you can reverse a purchase; that is, the **Transactions CAN'T be Changed; They Must be Reversed** option must be selected in the **Security** tab of the **Preferences** window.

- 1 Find and display the purchase. See '[Finding a transaction](#)' on [page 183](#).
- 2 Go to the **Edit** menu and choose **Reverse Purchase**. A vendor debit appears in the **Purchases** window.
- 3 If you want, you can make some changes to the vendor debit (such as changes to the date and memo), but you can't change the accounts, amounts, and quantities that are associated with the debit.
- 4 Click **Record Reversal**. A vendor debit memo appears in the **Purchases Register** window.

To manually create a debit for a non-item purchase

TIP: Create an account for tracking purchase returns Before you create a vendor debit for the first time, you may want to create an account for tracking purchase returns and allowances, if one does not already exist in your Accounts List. Make sure this account is an expense account. See '[Set up accounts](#)' on [page 26](#).

- 1 Go to the **Purchases** command center and click **Enter Purchases**. The **Purchases** window appears.
- 2 In the **Vendor** field, type or select the vendor's name.
- 3 Select **Bill** from the list in the top left corner of the window.
- 4 Click **Layout** and select **Miscellaneous**.
- 5 In the **Description** field, type the reason for the vendor debit.
- 6 In the **Acct#** field, type or select the account to be debited. This is the account you use for purchase returns.
- 7 In the **Amount** field, type the amount of the debit as a negative amount.
- 8 Click **Record**. A vendor debit memo appears in the **Purchases Register** window.

To manually create a debit for an item purchase

- 1 Go to the **Purchases** command center and click **Enter Purchases**. The **Purchases** window appears.
- 2 In the **Vendor** field, type or select the vendor's name.
- 3 Select **Bill** from the list in the top left of the window.
- 4 Click **Layout** and select **Item**.
- 5 In the **Bill** field, type the quantity of the item you are returning as a negative number.

- 6 In the **Item Number** field, type the item number or select it from the list. The cost of the item is displayed as negative amount in the **Total** field.
- 7 Click **Record**. A vendor debit memo appears in the **Purchases Register** window.

Settling vendor debits

You can settle a vendor debit in one of two ways:

- **Apply the debit to an unpaid purchase.** Use this method to apply the vendor debit to one or more of your unpaid purchases from the vendor, or
- **Receive a refund.** Use this method to record the receipt of a refund check from the vendor.

To apply a vendor debit to an unpaid purchase

- 1 Go to the **Purchases** command center and click **Purchases Register**. The **Purchases Register** window appears.
- 2 Click the **Returns & Debits** tab.
- 3 Locate and select the debit you want to apply and click **Apply to Purchase**. The **Settle Returns & Debits** window appears, listing all open purchases that you have made from the vendor.
- 4 Type the amount you want to apply to a purchase in the **Amount Applied** column.

If the **Apply Bill Payments Automatically to Oldest Bill First** preference is selected in the **Purchases** view of the **Preferences** window, amounts will appear next to the oldest bill in the **Amount Applied** column.

You can apply the debit amount to one transaction or you can split it over any of the transactions in the list. Remember that the total amount you apply in the **Amount Applied** column must equal the amount that appears in the **Debit Amount** field.

- 5 If you want to apply part of the vendor debit to unpaid finance charges you may have accrued, enter an amount in the **Finance Charge** field.
- 6 Click **Record** to apply the vendor debit.

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

To record a refund check

- 1 Go to the **Purchases** command center and click **Purchases Register**. The **Purchases Register** window appears.
- 2 Click the **Returns & Debits** tab.
- 3 Choose **Vendor from** the **Search By** list. Type or select the vendor name in the adjacent field. A list of debits for that vendor appears.
- 4 Select the debit that is being refunded and click **Receive Refund**. A refund check for the amount of the vendor debit appears in the **Settle Returns & Debits** window.
- 5 Click **Record** to record the refund check.

Adding finance charges paid to vendors

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

Setting up finance charges Before you can record finance charges, you need to select an account for tracking late payment charges. Go to the **Setup** menu, choose **Linked Accounts**, and then **Purchases Accounts**. Select the **I pay charges for late payment** option and select an expense account to record the late payment charges.

Recording finance charges When you pay the finance charge, type the amount in the **Finance Charge** field of the **Pay Bills** window.

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

Deleting finance charges If you enter a finance charge in the **Pay Bills** window, two transactions are recorded:

- the full vendor payment, including the finance charge, is recorded in the disbursements journal, and
- the finance charge is recorded in the purchases journal.

Therefore, if you want to delete a finance charge payment, you must delete both transactions. If only one entry is deleted, the **Payables Reconciliation Summary** report may show an out-of-balance amount equal to the finance charge. When you delete one of the entries, you will be reminded to delete the other entry for the finance charge. Note that the warning will appear even though you may have already deleted the corresponding payment.

7 Paying your employees

You can use the Payroll feature to process pays for wages and salary. Your MYOB software can calculate overtime rates, allowances, union fees and other deductions, employer expenses and accruals, such as vacation pay and sick leave, along with tax deductions.

In MYOB software, the components of an employee's pay, such as wages, accruals, and taxes, are called payroll categories. These are assigned to an employee's card to calculate their recurring pay. Some payroll categories (deductions, expenses, and taxes) determine what are known as payroll liabilities. These are amounts withheld for later payment to the appropriate authority or agency.

When you process pays, you can vary an employee's pay by overriding the recurring pay values, such as the actual number of hours worked and the number of hours of vacation leave taken. At year-end, you can print out W-2 forms for your employees to use at tax time. For more information, see '[Starting a new payroll year](#)' on page 257.

If you are concerned about employee privacy, use the security features to restrict access to this and other areas of your company file.

Before you can pay your employees, you need set up your payroll. See '[Set up payroll](#)' on page 37.

Creating payroll categories

An employee's pay is made up of separate components, such as normal time, overtime, union deductions, taxes, and so on. In MYOB software, these components are called payroll categories, and they are grouped into five types: wages, accruals, deductions, employer expenses, and taxes.

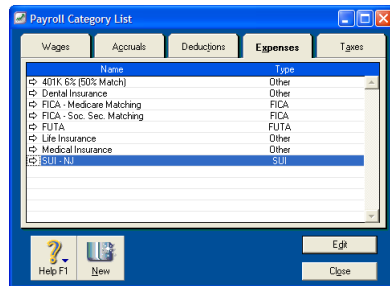
Category	Description
Wages	All monies paid to an employee for labor or services rendered on an hourly, salary, or other basis.
Accruals	Items such as vacation and sick leave, which employees accrue under the terms of their work agreement.
Deductions	Monies withheld by the employer and paid to other organizations on behalf of the employee, for example, union fees.

Category	Description
Employer expenses	Employer-paid benefits, for example, medical insurance.
Taxes	Amounts withheld by the employer from the employee's paycheck and paid to a federal, state, or local government.

A default list of payroll categories is generated when you create your company file. You may want to review these categories and tailor them to suit your business needs. See [‘To create a payroll category’ below](#) and [‘Payroll categories linked to employee cards’ on page 116](#).

To create a payroll category

- 1 Go to the **Payroll** command center and click **Payroll Categories**. The **Payroll Category List** window appears.



- 2 Click the tab corresponding to the type of payroll category you want to create.

NOTE: You can only view tax categories You cannot create any tax categories. To view the tax table information, click the **Taxes** tab and then click the zoom arrow (⇨) next to a tax. Tax table information is set by a federal, state, or local government department. Any queries should be referred to that department.

- 3 Click **New**. The **Information** window for the selected payroll category type appears.
- 4 Type a name for the payroll category.
- 5 Make the required selections for the payroll category. See the following topics for information about the options available for each payroll category type:
 - [‘Wages Information window’ on page 113](#).
 - [‘Accrual Information window’ on page 114](#).
 - [‘Deduction Information window’ on page 115](#).
 - [‘Employer Expense Information window’ on page 116](#).
- 6 Click **Employee**. The **Linked Employees** window appears.
- 7 Select the employees whose pay will include this payroll category, then click **OK**.
- 8 If you are creating:
 - a **Wage** category, click **Exempt** and select the taxes and deductions that do not apply to the new category
 - an **Accrual** category (and you have selected a percentage of gross wages or federal wages as the calculation basis), click **Exempt** and exclude those wage categories that should not be included in the accrual calculation
 - a **Deduction** category, click **Exempt** and select the taxes that should be applied only to net pay (that is, to gross pay less the deduction amount)
 - an **Employer Expense** category (and you have selected a percentage of gross wages or federal wages as the calculation basis), click **Exempt** and choose the wage categories that will not contribute to the value of the expense.
- 9 Click **OK**.
- 10 Click **OK** to return to the **Payroll Category List** window.

Wages Information window

The screenshot shows the 'Wages Information' window. At the top, there is a 'Wages Name' field containing 'New Wages Category' and a 'Type of Wages' section with radio buttons for 'Salary' and 'Hourly'. Below this is the 'Wages Information' section, which includes a 'Pay Rate' section with radio buttons for 'Regular Rate Multiplied by:' (set to 1.0000) and 'Fixed Hourly Rate of:' (set to \$0.00). There is also an 'Optional Account' section with a checkbox for 'Override Employees' Wage Expense Account'. Below that is a 'Non-Cash Wages' section with a checkbox for 'Exclude from Net Pay (Tips, etc.)'. At the bottom of the main area is a checkbox for 'Automatically Adjust Base Hourly or Base Salary Details'. The window has a standard Windows-style title bar and a toolbar at the bottom with icons for Help F1, Employee, Exempt, and New, along with an OK button.

A Choose either **Salary** or **Hourly** to specify whether the calculation will be based upon the hours worked or a set amount per pay period. Linked wage categories for accruals (such as **Vacation Pay**) must be hourly for all employees (even those paid a salary) for the accruals to be processed correctly. See '[Accrual Information window](#)' on page 114 for more information.

B If you select **Hourly** as the type of wages, the **Pay Rate** fields appear. Select **Regular Rate Multiplied by** and enter, for example, 2 for double time or 1.5 for time and a half. This will multiply the employee's **Hourly Base Pay** (entered in the **Payroll Details** tab view of their card) by this amount. Alternatively, you can enter a fixed hourly rate. This dollar amount per hour will be the same for each employee regardless of their hourly base pay.

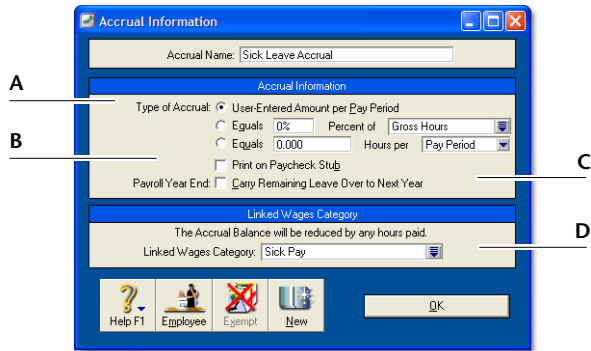
C If you want to override the employees' wage expense account (entered in the **Payroll Details** tab view of their card) for this particular wage, select the **Optional Account** option and type or select the override account in the field that appears.

D Select the **Non-Cash Wages** option if you want non-cash wages, such as tips, excluded from the net pay. You can select from three types of non-cash wages:

- Reported Tips
- Allocated Tips
- Other Non-Cash Wages.

E [Hourly wages only] Select the **Automatically Adjust Base Hourly or Base Salary Details** option if you want to use this wage category to pay leave accruals (such as **Sick Pay** or **Vacation Pay**). When you record leave, base pay amounts will be adjusted for the amount of leave paid.

Accrual Information window



A Type of Accrual can be:

- **User-Entered Amount per Pay Period** should be selected if you want to manually enter a specific amount for each employee, each pay period. Choose this option if the amount varies regularly.
- **Equals x Percent of** allows you to set the accrual as a percentage of the number of hours of any wage category. It can only be used with employees who have an **Hourly Base Pay** (entered in the **Payroll Details** tab view of their card).

To calculate the appropriate percentage, use the following formula: $[\text{Hours accrued per year} / \text{Hours worked per year}] \times 100$. For example, if your employees work 40 hours a week (8 hours x 5 days) and accrue 20 days vacation leave each year (160 hours), the percentage is calculated as: $[160 / (40 \times 52)] \times 100 = 7.6923\%$. Type the percentage in the first field and then select the wage category from the selection list, which shows all your hourly wage categories, in addition to **Gross Hours** or **Federal Hours**, which totals all wage categories (hourly and salary) you pay an employee.

- **Equals x Hours per** allows you to specify a fixed number of hours to be accrued each **Pay Period, Month** or **Year**, regardless of the hours worked by the employee. If you have set your employees to be paid on a salary basis rather than on an hourly basis, this is the only option that will automatically accrue hours.

Using this method, a vacation leave accrual may be for 20 days per year, being 160 hours per year based on a 40-hour week. If the employee is paid every two weeks, there are 26 pay periods per year. The amount you enter here would be $160 \div 26 = 6.154$ hours per pay period. If you pay more than a recurring pay in one paycheck, you will need to manually adjust this figure.

For example, for 4 weeks pay on one paycheck, you would double it to 12.308 hours.

- B If you want the accrued amount to appear on the paycheck stub, select the **Print on Paycheck Stub** option.

- C If you want to carry over any accrued leave balance from the previous year, select the **Carry Remaining Leave Over to Next Year** option.

- D Each accrual category must have a **Linked Wages Category**. For example, the **Vacation Leave Accrual** could be linked to the **Vacation Pay** wage category and the **Sick Leave Accrual** could be linked to the **Sick Pay** wage category. If you create a new accrual, you must link it to a wage category.

When employees use their accruals, for example, by taking a vacation, you allocate the hours taken against the linked wage category (in this example, the vacation pay wage category). The employee's accrued leave balance is reduced by the hours taken.

Note that you can link multiple wage categories to an accrual. This enables you to provide and track different types of the same accrual. For example, you can link a Sick Pay With Certificate wage category and Sick Pay Without Certificate wage category to sick leave accrual. When an employee takes either type of leave, your sick leave accrual is reduced by the hours taken.

Deduction Information window

A **Linked Payable Account** is the account (usually a liability account) in which all the deducted money will be accrued. The **Default Withholding Payable Account** you specified when setting up payroll appears as the default. You should change this default if you want to track the deduction separately. For example, if you are deducting union fees, create a **Union Fees Payable** liability account. This way, the balance sheet will display the deductions separately from your taxes and other deductions.

B **Type of Deduction** may be one of the following choices:

- **User-Entered Amount per Pay Period** should be selected if you want to manually enter a specific amount for each employee each pay period. Note that manually entered deductions should be entered as negative values.
- **Equals x Percent of** allows you to enter a percentage of any of the wage categories. This amount will be deducted until the deduction limit (see below) is reached.
Type or select a wage category upon which the calculation is to be based. Alternatively, you can select **Gross Wages** or **Federal Wages**, which totals all wage categories (hourly and salary) you pay an employee.
- **Equals x Dollars per** allows you to deduct the specified amount per pay period, per month, per year, or per hour. This amount will be deducted until the limit (see below) is reached.

C **Deduction Limit** may be one of the following choices:

- **No Limit** signifies no limit on the amount of money that can be deducted from the employee's pay for this category.
- **Equals x Percent of** results in the maximum deduction amount being a percentage of a wage category. For example, a deduction might be \$50 per pay period up to a maximum of 50% of the employee's base salary. The special categories of Gross Wages and Federal Wages are also available here (refer to discussion in 'Equals x Percent of', above).
- **Equals x Dollars per** results in the maximum deduction being a fixed dollar amount per pay period, per month, or per year. For example, a deduction might be 10% of the employee's gross wages up to \$1,500 per year.

Employer Expense Information window

- A** **Linked Expense Account** is the account to which you are charging this expense. The **Account for Employer Expenses** you specified when setting up payroll appears as the default.
- B** **Linked Payable Account** is the liability account to which your expense will accrue. The **Account for Deductions & Expenses** you specified when setting up payroll appears as the default.
- C** If you want amounts you have paid to appear on employees' check stubs or pay advices, select the **Print on Paycheck Stub** option.

- D** Click the **Type of Expense** arrow and choose the expense type:
- **SUI** for state unemployment insurance
 - **SDI** for state disability insurance
 - **Other** for all expenses other than SDI or SUI, such as matching amounts for 401(K) and insurance programs.

- E** If you are creating an **Other** expense type, **Expense Basis** can be:
- **Equals x Percent of** allows you to enter a percentage of any of the wage or deduction categories, or a percentage of all of the wage categories (by choosing **Gross Wages** or **Federal Wages**). This expense will be charged until the expense limit is reached.
 - **Equals x Dollars per** allows you to type the specified amount per pay period, per month, or per year until the limit is reached.

- F** If you are creating an **Other** expense type, limits can be used to place a ceiling on the expense. For example, for an expense of \$30 per pay period and a limit of 2% of Gross Wages, a paycheck with Gross Wages of \$1,000 yields an expense of only \$20 (i.e. 2%). **Limit** may be one of the following:

- **No Limit** signifies no limit to the expense for this category.
- **Equals x Percent of** results in the maximum expense being a percentage of a wage or deduction category or of all wage categories. For example, an expense might be \$20 per pay period up to a maximum of 20% of the employee's base salary.
- **Equals x Dollars per** results in the maximum expense being a fixed dollar amount per pay period, per month, or per year. For example, an expense might be 5% of an employee's gross wages up to \$1,000 per year.

- G** If you are creating an SUI or SDI expense, type or select a state postal abbreviation for the employer expense.

- H** If you are creating an SUI or SDI expense type, enter your company's state tax identification number in the **State Tax ID** field.

- I** If you are creating an SUI expense type, enter your company's state unemployment insurance (SUI) rate as a percentage. If you are creating an SDI expense type, enter your company's state disability insurance (SDI) rate as a percentage.

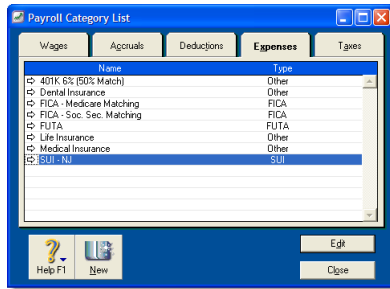
- J** If you are creating an SUI or SDI expense type, type the wages limit.

Editing payroll categories

NOTE: Payroll categories linked to employee cards If you edit a payroll category that is linked to employee cards, any changes you make will apply to all employee cards linked to that category.

To edit a payroll category

- 1 Go to the **Payroll** command center and click **Payroll Categories**. The **Payroll Category List** window appears.



- 2 Click the tab corresponding to the type of payroll category you want to edit—**Wages**, **Accruals**, **Deductions**, or **Expenses**.

NOTE: You can only view tax categories You cannot create any tax categories. To view the tax table information, click the **Taxes** tab and then click the zoom arrow (⇨) next to the tax rate.

- 3 Click the zoom arrow (⇨) next to the payroll category you want to edit. The information window for that category appears.
- 4 Make the required selections for the payroll category. See the following topics for information about the options available for each payroll category type:
 - ['Wages Information window'](#) on page 113
 - ['Accrual Information window'](#) on page 114
 - ['Deduction Information window'](#) on page 115
 - ['Employer Expense Information window'](#) on page 116.
- 5 Click **OK**.

Creating employee cards

Before you can process payroll, you need to create a card for each employee.

To create an employee card

- 1 Go to the **Card File** command center and click **Cards List**. The **Cards List** window appears.
- 2 Click **New**. The **Card Information** window appears.
- 3 Select **Employee** in the **Card Type** field.
- 4 Type the employee's last name and press **TAB**.
- 5 Type the employee's first name and their contact details.
- 6 Select the currency in which you pay the employee. Note that if you will be recording paychecks for the employee using the Process Payroll Assistant, you must select your local currency.
- 7 If you want to enter payroll information, continue with [step 4 in 'To enter payroll information for an employee'](#) on page 118.
- 8 Click **OK** and then click **Close** to exit the **Cards List** window.

Setting up cards for 1099 vendors

If you will be paying 1099 vendors and you will be using your MYOB software to track amounts paid, you need to set up a card for each vendor.

To set up a card for a 1099 vendor

- 1 Create a vendor card, or open the card for an existing vendor you will be paying 1099 amounts. For more information, see [‘Creating a vendor card’ on page 91](#).

- 2 In the **Card Information** window, click the **Buying Details** tab.
- 3 Enter the vendor’s tax number in the **Tax ID Number** field.
- 4 Select a 1099 reporting category in the **Report Payments on 1099 as** field.
- 5 Click **OK**.

Entering employee payroll information

Once you have created payroll categories (see [page 111](#)) and an employee card (see [page 117](#)), you can enter the employee’s payroll information.

Restrict user access to employee information User IDs can be set up to restrict access to employee payroll, banking, and contact information stored in the card file and in reports. You can select broad restrictions, such as disallowing access to the employee card file, or you can set specific restrictions, such as viewing employee banking details.

If you want to prevent a user from editing and viewing all payroll details, you need to restrict access to payroll reports as well as to employee card information and to the **Payroll** command center functions. You can set these restrictions in the access profile of each user ID. For more information, see [‘Managing user accounts’ on page 261](#).

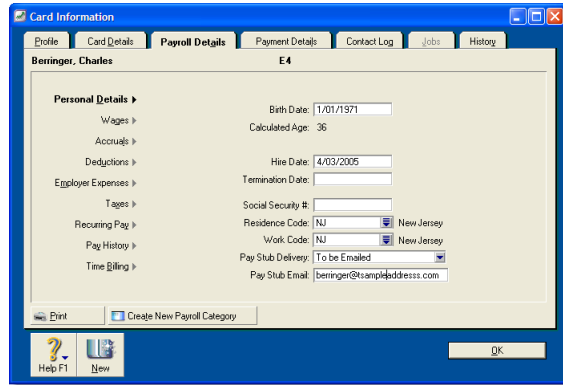
To enter payroll information for an employee

- 1 Go to the **Card File** command center and click **Cards List**. The **Cards List** window appears.
- 2 Click the **Employee** tab and select an employee.
- 3 Click **Edit**. The **Card Information** window appears.
- 4 Click the **Payroll Details** tab.
- 5 Enter the employee’s personal details, social security number and their residence and work codes.

NOTE: In order to process payroll, a Residence Code and a Work Code must be entered for every employee When proceeding to step 2 of the **Process Payroll** assistant, each employee card entered in the **Card File** will be verified for an entry in each of the fields. Even if you’ve created a card for an employee whom you don’t plan to pay using the **Process Payroll** assistant, the employee must have an entry in the **Residence Code** and **Work Code** fields.

- 6 Select a pay stub delivery method from the **Pay Stub Delivery** list.

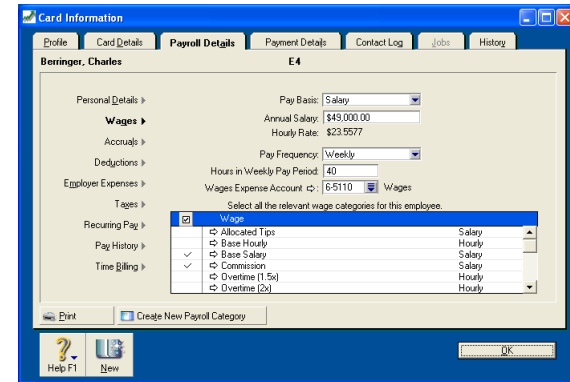
If you email pay stubs, enter the employee's email address in the **Pay Stub Email** field.



Enter wage information

- 7 Click **Wages** and enter the wage information for this employee.
 - a Select the employee's pay basis.
When you select a pay basis, the corresponding payroll category for paying wage amounts is automatically selected in the **Wage** list. If you select Hourly, the **Base Hourly** wage category (or the name you assigned to this category) is selected. If you select Salary, the **Base Salary** wage category (or the name you assigned to this category) is selected.
 - b Type the employee's annual salary amount or hourly wage rate.
 - c Select the employee's pay frequency in the **Pay Frequency** field.
 - d In the **Hours in [...] Pay Period** field, type the number of hours in the employee's normal pay period.

- e If the employee's wage expense account is different from the default account, in the **Wages Expense Account** field, type or select the required account.
- f Click in the select column () next to each wage category that applies to the employee.



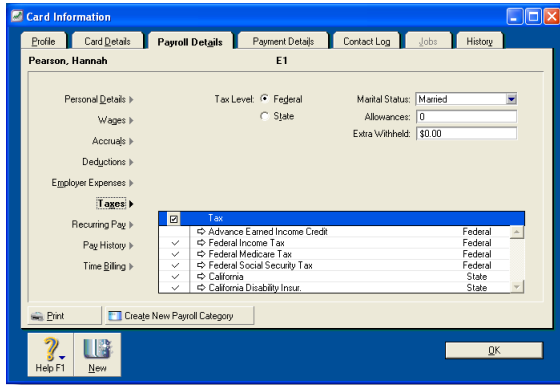
Enter accrual, deduction, and expense information

- 8 Click **Accruals** and click in the select column () next to each accrual that applies to the employee.
- 9 Click **Deductions** and click in the select column () next to each deduction that applies to the employee.
- 10 Click **Employer Expenses** and click in the select column () next to each expense that applies to the employee.

Enter tax information

- 11 Click **Taxes** and enter the employee's tax details.
 - a Select the employee's tax level and marital status.
 - b [Optional] Enter allowances and extra amounts withheld each pay period. Make sure you do this for both Federal and State tax levels if applicable.

- c Click in the select column (☑) next to each tax category that applies to the employee.



- a If necessary, change the employee's default pay details by overriding the values that appear in the **Hours** or **Amount** column next to a payroll category.

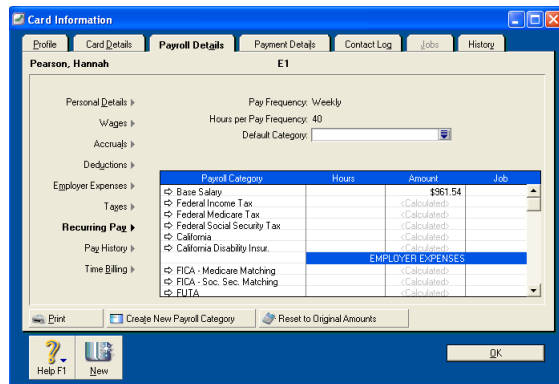
If you use timesheets to record all hours worked by an employee, enter zero as the default hours for the **Base Hourly** payroll category.

NOTE: Payroll categories with a calculated value The value of a payroll category with **Calculated** displayed in the **Hours** or **Amount** column is automatically calculated when you process a pay. Calculated values include tax amounts and accrual hours where hours are calculated as a percentage of the gross hours paid.

- b If you want to assign a job number to a payroll category for this employee, click in the **Job** column and enter or select a job number.
- c If you track fiscal information using categories, select a category from the **Default Category** list.

Enter recurring pay details

- 12 Click **Recurring Pay**. The employee's default pay details appear. The default values are determined by the payroll categories selected and values entered from [step 7](#).



Enter pay history and time billing information

- 13 If you have already paid the employee in the current payroll year, click **Pay History** and type the amounts you have paid in the **Activity** column next to each relevant payroll category. You can enter pay history for specific months, quarters, or for the year to date.

Amounts entered in the **Pay History** window appear on reports not derived from payroll activity (such as register reports). They are not recorded as transactions in your accounts.

- 14 If you use the **Time Billing** function to track the time the employee spends to complete work for clients and customers, click **Time Billing** and type the employee's time billing rate and cost per hour. For more information, see [Chapter 8, 'Billing for time,' starting on page 137](#).

Enter payment method information

- 15 Click the **Payment Details** tab and select the method you use to pay the employee in the **Payment Method** list.

If you are paying employees using MYOB Direct Deposit, select **Electronic** and enter the employee's bank details in the **Account Type, ABA Routing Number, Bank Account**

Number and **Bank Account Name** fields. These fields are used to route electronic payments to the correct destination bank. For more information, see '[Set up MYOB Business Services](#)' on page 43

- 16 Click **OK**. The **Cards List** window reappears.
- 17 Click **Close** to return to **Payroll** command center.

Timesheets

Timesheets are used to record all the hours worked by hourly employees. If you pay employees for time-billing activities, you can also enter activity details on timesheets and use these details to create activity slips.

The timesheet feature is optional. If your hourly employees work a fixed number of hours per pay and you don't pay employees for time-billing activities, there's no need for you to use this feature. If you do want to use it, you need to set a preference. Once you set this preference, you must pay all hourly employees using timesheets.

When you record timesheet information for a pay period, you include the timesheet details in employee pays. For more information, see '[\[Optional\] Include employee timesheets](#)' on page 125.

NOTE: Creating a timesheet entry when recording an activity slip You can create a timesheet entry from the **Activity Slip** view of the **Enter Activity Slip** window by selecting the **Include Hours on Timesheet** option. This allows you to enter greater detail about the activity. See '[Creating activity slips](#)' on page 142.

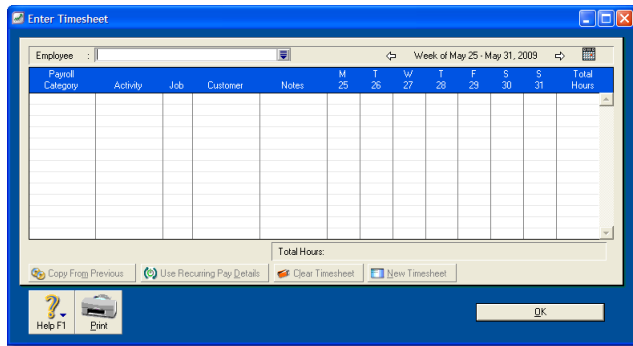
Before using timesheets, you need to set a preference. See '[To set up timesheets](#)' below.

To set up timesheets

- 1 Go to the **Setup** menu and choose **Preferences**. The **Preferences** window appears.
- 2 Click the **System** tab.
- 3 Select the **I Use Timesheets for [...]** and **My Week Starts on [...]** preference.
- 4 If you use timesheets to record:
 - time billing and payroll information, select **Time Billing and Payroll** from the **I Use Timesheets for [...]** list.
 - payroll information only, select **Payroll** from the **I Use Timesheets for [...]** list.
- 5 Select the first day of your pay week from the **My Week Starts on [...]** list. If your pay period starts on a different day each period, for example, you pay monthly, you can select any day.
- 6 Click **OK**.

To enter a timesheet

- 1 Go to the **Payroll** command center and click **Enter Timesheet**. The **Enter Timesheet** window appears.



- 2 In the **Employee** field, type or select the employee's name. The employee's timesheet, with any previously entered details for the period shown, appears.

NOTE: Gray values in the hours column A gray value in an hours column indicates hours paid.

- 3 If you are recording details for a week other than the current week, select the required week:
 - click the back arrow (↶) to select a previous week
 - click the forward arrow (↷) to select a future week
 - click the calendar icon (📅) to select a week from the calendar that appears.

- 4 Enter timesheet details in one of the following ways:

If you want to...

Do this:

enter the daily hours for each payroll category worked

For each payroll category, type or select an hourly payroll category in the **Payroll Category** field and enter the daily hours worked in the date fields.

You can also:

- record time-billing details (depending on your selection in the **Preferences** window)
- type a description in the **Notes** field
- assign a job number.

use the same details as the previous week

Click **Copy From Previous**. The employee's timesheet details for the previous week appear.

use the recurring details on the employee's card

Click **Use Recurring Pay Details**.

The payroll category hours appear in the first column of each timesheet in the pay period. (This number is the annualized value of the hours listed in the **Card Information** window, divided by the weeks in a year.) You will need to distribute the hours over the days of the week to accurately reflect the employee's actual hours.

Note:

- For employees who are paid weekly, there is one timesheet per pay period.
- For employees who are paid every two weeks, twice a month, or monthly, there is more than one timesheet per pay period.
- For employees who are paid twice a month and monthly, the timesheet may span more than one pay period and the first day's column may not be the first day of the pay period.

- 5 If you want to enter a timesheet for another week, repeat from [step 3 above](#).

6 Click **OK**.

If you recorded time-billing activity details on this timesheet, an activity slip is created. You can review or modify the activity slip information in the **Enter Activity Slip** window or the **Enter Timesheet** window.

Delete timesheet entries

You can delete unpaid timesheet entries at any time by clearing all timesheet details for a week or by deleting a timesheet line entry.

When you delete timesheet entries with activity details, the linked activity slip is also deleted.

To clear a timesheet for a week

- 1 In the **Enter Timesheet** window, select the employee and the required week.
- 2 Click **Clear Timesheet**. All unpaid details for the selected week are cleared.

To delete a timesheet line entry

- 1 In the **Enter Timesheet** window, select the employee and the required week.
- 2 Click in the line entry you want to delete.
- 3 Choose **Delete Line** from the **Edit** menu.

View timesheet reports

- 1 Go to the **Reports** menu and select **Index to Reports**.
- 2 Click the **Payroll** tab and select:
 - **Timesheets**—to view timesheets entered for a specific week.
 - **Unprocessed Timesheets**—to view unprocessed timesheets.

For information about how to view and customize reports, see [‘Reports’ on page 195](#).

Processing your payroll

The **Process Payroll** assistant guides you through the process of recording your employees’ pays.

In some windows of the **Process Payroll** assistant, you can click **Back** to return to a previous window to review and change the entries you have made. You can also quit the assistant while you are in a window that has a **Cancel** button. If you quit the assistant, you will need to start from the beginning.

Pay frequency You can process pays for all employees assigned a pay frequency, such as weekly or monthly, or process pay for an individual employee.

If you want to record pays for more than one pay frequency on the same day—for example, when your weekly and monthly pay dates coincide—you need to process a pay run for each frequency.

Excluding employees from pay processing You can temporarily remove an employee from a pay frequency by making their employee card inactive. For example, if you employ seasonal workers and full-time employees, you may want to make the seasonal workers' employee cards inactive during the off season.

To make an employee card inactive, open the employee's **Card Information** window and click **Inactive Card** in the **Profile** tab view.

Before you begin Before you process your payroll, you need the following information:

- hours worked by hourly employees (if you do not record hours using timesheets)
- vacation and sick pay hours taken
- details of any other wage amounts, such as sales commissions and bonuses.

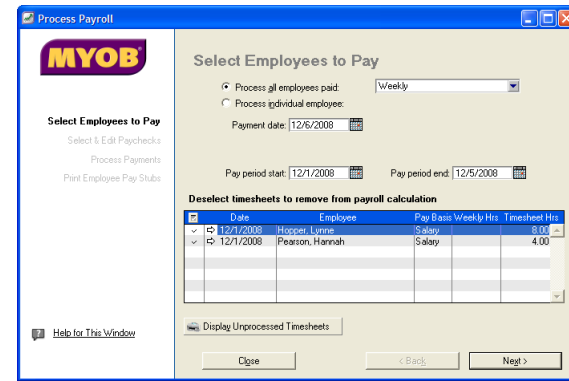
Do the following to process your payroll.

Task		See
1	Select the pay period	below
2	[Optional] Include employee timesheets	page 125
3	Select and edit paychecks	page 125
4	Record employee pays	page 129
5	Process payments	page 129
6	Print/email pay stubs	page 131

4 In the **Pay period start** field, type the first day of the pay

Task 1: Select the pay period

1 Go to the **Payroll** command center and select **Process Payroll**. The **Select Employees to Pay** window appears.



2 Select the pay frequency you are processing.

- If you are processing pays for all employees, click **Process all employees paid** and select the pay frequency in the adjacent field.

NOTE: Paying bonuses and commissions If you are processing pays for bonuses or commissions outside your normal pay period, select the **Bonus/Commission** pay frequency. When you select this frequency, your employees' recurring pay details are cleared in the **Select & Edit Paychecks** window. Also note that you need to manually calculate and enter tax for these amounts.

- If you are processing a pay for an individual employee, click **Process individual employee** and select the employee in the adjacent field. The pay frequency assigned to the employee's card is used in the pay run.

3 In the **Payment date** field, type the date on which you are processing the pays.

period.

- In the **Pay period end** field, type the last date of the pay period.
- If you use timesheets, continue with **'Task 2: [Optional] Include employee timesheets'** below.
- If you do not use timesheets, click **Next** and then continue with **'Task 3: Select and edit paychecks'** below.

Task 2: [Optional] Include employee timesheets

The **Select employees to pay** window lists employee timesheets for the specified pay period.

NOTE: Paying employees from timesheets This option is only available if you have selected the use **I Use Timesheets for [...]** and **My Week Starts on [...]** preference on the **System** tab of the **Preferences** window. See **'Timesheets'** on page 121.

Initially, all timesheets are selected to be included in the pay period.

Deselect timesheets to remove from payroll calculation					
	Date	Employee	Pay Basis	Weekly Hrs	Timesheet Hrs
<input checked="" type="checkbox"/>	12/1/2008	Hopper, Lynne	Salary	8.00	8.00
<input checked="" type="checkbox"/>	12/1/2008	Pearson, Hannah	Salary	4.00	4.00

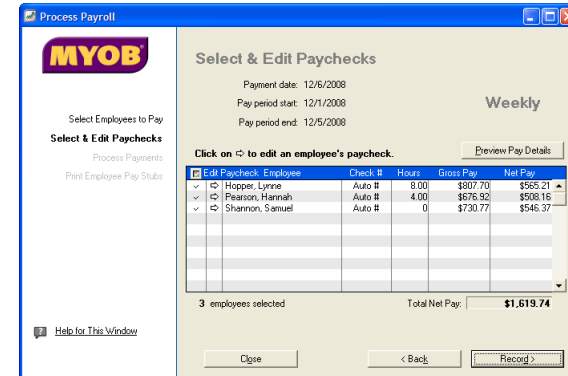
- To change, view or exclude a timesheet:

If you want to...	Do this:
exclude a timesheet	Click in the select column (<input checked="" type="checkbox"/>) next to it.
change the timesheet details of an employee	Click the zoom arrow (<input type="button" value="↔"/>) next to the employee's name and make the required changes in the Enter Timesheets window.
view the details of all unprocessed timesheets	Click Display Unprocessed Timesheets .

- When you have finished, click **Next** to continue. The **Select & Edit Employee's Pay** window appears.

Task 3: Select and edit paychecks

The **Select & Edit Paychecks** window displays the recurring pay details and the timesheet amounts (if applicable) for employees who are paid according to the selected pay frequency.



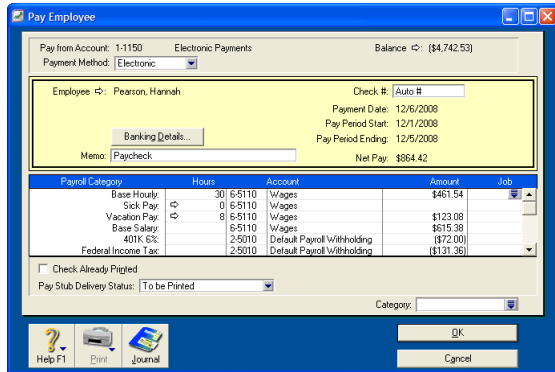
- If you want to exclude an employee from the pay run, click in the select column () next to the employee's name.
- If you want to view the details of your employee pays, click **Preview Pay Details**. The **Payroll Verification** reports appears.
- If you need to change the pay details for an employee, click the zoom arrow () next to an employee's name. In the **Pay Employee** window that appears, you can:
 - change the hours worked (see [below](#))
 - record vacation and sick pay (see [below](#))
 - record any other types of pay (see [page 127](#))
 - assign job numbers to payroll category amounts (see [page 128](#))
 - change the employee's bank account details (see [page 128](#)).

To change hours worked for an hourly employee

You may need to change the recurring hours worked by an employee if they are not being paid for a full recurring pay period, for instance, if they have only worked a some of their usual hours.

NOTE: Editing hours recorded on a timesheet You can edit an employee's timesheet hours in the **Pay Employee** window. However, any timesheet adjustments you make here will not update hours entered on timesheets, timesheet reports or, if you record time-billing activities, activity slips.

- 1 In the **Select & Edit Paychecks** window, click the zoom arrow (⇨) next to the employee's name. The **Pay Employee** window appears.

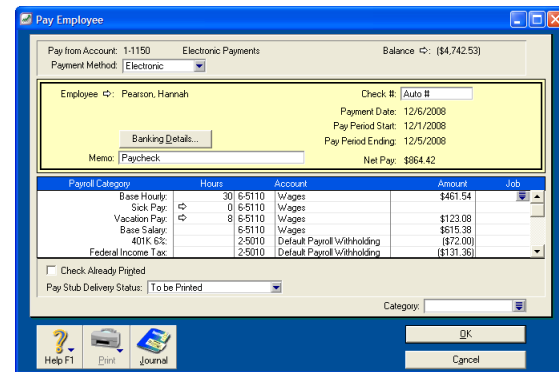


- 2 Change the hours worked for the applicable wage categories and press TAB. The payroll category amounts are calculated automatically and displayed in the **Amount** column.
- 3 Click **OK**. The **Select & Edit Paychecks** window reappears.
- 4 Repeat from **step 1** for each employee whose hours you want to change.

To record vacation and sick pay

NOTE: Vacation and sick pay hours recorded on a timesheet If you've entered vacation and sick hours on a timesheet, you don't need to follow this procedure.

- 1 In the **Select & Edit Paychecks** window, click the zoom arrow (⇨) next to the employee's name. The **Pay Employee** window appears.

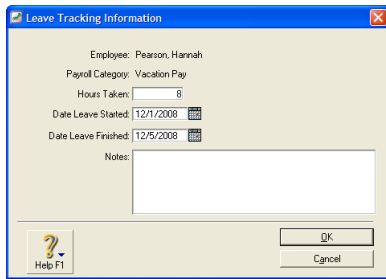


- 2 In the **Hours** column for the appropriate wage category, type the number of sick or vacation hours and press TAB.
 - If you have set up this wage category to automatically adjust the employee's base pay details, the amount for this wage category is calculated and the **Base Hourly** (or **Base Salary**) wage category details are adjusted.

NOTE: Automatically adjusting Base Hourly or Base Salary details Before base pay details can be automatically adjusted, you need to select the **Automatically Adjust Base Hourly or Base Salary Details** option in the **Wages Information** window for the wage category. For more information see '[Wages Information window](#)' on page 113

- If you have not set up this wage category to automatically adjust base pay details, reduce the number of hours allocated to the **Base Hourly** wage category or the amount allocated to the **Base Salary** wage category by the amount entered for the vacation or sick pay payroll category. For example, if you are recording eight hours of vacation leave for an hourly employee, type 8 in the **Hours** column next to the **Vacation Pay** payroll category and press TAB. The hours recorded for the **Base Hourly** category are automatically reduced by 8 and the amount is appropriately adjusted.

- 3 If you want to record the dates leave was taken:
 - a Click the zoom arrow (⇌) in the **Hours** column next to the appropriate wage category. The **Leave Tracking Information** window appears.



- b Record the leave details.
 - c Click **OK**.
- 4 Click **OK**. The **Select & Edit Paychecks** window reappears. Note that when you record the paycheck, the number hours paid will be automatically subtracted from the number of hours the employee has accrued.

To record other types of pay

NOTE: Other types of pay recorded on a timesheet If you've entered other types of pay—such as sales commission and bonuses—on a timesheet, you don't need to use this procedure.

Before you enter these details, the wage categories you intend to use should already be assigned to the employee. For information on assigning a wage category to an employee, see '[Entering employee payroll information](#)' on page 118.

- 1 In the **Select & Edit Paychecks** window, click the zoom arrow (⇌) next to the employee's name. The **Pay Employee** window appears.
- 2 In the **Hours** or **Amount** fields next to each appropriate wage category, type the hours or amounts you want to record.

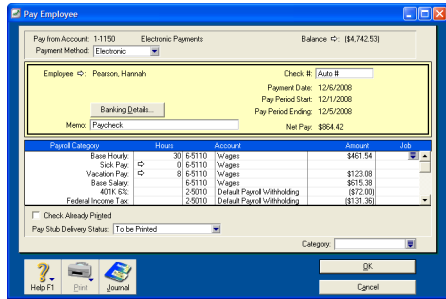
Payroll Category	Hours	Account	Amount	Job
Base Hourly	30	6-5110	Wages	\$461.54
Sick Pay	0	6-5110	Wages	
Vacation Pay	8	6-5110	Wages	\$123.08
Base Salary		6-5110	Wages	\$615.38
401K 6%		2-5010	Default Payroll Withholding	(\$72.00)
Federal Income Tax		2-5010	Default Payroll Withholding	(\$131.38)

- 3 Click **OK**. The **Select & Edit Paychecks** window reappears.

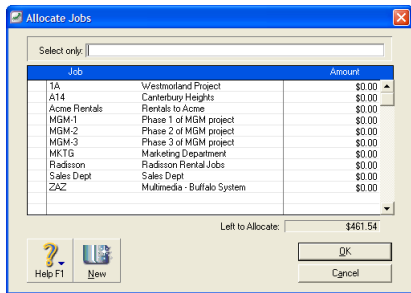
To assign jobs to payroll category amounts

Job numbers can be assigned to payroll category amounts to track the wage expense of work performed. You can assign one or more jobs to each payroll category.

- 1 In the **Select & Edit Paychecks** window, click the zoom arrow (⇨) next to the employee's name. The **Pay Employee** window appears.



- 2 Type or select the job number in the **Job** column corresponding to the payroll category.
- 3 If you want to assign multiple jobs to a payroll category:
 - a Click in the **Job** column corresponding to the appropriate payroll category and then click the search icon (🔍).
 - b In the **Allocate Jobs** window that appears, click the select column (☑) next to each applicable job and type the amount in the **Amount** column.



- c Click **OK**. The **Pay Employee** window reappears.
- 4 Click **OK**. The **Select & Edit Paychecks** window reappears.

You can also assign a default job to an employee in the **Recurring Pay** section of the employee's card. For more information, see ['Entering employee payroll information'](#) on page 118.

To change an employee's bank account details

If you pay your employees using MYOB Direct Deposit, you can change an employee's bank account details for this pay run.

- 1 In the **Select & Edit Paychecks** window, click the zoom arrow (⇨) next to the employee's name. The **Pay Employee** window appears.
- 2 Click **Banking Details** and enter the required bank details in the **Banking Details** window that appears.
- 3 Click **OK**. A confirmation message appears.
- 4 If you want to update the employee's bank details for all subsequent pay runs, click **Yes**.
- 5 Click **OK**. The **Select & Edit Paychecks** window reappears.

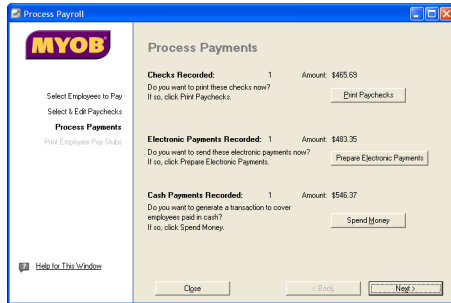
For more information on entering an employee's banking details, see ['Entering employee payroll information'](#) on page 118.

Task 4: Record employee pays

- 1 In the **Select & Edit Paychecks** window, click **Record**.

If a confirmation window appears, click **Continue**.

When the pays are recorded, the **Process Payments** window appears.



- 2 If you discover after you have processed your payroll that you need to change the details of a recorded pay, you can reverse or delete the incorrect transaction and then process a new pay for the individual employee. For more information, see ['Changing or deleting a transaction' on page 186](#).

Task 5: Process payments

In the **Process Payments** window, you can:

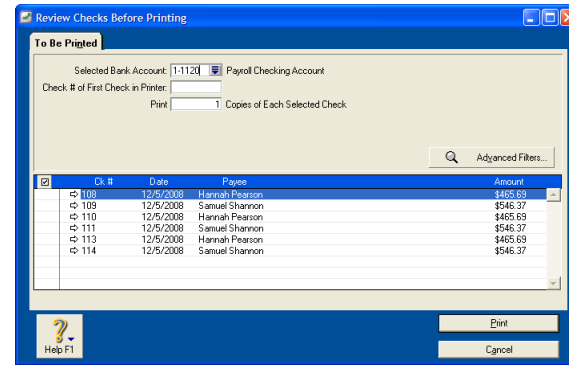
- print employee paychecks (see [below](#)).
- process an electronic payment for employees paid using MYOB Direct Deposit (see [page 130](#)).
- create a spend money transaction to clear the account you use to temporarily hold cash wage amounts (see [page 131](#)).

If you want, you can perform these tasks later using the relevant command center function. For example, if pay employees using MYOB Direct Deposit and you want to include weekly and monthly payments in one electronic payment file, process both

pay frequencies and then click **Prepare Electronic Payments** from the **Payroll** command center to prepare the combined payment file.

To print paychecks

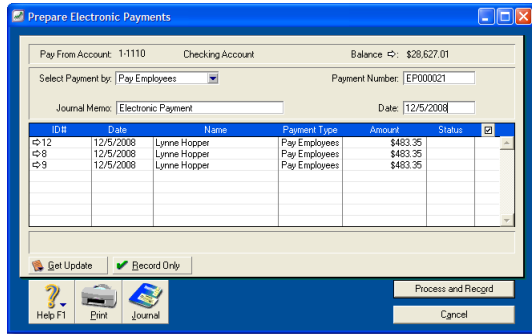
- 1 Click **Print Paychecks**. The **Review Checks Before Printing** window appears.



- 2 If you print checks on customized forms, type the number of the first check in the **Check # of First Check in Printer** field.
- 3 Type how many copies you want to print in the **Print [...] Copies of Each Selected Check** field.
- 4 If you want to change the type of information you are going to print or the customized form it will be printed on, click **Advanced Filters**. For more information, see ['Advanced filters' on page 209](#).
- 5 Click in the select column () next to the paychecks you want to be printed.
- 6 If necessary, click the zoom arrow (\Rightarrow) to view more information about a particular paycheck.
- 7 Click **Print**. The **Print** window appears.
- 8 Click **Print** or **OK** to print the checks. The **Process Payments** window reappears.

To process a direct deposit using MYOB Direct Deposit

- 1 Click **Prepare Electronic Payments**. The **Prepare Electronic Payments** window appears.



- 2 Select **Pay Employees** from the **Select Payment By** list, if it is not already selected.
- 3 In the **Date** field, type the date you want the bank to process the pays. Unprocessed pays up to and including this date appear.
- 4 [Optional] Record the purpose of the transaction in the **Journal Memo** field.
- 5 Click in the select column () next to the payments you want to include in the electronic payment.
- 6 Click **Process and Record** to transmit the transactions for approval.

After the transmission, an **Approval** or a **Declined** status appears in the **Status** column for each transaction in the list. For each declined transaction, a **Processed Electronic Payment** window appears with a code and description of the decline reason, as well as the transaction ID, date, card name and amount of the transaction.

NOTE: An approval status indicates only that the initial authorization was successful There is an additional processing period of 72 business hours in which the funds are transferred from your account, the destination account is identified and so on. During this period the payment may still fail.

- 7 For each declined transaction, verify the employee's bank information. Correct any errors and retransmit the transaction for processing or change the payment to a printed paycheck.
- 8 Check for transactions that failed the processing requirements. Click **Get Update** to open the **Online Error Notification** window where any unsuccessfully processed transactions are listed.

NOTE: Write down the online error notification details

When you close the **Online Error Notification** window, the error details are cleared.

- 9 If a transaction appears in the **Online Error Notification** window, you should reverse it. You can select and reverse a transaction directly from this window. To do this:
 - a Click **Reverse**.
 - b Open the **Prepare Electronic Payments** window and click in the select column () next to the payment reversal (a negative number) in the list of payments.
 - c Click **Record Only**.

To create a check transaction to record cash wages

- 1 Click **Spend Money**. The **Spend Money** window appears with the details of total cash wages paid and the default clearing account you use for cash wages.

Acct #	Name	Amount	Job	Memo
1-1120	Payroll Checking Account	\$465.69		

- 2 In the **Pay from Account** field, select the bank account from which you withdrew the cash wage amount.
- 3 Click **Record** to clear the balance of the cash wage clearing account. The **Process Payments** window appears.

Task 6: Print/email pay stubs

When you have finished printing checks and processing payments, click **Next**. The **Print Employee Pay Stubs** window appears.

NOTE: If you paid employees by check in a previous step If you pay employees by check, and you printed paycheck in the previous step, the pay details for these employees are already included on their paycheck stub. You do not need to do this step.

Print Employee Pay Stubs

The Payroll Earnings report provides details of paychecks recorded.

Select Employees to Pay
Select & Edit Paychecks
Process Payments

Print Employee Pay Stubs

Click Print or Email Pay Stubs to print or send the employee pay stubs.

You can also print a copy of the employee payroll earnings for the current period.

Click Display Payroll Earnings to print the Payroll Earnings Report.

You can provide your employees with details of their pay by:

- printing or emailing pay stubs (see [below](#))
- printing the **Payroll Earnings** report (see [page 132](#))

To print pay stubs

- 1 Click **Print/Email Pay Stubs**. The **Review Pay Stubs Before Delivery** window appears.
- 2 Click the **To Be Printed** tab.
- 3 Type the number of pay stubs you want to print per employee in the **Print** field.
- 4 If you want to customize or filter the information, or to change the type of form it will be printed on, click **Advanced Filters**. For more information, see ['Advanced filters' on page 209](#).
- 5 Click in the select column () next to the employees you are printing pay stubs for.
- 6 Click **Print**.
- 7 If you have completed processing your employee's pay, click **Finish** to exit the Process Payroll Assistant.

To email pay stubs

- 1 Click **Print/Email Pay Stubs**. The **Review Pay Stubs Before Delivery** window appears.
- 2 Click the **To Be Emailed** tab.
- 3 Click in the select column () next to the employees you to whom you want to email pay stubs.
- 4 If you want to change an employee's email address, select the employee's name and type a different address in the **Email Address** field.
- 5 Type the subject title and message of the email or accept the default subject and message. If you want to change the default message, click **Email Defaults** and make the changes as appropriate.
- 6 If you want to customize or filter the information, or to change the type of form that will be sent, click **Advanced**

Filters. For more information, see '[Advanced filters](#)' on [page 209](#).

- 7 Click **Send Email**.
- 8 If you have completed processing your employee's pay, click **Finish** to exit the Process Payroll Assistant.

To print the Payroll Earnings report

- 1 Click **Display Payroll Earnings**. The **Report Display** window appears with the pay details for your employees.
- 2 Click **Print**. The **Print** window appears.
- 3 Click **Print** or **OK**. The **Display Payroll Earnings** window reappears.
- 4 If you have completed processing your employee's pay, click **Finish** to exit the Process Payroll Assistant.

Payroll liabilities

A *payroll liability* is an amount withheld from an employee's pay that must be paid to an appropriate authority or agency, for example, deductions, expenses, and state or federal taxes.

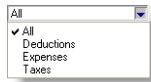
Your payroll liabilities are recorded when you process your payroll. When you need to pay these amounts, you can use the **Pay Liabilities** window.

To pay your payroll liabilities

- 1 Go to the **Payroll** command center and click **Pay Liabilities**. The **Pay Liabilities** window appears.

Payroll Category	Amount

- 2 Specify how the payment is to be made.
If you are paying the vendor electronically using MYOB Vendor Payments, select **Group with Electronic Payments**.
- 3 In the **Pay from Account** field, type or select the account you are making the payment from.
- 4 In the **Vendor** field, type or select the authority or agency to whom the withheld amount is being paid.
- 5 Select the type of liability you are paying from the **Liability Type** list.



By default, all payroll categories for the selected liability type are included in the payment.

- 6 If you do not want to include all payroll categories:
 - a Click the search icon (🔍) in the **Payroll Categories** field. The **Select from List** window appears.
 - b Deselect categories by clicking in the select column (☐) next to each payroll category you want to exclude.
 - c Click **OK**. The **Pay Liabilities** window reappears.
- 7 In the **Dated From** and the **Dated To** fields, type the period in which the payroll liabilities were withheld.
The payroll liabilities withheld during the specified period appear in the **Payroll Category** section.
- 8 Click in the select column (☐) next to the payroll liability amounts you want to include with this payment.
The total of the selected liabilities appears in the **Total Payment** field.
- 9 Click **Record**.

Reviewing payroll information

The following tools help you manage your payroll information.

Tool	Description	See
Pay history for current year	View an employee's pay history in their employee card.	page 134
Payroll reports for previous fiscal years	Run reports containing prior year payroll details.	page 134
Accrual balance	View an employee's accrual balance and the dates when leave was taken.	page 135

Tool	Description	See
Analyze Payroll window	Use the Analyze Payroll window to view a summary of an employee's payroll data. It can help you detect possible inaccuracies in the amounts you're paying to, and deducting from, your employees.	page 136
Review payroll liabilities	Use payroll liability reports to view payroll details.	page 136
Find Transactions window	Use the Find Transactions window to search for an account, card, or payroll category.	page 183

Viewing pay history

Every time you process an employee's pay, the amounts from that payment are recorded in the employee's pay history.

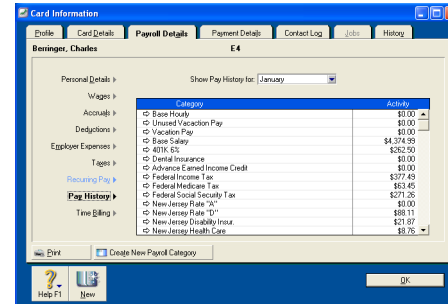
The **Pay History** section of an employee's card is used to enter the employee's pay history when you are setting up payroll and, later, to review their pay history.

If you've paid an employee the wrong amount, *don't* attempt to correct it by adjusting their pay history. Altering an employee's pay history does not affect the original pay record or the amounts posted to the accounts. Instead, make adjusting entries on the employee's next pay.

Changing an employee's pay history on their employee card can also affect the calculation of payroll liabilities.

To view an employee's pay history

- 1 Go to the **Card File** command center and click **Cards List**. The **Cards List** window appears.
- 2 Click the **Employee** tab and select the employee whose pay history you want to view.
- 3 Click **Edit**. The **Card Information** window appears.
- 4 Click the **Payroll Details** tab.
- 5 Click **Pay History**. The **Pay History** section displays the totals of each payroll category for the specified month, quarter, or year to date.



- 6 Select a pay history period from the **Show Pay History for** list.

Viewing prior year payroll reports

If you selected the **Keep Paychecks from Prior Fiscal Years** option when you started a new fiscal year, the following reports can be used to view prior year payroll details.

- Payroll Register Summary
- Payroll Register Detail
- Payroll Summary
- Accrual Balance Summary
- Accrual Balance Detail

Note that you can only view historical details in these reports for the fiscal years you have selected to keep paychecks from.

Viewing an employee's accrual balances

The **Accruals** section in the **Payroll Details** tab of an employee's card displays the accrual amounts that have been carried over from the previous payroll year, the accrual amounts for the year to date, and the total accrual amounts owing to the employee.

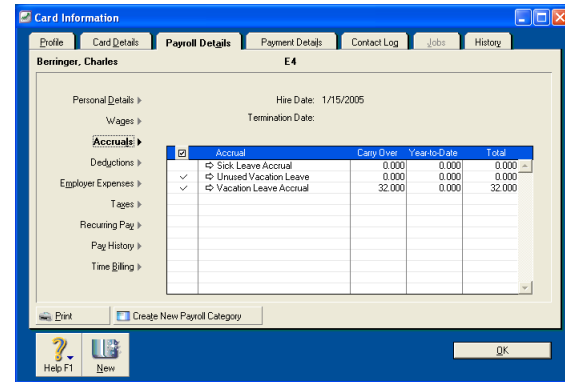
For example, an employee may have 40 hours of accrued vacation leave carried over from the last payroll year. In the current fiscal year, the employee has accrued another 10 hours, but has taken 8 hours of vacation leave. Therefore, 2 hours will be displayed in the **Year-to-Date** column and the **Total** column will display 42 hours.

You can also view an employee's accrual balances and the dates leave was taken in the **Accrual Balance Details** report. (Note that leave dates are only included if they were entered on employee paychecks.)

To view or edit an employee's accrual balances

- 1 Go to the **Card File** command center and click **Cards List**. The **Cards List** window appears.
- 2 Click the **Employee** tab and select the employee. Click **Edit**. The **Card Information** window appears.
- 3 Click the **Payroll Details** tab.

- 4 Click **Accruals**. The **Accruals** section displays the total number of hours an employee is entitled to take as sick and vacation pay.



The screenshot shows the 'Card Information' window for employee Charles Beringer (E 4). The 'Payroll Details' tab is active, and the 'Accruals' section is expanded. The table below shows the following data:

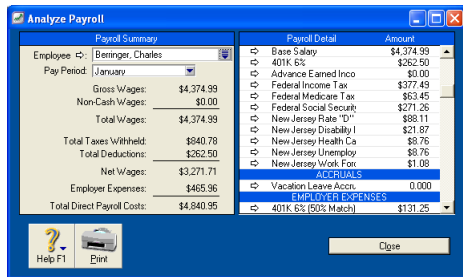
Accrual	Carry Over	Year-to-Date	Total
Sick Leave Accrual	0.000	0.000	0.000
Unused Vacation Leave	0.000	0.000	0.000
Vacation Leave Accrual	32.000	0.000	32.000

- 5 If necessary, type the accrual hours carried over from a previous period in the **Carry Over** column next to the accrual category.
- 6 Click **OK** and then click **Close**.

Analyzing payroll

The **Analyze Payroll** window provides details of payroll information and can help you detect possible inaccuracies in the amounts you are paying to and withholding from your employees.

- 1 Go to the **Payroll** command center and click **Analysis**. The **Analyze Payroll** window appears.
- 2 Type or select the employee's name and the period you want to analyze.



The screenshot shows the 'Analyze Payroll' window with the following data:

Payroll Summary		Payroll Detail	
Employee:	Breinger, Charles	Base Salary	\$4,374.99
Pay Period:	January	401K 6%	\$262.50
Gross Wages:	\$4,374.99	Advance Earned Inco	\$0.00
Non-Cash Wages:	\$0.00	Federal Income Tax	\$377.49
Total Wages:	\$4,374.99	Federal Medicare Tax	\$63.45
Total Taxes Withheld:	\$840.78	Federal Social Security	\$271.26
Total Deductions:	\$262.50	New Jersey Rate "D"	\$38.11
Net Wages:	\$3,271.71	New Jersey Disability I	\$21.87
Employer Expenses:	\$465.96	New Jersey Health Ca	\$8.76
Total Direct Payroll Costs:	\$4,840.95	New Jersey Unemploy	\$8.76
		New Jersey Work For	\$1.08
		ACCRUALS	
		Vacation Leave Accr.	0.000
		EMPLOYER EXPENSES	
		401K 6% (50% Match)	\$131.25

- The **Payroll Summary** section at the left of the window shows totals for the selected pay period.
- The **Payroll Detail** section appears on the right of the window shows the wages, deductions, tax, accruals, and employer expenses that have been recorded for the selected pay period.

Reviewing payroll liabilities

The payroll liability reports show which payroll liability amounts have been withheld from employee payments, and which amounts have been paid, for any given period.

- **Payroll Liabilities by Category** report—lists payroll liability amounts that have been withheld.
- **Liabilities Payment Register** report—lists payroll liability amounts that have been paid.

8 Billing for time

The time billing feature allows you to track the time spent by employees and vendors to complete work for clients and customers. You can also track incidentals (such as items used) to complete the work.

About the time billing feature

Time billing is suitable for businesses that predominantly sell time—such as accountants and lawyers—and businesses that sell both time and items—such as interior designers and mechanics.

You can specify billing rates based on the activity itself, such as consulting at \$75 per hour and photocopying at 10 cents per copy. You can also specify billing rates based on an hourly charge-out rate for a particular employee or customer. For example, employee John Smith's hourly consulting rate may be \$120 per hour and subcontractor Acme Industries' charge-out rate may be \$150 per hour. Similarly, customer My Town Realty may be charged at a rate of \$75 per hour because they are regular customers.

An activity can be chargeable or non-chargeable. The ability to track non-chargeable activities can be useful if you want to record such costs as entertainment, which generally cannot be charged to the customer.

Activities can be entered individually or grouped together on activity slips. You can then generate time billing invoices, ready to send to your customers. Any items that you have sold to your customers can also be included with the activities in a single time billing invoice.

You can also record the hours an employee works on an activity when you create an activity slip, and then include these hours in the employee's pay.

Time billing reports can be filtered to give you just the information you want. These reports monitor how you and your staff spend your time and whether it is spent profitably.

Setting time billing preferences

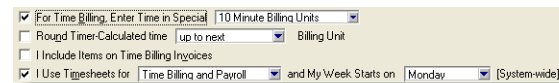
There are four preferences that should be set before you start billing for time:

Preference	Description
Time billing units	<p>Set this preferences if you want to bill units of time of less than an hour.</p> <p>Special time billing units allow you to track time in units of 1, 6, 10, 12, 15, or 30 minutes.</p> <p>The unit of time you specify here will be the default billing unit when you create hourly activity slips. For example, you can specify six-minute time billing units, where an hour would be 10 billing units of time.</p>
Round timer-calculated time	<p>This preference determines how you want elapsed time to be rounded. If you want to use the activity slip timer to calculate billable hours, set how units of time will be rounded.</p> <p>You can round the up to next, down to previous or to nearest. For example, if you have chosen up to next and are using 30-minute billing units, 10 minutes would be rounded up to 30 minutes on an activity slip. As another example, if you have chosen to nearest and are using 30 minute billing units, 15 minutes would be rounded up to 30 minutes on an activity slip.</p> <p>If you are not using a special billing unit of time—that is, you are billing in hours—you can specify the rounding increment. For example, if you want to round the actual time you clock using the timer up to the next minute, choose up to next and type 1 in the Minute Increment field. That way, if you clock 21 minutes and 32 seconds of an activity, 22 minutes will be entered automatically in the Units field.</p> <p>Note that if you specify both a special time billing unit and a rounding rule, the Minute Increment field here is redundant and, as such, is not displayed.</p>

Preference	Description
Include items on time billing invoices	<p>If you selected the I Include Items on Time Billing Invoices preference, you can include both activities and items on your time billing invoice.</p> <p>Note that you can only include items for which you have selected the I Sell This Item option in the Item Information window. See ‘Creating items’ on page 149.</p>
Timesheets	<p>This preference allows you to include time billing and activity slip information in an employee’s pay, and to create activity slips when you record employee hours using a timesheet.</p>

To set time billing preferences

- 1 Go to the **Setup** menu and choose **Preferences**. The **Preferences** window appears.
- 2 Click the **System** tab. The preferences that apply to time billing are the last four shown in the window.



- 3 Set the preferences according to how you want to conduct time billing.

Setting billing rates

You can set billing rates that will automatically appear when you create an activity slip. The billing rate can also be set for a customer, employee, vendor, or for the activity itself. You can still override these rates when you create the activity slip.

For example, for an activity such as the time spent photocopying, you might use a flat rate for all customers, in which case you would use the activity's billing rate. For other activities, you might charge the customer according to the employee who performed the activity, the billing rate depending on factors such as the expertise and experience of the employee.

To set a billing rate for an activity

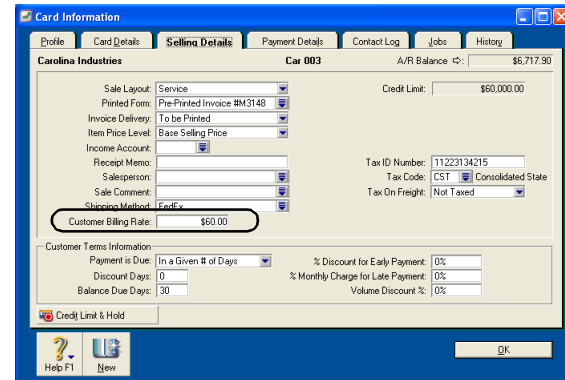
You can set up a billing rate for each activity regardless of the customer you are billing or the employee or vendor who performed the activity. The billing rate for an activity is set in the **Activity Information** window. See ['Creating activities' on page 140](#).

To set a billing rate for a customer

You can set up billing rates for customers on their cards. This option is useful if you perform the same activities for multiple customers and want to charge each customer a different rate.

- 1 Display the **Card Information** window for the relevant customer and click the **Selling Details** tab.

- 2 In the **Customer Billing Rate** field, type the hourly billing rate, excluding tax, for the customer.



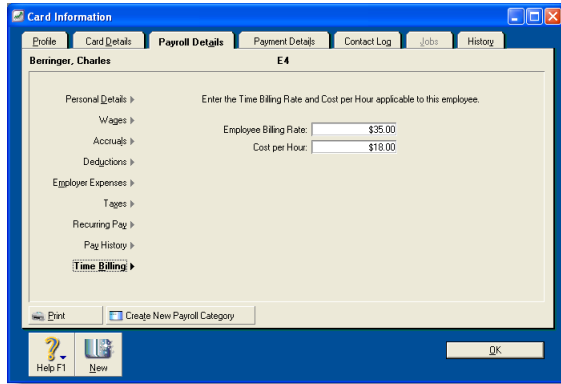
- 3 Click **OK**.

To set a billing rate for a vendor or employee

You can set a billing rate for a vendor or employee. This option allows you to bill an activity at different rates according to the employee or vendor performing the activity. You can also track the costs associated with having the activity performed. This is particularly useful if you are subcontracting work to a vendor.

- 1 Display the **Card Information** window of the vendor or employee. Then do the following:
 - Vendor cards—click the **Buying Details** tab.
 - Employee cards—click the **Payroll Details** tab and then click **Time Billing**.

- 2 Type the hourly billing rate, excluding tax, for the vendor or employee in the **Vendor Billing Rate** field or the **Employee Billing Rate** field.



- 3 In the **Cost per Hour** field, type the hourly cost to you of having the vendor or employee perform the activity.
- 4 Click **OK**.

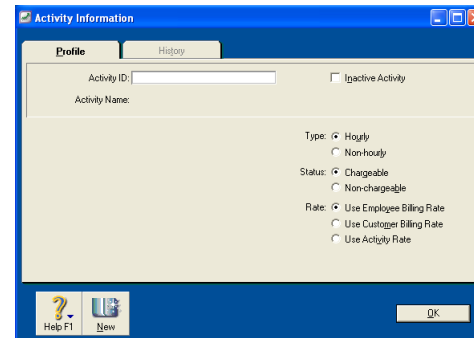
Creating activities

The term *activity* is used to describe a task or service provided by your business for which you can track costs and bill customers using time billing invoices. Activities are primarily defined by their type—hourly or non-hourly—and whether they are chargeable or non-chargeable.

To create an activity

- 1 Go to the **Time Billing** command center and click **Activities List**. The **Activities List** window appears.

- 2 Click **New**. The **Activity Information** window appears.



- 3 In the **Profile** view, enter an ID for the activity in the **Activity ID** field and press TAB.
- 4 In the **Activity Name** field, type a name for the activity.
- 5 In the **Description** field, type a description of the activity.
- 6 If you want the description of the activity (rather than the activity name) to appear on time-billing invoices, select the **Use Description on Sales** option.
- 7 Select the type of activity (hourly or non-hourly) and the status (chargeable or non-chargeable) of the activity by selecting the appropriate options.

For this type...	And this status...	Do this...
Hourly	Chargeable	Choose the billing rate you want to use. The rate is the price you charge for one unit of the activity. You can: <ul style="list-style-type: none"> • use the rate you set up on the employee or vendor card • use the rate you set up on the customer card • type a rate that will apply to this activity only in the Activity Rate field.
Hourly	Non-chargeable	Go to step 10 .
Non-hourly	Chargeable	Enter a unit of measurement in the Unit of Measurement field and an activity rate in the Activity Rate field.
Non-hourly	Non-chargeable	Specify the unit of measurement in the Unit of Measurement field and then go to step 10 .

The default unit of measurement for hourly activities is **Hour**. If you specified a special billing unit of time in the **System** view of the **Preferences** window, this field will still be displayed as **Hour**, but time will be billed according to the special billing unit.

- 8 In the **Income Account** field, select the account you want to use to track the income you receive for this activity.
- 9 If you want this activity to be taxed when sold, select the **Taxable when Sold** option.
- 10 Click **OK**. The new activity will now be listed in the **Activities List** window.

To change, inactivate, or delete an activity

- To change details of an activity, see '[Changing a record](#)' on page 179.
- To inactivate an activity, see '[Inactivating or reactivating a record](#)' on page 179.
- To remove an activity from your records, see '[Deleting a record](#)' on page 180.

Creating activity slips

Activity slips are used to record time-based activities performed for a customer and form the basis for the invoices that you send that customer.

You can invoice the full amount for the activity or invoice part of it, leaving the balance for a later date.

You can create an activity slip in three ways:

- create a single activity slip, which allows you to enter the most detail about the activity slip
- create multiple activity slips, which allows you to enter multiple activity slips at once, while not entering as much detail for each.
- create a timesheet, which allows you to enter the hours per day an employee spends to complete work for clients and customers, while automatically creating an activity slip. For more information, see [‘Timesheets’ on page 121](#).

You can also create a timesheet entry by assigning an hourly payroll category to an activity slip.

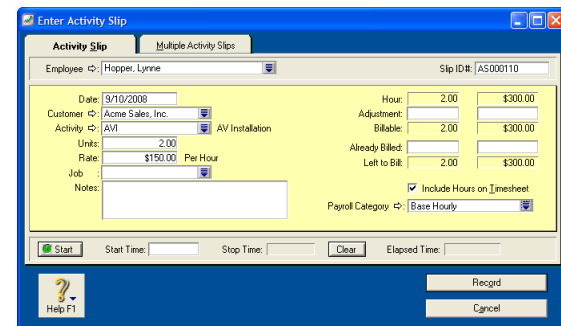
When you create an activity slip, you can select two cards—one for the employee or vendor who performed the activity for your company and the other for the customer for whom your company performed the activity. If you are creating an activity slip for a chargeable activity, you must enter both cards.

To create an activity slip

- 1 Go to the **Time Billing** command center and click **Enter Activity Slip**. The **Enter Activity Slip** window appears.
- 2 Click the **Activity Slip** tab.

- 3 In the appropriate fields enter details about the activity, such as employee name, customer name, activity slip ID number, and the number of units to be charged.

NOTE: Units field refers to time billing units The **Units** field shows time billing units as you have set them up in the **System** tab of the **Preferences** window. For example, to bill an hour, you need to enter four billable units of 15 minutes.



NOTE: If you click the **Multiple Activity Slips** tab while creating an activity slip and you have entered the minimum required information in the **Activity Slip** view, the activity slip is automatically recorded.

- 4 In the **Adjustment** fields, enter any adjustments to the hours or the amount of the activity, or both. You need to enter adjustment units or amounts as negative numbers if you want to reduce hours or an amount.

- 5 In the **Already Billed** field, enter any hours or amounts already billed.

For example, if you have partially billed the customer on an invoice for this activity, either type the number of hours already billed (and the amount field will automatically be updated), or type the amount they have already been billed for. Your entry is subtracted from hours and amounts in the **Billable** field. The units and amount that you haven't billed, appear in the **Left to Bill** fields.

NOTE: Billing an activity slip 'Billing' an activity slip means recording a time billing invoice for the activity slip. If you enter units or an amount in the **Already Billed** fields of the **Enter Activity Slip** window, the amount won't appear in the sales journal or in the activity's history. It will only be recorded for the activity slip.

- 6 If you pay the employee for the activity performed (hourly activities only):
 - a Select the **Include Hours on Timesheet** option.
 - b Enter an hourly wage payroll category in the **Payroll Category** field.

The activity hours (units) recorded for this activity are assigned to this wage payroll category on the employee's timesheet.

NOTE: Activity hours are assigned to timesheets on the activity slip date When you record the activity slip, the activity hours are assigned to the employee's timesheet on the date entered on the activity slip. If you want to record activity hours over a number of days or pay periods, you need to record the hours in the **Enter Timesheets** window (see 'Timesheets' on page 121).

- 7 Click **Record**. The activity slip is now recorded.
If you entered a chargeable activity on the activity slip, the activity becomes available for billing in the **Prepare Time Billing Invoice** window.

To create an activity slip using the timer

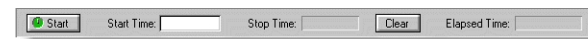
The **Enter Activity Slip** window has a timer that allows you to record the time you spend performing an activity. When you have completed the activity, the information is already in the **Enter Activity Slip** window, eliminating extra data entry.

The timer appears on activity slips for hourly activities only.

To use the timer, you must leave the **Enter Activity Slip** window open until completion of the activity. You can still use other software or access other windows during this time.

- 1 Go to the **Time Billing** command center and click **Enter Activity Slip**. The **Enter Activity Slip** window appears.
- 2 Type or select the employee or vendor name, date, and customer name.
- 3 In the **Activity** field, type or select an hourly activity ID number. The timer fields appear at the bottom of the window.
- 4 Click **Start** to start the timer. If you don't enter a start time in the **Start Time** field, your computer's current system time appears, and the timer starts incrementing the time in the **Elapsed Time** field.

NOTE: Entering a start time that is before current system time If you enter a start time that is before the current system time, the difference will be added to the elapsed time measured by the timer. For example, if you entered 8:00 a.m. in the **Start Time** field and then clicked **Start** at 9:00 a.m., 1:00:00 will appear in the **Elapsed Time** field and the time calculated by the timer will be added to that amount.



Leave the **Enter Activity Slip** window open as you perform the activity.

- 5 When you have completed the activity or if you want to pause the timer, click **Stop**. The current system time appears in the

Stop Time field. The number of billing units corresponding to the elapsed time appears automatically in the **Units** field.

You can edit the start and stop times if you want. The entries in the **Actual Units** and **Elapsed Time** fields will be updated automatically.

You can round your timer entries in the **Units** field automatically. See [‘Setting time billing preferences’ on page 138](#).

- 6 If you want to resume timing an activity, click **Start** again. The entry in the **Stop Time** field will be cleared. The timer will continue incrementing, starting from your current elapsed time.
- 7 [Hourly activities only] If you pay the employee for the activity performed:
 - a Select the **Include Hours on Timesheet** option.
 - b Enter an hourly wage payroll category in the **Payroll Category** field.

The activity hours (units) recorded for this activity are assigned to this payroll category on the employee’s timesheet.

NOTE: Activity hours are assigned to timesheets on the activity slip date When you record the activity slip, the activity hours are assigned to the employee’s timesheet on the date entered on the activity slip. If you want to record activity hours over a number of days or pay periods, you need to record the hours in the **Enter Timesheets** window (see [‘Timesheets’ on page 121](#)).

- 8 When you have completed the activity, click **Record**.
If you entered a chargeable activity on the activity slip, the activity becomes available for billing in the **Prepare Time Billing Invoice** window.

To reset the timer

- ❖ Click **Clear** at any time to clear the **Elapsed Time**, **Start Time**, **Stop Time** and **Units** fields.

Creating multiple activity slips

In addition to being able to create single activity slips, you can also create multiple activity slips simultaneously. In the **Multiple Activity Slips** tab of the **Enter Activity Slip** window, one line in the list represents one activity slip. Although this view limits the amount of detail you can enter on the activity slip, you can view any activity slip in the **Activity Slip** view and enter more detail at a later stage.

NOTE: The Multiple Activity Slips view can’t be used to add activity hours to a timesheet In the **Multiple Activity Slips** view, you can’t choose to include an activity’s hours on a timesheet.

To create multiple activity slips

- 1 Go to the **Time Billing** command center and click **Enter Activity Slip**. The **Enter Activity Slip** window appears.
- 2 Click the **Multiple Activity Slips** tab.
- 3 In the **Employee** or **Vendor** field, type or select the name of the employee (or vendor) performing the activity. Any activity slips you have already created for the employee or vendor are listed, with each line representing a single activity slip.
- 4 On the first blank line, enter details of an activity.
- 5 Press **TAB** or click **Record** to record the activity slip and move the insertion point to the next line where you can begin creating a new activity slip.

NOTE: Activity slips are recorded as you create them Once you have entered an activity slip and pressed **TAB** to move to the next line, the activity slip is recorded. Even if you click **Cancel** after moving to the next line, the first activity slip will be still recorded. A zoom arrow (⇒) displayed next to an activity slip indicates that the activity slip has been recorded.

- 6 Repeat from [step 3](#) for each activity slip you want to create. When you have recorded all the activity slips you want, click **Cancel** to close the window.

Reviewing and changing activity slips

If you want to review, edit, or delete an activity slip, follow the relevant procedures below.

To review an activity slip

- 1 Go to the **Time Billing** command center and click **Activity Log**. The **View Activity Log** window appears.
- 2 Type or select the name of the employee or vendor who performed the activity and, if you know it, the date range within which the activity was recorded. All activities that match the criteria are listed.
- 3 Click the **Diary View** tab and the **Detail View** tab to display different information about the activity slip.
- 4 Select the activity slip you want to view and click **Edit**. The **Enter Activity Slip** window appears with details of the activity slip.

To change an activity slip

- 1 Find and select the activity slip you want to change in the **View Activity Log** window and then click **Edit**. The activity slip appears in the **Enter Activity Slip** window.
- 2 Make the required changes either in the **Activity Slip** view or the **Multiple Activity Slips** view and click **OK** or **Record**.

To delete an activity slip

You can only delete an activity slip that has not been billed.

- 1 Find and select the activity slip you want to delete in the **View Activity Log** window.
- 2 Go to the **Edit** menu and choose **Delete Activity Slip**.

NOTE: Deleting activity slip details in timesheets When you remove timesheet entries with activity slip details, the linked activity slip is also removed.

Creating time billing invoices

There are two ways you can create a time billing invoice:

- In the **Prepare Time Billing Invoice** window. This is the recommended method because the full details of activities and activity slips are recorded. See [‘To create a time billing invoice using the Prepare Time Billing Invoice window’ on page 146](#).
- In the **Sales** window. Use this method if you don’t need to record details of activities and activity slips or track work in progress. See [‘To create a time billing invoice in the Sales window’ on page 147](#).

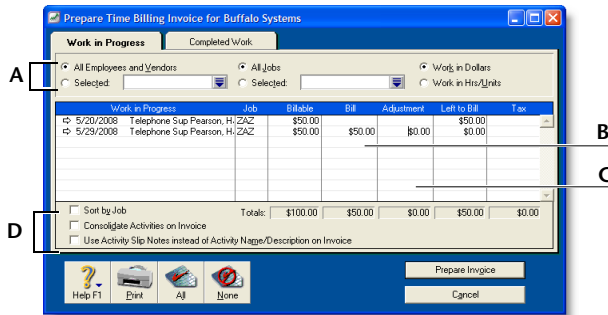
To create a time billing invoice using the Prepare Time Billing Invoice window

The **Prepare Time Billing Invoice** window allows you to enter and adjust the billing information for activity slips. As you make changes in the **Prepare Time Billing Invoice** window, your activity slip records are updated automatically.

- 1 Go to the **Time Billing** command center and click **Prepare Time Billing Invoice**. The **Time Billing Customers** window appears.

NOTE: Including items on time billing invoices If you charge your customers for both activities and items on a single invoice, you need to select the **I Include Items on Time Billing Invoices** option in the **Preferences** window. See 'Setting time billing preferences' on page 138.

- 2 Find and select the customer for whom you want to create a time billing invoice and click **OK**. The **Prepare Time Billing Invoice** window appears, listing all the open activity slips for the selected customer.



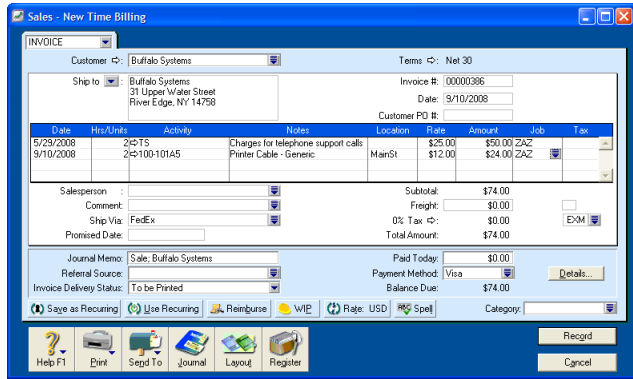
- A Filters** Use these filters to find the required activity slips.

- | | |
|------------------------|--|
| B Bill | Type the amount or number of hours you want to bill for each activity slip here. Any activity slip with 0.00 units or \$0.00 in the Left to Bill column is considered billed in full. |
| C Adjustment | Enter any adjustments you want to make for each activity slip here. |
| D Print Options | Select the relevant print options: <ul style="list-style-type: none"> • Sort activity slips according to job number. • Consolidate all activity slips with the same activity and job number on the invoice. • Print the activity slip notes on the invoice. |

- 3 Click **Prepare Invoice**. The **Sales - New Time Billing** window appears with the details of the time billing invoice.
- 4 If you have selected the **I Include Items on Time Billing Invoices** option in the **Preferences** window, you can also enter items on this invoice. See 'Setting time billing preferences' on page 138

Enter the following details for each item:

- the date in the **Date** field
- the quantity being sold in the **Hrs/Units** field
- the item number in the **Activity** field
- the price of the item in the **Rate** field
- [optional] the job number in the **Job** field.
- the appropriate tax code in the **Tax** field.



- 5 If you want to group and subtotal the items and activities separately on the invoice, you can do so by inserting headers, blank lines and subtotals. For more information, see [‘Adding and deleting transaction lines, subtotals, and headers in sales transactions’](#) on page 75.
- 6 Enter additional information about the sale, such as the salesperson, referral source, and invoice delivery status.
- 7 Complete the invoice in one of the following ways:
 - Record the invoice. Click **Record** to record the invoice without printing.
 - Print and record the invoice. Click **Print** and then choose the form you want to use for this invoice. For more information about printing invoices, see [‘Sending forms’](#) on page 206. Note that the invoice is recorded before it is printed.
 - Save the invoice as a recurring template. Click **Save as Recurring**. Enter the necessary information about the template in the **Edit Recurring Schedule** window and click **Save**.

Note that no activity slips are created when you use the recurring sale in the future. Also, recording the recurring sale will not update the activity slips you used to create the invoice in the **Prepare Time Billing Invoice** window. For more information about recurring transactions, see [‘Recurring transactions’](#) on page 189.

To create a time billing invoice in the Sales window

NOTE: Activities billed using this procedure will not appear in most time billing reports If you use this method to create a time billing invoice, no activity slip records will be created. Most time billing reports are based on activity slip records, therefore, if you want to print time billing reports, you should create activity slips (see page 142) and then use the **Prepare Time Billing Invoice** window to create the invoice (see [‘To create a time billing invoice using the Prepare Time Billing Invoice window’](#) on page 146).

- 1 Go to the **Sales** command center and click **Enter Sales**. The **Sales** window appears.
- 2 In the **Customer** field, type or select the customer you want to invoice.
- 3 Click **Layout**. The **Select Layout** window appears.
- 4 Click **Time Billing** to select the **Time Billing** layout and then click **OK**.
- 5 For each billable activity, enter:
 - the date the activity was performed in the **Date** field
 - the number of units or hours being billed in the **Hrs/Units** field
 - the activity name in the **Activity** field: either type it or press **TAB** and select it from the list
 - the rate charged for a single unit or hour of the activity in the **Rate** field
 - [Optional] the job number in the **Job** field and then click in the **Tax** field if you need to add tax.

- 6 If you have selected the **I Include Items on Time Billing Invoices** option in the **Preferences** window, you can also enter items on this invoice. See [‘Setting time billing preferences’ on page 138](#)
Enter the following details for each item:
 - the date in the **Date** field
 - the quantity being sold in the **Hrs/Units** field
 - the item number in the **Activity** field
 - the price of the item in the **Rate** field
 - [Optional] the job number in the **Job** field and then click in the **Tax** field if you need to add tax.
- 7 If you want to group and subtotal the items and activities separately on the invoice, you can do so by inserting headers, blank lines, and subtotals. For more information, see [‘Adding and deleting transaction lines, subtotals, and headers in sales transactions’ on page 75](#).

- 8 Enter additional information about the sale, such as the salesperson, referral source, and invoice delivery status.
- 9 Complete the invoice in any of the following ways:
 - Save the invoice as a recurring template. Click **Save as Recurring**. Enter the necessary information about the template in the **Edit Recurring Schedule** window and click **Save**. For more information about recurring transactions, see [‘Recurring transactions’ on page 189](#).
 - Record the invoice. Click **Record** to record the invoice without printing.
 - Print and record the invoice. Click **Print** and then choose the form you want to use for this invoice. For more information about printing invoices, see [‘Sending forms’ on page 206](#). Note that the invoice is recorded before it is printed.

Work in progress

Work you have done for your clients that you haven’t billed yet is called *work in progress*. Work in progress is indicated on activity slips by a value other than zero in the **Left to Bill** field.

Your accounting records will only reflect a sales transaction when you bill the activities. However, some accountants consider that, from an accounting perspective, your clients owe you for your work in progress even if you haven’t yet billed your clients for it.

If your work in progress routinely represents a significant amount of money, you should consider adjusting your accounting records to reflect it. Consult your accountant for advice on how to do this.

9 Inventory

The inventory feature enables you to track the quantity and value of the items you buy, sell, and build. You can also:

- compensate for inventory variations. For example, you may find that, from time to time, your recorded inventory levels differ from what is on the shelves. These variations can be caused by data-entry errors, spoilage, and theft, etc.
- revalue your inventory. Sometimes the quantity of items recorded may be correct, but their values are incorrect. For example, a range of items may become outdated.
- track the assembly of individual items into finished items. Many retailing and manufacturing businesses combine a number of inventory items to create finished items. For example, a retailer may combine a bottle of perfume, lotion, and bath salts to make up a gift pack.

Creating items

Before you begin to track your inventory, you need to create a record for each item of inventory. An item can be:

- a physical unit that your company may buy, sell, or inventory
- a service that your company wants to include on item invoices, for example, 'Shipping', 'Handling', and so on.

When you create an item record, you can choose to buy, sell, or inventory the item. These selections determine what functions you can use the item with. For example, if you want to include a service item on an invoice (such as installation), you need to specify that you sell the item.

An item that you inventory is an item whose quantities and values you want to track. Maintaining an accurate record of on hand levels of these items requires you to do regular maintenance tasks. For example, you may need to record an inventory adjustment to write-off damaged stock.

Select...	For...
I Buy this Item	Items or services you want to include on an item purchase order. This includes items that are not for resale, and you don't need to track their quantities and values. For example, items for office use only. It can also include raw materials you use as components to build other inventory items.
I Sell this Item	Items or services you want to include on an item invoice.
I Inventory this Item	Items you buy or sell and whose quantity and values you want to track. It can also include intermediate goods used in the productions process, such as parts used to manufacture finished goods.

Inventory opening balances If you have existing on-hand quantities of inventory items, you need to record the opening inventory level for each item. For more information, see [‘Enter your inventory opening balances’ on page 42](#).

To create an item

- 1 Go to the **Inventory** command center and click **Items List**. The **Items List** window appears.
- 2 Click **New**. The **Item Information** window appears.
- 3 In the **Item Number** field, type a unique identifier and press TAB.

TIP: Use the backslash character for service items The backslash character (\) serves a special purpose: any item number that begins with a backslash **won’t** appear on printed forms. This is useful for service-type items (such as labor) for which you don’t want to print an item number on the invoice.

- 4 In the **Name** field, type the name of the new item.

NOTE: Copy From button Click **Copy From** to copy another item’s information to this item record. From the displayed list, choose the item whose information you want to copy. All information for that item will be copied to the current item record except the item number, item name, vendor number, auto-build information and history information.

- 5 Specify whether you buy, sell, and inventory this item by selecting the relevant options.

As you select the options, fields appear next to them. These fields change according to the combination of selections you make.

- 6 Enter the appropriate accounts in the fields that appeared during the previous step:

Account	Description
Cost of Sales Account	Type or select the account you want to use to track the costs associated with producing this item.
Income Account for Tracking Sales	Type or select the account you want to use to record the income you receive from the sale of this item.
Asset Account for Item Inventory	Type or select the account you want to use to record the total value of this item.
Expense Account for Tracking Costs	Type or select the account you want to use to record costs associated with purchasing this item.

- 7 If you want to check the spelling in the **Name** field, click **Spell**. For more information, see [‘Spell-check’ on page 18](#).

- 8 Click the **Buying Details** tab. The **Buying Details** view of the **Item Information** window appears. Complete the fields as explained below.

A [Optional] Type the standard cost of an item. You can use the standard cost instead of the last purchase price as the default price on purchases. To use the standard cost price as the default price, select **Use Standard Cost as the Default Price on Purchase Orders and Bills** preference in the **Preferences** window (**Inventory** tab).

B Type the unit of measure (such as each or case) by which you purchase the item. The buying unit is printed on the purchase order. For example, if you buy eggs by the carton, when you order five units in a purchase you are ordering five cartons.

C Type the number of items that comprise a single buying unit. This is the number that is added to your on-hand inventory for every buying unit. For example, if you buy eggs by the carton unit but want to track their purchase individually, enter 12 as the number of items per buying unit. When you order one carton unit, your item inventory is updated by twelve items. If you leave this field blank, the value defaults to one.

- D Enter the restocking information:
- Type the minimum level of this item you want to keep in inventory. When the number of items drops below this level, a reorder reminder appears in the **To Do List**.
 - Type or select the vendor from whom you usually re-stock this item.
 - Type the vendor's number for the item.
 - Type a reorder level quantity for the item. If you set a minimum level for restocking alert, you can create an order for the items using the **Stock Alert** tab in the **To Do List**. The default order quantity is taken from this field.

E If you pay sales tax when you purchase this item, select this option.

- 9 Click the **Selling Details** tab. The **Selling Details** view of the **Item Information** window appears. Complete the fields on this tab as explained below.

	Quantity Over 0.000	Over: 10	Over: 20	Over: 30	Over: 50
Retail:	\$9.00	\$5.00	\$2.50	\$0.00	\$8.00
Wholesale:	\$4.00	\$5.00	\$2.50	\$0.00	\$8.00
Internet:	\$9.00	\$5.00	\$2.50	\$0.00	\$8.00
Summer Sale:	\$9.00	\$5.00	\$2.50	\$0.00	\$8.00
Canadian:	109.00	\$5.00	\$2.50	\$0.00	\$8.00
Level F:	\$9.00	\$5.00	\$2.50	\$0.00	\$8.00

A Type the retail price of one selling unit.

B Type the selling unit of the item (such as each or case). You can type up to five characters. The selling unit is printed on the item invoice. If, for example, you sell by the six-pack, when you sell five units, you will be selling five six-packs

C Type the number of items that comprise a single unit in this field. This is the number that is subtracted from your on-hand inventory for every selling unit. For example, if you sell by the six-pack, enter 6 as the number of items per selling unit. When you sell one six-pack, your inventory is reduced by six items.

D Set pricing levels for different kinds of customers. See '[Creating custom price levels](#)' on page 162.

E If you collect sales tax when you sell this item, select this option.

- 10 Click the **Items Details** tab and enter additional information about the item.
- 11 If this item is stored in multiple locations, click the **Locations** tab and select the default location for buying and selling the item. For information about locations, see '[Inventory locations](#)' on page 154.
- 12 Click **OK**.

Making inventory adjustments

From time to time you may need to adjust item quantities and values. For example, if your inventory gets damaged, you may have to write off some of your inventory or revalue it.

This section explains how to make a one-off adjustment to a single item or a few items. If you need to update the quantities of several items, see '[Counting inventory](#)' on page 158.

Average Cost, Last Cost, and Standard Cost

Average Cost is calculated as the total cost of an item (the total amount you have paid to purchase the item or the cost entered when you transferred the item into inventory) divided by the number of units of that item you have on hand.

Last Cost is the most recent purchase price for the item.

Standard Cost can be used instead of the last purchase price as the default price on purchases. To use the standard cost price as the default price, select **Use Standard Cost as the Default Price on Purchase Orders and Bills** preference in the **Preferences** window (**Inventory** tab).

For examples of common inventory adjustments, see '[Examples of inventory adjustments](#)' on page 153.

NOTE: Print the Items List Summary report When making inventory adjustments, you may find it useful to print the **Items List Summary** report. This report displays on-hand quantities and values of items in your MYOB software.

To make an inventory adjustment

- 1 Go to the **Inventory** command center and click **Adjust Inventory**. The **Adjust Inventory** window appears.
- 2 Enter details of the adjustment.

Item Number	Location ID	Quantity	Unit Cost	Amount	Account	Job	Memo
100-451	StationSt	3	\$51.3788	\$154.14	6-4000		

A B C D E F

- A Select the item number for the item you want to adjust. To do this, click in the **Item Number** column, press TAB, and then select the item from the list that appears.
- B If you hold inventory at multiple locations, select the location where the item is stored. This field only appears if you have more than one location. For more information, see ['Inventory locations' on page 154](#).
- C Type the quantity by which you want to increase or decrease the quantity held. Only type the quantity variation. Type the quantity in inventory units, not buying or selling units. If you enter a positive number, that number is added to your on-hand inventory. If you enter a negative number, that number is subtracted from your on-hand inventory.
- D The average cost of the item appears by default. The average cost is normally calculated as the total cost of the item divided by the number of units on hand, but if these are new items, type their purchase cost.
- E The **Amount** field displays the quantity multiplied by the unit cost. If you change it, the unit cost is recalculated automatically.
- F The allocation account is usually a cost of sales or expense account.

- 3 Click **Record** to save the inventory adjustment.

Examples of inventory adjustments

The following are some examples of inventory adjustments.

Example 1a This inventory adjustment increases the number of items on hand by two and the total value of the items on hand by \$700.

Item Number	Location ID	Quantity	Unit Cost	Amount	Account	Job	Memo
100-101A5	HighSt	2	\$350.00	\$700.00	6-4000		

Example 1b This inventory adjustment increases the number of items on hand by two but does not adjust the total value of the items. The average cost of the items will decrease as a result of this adjustment.

Item Number	Location ID	Quantity	Unit Cost	Amount	Account	Job	Memo
100-101A5	Main St 1	2	\$0.00	\$0.00			

Example 2 This inventory adjustment increases the total value of the items on hand by \$120 but does not change the number of items on hand. The average cost of the items will increase as a result of this adjustment.

Item Number	Location ID	Quantity	Unit Cost	Amount	Account	Job	Memo
100-101A5	Main St 1	0	\$0.00	\$120.00	6-4000		

Inventory locations

If you hold inventory at several locations, you can keep track of item quantities held at each location by recording:

- the location at which a purchased item is received (see [‘Entering purchases’ on page 93](#))
- the location from where a sold item is shipped (see [‘Entering sales’ on page 71](#))
- the movement of items between locations (see [‘Recording inventory movements between locations’ on page 155](#)).

The locations feature is optional. If you don’t track inventory quantities and values, or all your inventory is held at one location, there’s no need for you to use this feature.

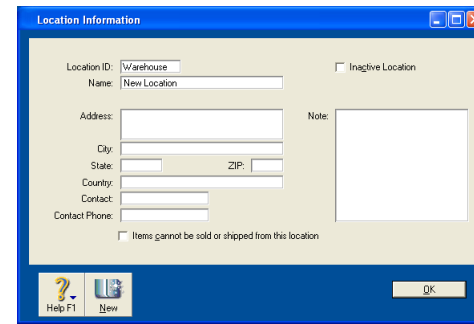
If you want to use multiple locations, you need to create a record for each inventory location. After you create your first location, a **Location** field is added to the **Purchases** and **Sales** windows. When you record an item purchase or sale, you enter the receiving or selling location for the item in this field.

If you want to, you can record a default receiving and selling location for your items. For more information see [‘Creating items’ on page 149](#).

Primary location The primary location is automatically created in your company file. When you set up multiple locations, your existing inventory is assigned to this location. You can change the primary location ID and name, if you want, but you cannot delete it. For instructions on how to move items from the primary location to another location, see [‘Recording inventory movements between locations’ on page 155](#).

To create an inventory location

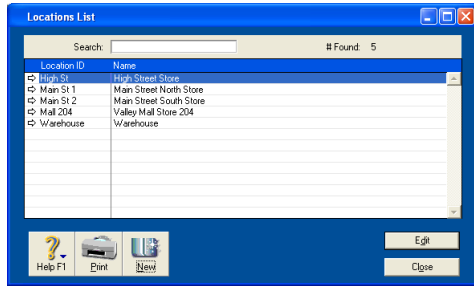
- 1 Go to the **Inventory** command center and click **Locations**. The **Locations List** window appears.
- 2 Click **New**. The **Location Information** window appears.
- 3 In the **Location ID** field, type an identifier (of up to ten characters) for the new location and press TAB.



- 4 Enter the name and address of the location and contact details.
- 5 If you do not sell items from this location (for example, this location is your storage warehouse), select the **Items cannot be sold or shipped from this location** option.

If you select this option, you can only receive items at this location or move items to and from this location using the **Move Items** window.

- Click **OK**. The new location appears in the **Locations List** window.



- Click **Close**.

Recording inventory movements between locations

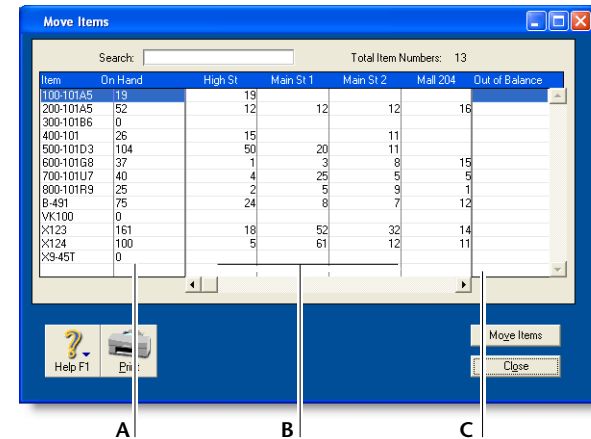
You use the **Move Items** window to record the movement of inventory between your locations.

Although a transaction is not created when you move inventory items, you can display the **Item Movement** report to view the details of inventory movements.

TIP: Moving an item using the **Item Information** window You can also open the **Move Items** window from an item record. Open the **Item Information** window for the item and click **Move Items** in the **Location** tab. The **Move Items** window appears.

To record inventory movements

- Go to the **Inventory** command center and click **Move Items**. The **Move Items** window appears.
- Select the item you want to move. You can locate an item by scrolling or by typing the item number in the **Search** field.
- Record the quantities held at each location.



- The **On Hand** column shows the total quantity available in your inventory across all locations.
- Type the quantity held at each location. Increase the quantity for locations receiving items and reduce the quantity for locations where items are moved from.
- The value in the **Out of Balance** field must be zero before you can record the movement. That is, the amount in the **On Hand** column for the item must be equal to the sum of the amounts in your location columns.

Building items

Building items is the process of taking two or more items, known as *components*, to make up another item, known as a *finished item*.

You do this by *transferring* the inventory quantities of the components to that of the finished item. For example, you could transfer the inventory quantity of timber and fabric (component items) to furniture (the finished items).

You can build items in two ways:

- manually, for a one-off transfer of inventory. See [‘To build items manually’ below](#).
- automatically, for a transfer you make repeatedly. See [‘Auto-building items’ below](#).

Note that before you can build a finished item, you need to create an item record for it.

To build items manually

- 1 Go to the **Inventory** command center and click **Build Items**. The **Build Items** window appears.
- 2 Type or select the item numbers of the finished item you want to make and the component items you want to transfer.
- 3 Type the transfer quantity. Type a positive number for the finished item (this number is added to your on-hand inventory). Type a negative number for the component items (this number is subtracted from your on-hand inventory).

The value in the **Amount** field must be zero before you can record the transaction. That is, the amount in the **Amount** column for the finished item must be equal to the sum of the amounts in the **Amount** column for the components.

- 4 If you store an item at multiple locations, select the location where the item is held. Note that this field only appears if you use more than one location in your company file.
- 5 Click **Record** to save the inventory transfer.

Auto-building items

For items that you repeatedly build, you can use the Auto-Build function to build the finished items.

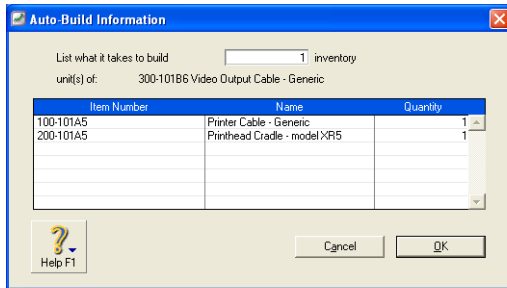
Before you can build a finished item using the Auto-Build function, you need to define what items are needed to build the item.

TIP: Auto-build from the To Do List You can also auto-build items using the **To Do List**. In the **Stock Alert** view of the **To Do List**, select the items you want to build and click **Order/Build**.

To define an Auto-Build item

- 1 Go to the **Inventory** command center and click **Items List**. The **Items List** window appears.
- 2 Click the zoom arrow (⇒) of the item you want to build. The **Item Information** window appears.
- 3 Click the **Auto-Build** tab.
- 4 In the **Minimum Level for Restocking Alert** field, type the minimum level of the item you want to have in inventory.
- 5 Click **Edit List**. The **Auto-Build Information** window appears.

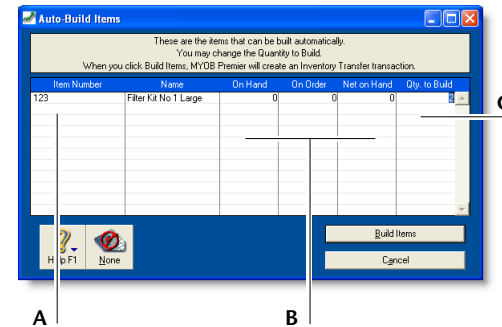
- 6 In the **List what it takes to build** field, type the number of item units you want to be made. If bulk quantities of materials are purchased to build an item, it may be easier to specify the materials required to build a greater quantity of the item, such as 10 or 20.
- 7 Enter the details of each of the components required to build the item.
 - a Click in the **Item Number** column and press TAB. Your items list appears.
 - b Select a component item required to build the new finished item and then click **Use Item**. The details of the component appear in the **Item Number** and **Name** columns.
 - c In the **Quantity** column, type the number of component items required to build the specified quantity of the finished item.
 - d Repeat from [step a](#) for each component required to build the new finished item.



- 8 When you have entered all the components, click **OK**. The **Item Information** window reappears.
- 9 Click **OK** and then click **Close** to return to the **Inventory** command center.

To auto-build an item

- 1 Go to the **Inventory** command center and click **Auto-Build Items**. The **Auto-Build Items** window appears.



- A This column displays all items that you have designated as finished items.
- B The **On Hand**, **On Order** and **Net on Hand** columns show the current record of your finished items.
- C Type the quantity of finished items you want to build in the **Qty. to Build** column. (Click **None** if you want to change all numbers in this column to zero.)

- Click **Build Items** to begin transferring component items to finished items. The **Build Items** window displays the details of the transfer that will occur when the finished item is built.



- Review the entries in this window to make sure that the quantities, unit costs, and total inventory values are correct. Note that the quantities of the components in the list appear as negative numbers, while the quantities of the finished items in the list are shown as positive numbers.
- Click **Record** to update your inventory quantities and values.

Counting inventory

When you set up your company file, you may have entered your opening inventory quantities using the **Count Inventory**.

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

Each inventory adjustment must be allocated to an account so your accounting records accurately reflect the reasons for the adjustment. For example, many businesses use an expense account called 'Shrinkage/Spoilage' to track loss or theft of their items.

Before you record an inventory count

- Make sure you record all built items before counting your inventory. Otherwise, a missing inventory item that was used to build another item will be accounted for as an expense,

such as loss or shrinkage. For more information, see '[Building items](#)' on page 156.

- Count the actual items in your inventory. You can print the **Inventory Count Sheet** report, which lists all your inventory items, and manually record your actual items on this.

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

To record an inventory count

- Go to the **Inventory** command center and click **Count Inventory**.
- If you have inventory at multiple locations, filter the list as required.

- 3 Click **Print** to print the Inventory Count Sheet.
- 4 Manually count your inventory and note down the quantities on the Inventory Count Sheet.
- 5 In the **Count Inventory** window, type the actual quantities of the inventory items in the **Counted** column. If an item is held in multiple locations, enter the stock held at each location. Any discrepancy between the counted quantity and the on-hand quantity appears in the **Difference** column.
- 6 Click **Adjust Inventory**. If there are differences between on-hand and counted values, the **Adjustment Information** window appears.
If you use the same account to track adjustments for all items, you can select a default adjustment account for tracking the adjustments you entered in the **Count Inventory** window. This saves you having to enter an account on every line of the

inventory adjustment. This account should be an expense account such as Shrinkage/Spoilage. It should not be your inventory asset account.

- 7 Click **Continue**. The **Adjust Inventory** window appears, displaying a line item for each adjustment you entered in the **Count Inventory** window in [step 5](#).
If you entered a default adjustment account at [step 6](#), that account appears in the **Account** column for each line item.
If you didn't enter a default adjustment account, enter an account against each item listed.
- 8 [Optional] Enter a reason for the adjustment in the **Memo** column (for example, Annual inventory count 2008).
- 9 Click **Record** to update your inventory.

Reviewing your inventory information

The following tools help you review your inventory information.

Tool	Description	See
To Do List	Displays an alert for items that need to be purchased or built.	page 160
Analyze Inventory	Gives you a list of your items showing, for each one, the number on hand, the number committed and the number on order. If you use multiple locations for inventoried items, you can group the items by number or location.	page 160
Inventory reports	Inventory reports help you keep track of your item quantities and value.	page 160

Tool	Description	See
View history	You can view the sales and purchase transaction histories of an item or vendor for seven years.	page 161
Find Transactions	Find Transactions helps you find inventory transactions.	page 184
Items Register	Gives you a list of your inventory transfers, adjustments, sales, and purchases for all items, or it can be filtered to show the history of a single item.	page 185
Transaction Journal	Lists journal entries of your inventory transactions.	page 186

To view a list of all items that need to be built or purchased

The **Stock Alert** view of the **To Do List** displays all items that need to be built or purchased to fulfill customer orders.

In this window, you can automatically record a transaction for the items that you need to buy or build. You can also change the details of an order or auto-build transaction.

- 1 Click **To Do List** from any command center. The **To Do List** window appears.
- 2 Click the **Stock Alert** tab. A list of all items that need to be ordered or built appears.

The **On Hand** column shows the quantity of each item actually on hand. The **On Order** column shows the quantity of each item already on order. The **Committed** column shows the quantity of an item on backorder for customers.

- 3 If you want to automatically order or build items:
 - a Click the select column (☐) next to each item you want to build or order and then click **Order/Build**. A date window appears with the current date displayed.
 - b If you want, enter a different date and click **OK**.
An order will automatically be created for the items that need to be purchased. The restocking information entered in the **Buying Details** tab view of the **Item Information** window is used to determine the vendor and quantity to order or the items to build.
 - If you want to change the details of an order or auto-build transaction, click the **Order** or **Build** zoom arrow (⇌) next to the item. Complete the transaction in the window that appears.

To analyze inventory

The **Analyze Inventory** window gives you detailed information about how much inventory you have on hand, what is committed, what is on order, and what is available.

This analysis is based on all the sales and purchases recorded in your company file.

- 1 Go to the **Inventory** command center and click **Analysis**. The **Analyze Inventory** window appears.
- 2 Display the required view of the **Analyze Inventory** window. The Summary view displays all inventoried items, while the **Item Number** view displays all the customer and vendor orders for a selected item.

If you use multiple locations to store your inventoried items, the **Group by Item** view displays all inventoried items grouped by the item number. The **Group by Location** view displays all inventoried items grouped by location, while the **Item Number** view displays all the customer and vendor orders for a selected item.

To view inventory reports

The following reports help you to keep track of your inventory.

- **Analyze Inventory Summary** report. The summary and detailed versions of this report serve as your order book. You can view a list of all your sales orders and purchase orders for all or selected items.
- **Items List Summary** report. This report shows information about your items, including their on-hand quantities and total value. The **Items List Summary** report also shows an item's current average cost price, which is important to know when making inventory adjustments. You can use this report to compare your total inventory value to the total of your inventory asset accounts.
- **Price Summary** report. This report lists your item prices, and is useful for sending to your customers. You could also convert this report to HTML and post your price list on an intranet or Internet site.

For more information about reports, see [Chapter 13, 'Reports,' starting on page 195](#).

To view sales and purchases history for an item

- 1 Go to the **Inventory** command center and click **Items List**. The **Items List** window appears.

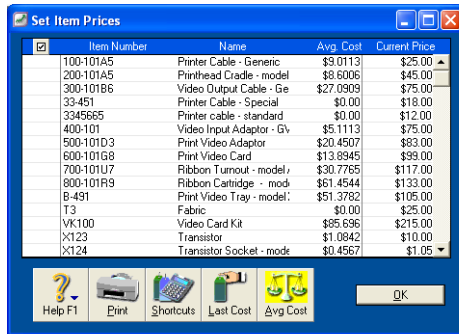
- 2 Click the zoom arrow (⇨) next to the item you want to view. The **Item Information** window appears.
- 3 Click the **History** tab. The **History** view displays the purchase and sales history for the item for seven years: five past years, the current year, and the next year.

Setting item prices

You can set the default selling prices of the items you sell in the **Set Item Prices** window. Then, if required, you can change the prices at the point of sale, which overrides the default prices for that sale only.

To change the price of an item

- 1 Go to the **Inventory** command center and click **Set Item Prices**. The **Set Item Prices** window appears.

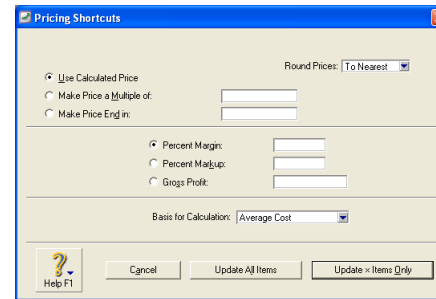


If an item is not listed, it means that you haven't selected the **I Sell This Item** option on the **Profile** tab of the **Item Information** window.

- 2 Click in the **Current Price** column of an item and enter a new price. Do this for each item price you want to change.
You can enter unit prices with up to four decimal places. On your invoices, the unit price is multiplied by the quantity sold and the result is rounded to two decimal places.
- 3 Click **OK**.

To update the prices of multiple items at once

- 1 Go to the **Inventory** command center and click **Set Item Prices**. The **Set Item Prices** window appears.
- 2 Click the select column () next to the items that require a price update.
- 3 Click **Shortcuts**. The **Pricing Shortcuts** window appears.



- 4 Indicate how you want the price rounded, the basis for calculating the price, and so on. For example, if you want to mark up the items' prices by 10%, select the **Percent Markup** option, and type 10 in the adjacent field.

- 5 If you want to:
 - update the items you selected in [step 2 on page 161](#), click **Update X Items Only**
 - update the prices of all items, click **Update All Items**.

Customizing inventory

Your MYOB software provides a number of inventory customization features:

- **Custom price levels** You can assign up to six price levels to different types of customers. For example, you can set different price levels for your wholesale and retail customers, or your casual and long-term customers.

You can also set up to five quantity breaks for each customer type and offer a discounted price for each break. For example, you might have quantity breaks for five, ten, twenty, fifty, and one hundred. For each of these breaks you can set six different price levels. You can then charge, say, all your regular customers increasingly lower prices if they purchase larger and larger quantities of the item.
- **Custom fields** You can ensure certain information is always recorded for an item, such as Warranty, Serial Number, and Voltage. Use these fields for information that you *don't* need to use as report filters.
- **Custom lists** You can record information about an item and then run reports based on the custom lists. For example, if you are running a trailer-rental business, you might have custom lists of Color, Type, and Location. This means you could run a report to include only *blue cage* trailers at the *Main Street* station.

Creating custom price levels

Your MYOB software has a pricing matrix for you to structure your pricing according to customer status and sales quantities.

For example, a level-three customer might pay \$140 for a single quantity of the item, but if they purchase five units of the item, they will only have to pay \$100 each for them.

NOTE: Volume discount The volume in the **Volume Discount %** field in the **Selling Details** view of a customer's card applies to a sale in addition to the quantity-break price levels you set up.

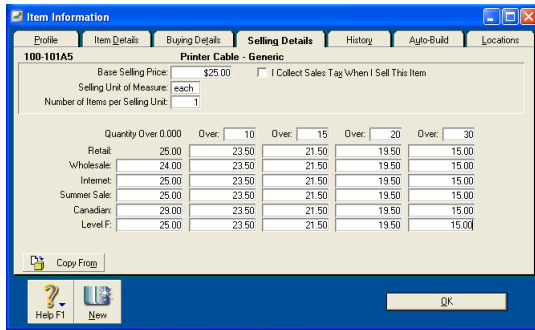
To name your price levels

- 1 Go to the **Lists** menu, choose **Custom Lists & Field Names** and then **Price Levels**. The **Custom List and Field Names** window appears.
- 2 Enter names for the price levels. These names will appear in the **Selling Details** view of the **Item Information** window.
- 3 Click **OK**.

To specify price levels and quantity breaks for an item

- 1 Go to the **Inventory** command center and click **Items List**.
- 2 Select the item and click **Edit**. The **Item Information** window for the item appears.

- 3 Click the **Selling Details** tab.
The base selling price you entered for this item in the upper section of the **Selling Details** view appears at Level A (or whatever you have chosen to label this field).
- 4 In the remaining fields (Levels B to F, or whatever you have chosen to label them), type the selling price of this item. Make an entry for each price level you want to use.
- 5 If you want to specify quantity breaks for a price level:
 - a Type the first quantity break in the first **Over** field and enter the price for orders over the quantity break.
 - b In the next **Over** field, type the new quantity break. Assign the price for this quantity break for each level.
 - c Continue to enter up to five quantity breaks and assign up to six price levels. Note that each quantity break must be greater than the previous quantity break and less than the next.



- 6 Click **OK**.

To assign a price level to a customer

- 1 Display the customer's **Card Information** window and click the **Selling Details** tab.

- 2 In the **Item Price Level** field, select the price level you want to assign to the customer.
You can assign one of the six price levels or the item's base selling price to the customer.
The selected price level, and any associated quantity breaks, will now determine the price this customer is charged for the item.
- 3 Click **OK** and then click **Close**.

Creating custom lists

You can create lists to sort and group your inventory items.

An example of a custom list is Color, in which you create list entries of 'yellow,' 'red,' 'green,' and 'blue.' When you create or edit your items, you can assign them one of these colors. When you run an inventory report, such as the **Analyze Inventory Summary** report, you can choose to include only 'red' items in the report.

You can create up to three custom lists.

To name a custom list

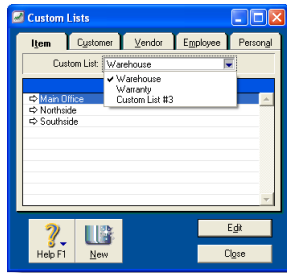
- 1 Go to the **Lists** menu, choose **Custom Lists & Field Names**, and then click **Items**. The **Custom List and Field Names** window appears.
- 2 Enter names for each of the three custom lists in the appropriate fields and click **OK**.



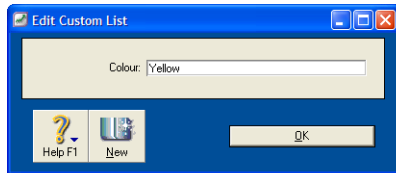
These custom list names will now appear on the **Item Information** window.

To create custom list entries

- 1 Go to the **Lists** menu, choose **Custom Lists** and then **Items**. The **Custom Lists** window appears.
- 2 Select the custom list for which you want to make entries in the **Custom List** field.



- 3 Click **New** and type the name of the list entry. For example, if you have a color list, you would type a color, such as **Yellow**.



- 4 Click **OK**.
- 5 Repeat [step 3](#) until you have created all your list entries.
- 6 Click **Close** to close the **Custom Lists** window.

To assign a custom list entry to an item

- 1 Go to the **Inventory** command center and click **Items List**.
- 2 Click the zoom arrow (⇨) to the left of the item. The **Item Information** window appears.
- 3 Click the **Item Details** tab.
- 4 Select the list entry you require from the appropriate custom list.
- 5 Click **OK**.

Custom lists and inventory reports

You can generate reports using your custom lists as report filters. For example, you can generate a report to include only those items with a certain list entry, such as the color red. For more information on setting report filters, see ['Select the data to be printed' on page 199](#).

Printing custom list entries on purchases and invoices You can customize your invoices and purchases to include the custom lists. For more information, see ['Customizing forms' on page 210](#).

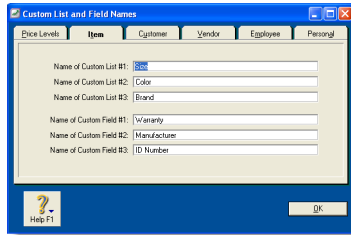
Creating custom fields

Custom fields can be used to record additional information about your items. Examples of how you might name custom fields are *Warranty*, *ID No.*, and *Manufacturer*. However, unlike custom lists, custom fields cannot be used to filter inventory reports.

You can create up to three custom fields.

To name a custom field

- 1 Go to the **Lists** menu and choose **Custom Lists & Field Names** and then **Items**. The **Custom List and Field Names** window appears.
- 2 In the **Name of Custom Field** fields, type the names and click **OK**.



These field names will appear on the **Item Details** tab of the **Item Information** window for all items.

Printing custom field entries on purchases and invoices

You can customize your invoices and purchases to include the custom fields. For more information, see '[Customizing forms](#)' on [page 210](#).

10 International transactions

You can enter transactions in a number of currencies in addition to your local currency, the U.S. dollar. You can record transactions in dollars, pounds, euros, yen, or any other currency you use when buying and selling goods and services. You can also track overseas bank accounts and foreign assets and liabilities.

About the multiple-currency feature

If you deal in multiple currencies, it's important to track the effects of currency exchange fluctuations on your business. Your MYOB software provides detailed reports to help you manage both unrealized gains and losses (potential changes in the value of overseas transactions) and realized gains and losses (the actual changes in the value of your assets, liabilities and equity that occur when you exchange foreign currency for U.S. dollars).

The multiple-currency feature is optional. If all your business is conducted with customers and vendors in the United States, there's no need for you to use this feature. If you do want to use the multi-currency feature, you need to set a preference.

You will also have to perform a number of setup tasks described in this chapter. For example, you need to set up special accounts to track the transactions you make in each currency. If, for instance, you plan to make sales to customers in the United Kingdom, you will need to create a separate Accounts Receivable account for your sales in pounds.

Every foreign-currency account you create requires a companion account, known as an exchange account, to track changes in the value of the transactions assigned to the account. Only balance sheet accounts—asset, liability, and equity accounts—can be assigned a foreign currency. All other types of accounts are tracked using U.S. dollars.

Your local currency, the U.S. dollar, is automatically set up for you. As this currency is used to determine the value of all other currencies, it cannot be deleted and its exchange value is fixed at 1.

Before you begin entering transactions, you need to specify the appropriate currency for all your overseas customers and vendors. To ensure accurate records, and speed up entering of transactions, only one currency can be selected for each customer or vendor card. An additional customer or vendor card must be created for each foreign currency used.

Setting up multiple currencies

Before you can record multiple-currency transactions, complete the following setup tasks.

Task		See
1	Select the multiple currency option	below
2	Set up records for foreign currencies	below
3	Create accounts to track foreign-currency transactions	page 169
4	Assign accounts to foreign currencies	page 170
5	Assign currencies to foreign customers and vendors	page 170

Once the setup is complete, you can enter foreign-currency transactions the same way you enter transactions based on local currency.

Task 1: Select the multiple currency option

- 1 Go to the **Setup** menu and choose **Preferences**. The **Preferences** window appears.
- 2 Select the **I Deal in Multiple Currencies** option in the **System** tab. A window appears to explain the effect of selecting this option.

NOTE: This selection cannot be undone Once you begin entering multicurrency transactions, you cannot deselect this option.

- 3 Click **OK** to prepare your company file for multiple currencies.
- 4 Click **OK** to close the **Preferences** window.

Task 2: Set up records for foreign currencies

MYOB software provides you with records for several commonly used foreign currencies, as well as your local currency.

The following currencies have been set up for you already: United States dollar, Canadian dollar, Mexican nuevo peso, European Union euro, Great Britain pound, Australian dollar, Hong Kong dollar, Japanese yen, and New Zealand dollar.

If you do business in any other currency, you will need to create a new record for the currency. Enter its current exchange rate. Follow the instructions below.

- 1 Go to the **Lists** menu and choose **Currencies**. The **Currencies List** window appears.
- 2 Click **New**. The **Currency Information** window appears.
- 3 Enter details of the currency such as a code, name and current exchange rate.
At this stage, you only need to complete the **Currency Profile** tab.
- 4 Click **OK** and then **Close**.

Task 3: Create accounts to track foreign-currency transactions

In order to correctly track transactions in a foreign currency, you must create a number of accounts that are set up to use that currency rather than U.S. dollars. You cannot simply use the same accounts you use for your U.S. dollar transactions because the dollar and other currencies rarely trade at par with one another (that is, one dollar rarely buys exactly one monetary unit in any other currency).

NOTE: Foreign-currency accounts are automatically linked For every foreign-currency account you create, MYOB software will automatically create a linked exchange account. For example, if you create a yen checking account, a yen exchange account will be created automatically. Your MYOB software uses these dual accounts so that both the foreign currency amount and the local currency equivalent of a transaction can be viewed in your Balance Sheet.

You can let your MYOB software create the linked exchange account for you or you can specify one yourself. To create an account yourself, see [‘Set up accounts’ on page 26](#). You will need to select the correct currency and exchange account in the **Account Information** window.

The following section describes the accounts you need to create.

If you make foreign sales

Following is a list of the accounts you are likely to need if you accept payment from customers in a foreign currency.

- Asset account for tracking receivables (for instance, ‘Accounts Receivable–New Zealand’). This account must be assigned the foreign currency and not the U.S. dollar.
- Bank account where customer receipts in the foreign currency will be deposited. This can be a U.S. funds account if your bank accepts deposits in other currencies.
- Liability account for deposits received (if you allow customers to make deposits on orders). This account can be assigned the currency code for either the foreign currency or the U.S. dollar.

NOTE: Grouping with undeposited funds Only receipt transactions that are in U.S. currency may be grouped as a deposit of undeposited funds. Therefore, you can only use a U.S. currency account as the linked account for undeposited funds.

If you make foreign purchases

Here’s a list of the accounts you are likely to need if you make payments to vendors in a foreign currency.

- Liability account for tracking payables (for instance, ‘Accounts Payable–Hong Kong’). This account must be assigned the foreign currency and not the U.S. dollar.
- Bank account that will be used to pay debts in a foreign currency. This can be a U.S. funds account if your bank writes checks for you in other currencies.
- Asset account for deposits paid (if you make deposits on orders). This account can be assigned the currency code for either the foreign currency or the U.S. dollar.
- Liability account for import duties collected (if you’re required to pay duty on goods you import). This account can be assigned the currency code for either the foreign currency or the U.S. dollar.

If you track unrealized gains and losses

If you plan to track unrealized gains and losses, you need to create an income account for this purpose. You may want to name it ‘Unrealized Currency Gain/Loss’ or something similar. We recommend that you consult your accountant to determine whether your business needs to track unrealized gains and losses and, if it does, the most appropriate way for it to do so. See [‘Tracking currency gains and losses’ on page 172](#) for more information.

Depending on your business, you may need to create additional accounts to track foreign bank accounts, assets held overseas and the like. If you are unsure about the accounts, ask your accountant or an MYOB consultant.

Task 4: Assign accounts to foreign currencies

- 1 Go to the **Lists** menu and choose **Currencies**. The **Currencies List** window appears.
- 2 Click the zoom arrow (⇨) beside the currency you want to assign to one or more accounts. The **Currency Information** window appears.
- 3 Select the required tab. Click either:
 - the **Receivable Accounts** tab if customers pay you in this currency, or
 - the **Payable Accounts** tab if you pay vendors in this currency.
- 4 Type or select the relevant accounts in the appropriate fields. In the bottom section of the window, select the options that apply to your business. As you select options, additional fields will appear and you can type or select the accounts you will use to track various parts of your transactions such as deposits and discounts.
- 5 Repeat this procedure for each currency you want to assign to the relevant accounts.


Task 5: Assign currencies to foreign customers and vendors

The currency used to make a transaction is determined by the currency assigned to the customer card or vendor card you are using.

A card can only use a single currency, so if you deal with a customer or vendor in multiple currencies, you will need to create a separate card for each currency.

NOTE: A card with transactions You can't change the currency of a card that you have already used in transactions. You will need to create a new card for the customer or vendor. Any transactions recorded for a customer or vendor card will be in the currency linked to the card.

- 1 Go to the **Card File** command center and click **Cards List**. The **Cards List** window appears.
- 2 Click the zoom arrow (⇨) next to the required card to display the **Card Information** window.
- 3 Select the **Profile** tab.
- 4 In the **Currency** field, type or select the currency you want to assign to the card or click the search icon (🔍) to make a selection from the currency list. (The local currency is selected by default.)



The screenshot shows a window titled 'Card Information' with the following fields and values:

Card Type	Customer	Designation	Company	<input type="checkbox"/> Inactive Card
Name	J. Kwinter Gourmet Hot Dogs			
Card ID	987210	Currency	CAD	

- 5 Click **OK**.
- 6 Repeat this procedure for each card that you want to assign to a foreign currency.
- 7 Click **Close**.

Exchange rates

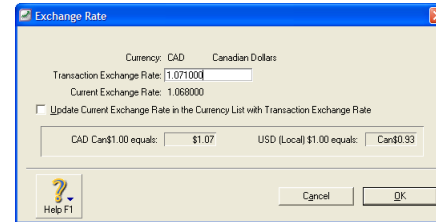
When entering a foreign currency transaction, you can either use the default exchange rate for the currency or enter a new rate for the transaction.

To change the default exchange rate

- 1 Calculate the exchange rate first using the Currency Calculator. See [‘Using the Currency Calculator’](#) below.
- 2 From any command center, go to the **Lists** menu and select **Currencies**. The **Currencies List** window appears.
- 3 Select the currency entry you want to modify and click **Edit**. (Alternatively, click the zoom arrow next to the currency name.) The **Currency Information** window (**Currency Profile** view) appears.
- 4 Modify the fields as required and click **OK**.
- 5 Click **Close** to exit the **Currencies List** window.

To change the exchange rate in a transaction window

- 1 Calculate the exchange rate first using the Currency Calculator. See [‘Using the Currency Calculator’](#) below.
- 2 Open a foreign currency transaction window. You can record foreign currency transactions for:
 - sales, invoice payments, and settle returns & credits
 - purchases, bill payments, and settle returns & debits
 - banking transactions and general journal entries.
- 3 Click **Rate** at the bottom of the transaction window. The **Exchange Rate** window appears.



- 4 Type the new exchange rate in the **Transaction Exchange Rate** field. This will only affect the transaction that is currently displayed.
- 5 If you want to change the exchange rate for all future transactions that use this currency, select the **Update Current Exchange Rate in the Currency List with Transaction Exchange Rate** option.
- 6 Click **OK**. The transaction window reappears.

Using the Currency Calculator

If you receive a payment for a foreign currency invoice in your local currency, you can use the Currency Calculator to quickly calculate the exchange rate based on the foreign and local amounts, or to calculate the foreign amounts based on the local amounts and the exchange rate.

You can access the Currency Calculator from any window in your MYOB software: go to the **Help** menu at the top of the screen and choose **Currency Calculator**.

Tracking currency gains and losses

Whenever you have a foreign bank account, changes in the currency exchange rates between that country and your home country can cause the value of your foreign currency to fluctuate. When your local currency weakens relative to the foreign currency, the value of your foreign account increases, creating a currency gain. When your local currency strengthens, your foreign account experiences a loss in real value. MYOB software can track these fluctuations.

Gains or losses in the value of a foreign account are considered unrealized while the money is still sitting in the foreign account. When the money is withdrawn from the account, either by using it to pay for a purchase or by converting it to local currency, the gain or loss is considered realized.

Tracking realized currency gains and losses

Realized currency gains and losses on sales/purchases are tracked differently than for deposits/withdrawals.

For realized gains or losses on sales and purchases, a posting is automatically made to the Currency Gain/Loss account. However, for realized currency gains and losses on transfers—deposits and withdrawals—you need to make a general journal entry to the Currency Gain/Loss account.

When you activate the multiple-currency feature in MYOB software, a Currency Gain/Loss account is automatically created.

NOTE: Large foreign currency exposure If you have a large foreign currency exposure, you may require a more detailed analysis than posting to a single Currency Gain/Loss account provides. In this case, we recommend that you consult your accountant for further advice about managing your foreign currency exposure.

Sales and Purchases

At the time a currency gain or loss is realized, that is, a payment is received or made, an automatic posting is made to the Currency Gain/Loss account and to the exchange account for the foreign currency.

The **Currency Realized Gain/Loss** report lists the currency gains and losses that have been automatically posted through sales and purchases during the month for foreign-currency transactions.

Example You make a sale to a British customer for £100 at an exchange rate of 1.80 dollars to the pound.

Your MYOB software posts £100 to the British receivables account (which is actually \$100 on the balance sheet), \$80 to the British receivables exchange account and \$180 to the sales account.

The following month the British customer pays their account by depositing £100 into your London Checking account, but the exchange rate has changed from 1.80 to 1.65 dollars to the pound. The deposit is valued at \$165.

You originally made a sale that at the time was worth \$180. When you received payment, it was worth only \$165. Therefore, the \$15 difference is a realized currency loss, and will be posted to the British receivables exchange account.

Transfers

Currency gains and losses that occur through the transfer of funds need to be recorded by a general journal entry.

At the end of the month, you can look at the value of your foreign accounts and use the Currency Calculator (from the **Help** menu at the top of the screen) to calculate their true values in local currency at that time.

You can then create a general journal entry where losses are posted as credits to the exchange account with a corresponding debit to your Currency Gain/Loss account. Gains are posted as debits with a corresponding credit to your Currency Gain/Loss account.

Example Say the original balance in your London Checking account is zero and you then transfer \$180 U.S. at an exchange rate of 1.80 dollars to the British pound account. The \$180 is converted to £100 and deposited into your London Checking account. Using its dual account system, your MYOB software posts £100 to the London Checking account (which is shown as \$100 on the balance sheet), and \$80 to the London Checking exchange account.

The following week you withdraw that £100 from the bank at an exchange rate of 1.75 dollars to the pound. Your MYOB software values the withdrawal at \$175. You put £100 into the account that at the time was worth \$180. When you withdrew the £100 from the account, it was worth only \$175. Therefore, the \$5 difference is a realized currency loss.

If you looked at your balance sheet, you would see a zero value for the London Checking account, but \$5 remaining in the London Checking exchange account. You need to post the \$5 in the exchange account to your Currency Gain/Loss account.

Unrealized currency gains and losses

An unrealized gain or loss is a potential gain or loss at any point in time between the recorded sale or purchase and the receipt or issue of payment. No automatic postings are made to track unrealized gains or losses on foreign-currency transactions.

Not all businesses need to track unrealized currency gains or losses. You should check with your accountant to determine whether your business needs to track them.

The **Currency Unrealized Gain/Loss** report lists the gain or loss made on each foreign currency. You can then use this information to make adjustment postings to each of your foreign-currency accounts for your balance sheet and also to a profit & loss account.

Miscellaneous transactions

Transferring funds to a foreign account

If you want to transfer funds from a local-currency account to a foreign account, do this through the **Spend Money** window.

- 1 Go to the **Banking** command center and click **Spend Money**. The **Spend Money** window appears.
- 2 Click **Currency**. In the **Exchange Rate** window, choose the currency of the account into which you want to make a deposit and click **OK**.
- 3 In the **Pay from Account** field, type or select the local currency checking account from which the amount is being withdrawn.
- 4 Enter the date, amount, payee, and memo.
- 5 In the **Account # (or Name)** column, type or select the foreign account into which you want to make the deposit.
- 6 Click **Record**.

Entering foreign-currency transactions in a local account

You can enter foreign-currency transactions in a local-currency account. For example, you can accept a check from a British customer in pounds and bank it in a U.S. checking account.

Example Let's look at an example of how to accept a foreign-currency check into a local-currency account. Our example uses British pounds. Let's also assume the exchange rate has changed from 1.65 to 1.80 since you made the original sale.

- 1 Go to the **Sales** command center and click **Receive Payments**. The **Receive Payments** window appears.
- 2 Select the customer. The currency for this customer card is British pounds, so the **Rate** button displays **GBP**. You have received a check from your customer for £5,000 for an outstanding invoice, and you want to bank it in your U.S. checking account.
- 3 Process the customer payment in the usual way, but make sure you enter your U.S. checking account when you select the **Deposit to Account** option.
- 4 Click **Rate** to check the default currency rate for the British pound to the U.S. dollar. Change the rate from the default rate of 1.65 to 1.8 and click **OK**.
- 5 Enter £5,000 in the **Amount Received** field and allocate it to the outstanding invoice.
- 6 Click **Record**.

Reconciling accounts containing foreign transactions

When you are reconciling your bank statement, the foreign currency transaction amounts listed in your statement will often not match those listed in your company file. This is because the exchange rate used by the bank is different from that recorded in your company file at the time of the transaction.

There are two methods by which you can reconcile accounts containing foreign transactions:

- If you have your security preferences set to allow records to be changed, simply click the zoom arrow (⇨) for the transaction in the **Reconcile Accounts** window to display the original transaction. Click **Rate** and change the exchange rate to match the bank statement.
- If you have the security preferences set so that records cannot be changed, click the zoom arrow (⇨) next to the transaction, choose **Reverse Check Transaction** from the **Edit** menu, and re-enter the check with the correct exchange rate.

11 Lists

Your company file consists of different types of records —customers, accounts, recurring transactions, and so on. Records of the same type are grouped into lists.

Lists help you to keep track of the customers that owe you money, the items that you sell, the accounts or items being used, and so on. Lists can be modified to suit your requirements. For example, you can modify account and job levels to alter how they appear in reports. You can also inactivate records you use infrequently to keep your lists up to date.

Lists can be used in a number of ways. For example, you can use a combination of identifiers, contact logs, and email addresses to create a list of customers who have contacted you in the past six months. You can then create a PDF file of your current price list and email it to those customers.

Adding a record

Lists are made up of individual records. For example, each item in your items list is a record, as is each job in your jobs list. You can add as many records as you want to a list.

To add this type of record...	See
Account	page 26
Card	page 217
Category	page 236
Foreign currency	page 168
Inventory location	page 154

To add this type of record...	See
Item	page 150
Job	page 237
Payroll category	page 111
Recurring transaction	page 189
Tax code	page 177
Time billing activity	page 140

Adding records using Easy-Add

You can create new records easily using the **Easy-Add** feature. Accounts, cards, categories, comments, custom list items, jobs, referral sources, and shipping methods can be added to your lists when entering transactions.

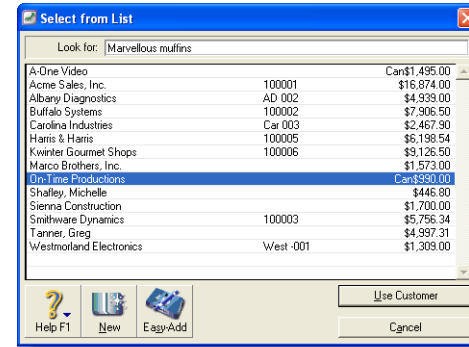
NOTE: Easy-Add is not available from some transaction windows In windows such as **Spend Money**, the type of card you want to create is not immediately obvious, so the **Easy-Add** button is not available.

To create a record using Easy-Add

Let's assume you want to add a customer card while entering a sale.

- 1 In the **Sales** command center, click **Enter Sales**. The **Sales** window appears.

- 2 Type the customer's name and press **TAB**. If there is no card for this customer, the **Select from List** window appears.



- 3 Click **Easy-Add**. A new customer card is added to your cards list. You can now complete your task with the new card.

Setting up tax codes

Tax codes are used to track tax paid to and by your business. Each tax code represents a particular type of tax, which is used to calculate tax on your transactions.

Your MYOB software has an extensive list of tax codes that can be used in a variety of situations—for example, when doing business with overseas customers, when tracking capital acquisitions and so on.

Summary of tax types

When you create a tax code, you need to select which type of tax it is. There are three tax types you can choose from. The table below describes what each tax type is for.

Tax Type	Description
Consolidated	This tax type is used for taxes that are made up of two or more tax codes or sub-taxes. You would use this code if, for example, the 8% tax rate you record on sales is the combined total of a 5% state sales tax rate and a 3% city sales tax rate. For more information see ' Consolidated tax codes ' below.
Import Duty	This tax type should be used by importers bringing goods into the United States from other countries. Tax codes with this type are used to record the import duty payable on a purchase without changing the total amount of the purchase.
Sales tax	This tax type is associated with the tax recorded on sales and purchases of goods and services.

Consolidated tax codes You can create consolidated tax codes by combining two or more tax codes. For example, the CST tax code (with an 8.25% tax rate) is composed of CTY (City Sales Tax) at 4%, STE (State Sales Tax) at 4%, and MET (Metropolitan Tax) at 0.25%.

The screenshot shows the 'Tax Code Information' window with the following details:

- Tax Code: CST
- Description: Consolidated State Tax
- Tax Type: Consolidated
- Sub-taxes table:

Code	Description	Rate
CTY	City Sales Tax	4%
STE	State Sales Tax	4%
MET	Metropolitan Tax	0.25%
Total		8.25%

NOTE: You can only consolidate tax codes that are in your tax code list Make sure you first create the tax codes you want to consolidate. The rest of the fields are filled in for you and the consolidated tax rate is calculated automatically.

To create a tax code

- 1 Go to the **Lists** menu and choose **Tax Codes**. A list of tax codes appears.
- 2 Click **New**. The **Tax Code Information** window appears.
- 3 In the **Tax Code** field, type a code (up to three characters) for the new tax and press TAB.
- 4 Complete the other fields in this window.

The screenshot shows the 'Tax Code Information' window with callouts A and B:

- A** points to the fields for Tax Code (MET), Description (Metropolitan Tax), Tax Type (Sales Tax), and Rate (0.25%).
- B** points to the 'Linked Account for Tax Collected' field, which is set to 'Sales Tax Payable'.

- A** Enter a description, type, and rate. If you selected **Consolidated** as the Tax Type, see '[Consolidated tax codes](#)' above.
- B** If the Tax Type is **Sales Tax**, select the linked account for tax collected. If the Tax Type is **Import Duty**, select the linked account for accrued duty. Select a card that you want to link to this tax code, if applicable.

- 5 Click **OK** when you have finished. The new tax code you created will now appear in your tax codes list.

To change the details of a tax code

If a tax rate changes or if you wish to link a tax code to a different account, you can change the tax code information.

- 1 Open the tax code you want to edit in the **Tax Code Information** window.
- 2 Make the required changes and click **OK**.

To delete a tax code

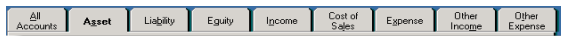
A tax code can only be deleted if it's not in use on a sale, purchase, or check transaction.

- 1 Open the tax code you want to delete in the **Tax Code Information** window.
- 0 Go to the **Edit** menu and choose **Delete Tax Code**.

Finding a record

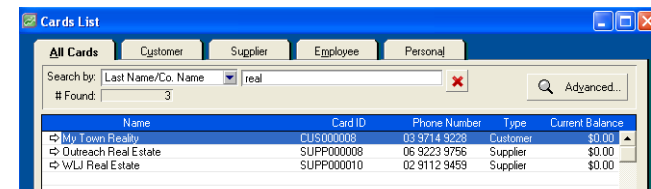
Records are stored and displayed in lists. For example, the **Jobs List** window lists the jobs you have created, the **Accounts List** window lists your accounts, and so on. As lists get long, it can take time to locate a record. Use the following tools to quickly find a record.

Tabs Some lists are divided into separate views using tabs. For instance, the accounts list is divided by account type into eight views (using eight tabs), making it easier for you to find an account. For example, if you are looking for an asset account, click the **Asset** tab. Within the tab you can use the scroll bar to find the account.



Search fields You can find a record by filtering cards, activities, locations, recurring transactions, and items lists using the search fields. To do this, select a filter from the **Search by** list and enter search terms in the adjacent field, then press **TAB**. The list is sorted

according to your selections. To reset the list, click the (✖) icon next to the search field.



Advanced search filters You can use advanced search filters such as the zip code range or identifiers to search for a single card or a group of cards. To do this, in the **Cards List** window, click **Advanced**. Enter the relevant filters to narrow your search. Only those cards that meet your search criteria will be displayed.

Changing a record

You can make changes to:

- accounts
- cards
- categories
- foreign currencies (if you've set up the multicurrency feature)
- items
- inventory locations
- jobs
- payroll categories
- tax codes
- time billing activities.

To change a record

- 1 Display the list to which the record belongs. For example, if you are making changes to an account, display the **Accounts List** window; if you are changing an item, display the **Items List** window, and so on.
- 2 Locate the record you want to change in the list. Use a search method described in ['Finding a record' on page 178](#), if necessary.
- 3 Click the zoom arrow (⇒) next to it. The record details are displayed in the **Information** window.
- 4 Make the required changes and click **OK**.

Inactivating or reactivating a record

If you have accounts, cards, items, inventory locations, activities, or jobs that you rarely use—for example, a card you created for a one-off sale or purchase—inactivating them after use will remove them from selection lists. Your list of records will be shorter and consequently, selecting the record you need will be easier. You can still use an inactive record in transactions by manually entering the record name.

To inactivate (or reactivate) a record

- 1 Display the list to which the record belongs. You can display the list from the appropriate menu or command center. For example, if you are inactivating a card, go to the **Lists** menu and choose **Cards**, or go to the **Card File** command center and click **Cards List**.
- 2 Locate the record you want to inactivate (or reactivate) and click the zoom arrow (⇒) next to it. The record's details appear. For cards, accounts and items, select the **Profile** tab.
- 3 Select (or deselect) the **Inactive [...]** option.

Deleting a record

You can delete a record that you no longer need. However, a record must meet certain criteria before it can be deleted. For example, most records cannot be deleted if they have been used in transactions.

Deleting an account

You can delete an account if it meets the following criteria:

- the account isn't a level-1 account
- the account has a zero balance
- no journal entries used the account
- none of your recurring templates used the account
- the account isn't used as a linked account for any transaction types
- the account isn't linked to any of the items you've entered.

To delete an account

- 1 Go to the **Accounts** command center and click **Accounts List**. The **Accounts List** window appears.
- 2 Click the zoom arrow (⇒) next to the account you want to delete. The account details are displayed in the **Edit Accounts** window.
- 3 Go to the **Edit** menu and choose **Delete Account**.

Deleting other records

You can only delete:

- a card, foreign currency, tax code, payroll category, item, inventory location, or job that has not been used in a transaction. If transactions exist, you need to delete the transactions before you can delete the record.
- a card that has not been used in a quote, order, or recurring template
- an item with a zero quantity in inventory
- an activity slip, provided that the time billing invoice on which it was billed has been deleted or purged
- an activity, provided that all the activity slips you've recorded for it have been purged
- a foreign currency record that has not been linked to a card.

To delete other records

- 1 Go to the **Lists** menu and choose the list to which the record belongs. For example, if you are deleting an item, choose **Items**; if you are deleting a card, choose **Cards**, and so on.
- 2 Locate the record you want to delete and click the zoom arrow (⇒) next to it. The record details appear in the **Information** window.
- 3 Go to the **Edit** menu and choose **Delete [...]**. For example, if you want to delete a customer card, choose **Delete Card**.

Combining records

In some situations you may want to combine two records. For example, you may have records in your cards list for two vendors who have merged their operations. Or you may have separate accounts for two departments whose sales figures you now want to combine.

When you combine two records, you identify one as the primary record and the other as the secondary record. The primary record is the record that will inherit the transaction details (transactions, jobs, history, and so on) of the secondary record. The secondary record is deleted.

NOTE: Historical reports When you view historical reports from the previous fiscal year (for instance, the previous fiscal year's balance sheet), the primary account is listed showing the combined account balance.

Combining cards

You can combine:

- customer cards
- vendor cards
- personal cards.

You cannot combine:

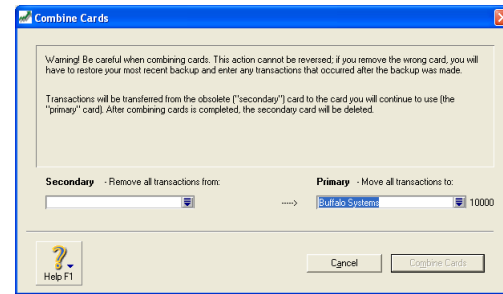
- employee cards
- cards with a different type
- cards with different currencies
- cards if the primary card is inactive.

When cards are combined, the non-transaction card information for the primary card—such as card name, address, and buying and selling details—is retained as the default information for the combined card. The transaction details for the secondary card are

added to the primary card. Non-transaction information for the secondary card is deleted.

To combine two cards

- 1 Go to the **Card File** command center and click **Cards List**. The **Cards List** window appears.
- 2 Select the primary card.
- 3 Click **Combine Cards**. The **Combine Cards** window appears.



The primary card appears under the **Primary - Move all transactions to** list. If necessary, you can choose another primary card from the list.

- 4 Select the secondary card from the **Secondary - Remove all transactions from** list.

NOTE: The next action cannot be undone Before continuing, check that you've selected the correct cards to be combined. If you combine the wrong cards, you will have to restore them from a backup and re-enter transactions posted to those cards since the backup.

- 5 Click **Combine Cards**.
- 6 In the window that appears, click **OK** to confirm you want to combine the two cards.

Combining accounts

You can only combine accounts that are:

- local currency accounts
- accounts of the same account type (for example, asset and expense accounts cannot be combined) and
- detail accounts.

You cannot combine:

- header accounts
- accounts that are linked to other accounts.

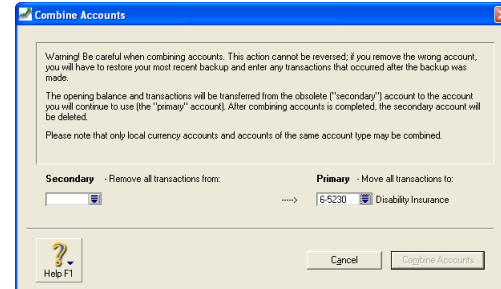
When accounts are combined, the non-transaction account information for the primary card—such as account name, description, and bank details (for banking accounts)—is retained as the default information for the combined account. The transaction details and opening balance of the secondary account are added to the primary account. Non-transaction information for the secondary account is deleted.

NOTE: Budgets and job budgets not combined Budgets and job budgets for the secondary account are not added to the budgets and job budgets of the primary account. You will have to revise the budgets and job budgets of the primary account after combining them.

To combine two accounts

- 1 Go to the **Accounts** command center and click **Accounts List**. The **Accounts List** window appears.
- 2 Select the primary account. This is the account that the secondary account's transaction history and opening balance will be transferred to.

- 3 Click **Combine Accounts**. The **Combine Accounts** window appears.



The primary account appears under the **Primary - Move all transactions to** list. If necessary, you can choose another primary account from the list.

- 4 Select the secondary account from the **Secondary - Remove all transactions from** list.

CAUTION: The next action cannot be undone Before continuing, check that you've selected the correct accounts to be combined. If you combine the wrong accounts, you will have to restore from a backup and re-enter transactions posted to the accounts since the backup.

- 5 Click **Combine Accounts**.
- 6 When the next window appears, click **OK** to confirm you want to combine the two accounts.

12 Transactions

A transaction is an entry that changes the balance of accounts. Your MYOB software creates transactions when you record such entries as sales invoices, purchase orders, and inventory adjustments.

You can change, delete, or reverse transactions—depending on how your preferences are set up.

If you have transactions that need to be entered periodically, you can set up recurring transaction templates. You can use these recurring templates to store details of transactions you record regularly and to set up reminders to record them. You can also set up your MYOB software to record recurring transactions automatically on their due date.

Finding a transaction

There are several ways to find a transaction. The method you use depends on the information you have at hand.

Use the...	To find...	See
Find Transactions window	journal entries, sales, purchases, checks, deposits, vendor, and customer payments.	page 184
Sales Register	transactions relating to sales (such as open, closed, and recurring invoices), quotes, orders, credits, and returns. This search method is most useful if you know the transaction date or the customer's name.	page 184

Use the...	To find...	See
Purchases Register	transactions relating to purchases (such as open, closed, and recurring purchases), quotes, orders, debits, and returns. This search method is most useful if you know the transaction date or the vendor's name.	page 184
Bank Register	spend money, pay bills, receive payments, and receive money transactions.	page 185
Items Register	inventory item transactions over a particular date range. This includes inventory adjustment, build item, and auto-build transactions.	page 185

Use the...	To find...	See
Transaction Journal window	any transaction by source journal.	page 186
Recurring Transactions List window	recurring transactions. You can sort transactions by name, type, or frequency, or search for a transaction by name, amount, or next due.	page 186

To find a transaction using the Find Transactions window

- 1 From any command center, click **Find Transactions**.
- 2 In the **Find Transactions** window, click the appropriate tab—for example, the **Card** tab to search by card.
- 3 Filter your search using the **Search by** and date range fields. For example, to search for all transactions made on October 10th, 2008, relating to Carolina Industries, you would make the following selections in the **Card** view.

If you want to narrow your search further:

- a Click **Advanced**. The **Advanced Filters** window appears.
- b Type or select the additional search filters and click **OK**.
The transactions that match your search criteria appear in the **Find Transactions** window. You can view a transaction in detail by clicking the zoom arrow (⇨) next to it.

NOTE: Quotes and orders without applied payments don't appear in the **Find Transactions** window. To find these types of transactions, go to the **Quotes** and **Orders** views of the **Sales Register** or **Purchases Register**.

To find a transaction using the Sales Register window

The **Sales Register** window lists all open and closed invoices, quotes, orders, returns and credits, and recurring templates. You can also view a list of all sales.

- 1 Go to the **Sales** command center and click **Sales Register**. The **Sales Register** window appears.
- 2 Click the tab of the sales category you would like to view—for example, **Open Invoices**.

Date	Invoice #	Cust PO#	Customer	Amount	Am't Due	Promised
9/10/2008	00000397		Hems & Hems	\$107.00	\$107.00	
9/10/2008	00000383		Smithware Dynamics	\$300.00	\$300.00	
9/10/2008	00000386		Buffalo Systems	\$74.00	\$74.00	

- 3 [Optional] Filter your search using the **Search by** and date range fields.

The transactions that match your search criteria appear in the **Sales Register** window. You can view a transaction in detail by clicking the zoom arrow (⇨) next to it.

To find a transaction using the Purchases Register window

The **Purchases Register** window lists all open and closed purchases, quotes, orders, returns and debits, and recurring templates. You can also view a list of all purchases.

- 1 Go to the **Purchases** command center and click **Purchases Register**. The **Purchases Register** window appears.
- 2 Click the tab of the type of purchase you would like to view—for example, **All Purchases**.

Date	PO#	Vendor Inv#	Vendor	Amount	Am't Due	Promised
9/9/2008	00000135		Lee's Unlimited	\$302.50	\$302.50	
9/10/2008	00000136		Ken's Output Supply	\$497.25	\$497.25	

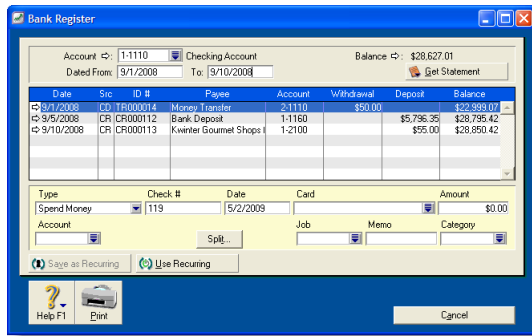
- [Optional] Filter your search using the **Search by** and date range fields.

The transactions that match your search criteria appear in the **Purchases Register** window. You can view a transaction in detail by clicking the zoom arrow (⇨) next to it.

To find a transaction using the Bank Register window

You can use the **Bank Register** window to find spend money, pay bills, receive payments, and receive money transactions.

- Go to the **Banking** command center and click **Bank Register**. The **Bank Register** window appears.

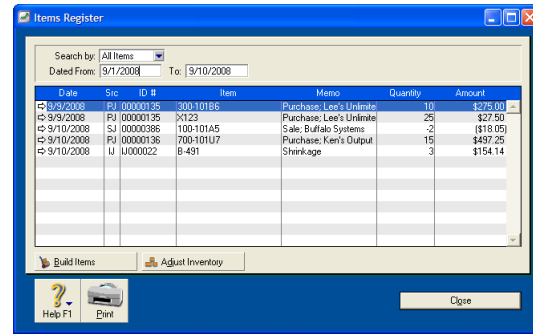


- Select the bank, credit card, or petty cash account you used for the transaction in the **Account** field.
- In the **Dated From** and **To** fields, type the date range during which the transaction was recorded. The transactions that match your search criteria are listed in the **Bank Register** window.
- If you want to view a transaction in detail, click the zoom arrow (⇨) next to the transaction.

To find a transaction using the Items Register window

The **Items Register** window gives you quick access to transactions relating to items. When the register is filtered to show a single item, a running balance of the item's quantities and values appears.

- Go to the **Inventory** command center and click **Items Register**. The **Items Register** window appears.
- In the **Search by** field, select whether you want to view transactions for all items or a single item.
- If you selected **Item** at **step 2**, type or select the item number in the adjacent field.
- In the **Dated From** and **To** fields, type the date range during which the transaction was recorded. The transactions that match your search criteria appear in the **Items Register** window.

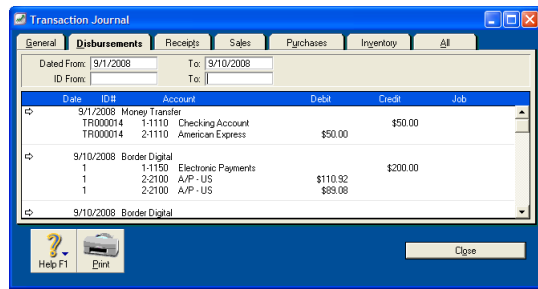


- If you want to view a transaction in detail, click the zoom arrow (⇨) next to the transaction.

To find a transaction using the Transaction Journal window

The **Transaction Journal** window groups all your accounting entries into one of six journals: general, disbursements, receipts, sales, purchases, and inventory. It also enables you to display all transactions.

- 1 Click **Transaction Journal** from any command center (except **Card File**). The **Transaction Journal** window appears.
- 2 Click the appropriate tab—for example, the **Sales** tab to find a sales invoice, the **Disbursements** tab to find a payment, and so on.



- 3 In the **Dated From** and **To** fields, type the date range within which the transaction was recorded. All transactions between (and including) these dates will be listed.

Changing or deleting a transaction

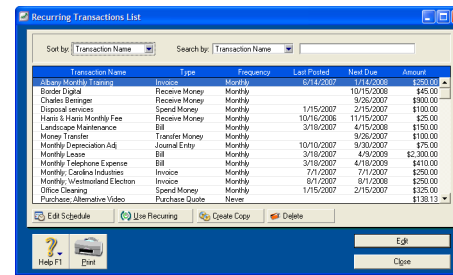
If you are part way through entering a transaction, you can erase it and start again by choosing **Erase** from the **Edit** menu.

Sometimes, however, you may need to make changes to or delete a transaction you have already recorded. A transaction can only be changed or deleted:

- 4 If you want to search for a range of journal ID numbers, type the range in the **ID From** and **To** fields. All transactions with IDs between (and including) these numbers will be listed.
- 5 If you want to view a transaction in detail, click the zoom arrow (⇨) next to the transaction.

To find a recurring transaction in the Recurring Transactions List window

- 1 Go to the **Lists** menu and choose **Recurring Transactions**. The **Recurring Transactions List** window appears.



- 2 Locate the recurring transaction. You can:
 - sort transactions by name, type, or frequency
 - search for a recurring transaction by name, amount, or due date.

- if it is *changeable*. A changeable transaction is identified by a white zoom arrow (⇨) next to it.

To check if your transaction is changeable, make sure the **Transactions CAN'T be Changed; They Must be Reversed** option is deselected in the **Security** tab view of the

Preferences window. Note that when you create your company file, this preference is not selected.

If you want to maintain a strict audit trail, you should consider making your transactions unchangeable by setting this preference. An unchangeable transaction is identified by a gray zoom arrow (⇒) next to it.

- if it is not dated within a locked period.

Lock periods prevent you from inadvertently making an entry in a period in which you don't want new entries. For example, after you have completed end-of-month reports for January, you might lock the period so that the balances for that month cannot be changed. If you want to change a transaction in a locked period, you need to unlock the period first.

If you make your transactions unchangeable, you need to reverse the transaction to cancel its effect on your accounts—see ['Reversing a transaction' on page 188](#).

Changing a transaction

Before changing a transaction, note the following:

Some transactions cannot be changed You cannot change a paycheck, refund check, or a bank deposit once it has been recorded. You can only delete or reverse these transactions. For more information, see ['Reversing a transaction' on page 188](#).

Some transaction amounts cannot be edited If you are changing a Pay Bills or Receive Payments transaction, only the **Account**, **Date**, **Memo**, and transaction ID fields can be edited. You cannot edit the transaction amounts.

To change a transaction

- 1 Find and display the transaction in its original transaction window. See ['Finding a transaction' on page 183](#).
- 2 Make the necessary changes to the transaction and then click **OK**.

Deleting a transaction

When you delete a transaction, it is permanently removed from your records. Note the following when deleting a transaction.

Sales and purchases You can only delete a sale or purchase that does not have a payment applied to it. If you have recorded a payment for a sale or purchase, you must first delete the payment and then delete the transaction. Any early payment discounts that have been given must also be deleted before the transaction can be deleted.

If you applied a vendor debit towards a purchase, you must delete the debit before you can delete the purchase. A credit note applied to a sale must also be deleted before the sale can be deleted.

Group Receipts in the undeposited funds account If you want to delete an individual receipt that was recorded as part of a bank deposit of receipts grouped in the undeposited funds account, you must first delete the bank deposit. When you delete a bank deposit, all the cash receipts included in the bank deposit are returned to the **Prepare Bank Deposit** window. You can then delete the required receipt from this window.

Reconciled transactions If you delete a reconciled transaction, your bank reconciliation will be out of balance. Reconciled transactions should be reversed. See ['Reversing a transaction' on page 188](#).

Insufficient on-hand item quantities You cannot delete a purchase if it will result in a negative on-hand inventory count.

Authorized transactions Credit card payment transactions that have been authorized using the MYOB Merchant Account Service can only be reversed or voided. If an authorized transaction is voided, the transaction is automatically deleted as part of the voiding process.

To delete a transaction

1 Find and display the transaction in its original transaction window. See [‘Finding a transaction’ on page 183](#) for instructions.

2 Go to the **Edit** menu and choose **Delete [...]**. For example, if you want to delete a sale, choose **Delete Sale**. The transaction will be removed permanently from your records.

Reversing a transaction

If your accountant wants you to maintain a strict record of all your accounting entries, you should reverse a transaction rather than change or delete it.

A reversal transaction is a new transaction that replicates the original transaction, but with debit amounts shown as credit amounts and vice versa. After posting a reversal transaction, you have two transactions (the original and the reversal), but the account balances appear as if the original transaction was never posted.

A reversal transaction is automatically posted to the same account for the same amount as the original transaction. You cannot change the amount or account of a reversal transaction.

Before you can reverse a transaction

You can only reverse a transaction if it is *unchangeable*. An unchangeable transaction is identified by a gray zoom arrow (➡) next to it. To make your transactions unchangeable, select the **Transactions CAN'T be Changed; They Must be Reversed** option on the **Security** view of the **Preferences** window. You can change this preference at any time.

Reversing transactions can affect closed periods When you reverse a transaction, be aware of the date you enter:

- If you use the current date when you reverse a transaction from a prior month, the month-end financials for the prior month will not reflect the reversal transaction.
- If you use the original date for the reversal transaction, your prior month's financials should be reprinted because they will have changed.

Customer and vendor payments If an early payment discount was applied to a sale or purchase, you also need to reverse the discount. For more information on how to find a transaction, see [‘Finding a transaction’ on page 183](#).

Negative inventory You cannot reverse a purchase that will result in a negative on-hand inventory count.

To reverse a transaction

- 1 Display the transaction you want to reverse. See [‘Finding a transaction’ on page 183](#) for instructions.
- 2 Go to the **Edit** menu and choose **Reverse [...]**. For example, if you want to reverse a sale, choose **Reverse Sale**. A new transaction containing corresponding negative amounts to that of the original transaction will appear.
- 3 If you want, alter the date and memo. Note that you can’t change the accounts and amounts.

TIP: Recap transaction Before you record this transaction, you can use the recap transaction feature to view the journal entries that will be created when the transaction is recorded. To recap, choose **Recap Transaction** from the **Edit** menu.

- 4 Click **Record Reversal** to record the reversal transaction. The transaction is reversed and all account balances are returned to their previous levels.

Recurring transactions

If you have a transaction that you record regularly—for example, a rent check—you can set it up as recurring transactions and save it for future use.

When you save a recurring transaction, you can specify how often you want the transaction to be recorded, and for how long you want to schedule it. For example, you can schedule your car payments monthly, for the next 22 months.

If the transaction details are the same each time—such as a rent payment—you can set up a recurring transaction to be recorded automatically. Or you can open the transaction as required, alter the details (for example, if you make regular sales to a customer and vary the items), and then record the transaction.

You can make the following transactions recurring: sales, purchases, spend money, receive money, and general journal entries.

Setting up recurring transactions

You can create a recurring transaction in a transaction window, or copy an existing recurring transaction to create a new one. Later

on, you can change details of a recurring transaction, or delete one if it is no longer used.

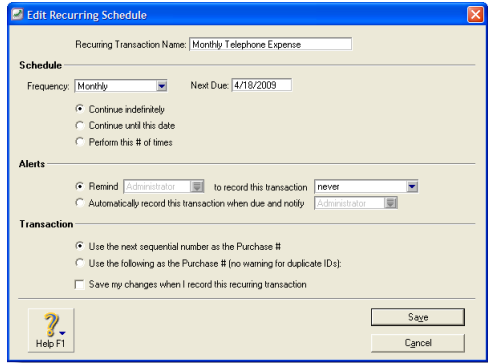
If you want to...	See
Create a recurring transaction	below
Create a recurring transaction from an existing entry	page 191
Edit a recurring transaction	page 192
Delete a recurring transaction	page 192
Record a recurring transaction	page 192
Record several recurring transactions	page 193

To create a recurring transaction

When you save a transaction as a recurring template, you can specify how often you want the transaction to be recorded, and for how long you want to schedule it. For example, you can schedule your car payments monthly, for the next 22 months.

- 1 Enter the transaction details in a transaction window—such as the **Sales** window—if you make regular sales to a customer.

- 2 Click **Save as Recurring** instead of clicking **Record**. The **Edit Recurring Schedule** window appears.



- 3 In the **Recurring Transaction Name** field, type a name to identify the transaction.

Schedule the Transaction

- 4 Select the transaction frequency from the **Frequency** list.
 5 In the **Starting on** field, type the date the transaction is first due.

NOTE: Pre-dated recurring transactions You can save a recurring transaction with a start date prior to the system date, provided the date entered is within the current fiscal year and is not in a locked period.

- 6 Indicate how long you want the recurring transaction to continue.

If you want to...	then...
schedule the transaction for an unlimited period	Select Continue indefinitely .

If you want to...	then...
schedule the transaction until a set date.	Select Continue until this date and type the date in the adjacent field.
schedule the transaction for a set number of times.	Select Perform this # of times and type the number of times in the adjacent field.

Specify an alert option

In the **Alerts** section of the window, you can set a reminder to record the transaction or set it to automatically record the transaction and receive a notification when the transaction is recorded.

NOTE: Pre-dated recurring transactions cannot be recorded automatically If you entered a pre-dated recurring transaction and you set a reminder date, the transaction will display as overdue on the To Do List. Pre-dated recurring transactions cannot be set to be recorded automatically.

If you want to...	then...
set a reminder	<ol style="list-style-type: none"> 1 Click Remind. 2 Select a reminder option from the to record this transaction list. 3 If you selected No. days in advance, type the number of days in the adjacent field. 4 Select the user who needs to be reminded from the list adjacent to the option. 5 Continue with step 7 on page 191.
automatically record the transaction	<ol style="list-style-type: none"> 1 Click Automatically record this transaction when due and notify. 2 Select the user who needs to be notified from the list adjacent to the option.

Specify the transaction ID

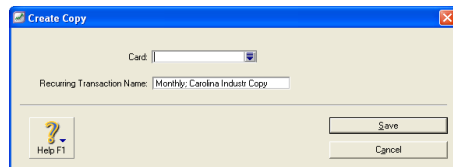
- 7 In the **Transaction** section of the window, specify how you want the transaction ID number to be created:
 - If you want the transaction ID number to be one greater than the previous transaction ID, click **Use the next sequential number as the [...] #**.
 - If you want to specify a transaction ID, click **Use the following as the [...] #**, then type the transaction ID in the adjacent field.
- 8 If you want to save your changes to the recurring transaction each time it is recorded, select the **Save my changes when I record this recurring transaction** option.
- 9 Click **Save**. The transaction window reappears.
- 10 Click **Cancel** to close the transaction window.

The transaction will now appear in the **Recurring Transactions List** window. See [‘To find a recurring transaction in the Recurring Transactions List window’ on page 186](#).

To create a recurring transaction from an existing entry

You can create a recurring transaction by copying an existing recurring transaction entry, then customizing the details for the new one.

- 1 Go to the **Lists** menu and choose **Recurring Transactions**. The **Recurring Transactions List** window appears.
- 2 Select the recurring transaction you want to copy and click **Create Copy**. The **Create Copy** window appears.



- 3 In the **Card** field, click the search button (🔍).
- The **Select from List** window appears listing only card types relevant to the type of recurring transaction you are copying. For example, a purchase transaction can only be applied to your vendor cards.
- 4 Select the cards you want create a copy for.
 - If you want to select all the cards, click the icon above the select column (☑).
 - If you only want to select some cards, click in the select column next to each required card.
- 5 Click **OK** when you’ve finished selecting from the list. The **Create Copy** window reappears.
- 6 Click **Save**.

If you selected...	Then...
One card	The transaction window for the new recurring transaction appears. You can edit the transaction details if required. Click Save . The Recurring Transactions List window appears.
More than one card	The Recurring Transactions List window lists all your recurring transactions. Each new transaction has a unique name—the original name suffixed by the name of the relevant card.

- 7 If you need to change the schedule details or the name of a new recurring transaction:
 - a Select the recurring transaction.
 - b Click **Edit Schedule**.
 - c Make the changes in the **Edit Recurring Schedule** window.
 - d Click **Save**.
- 8 Click **Close**.

To edit a recurring transaction

You can edit the details of a recurring transaction (such as the check details of a Spend Money transaction) and update the transaction schedule.

- 1 Go to the **Lists** menu and choose **Recurring Transactions**. The **Recurring Transactions List** window appears.
- 2 If you want to change the recurring transaction details:
 - a Select the recurring transaction you want to change and click **Edit**. The transaction window appears for the selected type of recurring transaction.
 - b Make the necessary changes.
 - c Click **Save**.
- 3 If you want to change the schedule of the recurring transaction:
 - a Select the recurring transaction and click **Edit Schedule**. The **Edit Recurring Schedule** window appears.
 - b Change the scheduling details of the transaction as required.
 - c Click **Save**.
- 4 Click **Close** when you've finished editing the recurring transaction.

To delete a recurring transaction

Deleting a recurring transaction template only removes it from your list of recurring transaction templates. Transactions recorded previously using the recurring template are not affected.

- 1 Go to the **Lists** menu and choose **Recurring Transactions**. The **Recurring Transactions List** window appears.
- 2 Select the recurring template you want to delete and click **Delete**. A message appears explaining that this action will not delete any recorded transactions based on this transaction template.
- 3 Click **OK** to delete the recurring transaction.

Recording recurring transactions

For recurring transactions that are not set up to record automatically, you can record:

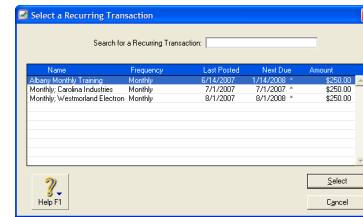
- a single recurring transaction from a transaction window—see [below](#)
- several transactions at the same time—see [page 193](#).

You can also record a recurring transaction:

- in the **Reminders** window (if you use the reminders option)—see **'Reminders' on page 193**.
- in the **Recurring Transactions List** window by going to the **Lists** menu and choosing **Recurring Transactions**.

To record a recurring transaction from a transaction window

- 1 Open the transaction window for the transaction you want to use. For example, open the **Purchases** window if you are recording a recurring purchase.
- 2 Click **Use Recurring**. The **Select a Recurring Transaction** window appear listing only recurring transactions for this type of transaction.



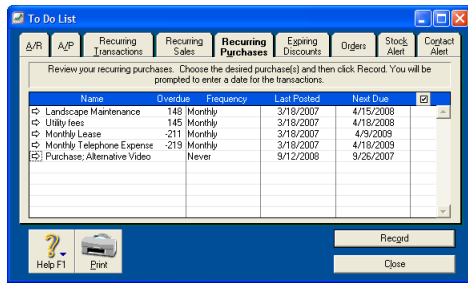
- 3 Choose the recurring transaction from the list and then click **Select**. The transaction appears.
- 4 If you want, change the date, amount, account, and other details.
- 5 Click **Record**.

To record several recurring transactions

- 1 From any command center, click **To Do List**. The **To Do List** window appears.
- 2 Click the appropriate tab—**Recurring Sales**, **Recurring Purchases**, or **Recurring Transactions** (for all other recurring transactions).

In the list of transactions that appears, you can click the zoom arrow (⇨) next to the transaction to view it in detail.

- 3 Click in the select column (☑) next to the recurring transactions you want to record.

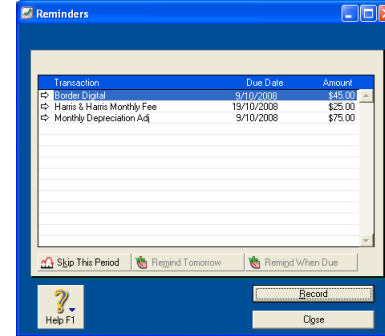


- 4 Click **Record**. A window appears, requiring you to enter a date for the selected transactions. This is the date that the transactions will be recorded in your journals.
- 5 Enter a date and click **OK**.

Reminders

You can use your MYOB software to remind you on, or before, the scheduled date of a recurring transaction—see [‘Specify an alert option’ on page 190](#). If you use this option, your MYOB software checks the reminder dates each time you open your company file.

When a recurring transaction is due (or overdue), the **Reminders** window appears.



The options available in this window depend on the status of the selected recurring transaction (if more than one is showing). For example, if the selected transaction has a due date of today or is overdue, the **Remind Tomorrow** and **Remind When Due** buttons are not available.

The reminder window options are outlined below.

Click...	If...
Skip This Period	You don't want to record the transaction this period. The reminder is removed from the list.
Remind Tomorrow	You don't want to record the transaction today, but want to be reminded tomorrow.
Remind When Due	You don't want to record the transaction today, but want to be reminded when the transaction is next due.
Record	You want to record the transaction now.

13 Reports

You can use your MYOB software to monitor your business with over 100 built-in reports. If these do not entirely meet your needs, you can design custom reports with the information and appearance you want, then save these custom reports as templates to re-use when required.

Producing reports

You can print, email, or fax reports, and output them to various file formats—for example, HTML, PDF, text files—or export them to other software for further modifications.

If you want to...	See
Display or print a report	below
Save a report as a file	page 196
Send a report by email	page 196
Send a report by fax	page 196
View a report in Microsoft Excel	page 197

To display and print reports

- 1 Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.
- 2 Select the report you want to display or print and click **Display**. The **Report Display** window appears.
- 3 If you want to reposition or resize columns:
 - a Select **Screen Report** in the **View** field.
 - b To reposition a column, position the cursor over the column header until the cursor changes to the hand icon (☞), then drag the column header to a new position.
 - c To change the width of a column, position the cursor over the icon of a column header (↕) and then drag it to change the column's width. Only columns that have this icon can be resized.
- 4 If you want to filter the data and refine the appearance of the report, click **Customize** and specify the data you want. For more information, see '[Customizing reports](#)' on page 199.
- 5 Select **Print Preview** from the **View** list in the report toolbar.
- 6 If you want to save the new report layout as a custom report, click **Save As**. This new format will be available from the **Custom** tab of the **Index to Reports** window.
- 7 Click **Print**.

To save reports as files

You can save reports in various file formats so that they can be viewed and edited in other programs.

- 1 Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.
- 2 Locate and select the report you want to display.
- 3 If you want to filter the data and refine the appearance of the report, click **Customize** and specify the data you want. For more information, see '[Customizing reports](#)' on page 199.
- 4 Click **Send To** and choose one of the following file formats:
 - **PDF (Portable Document Format)**. If you save a report as a PDF file, the person who receives the report must have software, such as Adobe Reader, that is capable of opening a PDF file.
 - **HTML**. When you save a report in HTML (HyperText Markup Language) format, the report can be viewed in browsers such as Microsoft Internet Explorer.
 - **Tab-Delimited Text File**. When you save a report in tab-delimited text file format, fields in the report are separated by tab spaces. Tab-delimited text files can be opened by most word processing and spreadsheet software.
 - **Comma-Separated Text File**. When you save a report in comma-separated text file format, fields in the report are separated by commas. Comma-separated text files can be opened by most word processing and spreadsheet software.
 - **Simple Text File**. When you save a report in simple text file format, fields are separated by spaces so the appearance of the report is as similar as possible to a printed version of the report. Simple text files can be opened by most word processing and spreadsheet software.
- 5 In the **Save As** window, specify a name and location for the file and click **Save**.

To send reports by email

When you send a report by email, the report is saved as a PDF file and attached to the body of the email message. Your recipient needs a PDF file viewer, such as Adobe Reader, to view the report.

- 1 Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.
- 2 Locate and select the report you want to email.
- 3 If you want to filter the data and refine the appearance of the report, click **Customize** and specify the data you want. For more information, see '[Customizing reports](#)' on page 199.
- 4 Click **Send To** and choose **Email**. The **Email** window appears.
- 5 In the **Name** field, type or select the individual or organization you want to send the report to.
- 6 If necessary, add or change the email address.
- 7 Type the subject and message of the email.
- 8 Click **Send**. The email is sent to your email software's outbox with the report attached as a PDF file.
- 9 Send the email and attachment from your email software as you normally would.

To send reports by fax

If you have fax software installed on your computer you can send your reports by fax. Windows 2000 and Windows XP include fax software; for more information, see Windows Help.

- 1 Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.
- 2 Select the report you want to fax.
- 3 If you want to filter the data and refine the appearance of the report, click **Customize** and specify the data you want. For more information, see '[Customizing reports](#)' on page 199.
- 4 Click **Send To** and choose **Fax**.
- 5 Use your fax software to send the fax as you normally would.

To view reports in Microsoft Excel

You can open reports that you have saved as tab-delimited files, comma-separated files or unformatted text files. You must have Microsoft Excel installed on your computer.

- 1 Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.
- 2 Select the required report.
- 3 If you want to filter the data and refine the appearance of the report, click **Customize** and specify the data you want. For more information, see '[Customizing reports](#)' on page 199.
- 4 Click **Send To** and choose **Excel**. Microsoft Excel starts and the selected report appears.

CAUTION: Avoid exiting your MYOB software while exporting reports to Excel If you exit your MYOB software or manually close the DRVXL16.exe program using the Windows Task Manager before all the report information has been transferred to Excel, a General Protection Fault error will occur. We strongly recommend that you wait until the report information has been transferred to Excel before closing your MYOB software.

Modifying OfficeLink templates for Microsoft Excel Each report in your MYOB software has a corresponding Excel template. All Excel templates are stored in a folder named Spredsh, which is located in your MYOB software folder. You can modify these templates if you want.

CAUTION: Use caution when modifying Excel templates If you modify the Excel templates, do not move the [[Tbl:Body Table]] field. This field *must* be located in Column B, row 15, in order for each report's total amounts to be calculated correctly. If you move [[Tbl:Body Table]], the totals will be inaccurate. Also note that if you want to perform additional calculations using the exported report data, you should either create a macro that will perform the calculation after the report is imported, or place your reference fields on a separate spreadsheet and update it after the report is imported. Please refer to your Excel documentation for more information.

Printing report batches

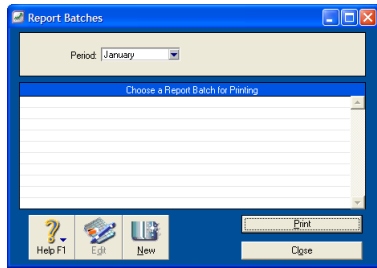
A report batch is a group of reports that can be printed all at once. For example, you may want to create a report batch that contains all your regular monthly financial statements.

NOTE: Some reports are excluded from batches Some reports, such as the **Reconciliation** report, can't be added to report batches because you need to specify information to be printed each time you want to print the report. Saved custom reports are also excluded.

To create a report batch

NOTE: Single-user access required If you share your company file on a network, you should note that this task requires single-user access. For more information, see 'Single-user file locking for special tasks' on page 270.

- 1 Go to the **Reports** menu and choose **Report Batches**. The **Report Batches** window appears.



- 2 Click **New**. All the reports that can be batched appear.
- 3 Enter a name for the batch.
- 4 Click each report you want to include in the batch. To remove a report from the batch, click the report name a second time. A check mark appears to the left of each selected report.
- 5 Click **OK**. The **Report Batches** window reappears with the name of the new batch in the scrolling list.

To print a report batch

- 1 Go to the **Reports** menu and choose **Report Batches**. The **Report Batches** window appears.
- 2 Select the relevant period from the **Period** list.
You can choose any of the months or quarters in the current fiscal year, or you can choose to print information for the entire year to date.
Your selection in the **Period** list affects different types of reports in different ways. For example, if you choose January, activity reports will show job activity information from January 1 to January 31 and balance sheet reports will show information as of January 31.
- 3 Choose a report batch for printing and click **Print**. Each report in the batch is printed.

To change a report batch

- 1 Go to the **Reports** menu and choose **Report Batches**. The **Report Batches** window appears.
- 2 Select the batch you want to change and click **Edit**. The **New/Edit Batch** window appears.
- 3 Change the batch name, if necessary, and the reports contained in the batch. (Click a report to select or deselect it.)
- 4 Click **OK** to save your changes.

To delete a report batch

- 1 Go to the **Reports** menu and choose **Report Batches**. The **Report Batches** window appears.
- 2 Select the batch you want to delete.
- 3 Go to the **Edit** menu and choose **Delete Batch**.

Customizing reports

You can change the look and content of reports. For example, you can filter the amount of information that appears in reports, add additional fields and change the appearance.

You can customize a report for once-off use and print it immediately. Then, when you close the report, it will revert the report to the original settings. However, if you want to retain a report's modifications, you can save it as a customized report.

When you save a customized report, it appears in the **Custom** view of the **Index to Reports** window.

Follow the tasks below to customize a report.

Task		See
1	Select the data to be printed	below
2	Select the required fields	page 201
3	Select finishing options	page 201
4	Change the report format	page 202
5	Print the report	page 202
6	Save the report.	page 202

Task 1: Select the data to be printed

You can filter the amount of information that appears in your reports by choosing specific categories or ranges of data to be included in a report. For example, if you want to print a **Customer Payments (Closed Invoices)** report for a customer for the months May to July, you can use filters to select just that customer and just those months.

You can filter the information shown in a report from either the **Report Customization** window or the **Report Display** window.

To filter reports in the Report Display window

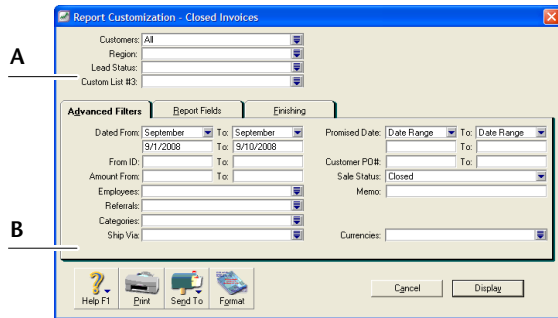
- 1 Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.
- 2 Locate and select the report you want to customize.
- 3 Click **Display**. The **Report Display** window appears.
- 4 Filter the report by making the required entries and selections in the toolbar that appears in the top section of the **Report Display** window. (Some reports do not have selection options.)



- 5 Click **Redisplay**. The report is refreshed with the new filtering options applied. To make further filtering selections, see '[To filter reports in the Report Customization window](#)', on [page 200](#).

To filter reports in the Report Customization window

- 1 Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.
- 2 Locate and select the report you want to customize.
- 3 Click **Customize**. The **Report Customization** window appears. The customization options that appear depend on the report being customized. The example below shows the options available for the **Closed Invoices** report (which is one of the Sales reports).



- A The top section of the window enables you to limit the report to:
- a particular customer, vendor, or employee
 - records with particular values in custom lists.

- B The bottom section has three tabs—**Advanced Filters**, **Report Fields** and **Finishing**.

The **Advanced Filters** tab lets you specify further limits on the data displayed (such as limiting records to those within a date range). The other two tabs are described later (see [‘Task 2: Select the required fields’ on page 201](#) and [‘Task 3: Select finishing options’ on page 201](#)).

- 4 Specify your search criteria in the **Advanced Filters** tab, then go to [‘Task 2: Select the required fields’ on page 201](#).

Using wildcards to filter reports

Wildcards are special characters that give you more flexibility when selecting which records, such as account numbers and invoice numbers, you want to include in a report.

You can use two wildcard characters, the asterisk (*) and the question mark (?), in the **Report Customization** window.

- **Asterisk:** Use the asterisk in the **Report Customization** window if you want to print a report for a specific group of records.

Example 1—If you want to print an Account Transactions report for all accounts whose account numbers begin with 1, you can use the asterisk wildcard to do so.

To include accounts whose numbers begin with 1, enter 1* in the **Selected** field in the **Report Customization** window for the Account Transactions report. When you print the report, only accounts whose numbers begin with 1 will be included on the report.

Example 2—If you have several items whose numbers end in SVC (to indicate the items are service items), you can enter *SVC in the **Selected** field to print a report that includes only the items whose numbers end in SVC.

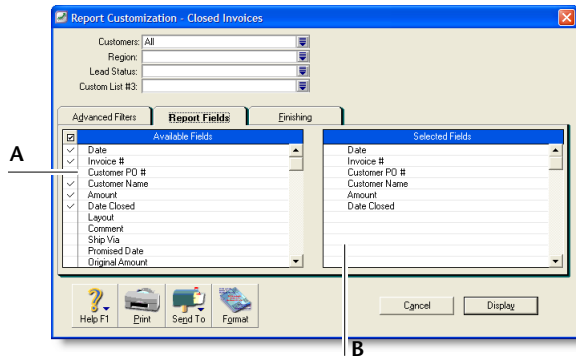
- **Question mark:** The question mark wildcard allows you to limit your report to elements that contain only a specific number of characters.

Example 3—If you want to print a Job Transactions report for the Cadwell Corporation. All Cadwell job numbers are three characters long and begin with the letter C. However, you have other jobs that start with the letter C and you don’t want those jobs to appear on the report. In the **Selected** field of the Job Transactions report’s **Report Customization** window, enter C?? to limit the report to three-character jobs that begin with C.

Task 2: Select the required fields

In the **Report Fields** tab of the **Report Customization** window, you can choose the fields to include on the report. For example, if you want to print the name of the salesperson in a sales report, you can add the salesperson field.

- 1 Click the **Report Fields** tab.



A Fields in the **Available Fields** column are those that are available for the selected report. To include a field in a new report, select the field by clicking in the select column (☐). This adds the field name to the **Selected Fields** column.

B Fields in the **Selected Fields** column are set to be printed on the selected report. From the top down, the sequence of fields in this column is in the order the fields will appear in the report. The first field will appear as the left most column of the report, the second field will appear in the next column to the right, and so on.

If you want to change the order in which the fields are printed, display the report and choose **Screen Report** from the **View** list. You can then drag the column headers to new positions. See '[To display and print reports](#)' on page 195.

- 2 Select the fields you want to appear on the report.

Task 3: Select finishing options

The **Finishing** tab view of the **Report Customization** window provides a number of miscellaneous options, such as what default text to add to the report, whether you want the report added to the **Reports** menu, and so on. These options vary depending on which report you select.

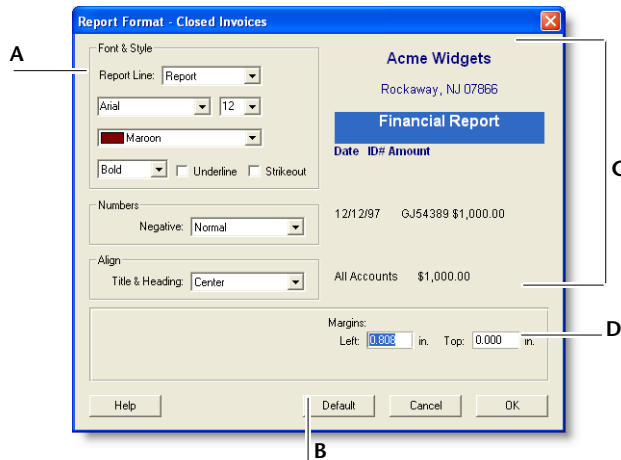
To select finishing options

- 1 Click the **Finishing** tab.
- 2 If you want to add the customized report to the **Reports** menu so that you can re-use these customized settings, select the **Add to Reports Menu** option.
- 3 If you are on a network and want to prevent data from being changed when the report is being generated, select the **Prevent Data Changes During Report Generation** option. This will prevent other users from recording transactions or making other changes in the company file while the report is being printed.
- 4 Make any other entries or selections that apply to the report.

Task 4: Change the report format

You can modify the look of the report by choosing different font styles, sizes, colors, alignments, and effects, and by changing the report's page margins.

- 1 Click **Format** in the **Report Customization** window. The **Report Format** window appears.



- A From the **Report Line** list, select the section of the report you want to customize and then change the formats as required.
- B If you have formatted a report and want to change it back to its original format, click **Default**.
- C The right side of the **Report Format** window shows a preview of each report section.
- D To change the report's margins, type the margin widths.

- 2 Click **OK** when you have finished formatting the report.

Task 5: Print the report

- 1 Click **Display** to display the report.
- 2 To see how the report will look when printed, select **Print Preview** in the **View** field.
- 3 To print the report, click **Print**.

Task 6: Save the report

If you plan to use a report's design and format again in the future, you can customize the report once, save the changes and then re-use the report whenever you want. Once saved, you can access your custom report from the **Custom** tab in the **Index to Reports** window.

- 1 With the report displayed, click **Save As**. The **Save As** window appears.
- 2 Enter a name and a brief description of the custom report and click **OK**. The **Report Display** window reappears.
- 3 Click **Close**. The **Index to Reports** window appears.

The saved report is now listed on the **Custom** tab of the **Index to Reports** window.

Note that if you change the filter, field or finishing settings of a customized report the next time you use it, these changes will be saved.

Custom reports are stored in a special folder When you save a custom report, the report's customization information is stored in a folder called Custom, which is located in your MYOB software folder. If you delete or rename this folder, you won't be able to use your custom reports.

Removing saved reports from the Custom tab of the Index to Reports window If you want to remove a custom report, select the report in the **Custom** tab of the **Index to Reports** window and select **Erase Custom Report** from the **Edit** menu.

Changing the default fonts on reports

Every report is assigned default fonts. You can change these default fonts if you prefer your reports to have a different appearance.

- 1 Go to the **File** menu and choose **Default Fonts**. The **Default Font Selection** window appears.
- 2 Click **Reports**. The **Report Format - All Reports** window appears.
- 3 Choose the font style and size for the printed characters on your reports. The sample box previews the appearance of your choices.
- 4 Click **OK** when you have finished.

NOTE: Changing the default fonts will not affect the fonts on any custom report.

14 Forms

You can print all the standard business documents you send to customers, employees, and vendors: quotations, order confirmations, invoices, packing slips, shipping labels, statements, purchase orders, checks, receipts, payment notifications, payslips, and labels.

You can print forms individually as you complete a transaction (for example, an invoice for a cash sale) or print batches of forms (for example, a monthly check run for vendor payments).

You can also customize the appearance of your forms. You can change the size of the form, print multiple forms on a single page, change fonts, move fields, create text labels, and add your own logos and graphics.

Your forms are stored in the **Forms** folder within the your MYOB software installation folder. This enables you to share forms among your company files and easily transfer them from one computer to another.

Finding forms

Forms can be accessed from the command center of the associated transaction. For example, purchase order forms are accessible through the **Purchases** command center.

To find forms

- 1 Go to the appropriate command center for the type of form you want to find. For example, **Sales** command center for invoice forms.
- 2 Find the type of form you want and click the relevant command center function—see the following tables.

■ **Banking** command center

Type of form	Command center function
Checks	Print Checks
Receipts	Print Receipts
Payment Notifications	Print/Email Payment Notifications

■ **Sales** command center

Type of form	Command center function
Invoices	Print/Email Invoices
Packing slips	Print/Email Invoices

Type of form	Command center function
Labels	Print/Email Invoices
Statements	Print/Email Statements
Receipts	Print Receipts

■ **Purchases** command center

Type of form	Command center function
Purchases (item, service and professional)	Print/Email Purchase Orders
Checks (payable)	Print Checks
1099s and 1096	Print 1099s and 1096
Payment Notifications	Print/Email Payment Notifications

■ **Payroll** command center

Type of form	Command center function
Paychecks	Print Paychecks
Pay stubs	Print/Email Pay Stubs
W-2s and W-3s	Prepare Payroll Tax Forms

■ **Card File** command center

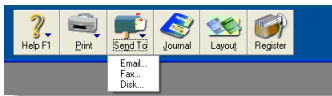
Type of form	Command center function
Mailing labels	Print Mailing Labels
Personalized letters	Create Personalized Letters

Sending forms

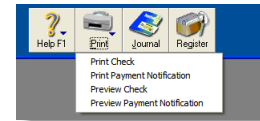
You can send forms when you record a transaction, or later, as a batch.

Sending forms when you record a transaction

You can print, email, or fax forms as you enter transactions in the **Sales** and **Purchases** window.



You can print payment notifications and checks when you record transactions in the **Spend Money**, **Pay Bills**, or **Settle Returns & Credits** window.



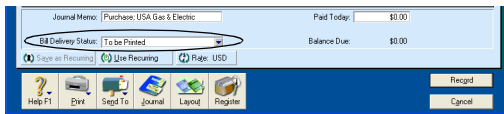
TIP: Automatically print, email, fax, or save forms You can set up your preferences so that you can automatically print, email, fax, or save sales and purchases when you record them. To do this, select the required option in the **Sales** or the **Purchases** tab of the **Preferences** window.

Sending forms in a batch

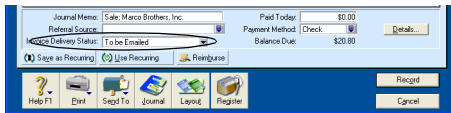
Instead of printing each form in the transaction window when you record it, you can select a delivery status option to print or email sales, purchases, and payment notifications later, in a batch.

To do this, select from the following options in these transaction windows.

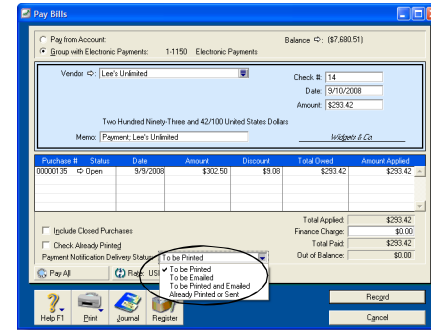
- Purchases**—select either **To be Emailed**, **To be Printed**, or **To be Printed and Emailed** from the **Bill Delivery Status** field in the **Purchases** window.



- Sales**—select either **To be Emailed**, **To be Printed**, or **To be Printed and Emailed** from in the **Invoice Delivery Status** field in the **Sales** window.



- Payment notifications**—select either **To be Emailed**, **To be Printed**, or **To be Printed and Emailed** from the **Payment Notification Delivery Status** field in the **Spend Money**, **Settle Returns & Credits**, or **Pay Bills** windows.

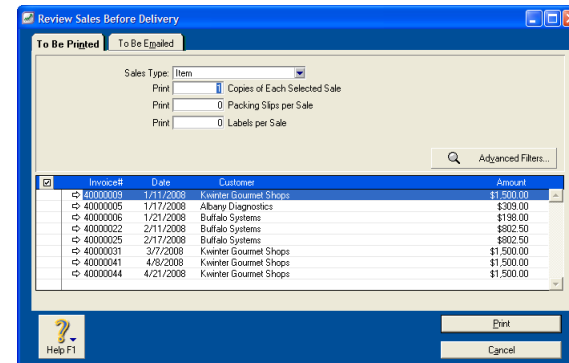


After you have completed a number of transactions, say, the day's invoices, you can print or email a transaction batch. See '[To print forms](#)' below and '[To email forms](#)' on page 208.

If you selected the **To be Printed and Emailed** delivery status, you need to complete both procedures.

To print forms

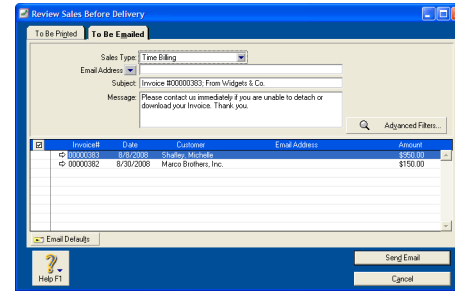
- Click the command center function for the forms you want to print. For example, if you want to print a sales invoice, go to the **Sales** command center and click **Print/Email Invoices**. The **Review [...] Before Delivery** window appears.



- 2 Click the **To Be Printed** tab.
 - 3 Select the transaction type in the [...] **Type** field. For example, if you want to print item invoices, select **Item**.
 - 4 Click in the select column next to each transaction you want to print. If you want to print all the transactions, click the icon in the heading of the select column (☑).
 - 5 If you want to view the transaction details, click the zoom arrow (⇨) next to the transaction.
 - 6 Type the number of copies you want to print in the **Print [...]** **Copies** field.
- If you are printing sales invoices and you also want to print packing slips or mailing labels, type the number of copies in the **Packing Slips per Sale** and **Labels per Sale** fields.
- 7 If you want to filter the transaction information or change the type of stationery the forms will be printed on, click **Advanced Filters**. For more information, see '[Advanced filters](#)' on page 209.
 - 8 Click **Print**.

To email forms

- 1 Click the command center function for the forms you want to email. For example, if you want to email payment notifications to your vendors, go to the **Purchases** command center and click **Print/Email Payment Notifications**.
- 2 Click the **To Be Emailed** tab.



- 3 Make a selection in the [...] **Type** field. For example, if you want to email an item sale to a customer, select **Item**.
- 4 Click in the select column (☑) next to the transaction you want to email. If you want to email all the transactions, click the icon in the heading of the select column.
- 5 If you want to view the transaction details, click the zoom arrow (⇨) next to the transaction.
- 6 If you want to change a recipient's email address, select their name and then type or select the address in the **Email Address** field.
- 7 Enter a subject title and message or accept the default title and message. If you want to change the default title and message, click **Email Defaults**.
- 8 If you want to change the type of information you are going to email or the type of stationery it will appear on, click **Advanced Filters**. For more information, see '[Advanced filters](#)' on page 209.
- 9 Click **Send Email**.

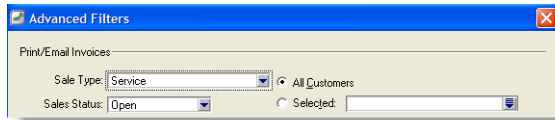
Advanced filters

You can filter the amount of information and change the stationery you want to use when you print or email a form.

- 1 Click **Advanced Filters** in the **Review [...] Before Delivery** window. The **Advanced Filters** window appears.

Select the transactions

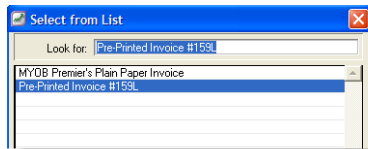
- 2 Select the transaction type and specify if you want to sort by all cards or a selected card.



- 3 If you want to filter the transactions to be included, select from the options in the middle section of the window. For example, enter a date range or reference number range.

Select the stationery

- 4 In the **Selected Form for [...]** field, select the stationery you want to use when you print or email your forms.



Several stationery choices are available, depending on the type of form you are currently working with.

Stationery	Select this for...
Preprinted	Select the preprinted stationery to print on paper that already contains lines, columns, and headings. The preprinted stationery is designed to match most commonly used forms provided by third-party forms vendors. Note that this type of stationery is not suitable for emailing forms.
Plain paper	Select plain-paper stationery if you want to print on blank paper. Lines, columns, and headings are automatically printed with the form's information.
Customized	Select any customized stationery forms if you want to print or email a form you have already customized. See ' Customizing forms ' on page 210 for more information about customizing forms.

TIP: If you are using continuous-feed paper or pre-printed stationery... If you want to test the alignment of the information that will be printed using sample data, click **Print Alignment Form**.

- 5 When you have finished making your selections in the **Advanced Filters** window, click **OK**. The **Review [...] Before Delivery** window reappears, displaying records according to your filter criteria.

Customizing forms

You can change the look and content of printed checks, pay stubs, payment notifications, purchases, receipts, invoices, packing slips, labels, statements, bills, and mailing labels. You can also change the size of a form, add text labels, draw lines and boxes, paste graphics on the form, move fields, change the size of fields, and more. Then you can save your customized stationery so that you can select it when you print or email the form.

Customized forms are saved to the **Forms** folder on your local computer. If you share a company file across a network and you want other users to be able to access the customized forms you create:

- 1 Copy the customized form from your local folder to the **Forms** folder on the host computer.
- 2 Then copy the forms to the **Forms** folder on each workstation that accesses the company file.

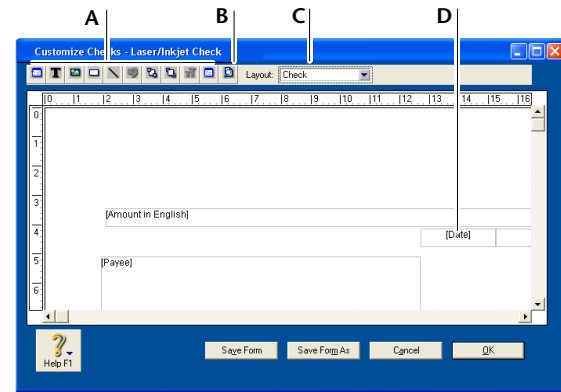
CAUTION: Back up forms stationery Back up the **Forms** folder before customizing any forms so you can always revert to the originals.

Do these tasks to create, save, and print your customized forms:

Task	See
1	Display the form below
2	Set up form properties page 211
3	Add and edit elements page 211
4	Preview the customized form page 212
5	Save the customized form page 212
6	Print the customized form page 212

Task 1: Display the form


- 1 Go to the **Setup** menu, choose **Customize Forms** and choose the type of form you want to customize. The **Customize Forms** window appears.
- 2 Select the form you want to customize in the **Form to Customize** field, and click **Customize**. The **Customize [...]** window appears.

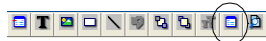


A	Tool palette	The tool palette provides you with customization tools.
B	Preview	Click to preview your form.
C	Layout list	Select the required layout for a check stub. (Check forms only.)
D	Data fields	Data fields contain system-generated information.

NOTE: Checks have two parts A check form has two parts: the check itself and the stub. You customize the check and the stub separately. In the check **Customize** window, select the appropriate stub layout in the **Layout** field. For example, the **Regular** layout is assigned to checks recorded in the **Spend Money** window and the **Payable** layout is assigned to checks recorded in the **Pay Bills** window.

Task 2: Set up form properties

- 1 Click the form properties () button in the tool palette of the **Customize [...]** window.



The **Forms Properties** window displays two tabs: the **Layout** tab and the **Options** tab.

Set up the paper and form sizes

- 2 In the **Layout** tab, type the number of forms you want to print per page.
- 3 Select the required type of paper from the **Paper** list.
- 4 Type the margins for the page.
- 5 Type the width and length of the form (not the paper) in the **Form Size** fields. If you are printing four checks per 11x17-inch page, type the width and length of a single check and not the width and length of the 11x17-inch page.

Set up the grid and add a background graphic

- 6 In the **Options** tab, specify the grid options for the form. The grid will help you position and align form fields.

If you want to:

- a make the grid visible in the layout, select **Show Grid**. Note that the grid will not be printed.
 - b align the top and left margins of fields with the closest grid lines when you are repositioning them, select **Snap to Grid**.
 - c change the spacing between the grid lines, make a selection from the **Grid Size** menu.
- 7 If you want, select a background graphic for the form:
 - a Click **Insert Background**. The **Open** window appears.
 - b Select the graphic file you want to use and click **Open**. The **Field Properties** window displays the graphic in the **Sample Display** area.
 - c Using the **Display** menu, choose how the background graphic will appear on your printed form:
 - **Top** will position the image at the top of the form.
 - **Center** will center the image on the form.
 - **Tile** will repeat the image in a grid-like pattern across and down the entire form.
 - **Stretch** will enlarge the image to fill the entire form. (Depending on its size and shape, this setting can distort the image.)
 - 8 Click **OK**.

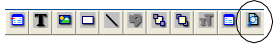
Task 3: Add and edit elements

Add, remove, or edit elements—such as text, graphics, and lines—according to your needs. For more information, see [‘Adding and editing elements’ on page 213](#).

Task 4: Preview the customized form

At any time during the customization process, you can display a screen preview of your work.

- 1 Click the **Preview** button in the **Customize [...]** window.



The form is displayed in the **Print Preview** window.

- 2 If you want to view the form in more detail, increase the default value (75%) in the **Zoom** field and press TAB.
- 3 If you want to check your current printer and page settings, click **Print Setup**.
- 4 When you have finished previewing the form, click **Close**.

For more information about printing forms, see [‘Sending forms’ on page 206](#).

Task 5: Save the customized form

When you are satisfied with the changes you have made to the form, you should save the customized form.

If you have modified a custom form you created previously, click **Save Form**.

If you want to create a new custom form that contains the changes you have made, click **Save Form As**. The **Save As** window appears. Enter a name and a brief description for the new layout and click **OK**.

Task 6: Print the customized form

Printing a customized form is the same as printing a default form. However, before you can print using your customized form, you need to select it.

- If you are printing from the **Review [...]** **Before Delivery** window:
 - Click **Advanced Filters** and select the form in the **Selected Form for [...]** field.
 - Print the form as you normally would.
- If you are printing from a transaction window:
 - Click **Print** and choose **Select Another Form**. The **Select From List** window appears.
 - Select the customized form and click **Print**.

For more information on printing forms, see [‘Sending forms’ on page 206](#).

Changing the default fonts on forms

Every form is assigned default fonts. You can change these default fonts if you prefer your forms to have a different appearance.

- 1 Go to the **File** menu and choose **Default Fonts**. The **Default Font Selection** window appears.
- 2 Click **Forms**. The **Change Default Forms Font** window appears.
- 3 Choose the font style and size for the printed characters on your forms. The sample box previews the appearance of your choices.
- 4 Click **OK** when you have finished.

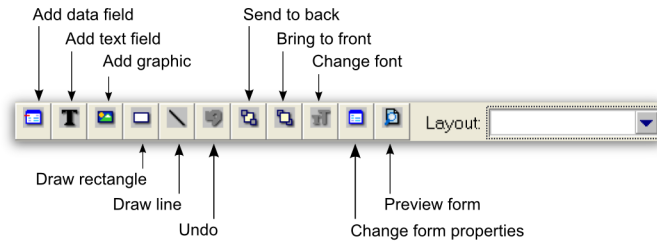
Adding and editing elements

There are a number of different elements you can edit, see:

- 'Adding and editing data and label elements' below
- 'Adding and editing graphic elements' on page 214
- 'Editing all elements with common commands' on page 216


Adding and editing data and label elements

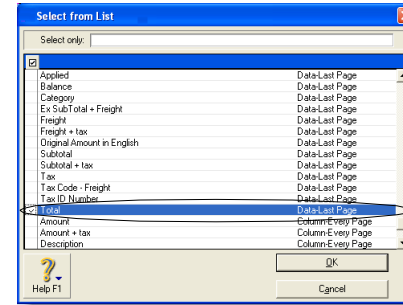
You can add elements to, and change elements on, a form using the tool palette shown below:



NOTE: Layout selection The **Layout** list only appears for check forms.

To add a data field to a form

- 1 Click the add data () button. The **Select from List** window appears. This window lists all the data fields available for the form you selected.




The column on the right indicates the field type (Data, Column) and where it appears on a form. For example, the **Total** field only appears on the last page (as shown).

- 2 Select the fields you require by clicking in the select column next to them.
- 3 Click **OK**. The selected data fields appear on the form.
- 4 Edit the properties of the field as required—see 'Editing all elements with common commands' on page 216.

To change the appearance of a data field

- 1 If you want to change the properties of a data field, double-click it. The **Field Properties** window appears. The **Field Properties** window has two tabs: the **Layout** tab where you specify the text, format, background color, location, and size of the field, and the **Borders** tab where you specify the layout, color, and width of the field's borders.
- 2 Change the properties as required and click **OK**.

To add a text field to a form

- 1 Click the add text button () and then click on the form where you want to place the text field. A new text label named **Text Field** appears.
- 2 Double-click the field. The **Field Properties** window displays the **Layout** tab where you specify the text content, location and size, text format, and background color of the field, and the **Borders** tab where you specify the layout, color, and width of the field's borders.
- 3 Click **OK** to save the settings and close the **Field Properties** window.

If the text is longer than the size of the field, you may need to resize it—see [‘Editing all elements with common commands’ on page 216](#).

To change the text in a text field

- 1 Double-click the text label. The **Field Properties** window appears.
- 2 Change the content in the **Text** field on the **Layout** tab as required.
- 3 Click **OK**.


To change the font in a data field or text field

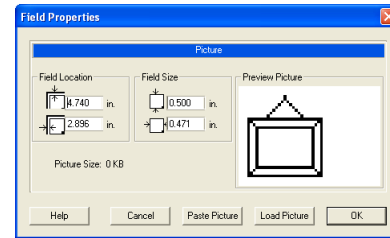
- 1 Double-click the data field or text label to be changed. The **Field Properties** window appears.
- 2 Click **Text Format** on the **Layout** tab. The **Text Format** window appears.
- 3 Make your choices in the **Font**, **Font Style**, **Size**, **Justify**, and **Effects** fields in this window.
- 4 If you want to change the font color:
 - a Click **Font Color**. The **Font Color** window appears.
 - b Select the new color and click **OK**. The **Text Format** window reappears.
- 5 Click **OK**.

Adding and editing graphic elements

You can also add graphic elements to a form: rectangles to visually group elements, lines to separate elements, icons, logos, photos, location maps, and other image elements.

To add an image to a form


- 1 Click the add graphic button () in the **Customize** window and then click on the form where you want to place the graphic. A new graphic element appears.
- 2 Double-click the image element. The **Field Properties** window appears.



- 3 Click **Load Picture**. The **Open** window appears.
- 4 Select the image file and click **Open**. The **Field Properties** window displays the graphic in the **Preview Picture** area.
- 5 Type the field location and field size for the picture.
- 6 Click **OK** to close the **Field Properties** window. The picture appears in the **Customize** window.
- 7 If you want, move the image or change the properties of the image—see [‘Editing all elements with common commands’ on page 216](#).


To paste an image on a form

You can paste almost any graphic that can be placed on the clipboard into a form, regardless of its graphic format.


- 1 Open your graphic file in any graphics software.
- 2 Copy the graphic to the clipboard.
- 3 Click the add graphic button () in the **Customize** window. Then click the location on the form where you want the graphic to appear. A graphic element appears.
- 4 Double-click the graphic element. The **Field Properties** window appears.
- 5 Click **Paste Picture**. The graphic appears in the **Preview Picture** area.
- 6 Type the field location and element size for the graphic.
- 7 Click **OK**. The graphic appears in the **Customize** window.

To draw a line on a form

You can draw a vertical or horizontal line on a form.

- 1 Click the draw line button () and then click and hold the mouse at the location on the form where you want the line to begin.
- 2 Drag to where you want the line to end and then release the mouse button.

To draw a rectangle on a form

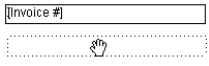
- 1 Click the rectangle button ().
- 2 Click and hold the mouse at the location on the form where you want the top left corner of the rectangle to appear.
- 3 Drag to the right and down to where you want the rectangle to end and then release the mouse button.

To change the thickness of a line or rectangle

- 1 Double-click the line or rectangle. The **Field Properties** window appears.
- 2 Choose a thickness in the **Line Size** section of the **Field Properties** window.
- 3 Click **OK**.

Editing all elements with common commands

The following editing procedures are applicable to any element:

To...	Do this...
Copy and paste	<ol style="list-style-type: none"> 1 Click an element once to select it. 2 Go to the Edit menu and choose Copy. Note that if you want to paste the element onto another form, display that form in the Customize window. 3 Go to the Edit menu and choose Paste. A copy of the element appears in the window.
Delete	Select the element and press BACKSPACE or DELETE on your keyboard.
Undo last change	To undo the last change you made to the current form, either click the undo button (↶) or press CTRL + Z.
Move an element	<p>Drag and Drop</p> <ol style="list-style-type: none"> 1 Click the element and hold down the mouse button. The cursor changes to a hand pointer. 2 Drag the element to the desired location. In the example below, the [Invoice #] data field is being dragged below its original position. <div style="text-align: center;">  </div> <p>Specify the element location</p> <ol style="list-style-type: none"> 1 Double-click the element you want to move. The Field Properties window appears. 2 In the Location fields, type the distance from the top and left edges of the form to the top left corner of the element. <p>Keyboard arrows</p> <ol style="list-style-type: none"> 1 Select the object you want to move. 2 Use the arrow keys on your keyboard to move the element to the desired location.

To...	Do this...
Resize	<ol style="list-style-type: none"> 1 Click the element once to select it. Small squares, called handles, appear on the element. 2 Drag a handle to change the size of the element.
Send to back	<ol style="list-style-type: none"> 1 Click the element you want to send behind another element. 2 Click the Send to back button (⏪).
Bring to front	<ol style="list-style-type: none"> 1 Click the element you want to bring in front of another element. 2 Click the Send to front button (⏩).

There are also procedures specific to particular kinds of elements—see [‘Adding and editing data and label elements’ on page 213](#) and [‘Adding and editing graphic elements’ on page 214](#).

15 Contact management

The Card File is a repository of contact records, known as cards, that you can create for your customers, vendors, employees, and personal contacts. A card lets you store contact information and enables you to track and analyze the transaction history for each individual and business.

Creating a card

You need to create a card for an individual or business if you want to perform any of the following tasks:

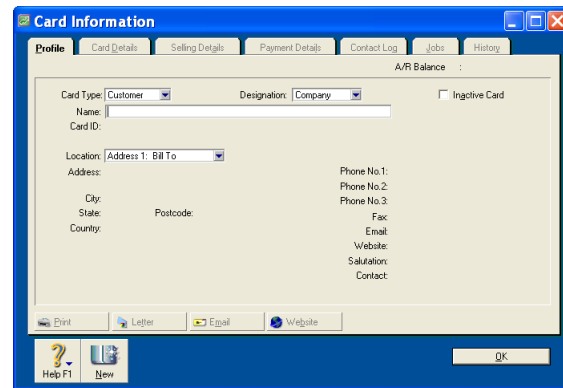
- record sales and track the amounts owing to you
- record purchases and track the amounts owing to vendors
- print mailing labels
- print personalized letters
- record contact details.

When you set up your company file, you may have created cards for your customers and vendors. In addition to these cards, you can create employee cards and personal cards for your friends and relatives.

If you want to create a card for...	See
a customer	page 69
a vendor	page 91
an employee	page 117
a friend or relative	below

To add a personal card

- 1 Go to the **Card File** command center and click **Cards List**. The **Cards List** window appears.
- 2 Click **New**. The **Card Information** window appears.



- 3 Select the required card type from the **Card Type** list.
- 4 Type the name for the card and press **TAB**.
- 5 If you want to, complete the other fields in the **Profile** tab.

- 6 Click the **Card Details** tab. In this tab, you can:
 - add a picture—see ‘[Card pictures](#)’ on page 231.
 - enter identifiers. These are useful for grouping your cards—see ‘[Card identification codes](#)’ on page 231.
 - use custom lists and fields. These enable you to record additional information about the card—see ‘[Customizing cards](#)’ on page 230.
- 7 When you have finished entering the card details, click **OK** to save the card and close the **Card Information** window.

Keeping in touch with your contacts

At times you may want to send a letter to customers, vendors, employees, and personal contacts. For example, you might want to send payment reminders, thank you letters, or special offers using letter templates.

There are several card file features that can help you with these tasks, and can help you keep a record of each contact you make.

Personalized letters

You can create personalized letters (also known as mail-merge letters) for any of your contacts. A personalized letter is a document template that contains standard text as well as fields that can be automatically filled with data stored in your company file.

Personalized letters are useful when you need to send the same letter to several contacts. For example, you may want to send several slow-paying customers a payment reminder letter. Instead of entering each contact’s information on the letters yourself, you can set up a letter template that contains the text you want to appear, and insert data fields that automatically fill in the contact’s name, address, and the amount owing.

Printing personalized letters using Microsoft Word and OfficeLink OfficeLink is a feature that automates the process of merging contact information stored in your company file with a Microsoft Word template (a .dot file). Your MYOB software includes a set of templates that you can use, and they are stored in the **Letters** folder, which is located within your MYOB software’s program folder.

List of templates provided with your software

Use this template...	When you want to...
Apology.dot	apologize for a problem your company has caused for a customer, and to assure the customer that the problem will be addressed.
Backorder.dot	let your customers know that items they’ve ordered are on backorder and will be shipped as soon as possible.
Blank.dot	write your own letter.
BounceCK.dot	notify customers whose payments have bounced.
Coll_1st.DOT	remind customers whose accounts have become overdue to make a payment.
Coll_2nd.DOT	express greater urgency than the first collection letter and request that your customer contact you immediately.

Use this template...	When you want to...
Coll_3rd.DOT	urge customers who have overdue payments to make a payment before their credit history is damaged.
Coll_fin.DOT	advise customers that you will turn their account over to a collection agency if payment isn't made within a specified number of days.
Collection - Final Option 2.dot	advise customers that you will turn their account over to a collection agency if payment isn't made within a specified number of days.
Collection - Sent to Agency.dot	advise customers that you have turned their overdue payment over to a collection agency who will be getting in touch with them.
FaxCover.dot	create a fax cover page. This page includes room for a memo.
Resolved.dot	reply to customers who have questioned an amount on their monthly statement. This letter indicates that you are looking into the matter and that you will credit the customer's account for the amount in question while the matter is investigated.
Credit Application.dot	provide a standard credit application form to customers, with a section detailing your credit terms.
ThankYou.dot	thank new customers for their business.
Thank You Offer Letter.dot	thank new customers for their business and offer a discount on future purchases for a limited time.

You can edit these templates and create new ones using the mail-merge features of Microsoft Word. For information about working with mail-merge templates, see Microsoft Word Help.

To print personalized letters using Microsoft Word

TIP: If you want to send letters to customers with unpaid invoices Display the **A/R** (Accounts Receivable) tab of the **To Do List** window and click the **Action** column for each customer to whom you want to send a letter. Click **Mail Merge** to select a collection letter template, which includes information such as the customer's outstanding balance.

- 1 Go to the **Card File** command center and click **Create Personalized Letters**. The **Review Cards Before Exporting** window appears.
- 2 Click in the select column next to each contact to whom you would like to send a personalized letter.

TIP: Filter your contacts You can filter your contact list to only show contacts who are located within specific postcodes by clicking **Advanced filters** and entering your criteria.

- 3 Click **Mail Merge**. The **Select from List** window appears.
- 4 Select the template you would like to use and then click **Use Template**.
Your letter appears in Microsoft Word, and depending on the template you have selected, you will be prompted to enter additional information, such as your name and title.
- 5 Edit the letters as required and then print them using Microsoft Word.

To open a Microsoft Word template for editing

- 1 Start Microsoft Word.
- 2 Go to the **File** menu and choose **Open**. The **Open** window appears.
- 3 Locate your MYOB software's program folder, and then open the **Letters** folder within it.
- 4 From the **Files of Type** field, select **All Files**.
- 5 Select the template file (.dot) you want to modify, and click **Open**. The template you selected appears.

The template includes MYOB OfficeLink field codes, formatted as text surrounded by double brackets, for example, [[Name]]. These fields will automatically be filled with your contact's details when the letter is printed.

- 6 Depending on which version of Microsoft Word you are using, modify the template as you usually would and then save it.

TIP: Save the customized template with a different name If you do not want to overwrite the letter templates provided with your software, save the customized template with a different name in the Letters folder. You can then select your customized template when you want to print letters.

To print a personalized letter using other word processors

If you want to use a mail-merge letter template created using word processors other than Microsoft Word, you will need to export the data out of your company file and then merge that data with the letter.

- 1 Go to the **Card File** command center and click **Create Personalized Letters**. The **Review Cards Before Exporting** window appears.
- 2 Select the contacts to whom you would like to send a personalized letter.

TIP: Filter your contacts You can filter your contact list to show contacts who are located within specific postcodes by clicking **Advanced filters** and entering your criteria.

- 3 Click **Disk**. A window with a list of file formats appears.
- 4 Choose either the **Tab-Delimited Text File** or **Comma-Separated Text File** option.

NOTE: Check what file formats your word processing software requires Most word processing software allows mail-merge data to be tab-delimited (data is separated by tabs) or comma-separated. If your software requires a specific format, choose that format at this step.

- 5 Click **Save**. The **Save As** window appears.
- 6 If necessary, change the text file's name and location and then click **Save**.
The text file containing your contacts' details is saved at the location you specified.
- 7 Use your word processing software to merge the data contained within the text file with a letter template that you have created.

Mailing labels

If you print and send checks, quotes, orders, invoices, statements, or personalized letters you may also want to print mailing labels that you can stick on the envelopes.

The **Print Mailing Labels** function in the **Card File** command center prints your contact's name and address on sheets of adhesive mailing labels. You customize the way mailing labels are printed, including their size, the number of labels per sheet and the margins. For information about customizing mailing label forms, see '[Customizing forms](#)' on page 210.

To print mailing labels

- 1 Go to the **Card File** command center and click **Print Mailing Labels**. The **Review Labels Before Printing** window appears.

TIP: Print invoices and labels simultaneously When you print an invoice batch using the **Print/Email Invoices** function (**Sales** command center), you can choose to print a label for each invoice.

- 2 Click **Advanced Filters**. The **Advanced Filters** window appears.
- 3 From the **Selected Form for Mailing Label** list, select the form template that best matches the size and layout of your labels and label sheets.

If a suitable form template is not available, you can customize an existing template to suit your requirements. For information about customizing forms, see [‘Customizing forms’ on page 210](#).

- 4 Make any other selections in the **Advanced Filters** window as required (for example, you may want to filter your contacts list to only those living within a specific postcode) and then click **OK**.
- 5 Click in the select column () next to each contact for whom you would like to print a mailing label.
- 6 Ensure you have enough mailing label sheets set up at your printer and then click **Print**.

Contact log

The contact log enable you to keep a detailed log of all the phone calls you and your contacts make to each other, and any other type of correspondence.

For example, let’s say that you call customer A regarding an overdue invoice. You could create a log entry that records the date of the phone call, a summary of the outcome, and the date

you will want to recontact them by if their invoice is still outstanding.

When a customer or vendor calls, you can use the log entry to retrieve a complete history of your business relationship with that contact.

Automatic log entries You can choose to automatically create log entries each time you record a sale, purchase, or banking transaction. The log entry contains basic information about the transaction, such as the invoice number, check number, and the amount. For more information, see [‘To automatically create contact log entries’ on page 222](#).

NOTE: Your company file’s size may increase significantly If you record many transactions and choose to automatically create log entries for them, the size of your company file may increase significantly. If the company file size becomes an issue, you can purge old log entries and other data. For more information about purging information, see [‘Purging information that is no longer needed’ on page 268](#).

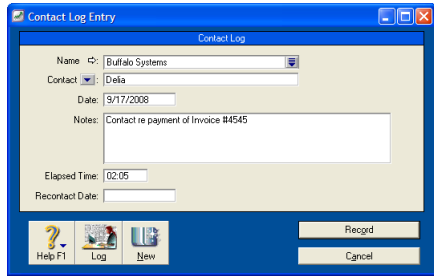
To view the contact log

- 1 Go to the **Card File** command center and click **Contact Log**. The **View Contact Log** window appears.
- 2 From the **Name** list, select the contact for whom you want to view the log.
- 3 If you want to view or edit the detail of an existing log entry, select the entry and click **Edit**.

To create a contact log entry

- 1 Go to the **Card File** command center and click **Contact Log**. The **View Contact Log** window appears.
- 2 From the **Name** list, select the contact for whom you want to create a log entry, and click **Use Card**.
- 3 Click **New**. The **Contact Log Entry** window appears.

- Complete the **Contact Log Entry** window as described in the table below.



Card	The name of the contact.
Contact	Type the name of the person that is associated with this entry. For example, you can record the name of the person you spoke to on the phone. If you have specified a contact person in the contact's card, you can click the down-arrow to choose that person.
Date	Type the date you spoke or wrote to the contact. If you are simply entering an appointment or reminder, you can enter today's date.
Notes	Enter any information you want to save about the conversation or follow-up.
Elapsed Time	If you want to record the time you spend speaking to the contact, or working on a particular task related to the entry, type the time in hours and minutes. For example, if you spend 15 minutes, enter 15 . If you spend 1 hour and 15 minutes, enter 1:15 .
Recontact Date	If you want to be reminded to follow up the contact, type or select the date you want to be reminded to recontact them. The reminder will appear in the Contact Alert tab of the To Do List on this date. For more information, see 'To view contact alerts' on page 232 .
Log	View all log entries for the selected contact.
New	Record the current log entry and create a new entry for this or another contact.

To automatically create contact log entries

- Go to the **Setup** menu and choose **Preferences**. The **Preferences** window appears.
- Click the **Banking** tab.
- To create an automatic log entry for each payment you record, select the **Make Contact Log Entry for Every Check** option.
- To create an automatic log entry for each receipt you record, select the **Make Contact Log Entry for Every Deposit** option.
- Click the **Sales** tab.
- To create an automatic log entry for each sale you record (including quotes and orders), select the **Make Contact Log Entry for Every Sale** option.
- Click the **Purchases** tab.
- To create an automatic log entry for each purchase you record (including quotes and orders), select the **Make Contact Log Entry for Every Purchase** option.
- Click **OK** to close the **Preferences** window.

Other ways to keep in touch

To send an email message to a contact

- In the **Card Information** window, display the **Profile** view for the contact to which you want to send an email message.
- In the **Profile** tab, select the address location in the **Location** field.
- If an email address is entered in the **Email** field, click **Email**. The **Email** window appears.
- The **Email Address** field displays the name and email address from the card. You can change these if you wish.

To access a contact's website

- 1 Make sure your computer is connected to the Internet.
- 2 In the **Card Information** window, display the **Profile** view of the contact.
- 3 If a website is listed in the **Website** field, click **Website**.
- 4 Your contact's website will appear in your web browser.

Grouping your contacts

You can group and sort your contacts according to common attributes by assigning identifiers to their cards and the appropriate attributes from custom lists you have defined.

Grouping contacts using these features makes it easier for you to:

- filter reports to show only information specific to a group of contacts
- identify which of your contacts have a particular attribute
- filter lists so that it's easier for you to send a batch of personalized letters, customer statements, and other forms to a group of contacts.

Identifiers

Identifiers are one-letter labels you can assign to cards.

When you create reports or view card lists, you can limit the information to a particular group of cards by specifying the identifiers that you've assigned to those cards.

For example, say you want to be able to identify all clients who are not-for-profit organizations. You could assign them identifier N and when printing sales reports you can choose to filter the report to show only customers who have that identifier.

You can also assign multiple identifiers to a card. For example, say you assign O to your overseas customers and W to your wholesale customers. If you have overseas wholesale customers

you can assign them the OW identifiers. You can then filter a report to only show your overseas wholesale customers by specifying the OW identifiers in the **Report Customization** window.

To define identifiers

- 1 Go to the **Lists** menu and choose **Identifiers**. The **Identifiers** window appears. It provides a field for each of the 26 letters of the alphabet.
- 2 Enter a description for as many identifiers as you want and click **OK**.

To assign identifiers to a card

- 1 Go to the **Card File** command center and click **Cards List**. The **Cards List** window appears.
- 2 Click the zoom arrow next to the card you want to edit. The **Card Information** window appears.
- 3 Click the **Card Details** tab.
- 4 Click **Identifiers**. The **Select Identifiers** window appears.
- 5 Click next to the identifiers you want to assign to the card.
- 6 Click **OK**.

Custom lists

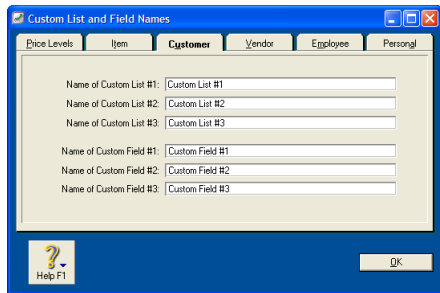
You can set up lists of predefined attributes and assign the appropriate attributes to your cards.

By assigning attributes from a custom list to your cards, you are able to group your contacts to a greater degree than is possible with identifiers.

For example, you could assign all your wholesale customers the W identifier. If you also set up a custom list containing each of your sales territories, and allocate those customers to the appropriate territory, you can then filter reports to only show information about wholesale customers who are within a particular sales territory.

To name a custom list

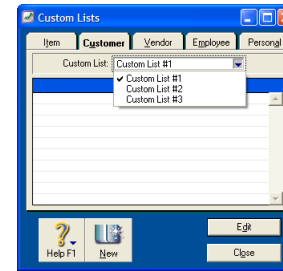
- 1 Go to the **Lists** menu, choose **Custom List & Field Names**, and then choose the card type for which you want to create a custom list, for example, **Customers**. The **Custom List and Field Names** window appears.



- 2 Enter names for the lists you want to create for the card type you have selected in the **Name of Custom List** fields.
- 3 Click **OK**. The names you have entered will now appear in the **Card Details** tab of the **Card Information** window.

To create a custom list entry

- 1 Go to the **Lists** menu, choose **Custom Lists**, and then choose the card type for which you want to create a custom list entry, for example, **Customers**. The **Custom Lists** window appears.



- 2 Select the custom list for which you want to create an entry.
- 3 Click **New**. The **Edit Custom List** window appears.
- 4 Type the custom list entry's name and then click **OK**.
The entry appears in the **Custom Lists** window.

To assign a custom list entry to a card

- 1 Go to the **Card File** command center and click **Cards List**.
- 2 Click the zoom arrow next to the card you want to edit. The **Card Information** window appears.
- 3 Click the **Card Details** tab.
- 4 Click the search icon next to the custom list field you want to edit and then select the entry that you want to assign to the card.



Synchronizing MYOB cards with Microsoft Outlook contacts

You can synchronize your MYOB cards and your Microsoft Outlook contacts. If your business uses Microsoft Outlook to email and manage contact information, this will make it easier for you to keep both your MYOB cards and your Outlook contacts up to date.

Your MYOB cards are your customer, vendor, employee, and personal cards stored in your MYOB card file. Your Outlook contacts are your contacts stored in your Microsoft Outlook address book.

When you synchronize your MYOB cards and your Outlook contacts, you can:

- make the details in your Outlook contacts match the details in your MYOB cards (by exporting your MYOB cards to your Outlook contacts) or
- make the details in your MYOB cards match the details in your Outlook contacts (by importing your Outlook contacts to your MYOB cards).

When you synchronize, the following details are imported or exported: company name or contact name, address details, email and web addresses, and telephone, fax, and cell phone numbers.

If you are exporting your MYOB cards to your Outlook contacts, you can also include your Card File custom fields in the export. When you do this, you specify how your custom fields match the Categories, Anniversary, Birthday, or Spouse's name fields in your Outlook contacts. For information on setting up Card File custom fields see ['Custom fields' on page 230](#).

Synchronization update rules As part of the synchronization process, you choose whether or not you want to update the details for existing contacts. To do this, you select from one of the following update rules.

Option	Description
Update existing contacts	New contacts are added and existing contacts are updated. You will not be prompted to confirm updates.
Do not update existing contacts	New contacts are added <i>but</i> existing contacts are not updated. You are not prompted to confirm any updates.
Ask me to confirm updates	New contacts are added and you are prompted to confirm updates. If you select this rule, you specify how you want to deal with the discrepancies between the details in your MYOB cards and the details in your Outlook contacts. You can: <ul style="list-style-type: none">• review and update the details for each contact• select to update all contacts (if you select this option, you will not be prompted to confirm any further updates) or• skip an update for a contact and leave the details for the contact unchanged.

Software required You require Microsoft Outlook 2000 (or later), MYOB Outlook Sync and MYOB ODBC Direct v9 installed on your computer. For more information, refer to the [Getting Started guide](#).

CAUTION: Single-user access required Synchronizing cards and Outlook contacts requires single-user access. For more information, see ['Single-user file locking for special tasks' on page 270](#).

Exporting your MYOB cards to your Outlook contacts

When you export your MYOB cards to your Outlook contacts, your contacts are saved by default to group contact folders. For example, Customer contacts are saved to a folder called **MYOB Customers**.



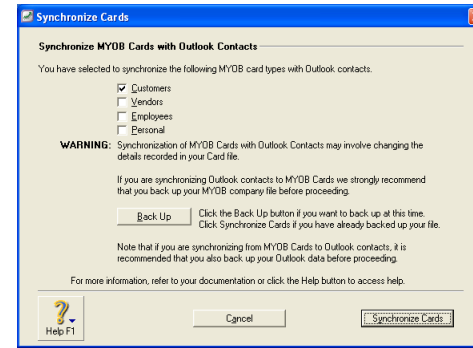
If you use a Personal Digital Assistant (PDA) and want to synchronize your Outlook contacts and your PDA, your contacts must be saved to the Microsoft Outlook default **contacts** folder. When you export your MYOB cards to your Outlook contacts, you can select an option to save your contacts to the default contacts folder (see [step 7 on page 227](#)).

CAUTION: Back up your Outlook contacts Exporting your MYOB cards to your Outlook contacts will change the details recorded in your Outlook contacts. Back up your Outlook contacts before synchronizing. See your Microsoft Outlook documentation for instructions.

To export your MYOB cards to your Outlook contacts

- 1 Go to the **Card File** command center and click **Cards List**. The **Cards List** window appears.

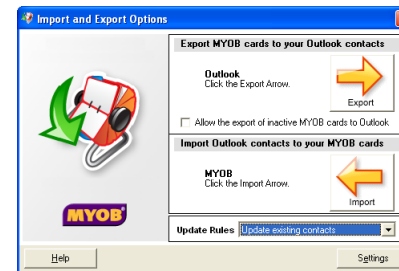
- 2 Click **Sync Cards**. The **Synchronize Cards** window appears.



- 3 Select the card types that you want to synchronize.

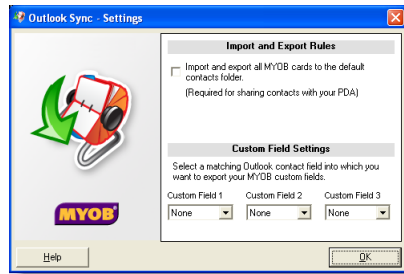
NOTE: You can synchronize cards from any of the Cards List tabs (All Cards, Customer, Vendor, Employee, and Personal) The default card type selected varies according to the tab you are on when you click **Sync Cards**.

- 4 Click **Synchronize Cards**. The **Outlook Sync - Import and Export Options** window appears.

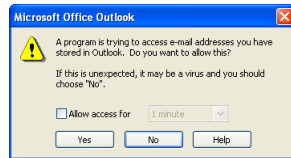


- 5 If you want to include inactive cards in your synchronization, select the **Allow the export of inactive MYOB cards to Outlook** option. For information about inactive cards, see [‘Inactivating or reactivating a record’ on page 179](#).

- 6 Select a synchronization rule from the **Update Rules** list. For more information, see '[Synchronization update rules](#)' on [page 225](#).
- 7 If you want to save your MYOB cards to your Outlook contacts default folder (you need to do this to synchronize your Outlook contacts and your PDA), or if you want to export your MYOB custom fields to your Outlook contacts, click **Settings**. The **Outlook Sync - Settings** window appears.



- a If you want to synchronize your Outlook contacts and your PDA, select the **Import and export all MYOB cards to the default contacts folder** option. All contacts are then saved to your default Outlook contacts folder.
 - b If you want to export your MYOB custom fields to your Outlook contacts, select a matching Outlook contact field for **Custom Field 1**, **Custom Field 2**, and **Custom Field 3**.
 - c Click **OK**. The **Outlook Sync - Import and Export Options** window reappears.
- 8 Click **Export**. A Microsoft warning appears.



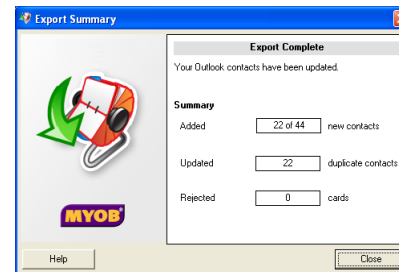
- 9 Select a period for your MYOB software to access your Outlook contacts:
 - a Select the **Allow access for** option.
 - b Select a period from **1 minute** to **10 minutes**.
 - c Click **Yes**.

The export process starts.

- 10 If you selected the **Update existing contacts** rule or the **Do not update existing contacts** rule, the **Outlook Sync - Export Summary** window appears. Go to [step 11](#) below.

If you selected the **Ask me to confirm updates** rule, the **Outlook Sync - Confirm Update to Outlook Contact** window appears.

Select how you want to deal with each update. When you have confirmed all updates, the **Outlook Sync - Export Summary** window appears.



- 11 Review the export summary.

Option	Description
Added new contacts	The number of new contacts added to your Outlook contacts.

Option	Description
Updated duplicate contacts	The number of Outlook contacts updated to match the details in your MYOB cards. Note that if you selected the Do not update existing contacts rule, updated duplicate contacts will always be 0.
Rejected cards	The number of cards you skipped (if you selected the Ask me to confirm updates rule) or the number of duplicate contacts (if you selected the Do not update existing contacts rule). Duplicate contacts have not been updated to match your MYOB cards. Note that if you selected the Update existing contacts rule, rejected cards will always be 0.

NOTE: Outlook import log If you want to view a list of the records updated and the problems encountered during the import, refer to the OutlookImport.html file. This file—readable by any Internet browser—can be found in the OutlookSync folder, which is located in your MYOB software’s program folder.

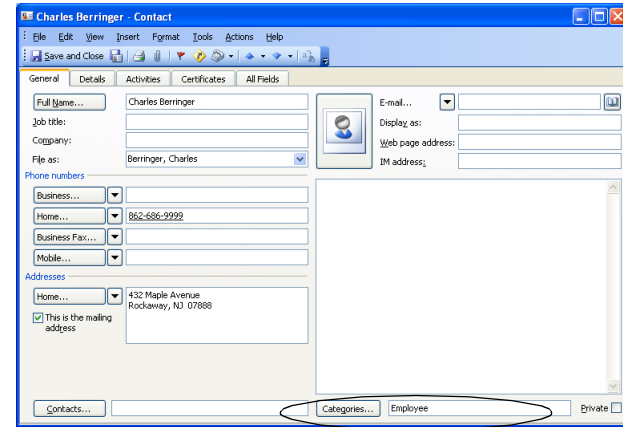
Importing your Outlook contacts to your MYOB cards

You can import your Outlook contacts to your MYOB cards from either the default contacts folder, or from group contact folders created for each MYOB card type.

However, before you import your Outlook contacts, you need to identify each contact as a customer, vendor, employee, or personal contact.

NOTE: Blank fields in your Outlook contacts are not included in the import If a field in your Outlook contact is blank but the corresponding field in your MYOB card is complete, this field will be skipped during the import process. This ensures that blank fields don’t overwrite contact details recorded in your MYOB cards.

Importing from the default contacts folder If you want to import your contacts to MYOB cards from the default Outlook contacts folder, type the card type for each contact in the **Categories** field of the **General** tab.



Importing from group contacts folders You need to save your contacts to group contact folders labelled MYOB Customer, MYOB Vendor, MYOB Employee, and MYOB Personal. For instructions on how to set up group contact folders in your Outlook contacts, refer to your Microsoft Outlook documentation.

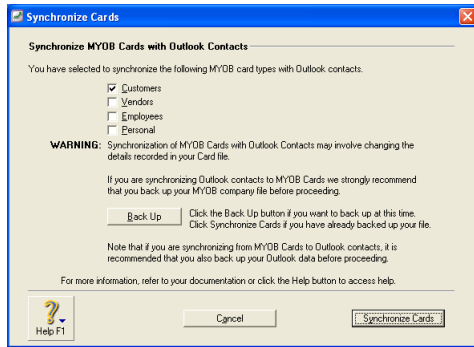


Before importing your Outlook contacts Check that the details recorded in your Outlook contacts are up to date and entered in the correct field.

To import your Outlook contacts to your MYOB cards

- 1 Go to the **Card File** command center and click **Cards List**. The **Cards List** window appears.
- 2 Click **Sync Cards**. The **Synchronize Cards** window appears.

CAUTION: Back up your company file Importing your Outlook contacts to your MYOB cards will change the details recorded in your company file. To avoid losing contact details stored in your company file, back up your company file before synchronizing. For more information on backing up your Company File, see [‘Backing up and restoring company files’ on page 263](#).



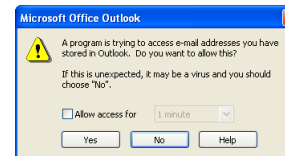
- 3 Select the card types that you want to synchronize.

NOTE: You can synchronize cards from any of the Cards List tabs (All Cards, Customer, Vendor, Employee, and Personal). The default card type selected will vary according to the tab you are on when you click **Sync Cards**.

- 4 Click **Synchronize Cards**. The **Outlook Sync - Import and Export Options** window appears.



- 5 Select a synchronization rule from the **Update Rules** list. For more information, see [‘Synchronization update rules’ on page 225](#).
 - 6 If you want to import your Outlook contacts from the default Outlook contacts folder, click **Settings**. The **Outlook Sync - Settings** window appears. If you are importing your contacts from group contact folders, go to [step 7 below](#).
- Select the option **Import and export all MYOB cards to the default contacts folder** and then click **OK**.
- 7 Click **Import**. A Microsoft warning appears.



- 8 Select a period for your MYOB software to access your Outlook contacts:
 - a Select **Allow access for** option.
 - b Select a period from **1 minute** to **10 minutes**.
 - c Click **Yes**.

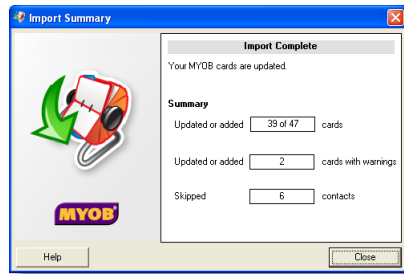
The import process starts and the **Blank Field Warning** window appears.

- 9 Click **Continue**. If you selected the **Update existing contacts** rule or the **Do not update existing contacts** rule, the **Outlook Sync - Import Summary** window appears. Go to [step 10 below](#).

If you selected the **Ask me to confirm updates** rule, the **Outlook Sync - Confirm Update of MYOB card** window appears.

Select how you want to deal with each update. When you have confirmed all updates the **Outlook Sync - Import Summary** window appears.

- 10 Review the import summary.



Updated or added cards	The number of cards added or updated in your MYOB cards.
Updated or added cards with warnings	The number of cards updated but the details in your MYOB cards may be incomplete.
Skipped contacts	The number of contacts you chose to skip (if you selected update rule Ask me to confirm updates) and the number of contacts that were not imported because they contained blank Outlook contact fields.

NOTE: MYOB import log If you want to view a list of the records updated and the problems encountered during the import, refer to the MYOBImport.html file. This file—readable by any Internet browser—can be found in the OutlookSync folder.

Customizing cards

Custom fields

If you need to record certain information about your contacts, but can't find a suitable card field for it, you may want to set up a custom field.

For example, you could set up a field to record your customers' birthdays or a field to record the dates of your employees' most recent performance review.

You can set up three custom fields for each card type and label them according to your needs. You can then enter any information you like in those fields.

If you need to, you can show this information in a report by selecting the custom fields in the **Report Fields** tab of the **Report Customization** window.

To set up custom fields

- 1 Go to the **Lists** menu, choose **Custom List and Field Names**, and then choose the card type for which you want to set up a custom field, for example, **Customers**. The **Custom List and Field Names** window appears.
- 2 Type the names of the custom fields you want to set up for the card type you have selected in the **Name of Custom Field** fields. For example, you could enter **BirthDay** to record your contacts' birthdays.
- 3 Click **OK**. The names you have entered will now appear in the **Card Details** tab of the **Card Information** window.

To enter custom field information in a card

- 1 Go to the **Card File** command center and click **Cards List**. The **Cards List** window appears.
- 2 Click the zoom arrow next to the card you want to edit. The **Card Information** window appears.
- 3 Click the **Card Details** tab and type the information you want to record in the appropriate custom field.

Card identification codes

If you have assigned identification codes (IDs) such as customer numbers or account numbers to your customers, you can enter those IDs in their cards.

You can also set a preference that will let you select customers by their ID instead of their last name or company name when entering a transaction. Customer search lists will also be sorted by their ID when this preference is set. For more information, see ['To select contacts using Card IDs' below](#).

NOTE: The Card ID preference affects all card types If you choose this preference, you will have to select all card types by their IDs.

To enter an identification code

- 1 Go to the **Card File** command center and choose **Cards List**. The **Cards List** window appears.
- 2 Click the zoom arrow next to the card you want to edit. The **Card Information** window appears.
- 3 Enter a unique code of up to 15 alphanumeric characters in the **Card ID** field.
- 4 Press **TAB** or click **OK** to save your changes.

To select contacts using Card IDs

- 1 Go to the **Setup** menu and choose **Preferences**. The **Preferences** window appears.
- 2 Click the **Windows** tab.
- 3 Choose the **Select Cards by Card ID, Not Card Name** option.
You can now select cards by their IDs and your card lists will be sorted by ID instead of by last name or company name.

Card pictures

You can display a picture of your contact by linking a picture file to their card. The picture appears in the **Card Details** tab of the **Card Information** window.

Any pictures you link are copied to the **Graphics** folder, which is located within your company file's folder. If you move your company file, you will need to move the **Graphics** folder as well.

NOTE: Supported picture formats Pictures need to be saved in one of the following formats: bmp, jpg, tif, gif, or png.

To link a picture

- 1 Go to the **Card File** command center and click **Cards List**. The **Cards List** window appears.
- 2 Open the card for which you want to link a picture.
- 3 Click the **Card Details** tab and double-click the picture file area. The **Picture Information** window appears.
- 4 Click **Link**. The **Open** window appears.
- 5 Locate the picture file you want to display for this card and then click **Open**. The **Picture Information** window appears with the selected picture appearing on the right.
- 6 Click **OK**. The picture appears in the **Card Details** tab.

To replace a picture

If you want to replace the picture displayed in a card with another one, double-click the displayed picture, and continue with [step 5](#) in 'To link a picture' above.

To remove a picture

If you want to remove the displayed picture from the **Card Details** tab, double-click the picture. In the **Picture Information** window, click **Unlink**, and then click **OK**. The picture will be removed from the **Card Details** tab but the picture file will remain in the **Graphics** folder.

Reviewing your contact information

There are several tools you can use to review your contact information.

Tool	Description	See
To Do List	The Contact Alert tab in the To Do List displays log entries with recontact dates on or before the current date.	below
Card reports	Card reports give you lists of contact information in several formats.	page 233
Find Transactions	Find Transactions helps you quickly find all transactions for a contact.	page 183

To view contact alerts

- 1 Click **To Do List** in any command center. The **To Do List** window appears.
- 2 Click the **Contact Alert** tab. A list of all individuals and businesses you need to contact appears.

NOTE: Reminders that fall on a closed day If the recontact date falls on a day that you have indicated as being closed in the **Business Calendar** (accessible from the **Setup** menu), the reminder will appear on the business day prior to the recontact date.

The **Overdue** column shows how many days have elapsed since the recontact date you specified on the log entry.

To clear a reminder from the list, click in the select column next to the log entry and then click **Remove**.

To print card reports

- 1 Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.
- 2 Click the **Card** tab. The list of card reports appears.
- 3 Display or print the report that is appropriate to your needs.

Following is a list of the default information displayed in each report. If required, you can customize the reports to display more or less details (for information on how to customize a report, see '[Customizing reports](#)' on page 199).

Report	Description
Card List Summary	A list of your contacts with their phone numbers, current balances and identifiers.
Card List Detail	A list of some of the information contained in your contacts' cards, including Address 1 and Address 2.
Addresses	The contact name, address, and phone number entered for Address 1 in each card.
Card Transactions	A list of the transactions that have been allocated to your contacts for a selected period.
Contact Log	A list of contact log entry details. The total of the elapsed time recorded in the log entries is displayed for each contact.
Identifiers	A list of the identifier codes and their descriptions.
GIS Card File	A list of contact information that you can import into a geographic information system (GIS) to analyze the location of your contacts.
Overdue Contacts	A list of contact log entries with recontact dates that are dated on or before the day you specify in the report filter.

16 Financial control

You can use your MYOB software to control your finances by setting budgets, auditing your records, and by reviewing and analyzing your financial activities.

Tracking financial information

You can track financial information at three levels:

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

Accounts

The accounts list should be set up to provide a basic overview of the business's overall performance. For example, a car dealership could set up their accounts to distinguish new and used car sales from service and parts income. The following income accounts could be used:

4-0000 Income	[Header]
4-1000 Car Sales	[Header]
4-1010 New Car Sales	[Detail]
4-1020 Pre-owned Car Sales	[Detail]
4-2000 Service and Parts Income	[Header]
4-2010 Service Income	[Detail]
4-2020 Parts Income	[Detail]
4-2030 Accessories Income	[Detail]

When entering a transaction, the appropriate account is allocated to each individual amount. A standard profit and loss statement can then be printed to show income and expenses generated by the business. However, at this level, it is difficult to see how well particular models are selling. Categories can manage this.

Setting up accounts You can set up your accounts using the Easy Setup Assistant or in the **Accounts** command center. For more information, see [‘Set up accounts’ on page 26](#).

Categories

Categories enable you to track the profitability of departments, offices, properties, and other business segments.

For example, the Sales department of a car dealership could use categories to help them track the profitability of the car models they sell: say, model A, model B, and model C.

When entering a transaction, you need to allocate the appropriate category to it. You can then prepare a profit and loss statement for each category.

Categories can be allocated to the following transaction types:

- spend money
- receive money
- transfer money
- general journal entries
- sales
- purchases
- build items
- inventory transfers
- inventory adjustments
- paychecks
- historical sales and purchases.

NOTE: You cannot allocate categories to some transactions You cannot allocate a category to: **Pay Bills, Receive Payments, Prepare Bank Deposit, Prepare Electronic Payments, Settle Returns and Credits/Debits, and Pay/Receive Refunds.** When entering these transactions, the categories assigned to the original transactions will be used when the new transaction is recorded. For example, the categories assigned to purchases showing in the **Pay Bills** window will also be assigned to the bill payment.

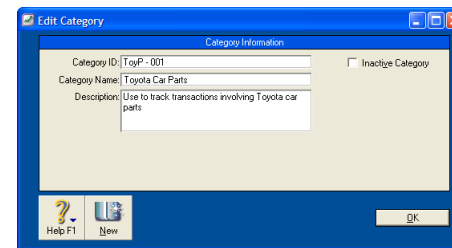
To enable allocation of categories

- 1 Go to the **Setup** menu and choose **Preferences**.
- 2 Click the **System** tab.
- 3 Select the **Turn on Category Tracking** option. If you want to make the selection of a category mandatory for all transactions, choose **Required** from the adjacent list.

NOTE: Turning off category tracking deletes all categories and their history If you choose to turn off category tracking, any categories you have created and their transaction history will be deleted from your company file. You should make a backup of your company file before you take this step so that you can access this information if required.

To create a category

- 1 Go to the **Lists** menu and choose **Categories**. The **Categories List** window appears.
- 2 Click **New**. The **Edit Category** window appears.
- 3 In the **Category ID** field, type a code that will be used to identify the category and press TAB.
- 4 In the **Category Name** field, type the name of the category.
- 5 In the **Description** field, type a description of the category or notes relating to the category.



- 6 Click **OK**.

Jobs

Jobs can be set up to track income and expenses related to specific jobs. This is particularly useful when multiple jobs are performed for a single customer. When you enter a transaction, the appropriate job number can be assigned to each individual amount. This enables you to associate several jobs with the various amounts in a single transaction.

For example, if a purchase includes parts for three customers, you could specify each of the three jobs to which that purchase relates. A profit and loss statement can then be prepared for each job and actual results can be compared with budgeted values by producing a **Jobs Budget Analysis** report.

Similarly, sub-jobs allow you to track individual jobs that form part of a larger job. For example, if you are a graphic designer working on a number of print and multimedia deliverables for your client, you could use sub-jobs to track the individual deliverables: website design, business cards production and brochure layout.

Jobs and sub-jobs You can keep a detailed record of your jobs and sub-jobs. If you intend to use sub-jobs, you will first need to create jobs, to which you can later assign sub-jobs.

Job types There are two types of jobs, header and detail.

- **Header jobs** total associated detail jobs (including detail sub-jobs). You cannot assign transactions to header jobs.
- **Detail jobs** are assigned to transactions to track income, costs and expenses.

Note that sub-jobs can be either a detail or header type job.

Specific job-tracking tasks include:

- organizing jobs in a hierarchy
- setting budgets for each job

- linking jobs to specific customers
- assigning jobs to individual line items on transactions
- tracking reimbursable expenses for your jobs
- preparing invoices to reimburse job expenses
- analyzing profit and loss of a job.

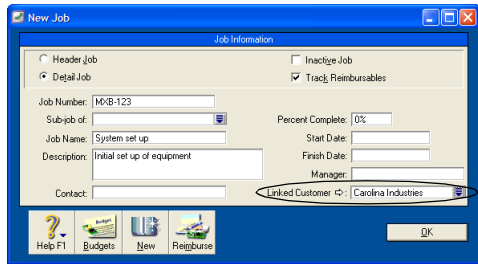
To create a header job

- 1 Go to the **Lists** menu and choose **Jobs**. The **Jobs List** window appears.
- 2 Click **New**. The **New Job** window appears.
- 3 Select **Header Job** and enter a job number, name, and description.
- 4 If you want to create this job as a sub-job of another header job, type or make a selection from the **Sub-job Of** field.
- 5 Click **OK**. The header job appears in the **Jobs List** window.

To create a detail job

- 1 Go to the **Lists** menu and choose **Jobs**. The **Jobs List** window appears.
- 2 Click **New**. The **New Job** window appears.
- 3 Select **Detail Job**.
- 4 In the **Job Number** field, type a code for the job and press Tab.
- 5 Enter additional information about the job, such as a job name, description, and start date.
- 6 If you are creating a sub-job, select a header job in the **Sub-job Of** list. Note, you can only assign detail jobs to header jobs, not to other detail jobs.

- If you want to link the job to a customer, type or select a customer in the **Linked Customer** field. This is useful if you intend to seek reimbursement for goods and services purchased on the customer's behalf.



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

- Click **OK**. The **Jobs List** window reappears.
- Review the hierarchy of jobs you have created. If you need to change the details of a job, select the job and click **Edit**.

Job Number	Name	Income	Cost	Expenses	Net Profit (Loss)
MKTG	Marketing Expense	\$0.00	\$0.00	\$450.00	(\$450.00)
Rental Jobs	AV Rental Jobs	\$31,219.46	\$1,599.76	\$5,048.00	\$24,572.70
Business Rental	Business Rent	\$0.00	\$0.00	\$140.00	(\$140.00)
Acme Rentals	Rentals to Acn	\$0.00	\$0.00	\$140.00	(\$140.00)
Hotel Jobs	Hotel Rentals	\$31,219.46	\$1,599.76	\$4,908.00	\$24,713.70
MGM-1	Phase 1 of MG	\$22,709.37	\$1,478.75	\$1,262.00	\$19,968.62
MGM-2	Phase 2 of MG	\$1,045.09	\$0.00	\$1,550.00	(\$504.91)
MGM-3	Phase 3 of MG	\$1,235.00	\$69.80	\$430.00	\$735.10
Radisson	Radisson Rent	\$8,230.00	\$51.11	\$1,264.00	\$4,914.89
Sales Dept	Sales Dept	\$0.00	\$0.00	\$4,730.00	(\$4,730.00)
Training Jobs	AV Training Job	\$22,912.05	\$1,781.24	\$1,615.00	\$19,515.81
1A	Westmorland Proj	\$4,954.05	\$1,302.21	\$315.00	\$2,936.74
A14	Cartelbuy High	\$8,630.00	\$352.25	\$1,300.00	\$6,977.75

To enter job opening balances

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

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

- Go to the **Setup** menu, choose **Balances** and then **Job Opening Balances**. The **Job Opening Balances** window appears.
- In the **Job Number** field, type or select the job number of the job for which you want to enter an opening balance and press **TAB**.
- In the **Opening Balances** column, type the opening balance for the job.
- Repeat from [step 2](#) for each job with an opening balance.
- Click **OK** when you have finished.

To enter budget amounts for jobs

You can enter budget amounts for any detail job. The budget information you enter for each job is used to help you assess your progress on a particular job and to determine the job's effect on the state of your business. The amounts you enter will be assigned to accounts in your accounts list for comparison purposes.

Once you begin recording transactions for the job, you will be able to print the **Jobs Budget Analysis** report to see a comparison of the actual amounts and the amounts you have budgeted for the job.

- Go to the **Lists** menu and choose **Jobs**. The **Jobs List** window appears.
- Select the detail job for which you want to enter budgets.
- Click **Budgets**. The **Job Budgets by Account** window appears, with the job you selected in the **Job Number** field. All your company's income, cost of sales, expense, other income, and other expense accounts appear in the scrolling list.
- In the **Budgets** column, type the amounts you've budgeted for specific accounts for this job.

Tracking reimbursable expenses

You can track the expenses you incur while working on a job and then bill the customer to get reimbursed for those expenses.

To get reimbursed for an expense, you need to do the following:

Task		See
1	Set up a job and choose to track reimbursable expenses	below
2	Assign the expenses to the job when recording them	below
3	Add the reimbursable expenses to the invoice when billing the customer	below

Example You have created job 01 for Edgar Reuss. During the course of working on job 01, you incur expenses that you want to have reimbursed by the customer when you bill him.

When you enter the expenses using the **Spend Money** window, you'll assign the line items to job 01. The line items are then automatically marked for reimbursement by Edgar Reuss.

Then, when you enter a sale for Edgar Reuss, you can view a list of the reimbursable expenses and add them to Edgar's invoice.

Task 1: Set up a job

- 1 Create a detail job (see [page 237](#)) or open an existing detail job record. The **New Job** or **Job Information** window will appear.
- 2 Select the **Track Reimbursables** option.

- 3 Type or select the name of the customer who will be billed for this job in the **Linked Customer** field.

If this job is related to a header job, the customer associated with the header job will appear automatically.

- 4 Click **OK**.

Task 2: Assign expenses to the job

When entering expenses, select the detail jobs that the line items relate to in the **Job** column of the transaction window. Reimbursable expenses can be entered in the:

- **Spend Money** window
- **Purchases** window. Note: Purchases of items that you inventory (that is, items for which you selected the **I Inventory This Item** option) cannot be reimbursed.
- **Pay Employee** window. Note: Only line items that are linked to expense or cost of sales accounts can be reimbursed.

Task 3: Bill the customer

- 1 Go to the **Sales** command center and click **Enter Sales**. The **Sales** window appears.
- 2 Type or select the customer's name and press TAB.
- 3 Click **Reimburse**. The **Customer Reimbursable Expenses** window appears.

The **To Be Reimbursed** tab lists all expenses that have yet to be billed to this customer.

- 4 Click in the select column for each expense you want to bill.

- 5 If you want to change the amounts that will be billed, click and edit the amounts in the **Reimbursable** column.

TIP: Markup shortcuts If you want to mark up all selected expenses by a certain amount or percentage, click **Markup** and complete the **Markup Information** window. For information on the fields in this window, click the **Help** icon and select **Help for This Window**.

- 6 If a selected expense does not match the invoice layout, (for example, you want to be reimbursed for a non-item expense on an item invoice), select the appropriate item, account or activity that you want to use for these expenses in the **Reimbursement [...]** field.

For example, if you recorded a **Spend Money** transaction and you want to be reimbursed for the expense using an item invoice, you will need to select an appropriate item in the **Reimbursement Item** field in order to include the expense on the invoice. If you don't have an appropriate item for this purpose, you will need to create one.

Note that all the expenses selected for this transaction will be allocated to the specified account.

- 7 Click **Reimburse**. The selected expenses are now listed in the line item area of the **Sales** window.

Note that when you click **Reimburse**, the status of all selected expenses will be changed to **Reimbursed/Removed**. This occurs even if you didn't record the invoice, or you later delete the invoice. If you want to change the status of an expense to **To Be Reimbursed**, see '[Changing the status of a reimbursable expense](#)' below.

NOTE: About reimbursed expenses When you click **Reimburse**, all selected expenses will be considered as having been reimbursed, even if you don't record the invoice, or you later delete the invoice. If you want to change the status of the expense to be reimbursable again, see '[Changing the status of a reimbursable expense](#)' below.

- 8 Make any other changes to the invoice, and then click **Record**.

Changing the status of a reimbursable expense

NOTE: Changing a status does not affect the transaction If you change the status of a reimbursable expense to **Reimbursed/Removed**, the original transaction on which you recorded the expense is not affected. Likewise, if you recorded an invoice with an expense reimbursement, and then change the expense's status to **To Be Reimbursed**, the invoice is not affected. If you want to remove the expense from the original expense transaction or from the invoice, you will need to edit or delete the transaction.

To change the status of a reimbursable expense

- 1 Go to the **Lists** menu and choose **Jobs**. The **Jobs List** window appears.
- 2 Click the zoom arrow for the relevant job. The **Edit Job** window appears.
- 3 Click **Reimburse**. The **Job Reimbursable Expenses** window appears.
- 4 If you want to change the status of a reimbursable expense to **Reimbursed/Removed**:
 - a In the **To Be Reimbursed** tab, click in the select column next to each expense you no longer want to reimburse.
 - b Click **Remove From List**. The expenses you selected are transferred to the **Reimbursed/Removed** tab.
- 5 If you want to reset the status of a reimbursed expense to **To Be Reimbursed**:
 - a Click the **Reimbursed/Removed** tab.
 - b Click in the select column next to each expense whose status you want to change.
 - c Click **Remove From List**. The expenses you selected are transferred to the **To Be Reimbursed** tab.
- 6 Click **OK**.

Budgets

When you prepare a budget, you are predicting the financial state of your business. For example, you could prepare a budget that predicts how much you intend to spend and earn over the next fiscal year. Having a budget means that, as the year progresses, you can track projected data against actual data and take corrective action if things are not going according to plan.

You can also use budgets to plan for future goals. For example, you may want to undertake a new business venture in the coming year. By creating a budget, you can work out the amount of money you will need for the venture, where this money will come from, and the impact that the venture will have on other aspects of your business.

What do I need to budget? In MYOB software, you can enter budgets for individual detailed accounts. The accounts that require a budget will vary according to your business. Most people prepare budgets for *Profit and Loss* accounts such as *Income*, *Cost of Sales and Expenses* accounts, and *Balance Sheet* accounts for specific assets and liabilities. To decide on the accounts that will require a budget, consider what changes you anticipate in your business and the financial impacts these changes will have. For example, you may expect to hire new employees (which will affect, among others, your *Wages & Salaries* accounts) or, you may be considering taking a new loan (which will affect your *Bank Loans* account).

What period can I budget for? MYOB software lets you create a budget for the current fiscal year and the next fiscal year.

Reviewing your budget You can review your budgets periodically to track your financial progress and see if it is going to plan. A slight variation from the budget is normal. Large variations, on the other hand, may need investigation. For

example, if you have a large increase in accounts receivable, it may indicate that your customers are taking a longer time than expected to pay your account.

You can compare your budgeted amount with actual account balances by viewing the Budget Analysis reports for Balance Sheet and Profit and Loss accounts. For information on displaying, customizing and printing reports, see [Chapter 13, 'Reports,' starting on page 195](#).

Entering budget amounts

You can use the **Prepare Budgets** window to enter budget amounts for each month of the current or next fiscal year. If you want to quickly enter budget amounts for a group of months, you can use the **Budget Shortcuts** window.

As the year progresses, you can choose to either adjust budget figures or leave them unchanged.

Entering positive and negative amounts By default, the amount you enter will be assumed to be a positive amount. You can enter negative budget amounts by typing a hyphen before the amount (for example, $-\$250$). When you enter a negative amount, you are indicating that the balance of the account is going to reduce.

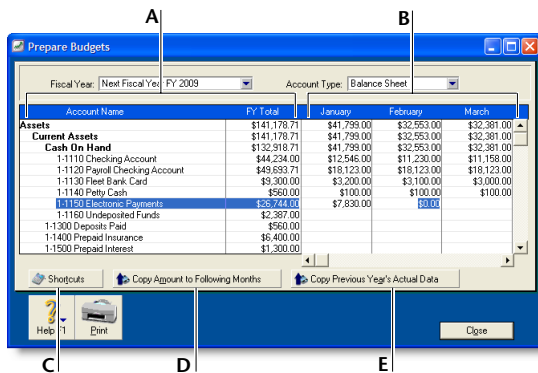
Using existing data If you have already prepared a budget in a spreadsheet or in another software program, you can import that information into your MYOB software. For more information on how to import account budgets, see ['Importing data' on page 275](#).

You can also use the previous fiscal year's data as a basis for your budget.

To enter the budget for an account

- 1 Go to the **Accounts** command center and click **Accounts List**. The **Accounts List** window appears.
- 2 Click **Budgets**. The **Prepare Budgets** window appears.
The window lists the Profit and Loss accounts by default.
- 3 From the **Fiscal Year** list, choose whether you want to enter a budget for this fiscal year or the next one.
- 4 From the **Account Type** list, choose the type of account you want to enter a budget for—**Profit and Loss** or **Balance Sheet**.
- 5 For each month, click in the appropriate row and type the amount. If you want to enter a negative amount, type a hyphen before the figure (for example, $-\$250$).

As you enter data, the **FY Total** column will display the total budget for each account.



- A The **Account Name** and **FY Total** columns display the list of accounts and their current budget totals for the fiscal year.
- B You can enter the budget amount for a specific account and month. You can use the horizontal scroll bar to scroll through the months.
- C Click **Shortcuts** to open the **Budget Shortcuts** window from where you can quickly enter budget amounts for the selected account. For more information, see [below](#).

- D Click **Copy Amount to Following Months** to copy the selected amount to the months that follow.
- E Click **Copy Previous Year's Actual Data** to insert the previous year's account balances for the selected account and month.

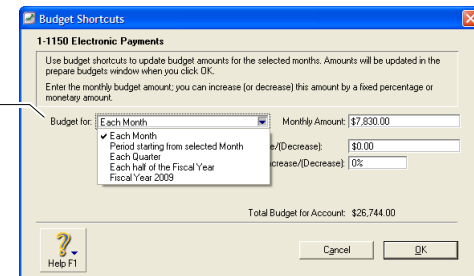
- 6 Click **Close** to save the budget data and exit the **Prepare Budgets** window.

Budget Shortcuts window

If you want to quickly enter budget figures for a group of months, you can use the **Budget Shortcuts** window. You can use this window to enter quarterly, half-yearly and yearly budgets. You can also enter a budget that increases or decreases by a specific amount every month.

To enter a budget using the Budget Shortcuts window

- 1 Go to the **Accounts** command center and click **Accounts List**. The **Accounts List** window appears.
- 2 Click **Budgets**. The **Prepare Budgets** window appears.
- 3 Select the account you want to enter the budget for.
- 4 Click **Shortcuts**. The **Budget Shortcuts** window appears.
- 5 From the **Budget for** list, select a time period:



Select a period

The fields change according to the period you select.

Select...	If you want to...
Each Month	Enter the same amount for every month of the year or a set increase or decrease every month (starting from a base amount).
Period starting from selected Month	Enter a total amount for a group of consecutive months.
Each Quarter	Enter the total amount for each quarter.
Each half of the Fiscal Year	Enter the total amount for each half of the fiscal year.
Fiscal Year yyyy	Enter the total amount for the entire fiscal year, (where yyyy is your fiscal year).

- 6 Enter the budget amounts in the appropriate fields. Amounts that cover more than one month (such as quarterly, half-yearly and yearly amounts, and amounts for a group of

months) will be divided equally among all the months in the group.

If you selected the **Each Month** option, you can also set a base budget amount for the first month, and the amount or percentage by which this will vary every month onwards.

- 7 When you have finished entering the information, click **OK**. The **Prepare Budgets** window appears with the new amounts.

If the account already has budget figures, a message appears asking if you want to replace the existing budget. Click **OK** to replace the budget, or **Cancel** if you want to keep the existing amounts (you will be returned to the **Budget Shortcuts** window where you may need to click **Cancel** again).

If you have not entered any amounts for the budget, a message appears asking if you want to enter zero amounts. Click **OK** if you want to do this, or **Cancel** if you want to change the amounts.

Auditing your records

Several features are available to help you ensure the accuracy of the records in your company file.

Company Data Auditor

The Company Data Auditor allows you to check the accuracy of the records in your company file. You can use this tool to perform maintenance tasks and reconcile bank and credit card accounts.

The Company Data Auditor also checks your transactions for exceptions such as invoices that do not reconcile with your receivables account, future-dated transactions, and audit trail

changes. For more information on how to use the Company Data Auditor, see '[Run the Company Data Auditor](#)' on page 248.

Audit trail tracking system

You can track specific transactional, tax, account, payroll, and system changes made to your company file using an audit trail tracking system. You can then print an **Audit Trail** report which lists all the changes recorded in a specified date range.

To track changes, go to the **Setup** menu, choose **Preferences** and then set the **Use Audit Trail Tracking** preference in the **Security** tab.

Changes recorded with audit trail tracking

Change type	Description
Transactional	<ul style="list-style-type: none"> deletion of transaction change of card selection change of card ID # change of date change of amount on any line change of account on any line change of item selection change of job selection changes to Receive Items transactions (only if the Transactions can't be changed option is selected in the Security view of the Preferences window).
Tax	<ul style="list-style-type: none"> deselection of tax on any line of a sales or purchase transaction change of tax code for a sales or purchase transaction change of tax amount for a sales or purchase transaction adding transactions with a tax code other than the default code for the selected card or account (invoices only, not orders or quotes) adding transactions with a changed taxable amount change of the linked account selection in any of the Tax Code Information windows.
Account	<ul style="list-style-type: none"> change of the current account number change of the account's opening balance addition of a new account deletion of an account.

Change type	Description
Payroll	<p>Changes to the setup of an employee's card, including:</p> <ul style="list-style-type: none"> pay basis, pay rate, or pay frequency the default wages expense account 'Carry Over' accruals pay history tax allowance or extra tax withheld residence code and work code termination details. <p>Changes to the setup of a payroll category, including:</p> <ul style="list-style-type: none"> Type of Wages selection and pay rate Type of Accrual field Type of Deduction or Deduction Limit fields Type of Expense or Expense Limit fields.
System	<ul style="list-style-type: none"> change of the linked account selection in any of the Linked Accounts windows change to the lock periods security preference (this includes changes of the lock period date and the selection/deselection of the preference) change to the Transactions Can't be Changed; They must be Reversed preference change to the Use Audit Trail Tracking preference.

Reviewing financial information

There are several tools that you can use to review your financial information:

Tool	Description	See
Analyze Balance Sheet	The Analyze Balance Sheet window provides details about your asset, liability and equity accounts in both graphical and ledger views.	below
Analyze Profit & Loss	The Analyze Profit & Loss window provides detailed information about your Profit & Loss accounts in both graphical and ledger views.	below
Analyze Jobs	The Analyze Jobs window allows you to view information about your progress on a particular job, broken down by account.	below
Financial reports	Financial reports help you review your financial information.	page 246

To analyze your balance sheet

- 1 Go to the **Accounts** command center and click **Analysis**. The **Analyze Balance Sheet** window appears.
- 2 Click **Filters** and choose the time periods and other criteria you want to view.
- 3 Click **OK**. The information you selected appears in the **Analyze Balance Sheet** window.

To analyze your profit or loss

- 1 From any command center, click the **Analysis** down arrow and select **Profit and Loss** from the menu. The **Analyze Profit & Loss** window appears.
- 2 Click **Filters** and choose the time periods and other criteria you want to view.
- 3 Click **OK**. The information you selected appears in the **Analyze Profit & Loss** window.

To analyze your jobs

- 1 From any command center, click the **Analysis** down arrow and select **Jobs** from the menu. The **Analyze Jobs** window appears.
- 2 In the **Job** field, select the job you want to analyze and press TAB.
- 3 If you use budgets to track the progress of this job, enter a value in the **Percent Complete** field. The budget amounts are adjusted to represent the percentage of the job completed.

To view financial reports

- 1 Go to the **Reports** menu at the top of the screen and choose **Index to Reports**. The **Index to Reports** window appears.
- 2 Click the **Accounts** tab.

There are several account reports that can help you track your financial information. These reports are listed below.

Report	Description
Audit Trail	Reviews changes made to recorded transactions, tax codes, account details and system settings. Note that before you can track and report changes, you need to activate the audit trail tracking preference. For more information, see ‘Audit trail tracking system’ on page 243 .
Profit & Loss	Shows your profit and loss figures.
Balance Sheet	Reviews your financial position as of the end of a period.
Trial Summary Balance	Identifies incorrectly entered amounts. When reviewing this report, check for: <ul style="list-style-type: none">• entries that seem unusually high or low for the account that has been affected• debit amounts for accounts that normally have credit entries and vice versa• unusually high or low ending balances• an unusually high or low number of entries for a specific account.

Report	Description
Balance Sheet Budget Analysis	Lists account balances as of the end of a selected period, along with the budgeted amounts. If you’ve determined that changes need to be made to the budgets for the coming months, you can adjust your budget.
Profit & Loss Budget Analysis	Lists account balances for a selected period, along with the budgeted amounts. If you’ve determined that changes need to be made to the budgets for the coming months, you can adjust your budget.
Statement of Cash Flow	Shows how your cash position has changed over a period of time, what profit you have earned, where you received additional cash, and where your cash was spent.

For information on displaying, customizing and printing reports, see [Chapter 13, ‘Reports,’ starting on page 195](#).

17 End-of-period procedures

It is important to ensure that your accounting records are accurate. Reconciling the accounts regularly will help you and your accountant know that your books are complete, accurate, and balanced.

Month-end procedures You should reconcile your company file information with any source documents and resources available to you. For example, each month your bank account can be reconciled with the bank statement, vendors' balances can be checked against statements, and customers' balances verified. Typical end-of-month procedures include reviewing your trial balance, reviewing your budgets and cash flow, paying payroll taxes, and purging information that is no longer needed.

Year-end Procedures End-of-year procedures are carried out at the end of your fiscal year and include any adjustments you need to make to your company file so that it agrees with your accountant's final records. If possible, your inventory should be counted, valued, and, where necessary, adjusted in your company file. By closing the year in your company file, you are effectively bringing the company file up to date and removing information not required in the new year.

End of payroll year If you use the payroll feature, there are additional procedures that you need to complete at the end of the year. This involves printing W-2 forms and 1099 statements, submitting state and federal payroll tax forms, reviewing payroll reports, and closing the payroll year.

Month-end procedures

The following is a list of tasks we suggest you complete at the end of each month. Depending on the nature of your business, some of these tasks may not apply to you.

Task	See
1 Run the Company Data Auditor	page 248
2 Reconcile your bank accounts	page 64
3 Review reports	page 251

Task	See
4 Send customer statements	page 252
5 Record depreciation	page 253
6 Pay payroll taxes	page 254
7 Lock periods	page 254

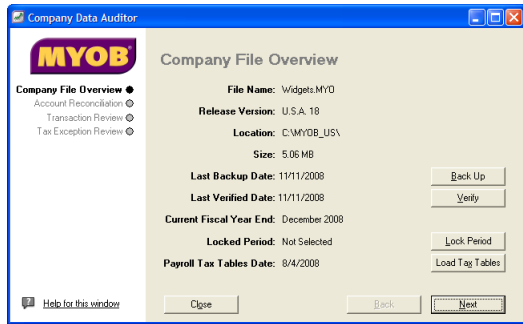
Task 1: Run the Company Data Auditor

The Company Data Auditor is a series of windows that guide you through the process of checking and ensuring the accuracy of the records in your MYOB company file. You can use the auditor to:

- display basic information about the company file, such as the file name, release number, location, size, lock periods, last backup date, etc.
- perform maintenance tasks, such as back up your company file and set lock periods
- display bank and credit card account details, including the current balance and the date when they were last reconciled
- reconcile your bank and credit card accounts
- check your transactions for exceptions and audit trail changes.

To run the Company Data Auditor

- 1 Go to the **Accounts** command center and click **Company Data Auditor**. The **Company File Overview** window appears.



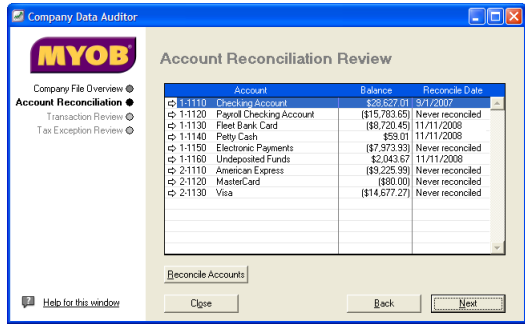
This window shows you the following:

- the company file name
- the MYOB software release number
- the location of the company file
- the size of the company file
- the date on which the company file was last backed up
- the date on which the company file was last verified
- the end month and year of the current fiscal year
- the locked period date, if one has been specified
- the date of the payroll tax tables.

You can perform the following maintenance tasks from this window:

To...	Do this...	See
Back up your company file	Click Backup and complete the backup procedure.	page 263
Check your company file for errors	Click Verify and complete the verification procedure.	page 267
Set the locked periods for your company file	Click Lock Periods and select the date before which data cannot be entered).	page 254
Load payroll tax tables	Click Load Tax Tables and then complete the procedure for loading tax tables.	

- 2 When you have completed the required maintenance tasks, click **Next**. The **Account Reconciliation Review** window appears.



This window shows you:

- your bank and credit card accounts
- the balance of each account
- the date on which each account was last reconciled.

- 3 If you want to reconcile an account, select the account and click **Reconcile Accounts**. Continue with [step 3 in 'To reconcile your bank accounts'](#) on page 65.
- 4 Click **Next**. The **Transaction Review** window appears.



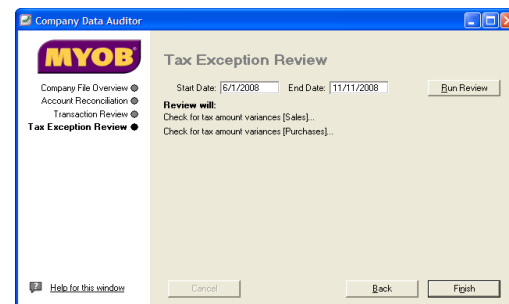
- 5 Type the start date and end date of the period you want to review and click **Run Review**.

Review task	Description
Reconcile invoices with the linked receivables account	The total of all customer balances is compared to the current balance of the linked accounts receivable account. If there is an out-of-balance amount, click Display to view the Receivables Reconciliation Exceptions report, and review, customize, or print the details of the report.
Reconcile purchases with the linked payables account	The total of all vendor balances is compared to the current balance of the linked accounts payable account. If there is an out-of-balance amount, click Display to view the Payables Reconciliation Exceptions report, and review, customize, or print the details of the report.
Compare item values with the linked inventory account	The total value of inventory on hand is compared to the current balance of the linked inventory account. If there is an out-of-balance amount, click Display to view the Inventory Value Exceptions report, and review, customize, or print the details of the report.
Scan for future-dated transactions	The company file is checked for any transactions dated after the date of the current session (that is, the current date). If there are transactions dated after the current session, click Display to view the Future Dated Transactions report, and review, customize, or print the details of the report.

Review task	Description
Scan for prepaid transactions	The company file is checked for any prepaid transactions. These transactions include all customer and vendor payments (excluding deposit payments) that have a payment date prior to the date of the invoice or purchase. If there are payments made prior to the invoice or purchase date, click Display to view the Prepayment Transactions report, and review, customize, or print the details of the report.
Scan for deposits paid	The company file is checked for any deposits paid (within the date range specified) on sales orders or purchase orders. If any orders have a payment flagged as a deposit transaction, click Display to view the Deposit Transactions report, and review, customize, or print the details of the report.
Review audit trail changes	If you have selected the Use Audit Trail Tracking option in the Preferences window (Security tab), the company file is checked for any transactional, tax, accounts and system changes. If any changes occurred within the date range specified, click Display to view the Audit Trail report ,and review, customize, or print the details of the report.
Check for job exceptions [Cash Transactions]	If you have selected the Warn if Jobs Are Not Assigned to All Transactions option in the Preferences window (System tab), the company file is checked for cash transactions (within the date range specified) that have no job number. If any transactions are detected with no job number, click Display to view the Job Exceptions [Cash Transactions] report, and review, customize, or print the details of the report.

Review task	Description
Check for job exceptions [Invoice Transactions]	If you have selected the Warn if Jobs Are Not Assigned to All Transactions option in the Preferences window (System tab), the company file is checked for sales and purchase transactions (within the date range specified) that have no job number. If any transactions are detected with no job number, click Display to view the Job Exceptions [Invoice Transactions] report, and review, customize, or print the details of the report.
Reconcile payroll liability payments	If you use integrated payroll, the total of payroll liabilities transactions that are unpaid is checked against the balance of the linked accounts payable account Payroll Category. If there is an out-of-balance amount because a payroll liabilities transaction has a payroll paid date equal to or before the current session date, click Display to view the Payroll Liabilities Reconciliation Exceptions report, and review, customize, or print the details of the report.

- When you have finished viewing and, if necessary, printing the Transaction Review reports, click **Next**. The **Tax Exception Review** window appears.



- 7 Type the start date and end date of the period you want to review and click **Run Review**.

Review task	Description
Check for tax amount variances [Sales]	The company file is checked for variances between the tax amount posted and the tax amount calculated for the tax codes assigned to sales transactions. If a variance is found, click Display to view the Tax Amount Variation report, and review, customize, or print the details of the report.
Check for tax amount variances [Purchases]	The company file is checked for variances between the tax amount posted and the tax amount calculated for the tax codes assigned to purchase transactions. If a variance is found, click Display to view the Tax Amount Variation report, and review, customize, or print the details of the report.

- 8 Click **Finish**. A message appears asking if you would like to print a summary report of the audit findings. Click **Yes** to print the report or click **No** to close the **Company Data Auditor** window without printing the report.

Task 2: Reconcile your bank accounts

To ensure the accuracy of your business records, you should keep your record of each bank account balance matched up with your bank's records.

If you are reconciling your bank account for the first time since you started using your MYOB software, see '[Do an initial bank reconciliation](#)' on page 38.

Task 3: Review reports

There are several reports that we recommend you review at the end of each month. You can use these reports to identify and correct any discrepancies in your records, as well as spot any trends in your business.

Report	Description
Receivables Reconciliation	Lists all your outstanding receivables.
Payables Reconciliation	Lists all your outstanding payables.
Analyze Sales Customer	Lists your company's sales activity and trends on a month-by-month basis.
Analyze Purchases Vendor	Lists your company's monthly purchases.
Items List Summary	Shows what's on hand and what needs to be ordered.
Audit Trail	Reviews changes made to recorded transactions, tax codes, account details, and system settings. Note that before you can track and report changes, you need to activate the audit trail tracking preference. For more information, see ' Audit trail tracking system ' on page 243.
Profit & Loss Statement	Shows your profit and loss figures.
Balance Sheet	Reviews your financial position as of the end of a period.
Summary Trial Balance	Identifies incorrectly entered amounts. When reviewing this report, check for: <ul style="list-style-type: none"> • entries that seem unusually high or low for the account that has been affected • debit amounts for accounts that normally have credit entries and vice versa • unusually high or low ending balances • an unusually high or low number of entries for a specific account.

Report	Description
Balance Sheet Budget Analysis	Lists account balances as of the end of a selected period, along with the budgeted amounts for them. If you've determined that changes need to be made to the amounts you've budgeted for the coming months, you can adjust your budget.
Profit & Loss Budget Analysis	Lists account balances for a selected period, along with the budgeted amounts for them. If you've determined that changes need to be made to the amounts you've budgeted for the coming months, you can adjust your budget.
Statement of Cash Flow	Shows how your cash position has changed over a period of time, what profit you have earned, where you received additional cash, and where your cash was spent.
Cash Flow Worksheet	Enables you to estimate your short-term cash needs. For more information, see 'Analyzing your cash flow' on page 68 .

NOTE: Create a report batch You may find it useful to create a batch for your month-end reports and print them all in one go. For more information, see ['Printing report batches' on page 197](#).

Task 4: Send customer statements

Most businesses send statements to customers who have outstanding balances at the end of a month. You can either print out and send these statements through the post or send them via email.

To print a customer statement

- 1 Go to the **Sales** command center and click **Print/Email Statements**. The **Review Statements Before Delivery** window appears.

- 2 Click the **To Be Printed** tab.
 - 3 In the **Statement Type** field, select the type of statement you want to print.
 - **Invoice statements** list all invoices aged as of a specified date.
 - **Activity statements** list all sales invoices, payments, and orders with a customer deposit within a specified date range. Activity statements include a running account balance.
 - 4 Specify the statement period.
 - If you selected **Invoice** as the statement type, type an aging date to display invoices outstanding as of that date. If you want to include only invoices recorded up to the statement date, select the **Only include invoices up to Statement Date** option.
 - If you selected **Activity** as the statement type, type the statement date range in the **From** and **to** fields.
 - 5 Type the number of statements you want to print per customer in the **Print** field.
 - 6 If you want to customize or filter the statement, or to change the type of form it will be printed on, click **Advanced Filters**. For more information, see ['Advanced filters' on page 209](#).
- TIP: Itemize payments details on invoice statements** If you want, you can break down your customer invoice statements to show payments, customer credits, and discounts that have been applied to each invoice. To do this, you need to set the **Show Itemized Payment Details for Each Invoice** option in the **Advanced Filters** window.
- 7 Click in the select column () next to the customers you are printing statements for.
 - 8 Click **Print**.

To email a customer statement

- 1 Go to the **Sales** command center and click **Print/Email Statements**. The **Review Statements Before Delivery** window appears.
- 2 Click the **To Be Emailed** tab.
- 3 In the **Statement Type** field, select the type of statement you want to email.
 - **Invoice statements** list all invoices aged as of a specified date.
 - **Activity statements** list all sales invoices, payments, and orders with a customer deposit for a specified date range. Activity statements include a running account balance.
- 4 Specify the statement period.
 - If you selected **Invoice** as the statement type, type an aging date to display invoices outstanding as of that date. If you want to include only invoices recorded up to the statement date, select the **Only include invoices up to Statement Date** option.
 - If you selected **Activity** as the statement type, type the statement date range in the **From** and **to** fields.
- 5 Click in the select column () next to the customers to whom you want to email statements.
- 6 If you want to change a customer's email address, select the customer's name and then select another address from the **Email Address** list (▼). Alternatively, type a different address in the **Email Address** field.
- 7 Type the subject title and message of the email or accept the default subject and message. If you want to change the default message, click **Email Defaults** and make the changes as appropriate.

- 8 Click **Advanced Filters** and customize the information to be shown on the statement. You might use advanced filters, for example, if you want to use a different message or subject for different customers, or to restrict the statement period.

TIP: Itemize payments details on invoice statements If you want, you can break down your customer invoice statements to show payments, customer credits, and discounts that have been applied to each invoice. To do this, you need to set the **Show Itemized Payment Details for Each Invoice** option in the **Advanced Filters** window.

For more information, see '[Advanced filters](#)' on page 209.

- 9 Click **Send Email**.

Task 5: Record depreciation

Your company's vehicles and equipment lose value each year. Part of the cost of vehicles and equipment can be allocated as an expense to your company each year that you benefit from their use. The allocation of the cost of a piece of equipment over its useful life is called *depreciation*.

There are several methods of recording depreciation. Consult your accountant to see which method is best for you.

NOTE: If you depreciate your assets at the end of the fiscal year, make this step a part of your end-of-year routine. Consult your tax adviser or accountant for information on when to depreciate your assets.

Your MYOB software doesn't calculate depreciation automatically, but you can record your depreciation figures with a journal entry.

To record depreciation

Before you can record depreciation for an asset, you need to create an asset account and an expense account for each type of asset you depreciate. You only need to create these accounts once.

- 1 Create a new asset account for each type of asset you depreciate. Add the words 'Accum Dep' (for Accumulated Depreciation) at the end of each new account name. Give the new account a number that allows it to come directly after its corresponding asset account in the accounts list. For more information on creating a new account, see ['Set up accounts' on page 26](#).

In the following example, we have a header account, *Office Equipment* numbered 1-3100, and a detail account *Office Equipment Original Cost* numbered 1-3110. We have created a new asset account called *Office Equipment Accum Dep* numbered 1-3120. Notice that the header account shows the current book value of the office equipment.

Account Number	Account Name	Account Type	Balance
1-3100	Office Equipment	Asset	\$30,000.00
1-3110	Office Equipment Original Cost	Other Asset	\$35,000.00
1-3120	Office Equipment Accum Dep	Other Asset	-\$5,000.00

- 2 Create a new expense account. You may want to call it *Depreciation*.
- 3 Once you've determined your depreciation amounts, make journal entries to credit the new accumulated depreciation asset accounts (for example, *Office Equipment Accum Dep*) and debit the new depreciation expense account. The accumulated depreciation asset accounts will always have a negative balance to show a reduction in the value of the depreciable assets.

Task 6: Pay payroll taxes

Consult your accountant or the appropriate government agencies if you're unsure about how or when to pay payroll taxes.

MYOB Payroll Tax Forms You can use the MYOB Payroll Tax Forms service to generate and electronically file your state and federal payroll forms using information extracted from your company file. These include withholding tax forms, unemployment wage forms, and new employee forms.

Before you can file your payroll forms electronically, you need to register for the MYOB Payroll Tax Forms service. For more information about this service, including how to register, see ['Set up MYOB Payroll Tax Forms' on page 47](#).

If you haven't registered, you can view a demonstration of the forms available. However, they cannot be electronically filed.

If you decide not to register for MYOB Payroll Tax Forms, you can use the **Pay Liabilities** feature to select and clear withheld amounts to the appropriate government agencies. For more information, see ['Payroll liabilities' on page 132](#).

Task 7: Lock periods

After you have completed your month-end tasks, you should lock that period using the **Lock Periods** feature. This will prevent you from inadvertently making an entry in a period in which you don't want new entries.

- 1 Go to the **Setup** menu and choose **Preferences**. The **Preferences** window appears.
- 2 Click the **Security** tab.
- 3 Select the **Lock Periods: Disallow Entries Prior To** option, and select the relevant date. This selection places a temporary lock on the period before that date. If you need to make an entry in a locked period at a later time—for example, you locked May, and now want to make an entry in April—you can unlock that period in the **Preferences** window.

Starting a new fiscal year

This section describes the tasks you need to perform at the end of your fiscal year to prepare your company file for the coming year.

You don't need to close your fiscal year at any particular time. You can continue to use your company file after the last month of your current fiscal year.

Complete the tasks listed below to close your fiscal year and start a new one.

Task		See
1	Complete month-end tasks	below
2	Perform an inventory count	below
3	Provide information to your accountant	below
4	Enter end-of-year adjustments	below
5	Back up your company file	page 256
6	Start a new fiscal year	page 258
7	Optimize and verify your company file	page 259

Task 1: Complete month-end tasks

Make sure you complete each of the month-end tasks. See ['Month-end procedures'](#) on page 247.

Task 2: Perform an inventory count

If you track stock quantities and values, you should perform an inventory count when all transactions affecting the inventory for the fiscal year have been entered. For information on how to perform an inventory count, see ['Counting inventory'](#) on page 158.

Task 3: Provide information to your accountant

Once you have completed your year-end tasks, you can send your accounting data to your accountant.

If your accountant requests an electronic copy of your accounting records, you can create a comma-separated text file that can be read by CaseWare, a client write-up software package that is popular among accountants.

The file that is created through the export process will contain your company information, account information, and journal entries. See ['Exporting to and importing from CaseWare'](#) on page 274.

Task 4: Enter end-of-year adjustments

Your accountant is likely to provide you with a number of adjustments, such as journal transactions. If they have been provided on disk, you can import these transactions (see ['Importing data'](#) on page 275). If the adjustments have been provided on paper, you can manually enter them in the **Record Journal Entry** window.

To record adjustments manually

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

The general journal number and transaction date appear by default. You can change these if necessary.

NOTE: If your company file is set to 13 accounting periods in the fiscal year, assign your adjustments to the 13th period by entering an asterisk (*) before the date, for example, *9/30/2008.

- 2 [Optional] In the **Memo** field, enter a comment to describe the transaction, for example, Depreciation–Motor Vehicles.
- 3 Each row of information entered in the scrolling list is a line item. The line item details are identified in the journal adjustments provided by your accountant.

For each line item:

- a Type the account number (or name), or select it from the account list.
- b In the **Debit** and **Credit** fields, enter the debit or credit amount for the line item.
- c [Optional] In the **Job** field, enter the job number for the line item.
- d [Optional] In the **Memo** field, enter a description of the line item.

NOTE: Journal entry must be balanced The journal entry cannot be recorded until the **Out of Balance** field is zero.

- 4 Click **Record** to record the journal entry.

Task 5: Back up your company file

Make a backup of your company file after you have finished entering adjustments and store it in a safe location. See [‘Backing up and restoring company files’ on page 263](#).

Make sure you verify the company file as part of the backup process. See [‘Checking your company file for errors’ on page 267](#).

Task 6: Start a new fiscal year

Before starting a new fiscal year, make sure you have:

- completed steps 1–5 above
- entered all transactions and adjustments as instructed by your accountant
- checked with your accountant to ensure no further entries are required in your company file for the current year.

When you start a new fiscal year:

- The previous fiscal year’s monthly totals for all accounts are changed to *last year* categories. If *last year* amounts already existed, those amounts will be replaced.
- The balance of your current-year earnings account is transferred to your retained earnings account.
- The balances of your income, cost of sales, expense, other income and other expense accounts are returned to zero.
- Closed sales, closed purchases, paycheck information, and journal entries assigned to closed sales and closed purchases, are kept or purged according to your selections in the **Start a New Fiscal Year Assistant**.

To start a new fiscal year

NOTE: Single-user access Please note that this task requires single-user access. For more information, see [‘Single-user file locking for special tasks’ on page 270](#).

- 1 Go to the **File** menu and choose **Start a New Year** and then **Start a New Fiscal Year**. The **Start a New Fiscal Year Assistant** appears.
- 2 Follow the on-screen instructions.
If you need help in these windows, click **Help** and choose **Help for This Window**.

Starting a new payroll year

You must close the payroll year in the last month of your payroll year or soon after. Otherwise, you will not be able to enter paychecks for the next payroll year.

Do the following tasks to close your current payroll year and start a new one.

Task		See
1	Process the last paychecks for the year	below
2	Print year-end payroll forms	below
3	Print vendor 1099 statements	page 258
4	Print payroll reports	page 258
5	Back up your company file	page 258
6	Start a new payroll year	page 258
7	Check that you have the latest tax tables	page 259
8	Optimize and verify your company file	page 259

Task 7: Optimize and verify your company file

Once the Start a New Year procedure is complete, we recommend that you optimize and verify your company file. For more information, see [‘Optimizing your company file’ on page 268](#).

Task 1: Process the last paychecks for the year

You must make sure that all paychecks for the current payroll year have been entered. For more information, see [‘Processing your payroll’ on page 123](#).

Task 2: Print year-end payroll forms

You can print W-2 forms for your employees to use at tax time. Information for W-2 forms is tracked using the current payroll year for your company file.

To locate the W-2 forms, click **Prepare Payroll Tax Forms** in the **Payroll** command center.

You can enter or change amounts that print on W-2 forms by manually adjusting the amounts that were calculated in your company file. The changes won't affect transactions or reports in

your company file; the changes will only print on the W-2 forms. You can also choose to revert to the amounts calculated in your company file.

MYOB Payroll Tax Forms You can use the MYOB Payroll Tax Forms service to generate and file your year-end state and federal payroll forms using information extracted from your company file. These include withholding tax forms, unemployment wage reports, and new employee forms.

NOTE: You need to register for MYOB Payroll Tax Forms to electronically file W-2 forms You can generate W-2 forms using MYOB software. However, if you want to electronically file these forms, you need to register for the MYOB Payroll Tax Forms service. For more information, see [‘Set up MYOB Payroll Tax Forms’ on page 47](#).

Task 3: Print vendor 1099 statements

You can print 1099 statements for your vendors to use at tax time. Information for 1099 statements is tracked using the current payroll year for your company file. You can also manually adjust statements when you prepare them.

To view, edit, and print 1099 statements, click **Print 1099s and 1096** in the **Purchases** command center.

For more information about preparing 1099 and 1096 forms, see MYOB online help.

Task 4: Print payroll reports

Print the following payroll reports at a minimum:

- **Payroll Register Summary**—shows the pay history of your employees.
- **Payroll Activity Summary**—shows the paychecks that have been recorded but does not include any manual adjustments made in the **Payroll Details** tab of the **Card Information** window (in the employee’s card).

Task 5: Back up your company file

Before you start a new payroll year, make a backup of your company file. Once the previous year is closed, detailed payroll information is no longer available and W-2 forms, and 1099 statements cannot be printed for that year. If you’ve made a backup, however, you can restore that backup and print the necessary documents.

For more information, see [‘Backing up and restoring company files’ on page 263](#).

Task 6: Start a new payroll year

NOTE: Single-user access Please note that this task requires single-user access. For more information, see [‘Single-user file locking for special tasks’ on page 270](#).

Starting a new payroll year will:

- clear the payroll history from employee cards
- prevent you from printing payroll reports for the previous year
- carry over accrual balances that have the **Carry Remaining Leave Over to Next Year** preference set in the **Accrual Information** window of employee cards
- clear any accrual balances that do not have the **Carry Remaining Leave Over to Next Year** preference set in the **Accrual Information** window of employee cards
- prevent you from editing or deleting paychecks for the previous year.

To start a new payroll year

- 1 Go to the **File** menu, choose **Start a New Year** and then **Start a New Payroll Year**.
- 2 If you want to create a backup file before purging the information, click **Backup** and follow the instructions in the windows that appear.
- 3 Click **Continue**. Follow the on-screen instructions to complete the process.

Task 7: Check that you have the latest tax tables

- ❖ To ensure you have the correct tax tables for the new payroll year, go to the **Help** menu and choose **Check for Product Updates** (requires Internet access).

Task 8: Optimize and verify your company file

Once the Start a New Payroll Year procedure is complete, we recommend that you optimize and verify your company file. See ['Optimizing your company file' on page 268](#).

18 Managing user accounts and company files

This chapter explains how you can perform maintenance tasks on your company file (including backing up, restoring, and optimizing) and how you can control access to your company file using user accounts.

Managing user accounts

If several people enter transactions into the same company file, you can control which command centers, windows, and transactions they can access with user accounts. The ability to limit users' access can help to minimize fraud. For example, you can prevent a person who places orders with vendors from also being able to pay vendors, minimizing the likelihood of paying false bills.

Restrict access to employee information User IDs can be set up to restrict access to employee banking and contact information stored in the card file and on reports. You can set broad restrictions, such as access to the employee card file, or you can set specific restrictions, such as viewing employee banking details.

User accounts A user can only open a company file by completing the **Sign-on** window. The user must enter a user ID and password to gain access to the user account. Then, whenever a user enters a transaction, it is labeled with the user ID. This allows you to keep track of who entered particular transactions, useful for following up disputes with vendors or customers, and for identifying fraudulent transactions.

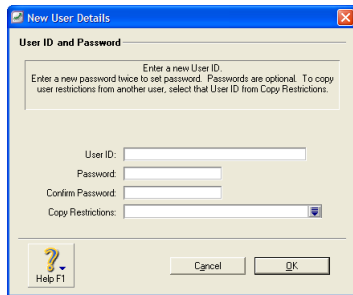
Administrator account The Administrator account is a default user account always present in all company files and cannot be deleted. This special user account is the only one with access to all command centers, functions, and windows.

The person logged on as Administrator is able to create, edit, and delete ordinary user accounts. For that reason, as soon as you create a company file, you should supply a password for the Administrator account; otherwise any user can log in and enter, edit, and delete transactions without leaving a trace. For more information, see '[Set a password for the Administrator user ID](#)' on [page 32](#).

Simultaneous users Your MYOB software allows more than one user to access a company file. The number of users who can access simultaneously depends on the number of users you are licensed for. If you require more users to have access to a company file, you can buy additional licenses whenever the need arises. For more information, see '[To activate your company file for additional workstation licenses](#)' on [page 262](#).

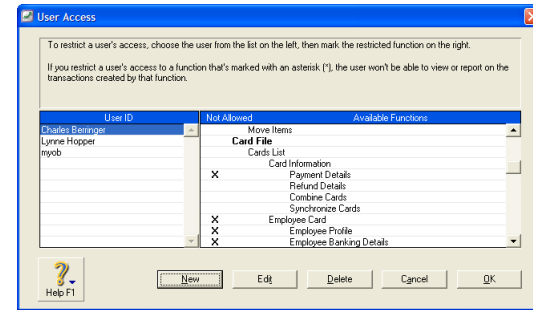
To create a user account

- 1 Start your MYOB software and click **Open your company file** in the welcome window that appears. The **Open** window appears.
- 2 Navigate to and select the company file to be opened, and click **Open**. The **Sign-on** window appears.
- 3 Type **Administrator** in the **User ID** field, type the administrator's password in the **Password** field, and click **OK**.
Note that if you have not set a password for the Administrator account, leave this field blank.
- 4 Go to the **Setup** menu and choose **Preferences**. The **Preferences** window appears.
- 5 Click the **Security** tab and then click **Password**. The **User Access** window appears.
- 6 Click **New**. The **New User Details** window appears.
- 7 Type the user name in the **User ID** field, then type the password in the **Password** and **Confirm Password** fields.



- 8 If you want to copy the restrictions you've set up for another user, type or select an existing user account in the **Copy Restrictions** field.
- 9 Click **OK**. The new user account appears in the **User ID** column of the **User Access** window.

- 10 Click the new user account in the **User ID** column, then click in the **Not Allowed** column next to those command centers or functions to be denied to the user.



- 11 Click **OK**.

To activate your company file for additional workstation licenses

When the volume of transactions grows too large for a single person to handle, you can purchase extra workstation licenses to allow additional users to access the company file simultaneously.

NOTE: Before you begin, have your credit card on hand.

- 1 Start your MYOB software and open the company file requiring extra workstation licenses.
- 2 Go to the **Setup** menu and choose **Company Information**.
- 3 In the **Company Information** window, click **License**.
- 4 Call Customer Service at the number given in the **Enable License** window and follow the Customer Service representative's instructions.

NOTE: Write down the confirmation code Ask the Customer Service representative for the company file's *confirmation code*—you may need it to activate the extra licenses you purchased.

- 5 Confirm the extra workstation licenses.
 - If you want to confirm via the Internet, click **Enable Online** and click **OK**.

- Otherwise, type the confirmation code given to you by the Customer Service representative in the **Enter Confirmation Code** field and click **OK**.

Backing up and restoring company files

Backing up is the copying of a company file to some form of storage medium, such as a CD, a different hard disk, or other media. You can also use the backup function in your MYOB software to create a compressed archive file that takes up less space.

The **Restore** command closes the company file you're currently using, decompresses a backup file so you can use it, and then opens the backup file.

CAUTION: Single-user access required Making and restoring a backup file requires single-user access. For more information, see '[Single-user file locking for special tasks](#)' on page 270.

Precautions when backing up Avoid common mistakes that can cause you to lose backups of company files:

- **Take care when backing up multi-user company files** If multiple users access a company file on a host, you need to back up the company file on the host computer—including custom forms, letters, and spreadsheet templates you have created. You can then copy the updated templates to each workstation and ensure the latest versions are used.
When you do a full backup, ensure that the most recent versions of custom forms and templates are backed up.
- **Don't store backups on the same hard disk as the software** A single disaster can wipe out all your records.
- **Make separate backups** A disk failure can corrupt your data in such a way that you may not notice it during a session.

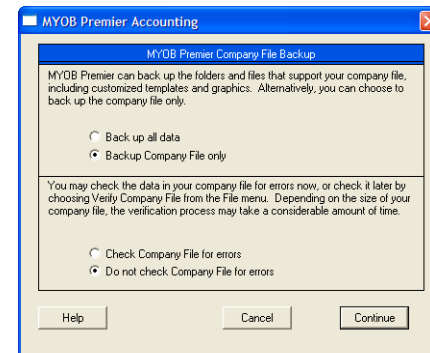
If you accidentally copy the damaged data over your previous backup, the backup is no longer valid.

Without a valid backup, you will need to re-create your company file. You can reduce the risk by making separate backups to protect your company data—for example, at the end of each business day.

- **Store backups offsite** Store all your backups in a safe place, preferably away from your office. Except for daily rotational backups, do not re-use media.

To make a backup of your company file

- 1 Go to the **File** menu and choose **Backup**. A backup window appears.

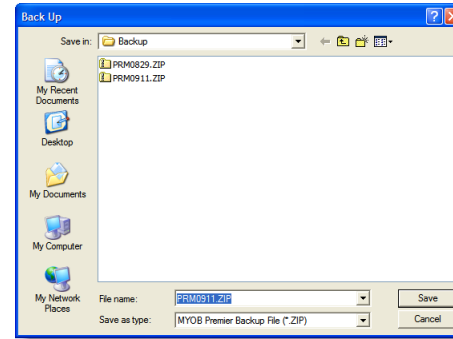


CAUTION: If the backup process does not work When you installed your MYOB software, special software needed for the backup process was also installed. If a message appears when you try to use the **Backup** command, this software may have been removed from the location where it needs to exist. You may need to re-install your MYOB software to use this feature. Alternatively, you can contact MYOB Support for help.

- 2 Choose the type of backup you want:
 - To back up your company file and templates, click **Backup all data**.
 - To back up your company file only, click **Backup Company File only**.
- 3 Choose whether to check your company file for errors before making your backup by selecting one of the options.
- 4 Click **Continue**.
- 5 If you selected the **Do not check Company File for errors** option, the **Save** window appears. Go to [step 7 below](#).
- 6 If you selected the **Check Company File for errors** option, the verification process may take several minutes.

When the verification process finishes, click **OK** in the window that appears. Note that this window appears whether or not errors have been found in the company file.

The **Save** window appears.
- 7 Specify where you want to store the backup file.



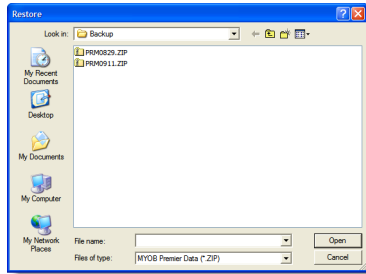
A default filename is assigned:

Default filename	further details
MYOmmdd.zip	<ul style="list-style-type: none">• <i>mmdd</i> is the month and day from your computer's clock• <i>.zip</i> is the file extension and cannot be changed.

- 8 If you want, you can change the name of the backup file. Note that you should name your backups with enough information to tell you when they were from and where you were up to in data entry—for example, 'Monday 5/5/08' or 'Backup as of 5/5/08'.
- 9 Click **Save**. The backup process begins.
- 10 If you are storing the backup file on a removable storage device, label them clearly, so you know exactly when the backup was done.

To restore a backup

- 1 Go to the **File** menu and choose **Restore**. The **Restore** window appears.



If the **Prompt for Data Backup When Closing** option is selected in the **Preferences** window, a window appears asking if you want to back up your company file. If you want to back up your company file now, click **Yes** and follow the prompts, otherwise click **No**.

- 2 In the **Restore** window, select the backup file you want to restore and click **Open**.

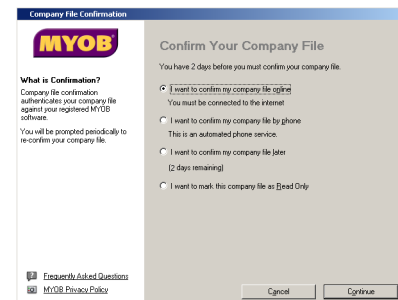
NOTE: If the backup file is on a removable disk, insert the disk into the disk drive.

- 3 Specify where you want to save the restored file and click **Choose**. By default, the name of the restored file is appended with ' and is then restored to the specified location.
- 4 A message appears showing that the company file will be restored to the selected folder.
- 5 Click **OK** to complete the restore. The **Sign-on** window appears so you can proceed working with the restored file.

NOTE: Restoring from a CD If you are restoring a backup file from a CD, the file will be read-only. To record new transactions to the file, you need to change the file's attributes. Right-click the file, choose **Properties** and deselect the **Read-only** option.

Confirming activated company files

Once a company file is activated, once or twice a year you must confirm its activation for the life of the file. The confirmation verifies to MYOB that you are running a legal installation of MYOB software. When confirmation is due and you attempt to open an activated company file, the **Company File Confirmation** window appears.



You have a period of grace in which to confirm the company file, indicated under the **Confirm Your Company File** heading.

NOTE: Frequent requests to confirm If, after confirming a company file, your MYOB software asks you within a short period of time to confirm it again, see [‘Troubleshooting activated company files’ on page 267](#). Under normal circumstances, confirmation occurs once or twice a year

If you don’t want to confirm immediately, select the **I want to confirm my company file later** option and click **Continue** to open the file. After the period of grace expires, the company file can be opened only in read-only mode, in which you can still view transactions, print reports, or export data, but will not be able to enter any data.

NOTE: Confirming a read-only file If you have chosen to open a company file overdue for confirmation in read-only mode, but then change your mind, go to the **Help** menu and choose **Confirm Company File**. The **Company File Confirmation** window appears.

These procedures show you how to confirm an activated company file or set up automatic confirmation:

- [‘To confirm a company file online’ below](#)
- [‘To confirm a company file by telephone’ below](#)
- [‘To set up automatic company file confirmation’ below](#).

To confirm a company file online

- 1 Ensure you are connected to the Internet.
- 2 In the **Company File Confirmation** window, click **I want to confirm my company file online**.
- 3 Click **Continue**. Your serial number and company file code are sent to the MYOB confirmation server, which returns a confirmation code and extends the file activation.

The **Company File Confirmation – Confirmed** window appears.

- 4 Click **OK** and respond to subsequent windows as you wish until a command center appears. The company file has been confirmed and you can continue to enter transactions.

To confirm a company file by telephone

- 1 In the **Company File Confirmation** window, click **I want to confirm my company file by phone**.
- 2 Click **Continue**. The **Company File Confirmation – By Phone** window appears.
- 3 Call MYOB at the telephone number displayed under the **Company File Code** field.
- 4 Follow the instructions to receive your confirmation code.
- 5 Type the confirmation code in the **Confirmation Code** field and click **Continue**.

NOTE: Confirmation code used only once After you confirm your company file, the confirmation code cannot be used to confirm this or any other company file again. You must get a new confirmation code each time your MYOB software requests confirmation.

- 6 If you have an Internet connection and you prefer your MYOB software to perform subsequent confirmations automatically, select the **I want to use Automatic Confirmation** option.
- 7 Click **OK** and respond to subsequent windows as you like until a command center appears. The company file has been confirmed and you can continue to enter transactions.

To set up automatic company file confirmation

You can set up your MYOB software to confirm company files over the Internet automatically.

NOTE: Internet connection required When your MYOB software attempts to confirm the activation of the company file automatically and you are not currently connected to the Internet, a window appears requesting you to connect.

- 1 Open your company file.
- 2 Go to the **Setup** menu and choose **Preferences**.
- 3 In the **Preferences** window, click the **Security** tab.
- 4 Select the **I Prefer to Use Automated Online Company File Confirmation** option and click **OK**.

From now on, your MYOB software confirms the company file automatically and displays this notification of successful confirmation each time.

Troubleshooting activated company files

The activation and confirmation of company files are sensitive to changes of the date in your computer's system clock. In some

circumstances, changes, or discrepancies in the system date initiate an immediate confirmation process.

Note that if you confirm a company file several times within a short period of time, you may be prevented from using the file until you contact MYOB Customer Service.

Workstations out of synchronization If multiple users on different workstations are accessing a company file simultaneously and the dates in the system clocks of one or more workstations differ, you will need to synchronize clocks and confirm the company file the next time you open it.

NOTE: Confirmation help For more information about the confirmation process, and additional troubleshooting tips, click the **Frequently Asked Questions** link in the **Company File Confirmation** window.

Servicing your company file

Checking your company file for errors

In addition to having your company file automatically checked for errors before creating a backup, you can check your company file any time you choose.

By checking your company file for errors, you can catch minor problems in the file before they cause serious problems.

CAUTION: Single-user access required This task requires single-user access. For more information, see '[Single-user file locking for special tasks](#)' on page 270.

To check your company file for errors

- 1 Go to the **File** menu and choose **Verify Company File**. A confirmation window appears.

- 2 Click **OK** to confirm that you want to verify your company file. Your company file is scanned for errors. When the file verification process is complete, a message appears describing the results of the process.

If no errors were found, click **OK** to end the verification process.

If your company file is corrupt, you can:

- Attempt to fix the company file by optimizing it—see '[Optimizing your company file](#)' on page 268—and repeat from [step 1 above](#) to check if the errors have been fixed.
- Restore the company file from your most recent backup—see '[To restore a backup](#)' on page 265.

- 3 Click **OK**.

Optimizing your company file

Over time, your company file will grow considerably in size. As you enter transactions, then remove or purge them, the file will have unused areas that once contained these transactions. These unused areas can affect the efficiency with which operations are performed in the company file. We recommend that you use the Optimization Assistant to remove the unused areas in the company file and keep your accounting software running efficiently.

To optimize a company file

CAUTION: Optimizing multi-user company files If multiple users are accessing a shared company file on a host computer, optimize the company file on the host. Optimizing a company file requires single-user access.

- 1 Open the company file to be optimized.
- 2 Go to the **File** menu, choose **Optimize Company File** and click **OK**.
- 3 If an optimization recovery file exists, we recommend that you click **Yes** to retain a copy of it. Then click **OK**.
- 4 Click **OK** when the optimization process is complete.

Purging information that is no longer needed

Purging is the process of removing data from your company file. After you have used your MYOB software for a long time, you will notice that the size of your company file has grown considerably.

CAUTION: You should be particularly careful about purging transactions that haven't been included in your end-of-period reporting. After transactions are purged, they will no longer appear in any report.

The procedure for purging information applies if you are purging:

- journal entries (including prior year paychecks)
- sales
- purchases
- business contacts
- contact logs
- activity slips
- sales history figures.

Purging activity slips and timesheets

When purging activity slips and timesheets, note the following:

- If you've billed an activity slip on an invoice, you can purge that activity slip only if the invoice on which it was billed has been purged.
- You can purge a timesheet only if an employee payment for the timesheet's hours has been made using the **Process Payroll** assistant.
- If you purge activity slips, any slips with hours on timesheets are not purged. You must purge timesheets to purge those activity slips.
- If you purge a timesheet, any activity slips on the timesheet are also purged (only if an employee payment for the timesheet's hours has been made using the **Process Payroll** assistant).

To purge information

CAUTION: Purging multi-user company files Purging a company file requires single-user access. See [‘Single-user file locking for special tasks’ on page 270](#).

- 1 Open the company file to be purged.
- 2 Create a backup file. See [‘Backing up and restoring company files’ on page 263](#).
- 3 Go to the command center to be purged. The information you can purge is dependent upon the command center you are in. For example, if you are in the **Sales** command center, you can only purge closed invoices.
- 4 Go to the **File** menu and choose **Purge [...]**.
- 5 Click **Continue** and follow the instructions in the **Purge [...]** wizard.

Troubleshooting file-locking problems

When a company file is open, a temporary file called a *lock file* is created in the folder where the company file is stored. This file, called `Lock000*.flk`, keeps track of who is using the company file. When you log out of the company file, the lock file is deleted automatically.

NOTE: Lock file name The file is named `Lock????.flk`, where `????` stands for a number from 0001 to 0010. If there is more than one company file in the same folder, the number allows your MYOB software to create a different named lock file for each company file.

Sometimes, however, the lock file is not deleted. This can happen if your computer crashes or an error causes your company file to close unexpectedly. Lock files can accumulate in the company file folder, resulting in error messages appearing when you try to access your company file again.

To resolve these error messages, you must exit your MYOB software, open the folder that contains the company file and delete any lock files that it contains. You should then be able to open your company file without an error.

Special considerations for networked company files

When multiple users access a company file over a network, you need to be aware of factors that affect the way you work. These factors are not present when only a single user accesses the company file.

Preferences in a network environment

Some of the choices in the **Preferences** window of your MYOB software can affect how everyone works with your company file. These preferences are clearly marked *System-wide*.

Multi-user file locking for daily transactions

Multi-user file locking ensures that changes cannot be made in some windows while related data is being changed by another user.

For example, a situation could arise where a user is recording information in a sales transaction window while another user is changing details of the customer card being used in the sales transaction. In such a situation, multi-user file locking disallows changes being saved in one of the windows until the changes have been saved in the other window.

If you would like to know when another user has changed data in a window, go to the **Setup** menu, choose **Preferences**, click the **System** tab, and select **Automatically Refresh Lists When Information Changes**. Now, if another user changes information you are viewing, your MYOB software closes your window. When you reopen it, the data is updated.

TIP: View a list of users If you have been prevented from accessing the company file, you can determine the user who is locking you out. To do this, go to a computer that has access to the company file and view the list of active users (go to the **File** menu and choose **Active Workstations**).

Single-user file locking for special tasks

Only one user should have access to a company file during file maintenance procedures, such as backing up, checking, and optimizing the company file. For example, optimizing a company file rearranges its internal structure, so ensure that the file is not being accessed while this process is taking place. Other single-user tasks are part of standard bookkeeping practice. For example, when you print a report, you do not want anybody to change data that will appear in the report while it is being printed.

TIP: View a list of users To check whether any other users are currently using the company file before you set a single-user lock, go to the **File** menu and choose **Active Workstations**.

Single-user file locking prevents all but the first logged-in user from accessing a shared company file—other users cannot even log in. To enable single-user access after starting your MYOB software, click **Single-user access** in the **Sign-on** window.

The tasks that require single-user file locking include:

- backing up a company file
- restoring a backup file
- company file verification
- purging data
- exporting data
- importing data
- starting a new fiscal year
- creating, changing, or deleting report batches
- optimizing a company file
- setting up, changing, or removing user accounts
- starting a new payroll year
- loading payroll tax tables
- synchronizing cards and Outlook contacts
- creating, changing, or removing payroll categories.

Problems with lock files

MYOB software displays a **File is busy; access denied** message when another user is accessing a shared company file and you both try to simultaneously save a transaction or write data. When you see this message, wait a few moments for the other transaction to finish and for your MYOB software to delete the lock file, and then click **Retry**.

If the power fails, or you switch off your computer while your MYOB software is running, or your system crashes, MYOB software is unable to delete the lock file. You will need to delete the lock files manually (see [‘To delete lock files’ on page 271](#)). The following situations can cause lock files to accumulate in the

folder where the company file is kept, resulting in various error messages when you try to open a company file:

- **Someone else is currently signed on with the same User ID.** Someone else is using the company file with your user ID or a lock file from an irregularly ended session is present.
- **No more than 10 company files in any folder may be opened at one time.** There are more than 10 lock files—the maximum permitted—in the folder where a company file is kept. This can occur legitimately if there are more than 10 company files in the folder, 10 of which are open simultaneously, so that an 11th open file would create an illegal 11th lock file.
It is possible 10 lock files have accumulated in the folder owing to crashes and other problems.
- **You have reached the maximum number of simultaneous users allowed under your MYOB software Workstation License.** If you know this is incorrect, the problem may be a lock file.

Any of the above messages may mean that there are old lock files cluttering the folder where you store the company file. You need to delete the lock files before your MYOB software will run correctly.

To delete lock files

- 1 Ensure all users are logged out of your MYOB software.
- 2 Close your MYOB software.
- 3 Locate the folder where you keep the shared company file.
- 4 Delete all lock files. They are named `Lock?????.flk`, where `????` stands for a number from 0001 to 0010.
- 5 Restart your MYOB software and reopen the shared company file.

Preventing data entry while generating reports

If there are multiple users accessing a company file simultaneously and you want to print or view a report, we recommend that you prevent data changes during report generation so that other users cannot make entries in the company file that will affect the report.

Before you print or display a report, open the **Report Customization** window for the report. You can select the **Prevent Data Changes During Report Generation** option (located on the **Finishing** tab of the **Report Customization** window). This turns on multi-user file locking and prevents other users from editing the company file while you are generating reports.

Note that some reports take time to be generated. Consider printing these lengthy reports at times when no one else is using the company file.

Storing custom reports on a network

When you create custom reports, information about them is stored on the workstation where they were created and not on the network. Other users of the same company file won't be able to use your custom reports unless you copy the reports to the appropriate locations on other workstations. (You may want to ask your system administrator to perform this task.)

Your custom reports are stored in the **Custom** folder, which is within the folder where your MYOB software is installed on your workstation.

Displaying up-to-date information

Each time you open a list window (such as the **Find Transactions** window) or display a report in the **Report Display** window, the information that is displayed matches the contents of the company file as of the moment you opened the list or displayed the report.

However, if you keep the list or report displayed on your computer screen for some time, the data that other users entered during that time will not be included in your list or report. You can update the information automatically or manually:

- **Automatic update.** Go to the **Setup** menu, choose **Preferences** and then click the **System** tab. Select the **Automatically Refresh Lists when Information Changes** option.

NOTE: Automatic refreshing slows response Consider whether you need to have on-screen information refreshed automatically. If you choose this option, your MYOB software will operate more slowly for everyone who is accessing the company file. If speedier data entry is a priority, we recommend that you choose to manually refresh information regularly.

- **Manual update.** Go to the **Window** menu and choose **Refresh All**. To update an on-screen report in the **Report Display** window, click **Redisplay**.

Improving performance

The following list provides a number of ways in which you can improve the efficiency of your MYOB software:

- Use single-user access whenever possible.
- Optimize your company file frequently—see ‘[Optimizing your company file](#)’ on page 268.
- Do *not* select the **Automatically Refresh Lists when Information Changes** option in the **Preferences** window.
- Do *not* check for duplicate transaction numbers.
- Use Easy-Fill when entering card names, account names, and item numbers or names.
- Avoid leaving list windows open.
- Use only a few linked accounts for inventory items.
- Combine line-item quantities on sales and purchases.
- Generate large reports when you’re the *only* person using the company file.
- Print reports by a specific month instead of by a date range.

Appendix A: Importing and exporting data

Exporting data

You can take data entered in your MYOB company file and use it in other software or in other MYOB company files. This process is called *exporting data*.

Some of the types of information you can export are: accounts, items, general journal entries, inventory adjustments, Receive Money transactions, Spend Money transactions, sales, purchases, cards, jobs, timesheets, activities, and activity slips.

NOTE: Exporting timesheets When you export timesheets, only the entries that *don't* have activity slips associated with them are included. You must export activity slips to complete the process.

The data can be exported to a tab-delimited or comma-separated text file.

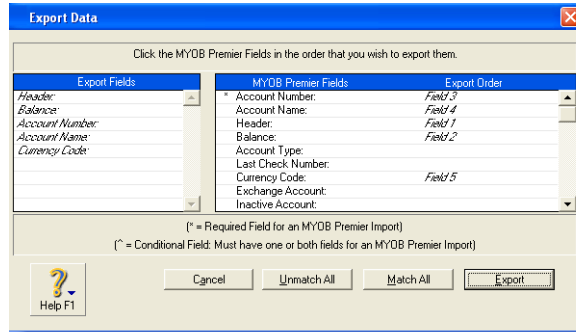
NOTE: Single-user mode required for data export You cannot export data when more than one user is logged in. For more information, see '[Single-user file locking for special tasks](#)' on [page 270](#).

Before you export data, you should make a backup of your company file. See '[Backing up and restoring company files](#)' on [page 263](#).

To export data

- 1 Go to the **File** menu, choose **Export Data** and then choose the type of data you want to export. The **Export File** window appears.
- 2 Select the export file format and enter other information in this window. For detailed field help, click **Help**, and then choose **Help for This Window**.
- 3 Click **Continue**. The **Export Data** window appears.
- 4 Choose the fields you want to export and the order in which you want to export them. To do this, click on the first field you want to export in the **MYOB Premier Fields** column. **Field 1** will appear in the **Export Order** column next to the field you

selected. The field name will appear at the top of the **Export Fields** column on the left side of the window.



- 5 Repeat the previous step for each field you want to export. If you want to remove a field name from the **Export Fields** column, click the name in the **MYOB Premier Fields** column. If you want to export all the fields in the order they're shown in the **MYOB Premier Fields** column, click **Match All**.
- 6 When you have selected the fields, click **Export**. The **Save As** window appears.
- 7 Enter a file name and location for the export file and click **Save**. The file is exported.

Exporting to and importing from CaseWare

Accountants routinely ask their clients to provide financial information in an electronic format that can be loaded into their software. This makes it easier for the accountant to examine and analyze their clients' records. After examining their records, the accountant may make adjustments to the records and these need to be entered into the client's accounting software.

If your accountant requests an electronic copy of your accounting records, you can use your MYOB software to create a comma-separated text file that can be read by CaseWare, a client write-up software package that is popular among accountants.

The file that is created through the export process will contain your company information, account information, and journal entries. See '[To export to CaseWare](#)' below.

If your accountant makes adjusting journal entries that he or she wants you to enter into your company file, you can request them to give you these journal entries in electronic format. You can

then import these journal entries to your MYOB software. See '[To import from CaseWare](#)' on page 275.

To export to CaseWare

- 1 Go to the **File** menu, choose **AccountantLink**, and then **Export to CaseWare**. The **Export File** window appears.
- 2 If you want to export journal entries in addition to company information and accounts, select the **Include Journal Entries in Export File** option. (Keep in mind, however, that exporting journal entries may take some time, and may create a very large export file.)
- 3 From the **Dated to end of** list, choose the most recent month you want to include in the file. All journal entries from the first day of the fiscal year through the last day of the month you selected will be included in the text file.

- 4 When you're ready to create the CaseWare export file, click **Export**. The **Save As** window appears.
- 5 Specify a location and file name for the export file. The data is exported and saved as a text (.TXT) file.
- 6 Click **OK** or **Save** to begin creating the CaseWare export file.

When the file has been created, you can send it to your accountant, who can then import it into CaseWare.

To import from CaseWare

- 1 Before you begin the import process, you should obtain from your accountant the *import file* containing the general journal entries that you want to import. You should also make a backup of your company file.

NOTE: Single-user access This task requires single-user access. For more information, see [page 270](#).

- 2 Go to the **File** menu, choose **AccountantLink**, and then **Import from CaseWare**. The **Open** window appears.
- 3 Locate the import file that your accountant sent you and click **Open**. The import process begins immediately.

If you get a warning or an error message indicating that the import was not successful, refer to the import log file in your MYOB software installation folder for a list of errors or warnings. This is a text file—readable by most word processors—that lists the problems encountered during the import.

Importing data

You can take data entered in other software and incorporate it into your company file. You can also incorporate information from one MYOB company file into another MYOB company file. This process is called *importing data*.

Some of the types of information you can import are: accounts, items, general journal entries, inventory adjustments, Receive Payments transactions, Receive Money transactions, Spend Money transactions, Pay Bills transactions, sales, purchases, cards, jobs, timesheets, activities, and activity slips.

NOTE: Importing timesheets When you import timesheets, only the entries that *don't* have activity slips associated with them are included. You must import activity slips to complete the process.

The data can be imported from a tab-delimited or comma-separated text file.

NOTE: Single-user access This task requires single-user access. For more information, see [page 270](#).

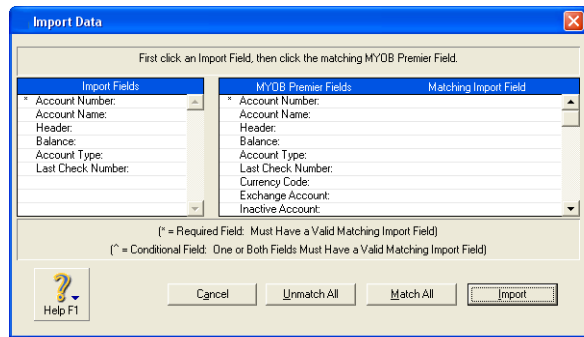
Importing from CaseWare You can import journal entries from CaseWare directly into your MYOB company file. For more information, see '[Exporting to and importing from CaseWare](#)' on [page 274](#).

To import data

Before you start the import process below, you need to export the data from the software used to create the data and save it in a tab-delimited or comma-separated file format.

NOTE: Back up your data Before you import data you should make a backup of your company file. See 'Backing up and restoring company files' on page 263.

- 1 Go to the **File** menu, choose **Import Data** and then choose the type of data you want to import. The **Import File** window appears.
- 2 Select the import file format, the type of the first record, and, if required, the method of handling duplicate records. For more information, click **Help** and then choose **Help for This Window**.
- 3 Click **Continue**. The **Open** window appears.
- 4 Locate and select the file you want to import and click **Open**. The **Import Data** window appears.



- 5 Match the import fields with the **MYOB Premier fields** column. To do this:
 - a Click the name of a field in the **Import Fields** column.
 - b Click the matching field in the **MYOB Premier Fields** column.

The import field you selected appears in the **Matching Import Field** column.

NOTE: Some fields must be imported Fields that have an asterisk (*) next to them must have matching import fields assigned to them.

- c If you want to remove a matching field, click the field name in the **Matching Import Field** column.
 - d If all the fields in the import file match those in the **MYOB Premier Fields** column, click **Match All** to match all fields simultaneously.
- 6 Click **Import** to import the data. If you get a warning or an error message indicating that the import was not successful, refer to the import log file in your MYOB software installation folder for a list of errors or warnings. This is a text file—readable by most word processors—that lists the problems encountered during the import. This file is called myoblog.txt.

Importing Quicken (QIF) files

You can import Quicken-formatted files (QIF) that contain transactions (except for transactions associated with your investment or brokerage accounts). Refer to your Quicken documentation for information about exporting QIF files.

When you import the transactions, you'll need to match the accounts in your company file with the Quicken accounts.

To import a Quicken file

- 1 Go to the **File** menu, choose **Import Data** from the **File** menu, and then choose **Quicken (QIF) File**.
- 2 Select the QIF file you want to import and then click **OK**.
The import process begins.
- 3 If the **Choose an Account** window appears, select in the **MYOB Account** field, the account that best matches the account displayed in the **QIF Account** field or **QIF Category** field.

NOTE: If you don't match an account, an account will be created for you, using the Quicken account name. If no Quicken account name is present, the account will be named QIF Allocation Account or QIF Source Account. You can change the name later, if you want.

- 4 Click **OK**. The import process will continue.
If some transactions are skipped, or if there is a problem with the import, a message will appear, indicating that the Import Log report was created. This report (called myoblog.txt) is located in the same folder as your company file. It lists the problems that occurred during the importing process, and information about any rejected records.

Appendix B: Networking company files

This section is only applicable to users who want to network company files on a peer-to-peer network.

Preparing company files for multiple users

If multiple users will be simultaneously accessing a company file, it should be stored on a *host* computer where it can be accessed across the network from other Windows *workstations*. The host computer and workstations must be running Windows Vista, XP, or 2000. Note that the workstations do not all need to be running the same version of Windows.

NOTE: Setting up networks needs expert skills Because setting up routers or hubs, cabling computers, and configuring network hardware and software require expert knowledge, you may need to employ an expert with the necessary skills.

This section starts from the point where the network is already set up and running. A local area network (LAN) can be set up in many different ways. The procedures in this section describe the most common situation where a LAN is protected from the external Internet by a firewall on a router or gateway computer.

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

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

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

Setting up the network hardware

Unless you are an expert, employ a networking consultant to set up your network hardware. Show the consultant these requirements for the host computer, and the hardware and software requirements for the workstations specified in the *Getting Started* guide.

Networking	Local area network (LAN), peer-to-peer
Windows host	Windows 2000 (Service Pack 4), XP or Vista

Equipment	Pentium processor, with 128 MB RAM, or better Older computers may need a network interface card (NIC)
Protocols	Ethernet (10BASE-T twisted pair cable, shielded or unshielded) or Fast Ethernet (100BASE-TX twisted pair cable, shielded), with Windows networking (NetBIOS, NetBEUI, or TCP/IP)

Setting up a company-file folder on a Windows host

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

- **Host the company file on the most powerful computer in the network** Users on workstations will enjoy better performance if the company file is stored on the most powerful computer in your network—the fastest, with the most memory.
- **Host the company file on the key employee's computer** If one employee will use the company file more than anyone else, consider storing the company file on that employee's computer. This person will experience better

performance from accessing the company file directly, compared with accessing it across the network.

- **Host the company file on a backed-up computer** If you store all your important files on a central host that is backed up frequently, it is a good idea to also store your company file on that host. The company file will then be backed up along with all your other vital data.

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

- [To share a folder on Windows Vista, page 281](#)
- [To share a folder on Windows 2000 Professional or XP, page 281](#)
- [To share a folder on Windows 2000 Standard, page 282](#)

To share a folder on Windows Vista

This procedure applies to Windows Vista users. If this procedure does not apply to your network configuration, consult a networking expert or read Windows Vista help to set up appropriate sharing access and permissions.

- 1 Log in as an administrator if only administrators can set permissions on your computer.
- 2 In Windows Explorer, create a folder named **Company_Files** in a convenient location, for example, c:\Company_Files. This folder is where the shared company file will be stored.
- 3 Right-click on the **Company_Files** folder and choose **Share**. The **File Sharing** window appears.
- 4 Click in the **Permission Level** column next to the **Everyone** user group and choose **Co-owner**. This enables full control permission.

NOTE: Everyone group If the Everyone group does not appear in the list, select it from the menu field above the list and click **Add**, then assign access permission as per the above step.

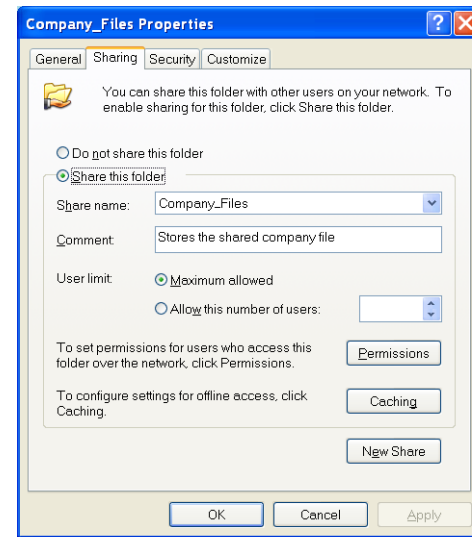
- 5 Click **Share**. In the confirm window that appears, click **Done**.
- 6 In Windows Explorer, move the company file to the **Company_Files** folder you just created on the host.
- 7 Continue with 'Accessing the shared company file from a workstation' on page 284.

To share a folder on Windows 2000 Professional or XP

This procedure applies to Windows 2000 Professional and XP. Consult a networking expert or read the Windows help to set up appropriate sharing and access permissions if this procedure does not apply to your network configuration.

- 1 Log in as an administrator if only administrators can set permissions on your computer.

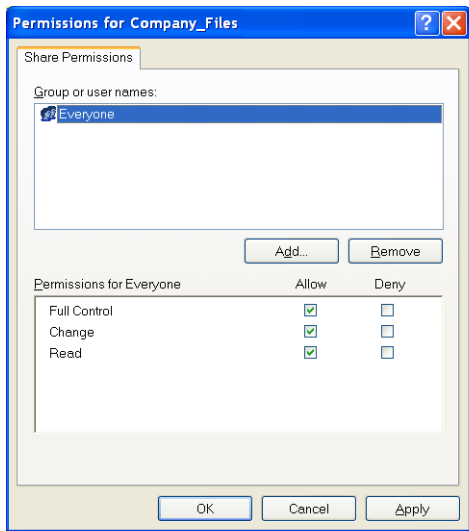
- 2 In Windows Explorer, create a folder named **Company_Files** in a convenient location, for example, c:\Company_Files. This folder is where the shared company file will be stored.
- 3 Right-click the **Company_Files** folder and choose **Properties**.
- 4 In the **Company_Files Properties** window, click the **Sharing** tab and set the fields and controls as shown below.



Share this folder (Share this folder in the network)	Select this option. If your network does not have workgroups or you are logged in to a domain, select the Share this folder in the network option, and then complete the wizard that appears.
Share name	Type the name that will be seen by users accessing the folder from their workstations, for example, Company_Files .
Comment	Type a description that users will be able to read in the folder's Property window. This option is not present if your network does not have workgroups or you are logged in to a domain.

Maximum allowed	Select this option to allow as many users as possible to simultaneously access the company file. This option is not present if your network does not have workgroups or you are logged in to a domain.
Allow network users to change my files	Select this option. This option is not present if your network does not have workgroups or you are logged in to a domain.

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



Permissions for Everyone	Allow	Deny
Full control	Select	Deselect
Change	Select	Deselect
Read	Select	Deselect

- 8 In the **Company_Files Properties** window, click **OK**.
- 9 In Windows Explorer, move the company file from its present location to the **Company_Files** folder on the host.
- 10 Continue with '[Accessing the shared company file from a workstation](#)' on page 284.

To share a folder on Windows 2000 Standard

If this procedure does not apply to your network configuration, consult a networking expert to set up appropriate sharing and access permissions, or read the Windows help (search for *sharing files* or *sharing resources*). Some versions of Windows have file sharing disabled by default, so you must enable file sharing. If file sharing is already enabled, you can begin with [step 7](#) on [page 283](#).

Enable file sharing

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

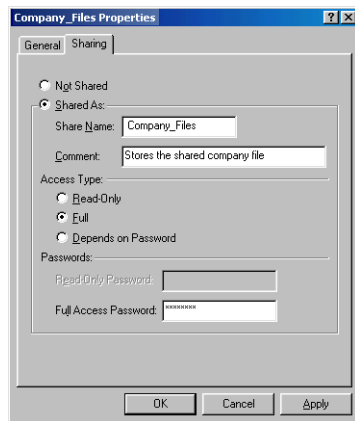
Computer name	Type the name that will be visible in Network Neighborhood (My Network Places on some versions of Windows).
----------------------	---

Workgroup	Type the name of the workgroup or domain to which this computer belongs. If you are not sure whether workgroups or domains have been created on your network, consult a networking expert.
------------------	--

- 5 In the **Network** control panel, click **OK**.
- 6 If a message asks you to restart the computer, click **Yes**.

Share a company-file folder

- 7 In Windows Explorer, create a folder named **Company_Files** in a convenient location, for example, c:\Company_Files. This folder is where the shared company file will be stored.
- 8 Right-click the **Company_Files** folder and choose **Properties**.
- 9 In the **Company_Files Properties** window, click the **Sharing** tab and set the fields and controls as shown below.



Shared As	Select this option
Share Name	Type the name that will be seen by users accessing the folder from their workstations, for example, Company_Files.
Comment	Type a description that users will be able to read in the folder's Property window.

- 10 Set the access permissions according to which groups of controls appear on the **Sharing** tab.
 - **Access Type controls group** Select the **Full** option and type a password in the **Full Access Password** field. (Users will have to type this password to access the company file in the **Company_Files** folder.)
 - **Name and Access Rights controls group** Click **Add** and then, in the **Add Users** window, click:
 - **Full Access** to allow all users unlimited access to the **Company_Files** folder, or
 - **Custom**, check 'The world' item, then click **OK** and choose **Read Files** and **Write to Files**.
- 11 In the **Company_Files Properties** window, click **OK**.
- 12 In Windows Explorer, move the company file from its present location to the **Company_Files** folder on the host.
- 13 Continue with '[Accessing the shared company file from a workstation](#)' on page 284.

Accessing the shared company file from a workstation

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

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

Complete the relevant procedure on every Windows workstation that is to access the shared company file.

To access a shared folder on Windows Vista

- 1 Select **Network** from the Windows start menu.
- 2 Display the host computer's files in the window and locate the **Company_Files** folder.

NOTE: Access may be password protected If a password is required to access the shared company file folder, a window will request you to enter a user name and password when you attempt to access it.

- 3 Right-click the **Company_Files** folder and click **Map Network Drive**. The **Map Network Drive** window appears.
- 4 Accept the proposed drive letter or choose another, select the **Reconnect at logon** option, and click **Finish**. If access to the folder is password protected, a logon window may appear. If so, type the password and click **OK**.

In Windows Explorer, the **Company_Files** folder now appears as a network drive under **Computer**. For example, you might

see the shared folder listed as **Company_Files** on 'Hong's-pc' (V:).

- 5 Open the shared **Company_Files** folder. You should be able to see the shared company file in it.

To access a shared company file folder on other Windows versions

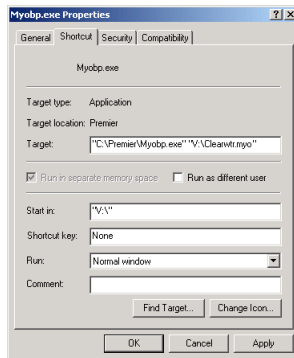
NOTE: Access may be password protected If a password is required to access the shared company-file folder, a window will request you to enter a user name and password when you attempt to access it.

- 1 In Windows Explorer, open **Network Neighborhood** (or **My Network Places**). You can also double-click the **Network Neighborhood (My Network Places)** icon on the desktop.
- 2 Locate the host computer on which the shared company-file folder is stored—see '[Setting up a company-file folder on a Windows host](#)' on page 280.
 - a Expand **Entire Network**.
(In Windows XP Home, open **My Network Places**, click **Add a network place** and complete the **Add Network Place** wizard.)
 - b Expand **Microsoft Windows Network**.
 - c Expand the workgroup or domain in which the host is located, if there is one.
 - d Expand the host computer.
 - e If a **Connect to hostName** window appears, complete the **User Name** and **Password** fields, select the **Remember my password** option and click **OK**. You should now be able to see the **Company_Files** folder.

- In the **Target** field, type a space after the closing quotation mark (”), and then type the location of the company file, including the .myo file extension.

[Windows 2000 and XP users only] The path to this location should also be enclosed in its own quotation marks, for example, "C:\Premier\Myobp.exe" "V:\Clearwtr.myo."

- Copy the location of the company file from the **Target** field, *minus* the name of the company file, and paste it into the **Start in** field, for example "V:\\" as shown below.



Note that there should be no quotation marks in Vista.

- Click **OK** to close the **Myobp.exe Properties** window.
- Double-click the shortcut on the desktop to test it. MYOB Premier Accounting should start on this workstation and immediately open the specified company file, whether it is stored on a remote host or this workstation.
- Repeat from [step 1 on page 285](#) on each workstation that needs access to the company file.

Glossary

A

account An account is a tool used to organize a business. You can assign transactions to eight account classifications:

- Asset
- Liability
- Equity
- Income
- Cost of sales
- Expense
- Other income
- Other expense

Accounts are classified as header or detail. Transactions are assigned directly to detail accounts. Header accounts are used to summarize multiple detail accounts. Each account must have a unique number.

account classification One of the eight accounts groups in the Accounts List: Assets, Liabilities, Equity, Income, Cost of Sales, Expense, Other Income, Other Expense.

account number The account number identifies an account. Each account must have a unique number.

account type A label assigned to each account to indicate its classification. For header accounts, account type names are the eight account classifications. Detail accounts have multiple asset (Bank, Accounts Receivable, Other Current Asset, Fixed Asset, Other Asset) and liability (Credit Card, Accounts Payable, Other

Current Liability, Long Term Liability, Other Liability) account types. Each of the other six classifications has just one account type, each named the same as the classification.

accounting period A part of your fiscal year. MYOB software treats each calendar month as a separate accounting period. Your MYOB software also provides an optional 13th period for year-end adjustments.

accounts list Commonly referred to as a chart of accounts, this is a list of all your asset, liability, equity, income, cost of sales, expense, other income, and other expense accounts.

accounts payable What you owe for goods or services delivered. The sum of all accounts payable is recorded as a liability account. Any time you record a purchase in the **Purchases** command center, the unpaid balance of the purchase is added to your accounts payable balance. Every time you pay a bill (using **Pay Bills** in the **Purchases** command center), the amount is subtracted from your accounts payable balance.

accounts receivable What your customers owe you. The sum of all accounts receivable is recorded as an asset account. Any time you record a sale in the **Sales** command center, the unpaid balance of the sale is added to your accounts receivable balance. Every time you enter a customer payment (using the **Sales** command center), the amount is subtracted from your accounts receivable balance.

accrual method (basis) A method of accounting which records sales and purchases at the time they're delivered, not at the time they're paid for.

accruals Hours that accumulate on paychecks; used to pay special wages, such as vacation or sick pay.

activity A task or service provided by your company for which you can track costs and bill customers on time billing sales.

activity slip A record of the activities performed by your company; the basic record keeping unit of the Time Billing Command Center. Customers are billed for the recorded time on time billing sales.

activity statement A statement that includes all sales invoices, payments, and orders with a customer deposit for a specific period of time; a running balance is included. Quotes never appear on an activity statement.

adjustment: bank deposit Entries in the Bank and Deposit Adjustments window to account for details that would prevent a bank reconciliation if omitted. An example is a fee charged by a credit card processor.

adjustment: inventory Inventory adjustments change an item's quantity to match the actual quantity on hand, or to change the unit cost. An inventory adjustment changes the item's total value.

adjustment: time billing Time billing adjustments change an activity slip's billable amount without affecting the record of the hours or units that were actually worked, or changing the rate usually charged for an activity.

Administrator The user ID that has access to the entire company file. The Administrator ID is created automatically upon creation of the company file. The Administrator must assign a user ID to every other person who uses the system; no other user is authorized to create other user IDs.

aging: payables The number of days between receiving a bill from a vendor and an aging date (usually today).

aging: receivables The number of days between invoicing a customer and an aging date (usually today).

allocation account Usually an expense or income account used to automatically balance a transaction such as a check or deposit.

assets Things you own. Your bank account and computer are both assets. If someone owes you money, the total owed to you is an asset. *Current assets* are assets that can be turned into cash within a relatively short period of time (less than a year). Things that take longer to turn into cash, like your factory building, are called *fixed assets*.

audit trail Information captured by the accounting system to track how each transaction affected every account balance, who performed the processing, and so on. The Audit Trail Tracking System security preference activates a tracking system that records and reports certain entries and many changes performed to a company file.

auto-build The process of combining two or more inventoried items, or "components", to create another inventoried item, known as a "finished item".

average cost method The average cost method to value an inventory item. That is, the total cost of all your purchases for a particular item currently on hand divided by the number of items on hand.

B

backing up The process of preserving information in another location to ensure the information you enter using your computer is safe. Use the Back Up command to back up the company file, with or without any supporting folders.

backup file A computer file copied during the backing-up process, and stored at a secondary location.

bad debt Money owed to you that is unlikely to be paid.

balance The sum of all the money added to and subtracted from an account.

balance sheet A financial snapshot of a company's position at a particular time. A balance sheet lists the balances of the company's asset, liability, and equity accounts. It is called a balance sheet because the total value of the asset accounts minus the total value of the liability accounts always equals the total value of the equity accounts.

bill A recorded purchase transaction.

billing unit A 1, 6, 10, 12, 15, or 30 minute measure that you define in the **System** tab of the **Preferences** window for use in time billing for hourly activities, rather than whole hours. Whether or not you use billing units, timesheets and time billing invoices will display your billable units as whole hours.

budgets Expected monthly net activity for an account. Budgets are useful for planning for the future and for analyzing actual performance against planned performance.

build item The process of transferring inventoried item quantities after finished items are created; also, the change in quantity.

C

cards Cards are records of every customer, vendor, employee, and personal contact you deal with.

cash flow The net flow of 'money in' minus 'money out' over a period of time.

cash method (basis) Records the sale or purchase of goods and services at the time they're paid for, not when they're delivered. The opposite of the accrual method of accounting.

category A category is an entity for grouping transactions. A category can be a department, profit center, geographic division

or any other subset of your business that requires separate reporting.

cleared A withdrawal or deposit is said to be cleared when your bank accepts it in your account balance.

closed period An accounting period in which all entries are completed. MYOB software does not require that you actively close a period. However, in the **Preferences** window you can prevent accidental posting to a closed (locked) period.

closed purchases Purchases that have been paid in full.

closed sales Sales that have been paid in full.

C.O.D. Refers to a transaction for which the balance is due at the time the items are delivered. (An abbreviation for "Collect on Delivery".)

comma-separated file A file format in which fields are separated by commas. Files in this format can usually be imported into MYOB software.

company file A file comprising all your company's financial information such as business name, contact information, accounts, and account transactions. You can use MYOB software for 30 days in trial-mode. After this time, you will be unable to enter any changes until the file is activated.

company information Found in the **Setup** menu, your company information contains your company's name, address, tax information, and information about your company's fiscal year.

contra account This is an account that normally carries the opposite balance of the accounts of the same type. Assets, for example, normally have a debit balance; a common contra-asset account is the accrued depreciation of an asset. By using a contra account, you can show a company a car that's worth \$12,000, by listing the asset at its \$15,000 purchase price followed by the -\$3,000 balance of the accrued depreciation account.

conversion month The earliest month in the fiscal year for which transactions are to be recorded. If you purchase your MYOB software in October but begin to record transactions dated from September 1, your conversion month is September. The conversion month determines the opening balances you will enter when you set up your company file.

cost of sales Sometimes called 'cost of goods sold' this account type works just like an expense account. The only difference is where it appears on the profit & loss statement. Cost of sales accounts appear after your income accounts, but before your expense accounts. Cost of sales is subtracted from your income to produce gross profit, but your expenses are subtracted from your gross profit to produce net profit. You are not required to use cost of sales accounts.

credit An amount on the right side of the ledger. (Debit amounts appear on the left.) A credit amount increases the balance of accounts with a credit balance and decreases the balance of accounts with a debit balance. Accounts that normally carry a credit balance are liability, equity and income accounts.

credit hold A status that can be imposed on a customer's account. This action may be taken if the currently past due amount reaches a certain amount or has existed for a certain period of time, even if the amount due does not exceed the credit limit.

credit terms The agreed upon rules governing the number of days between delivery and payment, and discounts for early payment and penalties. In MYOB software, you can set default terms for all customers.

creditor Someone to whom you owe money.

current assets Assets that can be turned into cash within a relatively short time (less than a year) are called current assets. Some of your current assets are your bank accounts, accounts receivable, and petty cash. Current assets usually do not lose their value over time. Current assets normally have a debit balance.

current liabilities Liabilities that become payable within the next year.

current year earnings Current year earnings is an equity account. Its balance equals your income minus cost of sales and expenses. Current year earnings are zero at the beginning of a fiscal year. Current year earnings are kept as a running total as the fiscal year progresses. When you start a new fiscal year, the balance of the current year earnings account is reset to zero because the balance amount is moved into the retained earnings account.

custom fields Fields that can be assigned names to fit the way card and item records are defined.

custom lists Lists of predefined attributes that remain standard over time and can be assigned to cards and items. Once assigned, they can be used to sort or to include or exclude cards or items from reports.

custom report A modified version of one of the standard reports (listed in the Index to Reports) that was saved for future use. These reports are listed in the **Custom** tab of the **Index to Reports** window.

customer Someone to whom you sell goods or services. You must enter customer details in a customer card before you record a sale.

customer credit When a customer returns goods they have paid for, you can create a credit transaction to cancel the original sale and record a return. A customer credit is usually an invoice recorded with a negative amount. A customer credit is also created when a customer's account is overpaid. A customer credit is settled by writing a refund check or applying the amount to another open invoice.

D

Day of Month after EOM A setting to indicate that the payment due date and early payment discount date are based both on the month after the transaction was recorded (after the End of Month) and the selections made in the Discount Date and Balance Due Date fields. For example, if a transaction was recorded in April with a discount date of the 1st and a balance due date of the 25th, a discount would apply if the balance was paid by May 1; the entire balance would be due May 25.

debit An amount on the left side of the ledger. (Credit amounts appear on the right.) A debit amount increases the balance of accounts with a debit balance and decreases the balance of accounts with a credit balance. Accounts that normally carry a debit balance are asset and expense accounts.

debit purchase See vendor debit.

debtor Someone who owes you money. See also [accounts receivable](#).

deduction Any amounts other than taxes that are subtracted from an employee's gross pay.

default A suggested entry that appears in a data entry field; also a setting or preference that is used automatically for a feature or option unless the user specifies another.

delivery status The means by which you send a form to a customer, employee, or vendor. The choices are *To Be Printed*, *To Be Emailed*, *To Be Printed and Emailed*, or *Already Printed or Sent*. For sales and purchases, you can assign a default status to a customer or vendor and change it for an individual sale or purchase.

deposits from customers Advances received for goods or services not yet delivered. Customer deposits are kept in a liability account.

deposits to vendors Advances paid to vendors for goods or services not yet delivered. Vendor deposits are kept in an asset account.

depreciation The expense allocation of the cost of an asset over a period of time. Most accountants create a contra-asset account, such as *accumulated depreciation*, to track the depreciation of an asset. A typical depreciation transaction credits the contra-asset account and debits a depreciation expense account. Depreciation is most often recorded as a general journal entry.

detail account An account to which transactions can be assigned. Several detail accounts can be grouped under a header account. Detail accounts are postable while header accounts are not postable.

detail job A job used for tracking the specific income, costs, and expenses incurred on a daily basis. Reimbursable expenses can be tracked and specific line items in transactions can be assigned.

discount early payment The amount taken off the balance due in return for payment within an agreed number of days.

discount volume purchase The amount taken off an item's cost because of a special vendor or customer arrangement.

discount days The number of days from a sale or purchase within which full payment of the balance due entitles the payee to a discount.

double-entry accounting A method of bookkeeping in which every entry is balanced by another entry. Correct double-entry accounting always provides a balanced set of books; that is, the total value of your asset accounts minus the total of your liability accounts should equal the total value of your equity accounts.

E

earnings Income minus cost of sales and expenses. See current year earnings.

electronic payment A payment that directly credits your bank. You must subscribe to MYOB Vendor Payments to make electronic payments.

employer expenses Your company's costs of having employees. They are calculated on employees' paychecks, but don't affect the employees' net pay; instead, they affect the amounts you must contribute to the employee, to the government, or to other institutions.

equity A company's net worth. The equity of a company equals its assets minus its liabilities. Equity is an account type. Equity accounts usually carry a credit balance. Some common equity accounts are current year earnings, retained earnings, and shareholder's equity.

expense A cost associated with running a business. Expense is an account type. Expense accounts usually carry a debit balance.

exporting The process of transferring data from a company file to a text file for use with another software program.

F

field A location where one unit of information, such as the telephone number for a customer, is entered and displayed. Data fields can contain either information entered by a user or the results of a calculation performed by your MYOB software. Text fields usually are labels for data fields.

file locking A special function that makes it possible for more than one user to enter information in the same company file at the same time. (See *multiuser file locking* and *single-user file locking*.)

filters Selections that enable you to set criteria to specify information that you want to display, print, or email.

finance charge The amount added to an outstanding balance as a penalty for late payment.

financial statements The balance sheet and income (profit & loss) statement. The balance sheet is your company's financial picture at a particular time. The income statement shows your company's financial performance over a period of time.

finished item Term for an inventory item that's the result of combining two or more components.

fiscal year The 12-month period you use to define your accounting year. MYOB software does not require that it matches the calendar year. You are also provided an optional 13th period for making year-end adjustments that you do not want to affect a particular month.

fixed assets Assets that have a relatively long life (a year or more). Your buildings, cars, and computers are fixed assets. Fixed assets usually depreciate; that is, they lose some of their value as you use them.

form A document used in day-to-day business, usually to accomplish transactions like sales and purchases. Typical forms include sales invoices, statements, purchase orders, and checks. Payroll Tax Forms are official documents that are filed with the government. Documents such as labels, personalized letters, and packing slips are also considered forms.

G

general journal A journal used to record miscellaneous transactions not entered in other journals. For example, year-end adjustments and depreciation expenses.

general ledger This is where all your account information—sales, purchases, inventory, cash in, cash out—come together. You prepare your financial statements (balance sheet and income statement) from the general ledger information.

gross profit It is defined as income minus cost of sales.

H

header account A header account is used to group similar detail accounts. You cannot post a transaction to a header account.

header job A job used for grouping jobs and organizing income, costs, expenses, and profit or loss in larger, more comprehensive categories than individual jobs. Reimbursable expenses cannot be tracked for header jobs and line items can't be assigned as they can be with detail jobs.

historical balance The balance of an account prior to converting your records to MYOB software. You are not required to enter historical balances. Enter them only if you wish to compare a current month's activity to the activity for the same month last year.

historical purchase A purchase that had a current balance due on the first day of the month in which you began using your MYOB software.

historical sale A sale that had a current balance due on the first day of the month in which you began using your MYOB software.

I

icons A graphic representation of an object that appears on a computer screen. Icons include the zoom arrow and search icon.

identifiers A one-letter code used to sort and select cards in the card file. You can assign up to 26 identifiers to a card.

import log A report created during the importing process. This report (titled *myobplog.txtAccountEdgeLog*) lists information about any problems that occurred during the importing process, as well as information about rejected duplicate records.

importing The process of bringing data into a company file from a different software program, or from a different MYOB software company file.

In a Given Number of Days A setting to indicate that the payment due date and early payment discount date are based on a specified number of days since the transaction date.

inactive If you rarely use a card, item, or location and you do not want it to appear in Select From Lists, you can make it inactive.

income Revenue from the sale of goods or services. Income is an account type. Income accounts usually carry a credit balance.

income statement Also called a profit & loss statement, the income statement shows your company's performance over a period of time. An income statement begins with income. It then subtracts cost of sales to produce a gross profit. Expenses are subtracted from gross profit to produce operating profit. 'Other income' amounts are added to operating profit and 'other expense' amounts are subtracted from operating profit to produce net profit.

inventoried item A physical unit stored for possible sale to a customer. This is an item record for which the **I Inventory This Item** option has been selected.

inventory Raw materials, items available for sale, and items in the process of being made ready for sale. Most accountants record an inventory's value in a current asset account. Inventory items are valued using the average cost method.

inventory adjustment The process of changing the quantity of an inventoried item to match the actual quantity on hand; also, the change in quantity.

invoice The record of a sale.

item A unit in your items list. An item can be physical inventory, like a widget or a pair of shoes; or it can be non-physical, like an hour of your time.

J

job Work for which you wish to track income and expenses. A job can be a profit center, a product line, a project, or any other subset of your business that requires a separate income statement.

journal A tool for organizing your accounting entries. All entries are grouped into one of six journals: general, disbursements, receipts, sales, purchases, or inventory.

journal entry A transaction consisting of equal debit and credit amounts.

L

liability Things you owe. Your working capital loan is a liability. Your accounts payables is what you owe someone for a purchase, and are liabilities. Liabilities that are due within the next year are called current liabilities. When a liability is not due for more than

a year, it is called a long-term liability. Liabilities normally have a credit balance.

line item The information entered in one row of the scrolling list for a transaction (sale, purchase, general journal entry).

linked account Your MYOB software uses linked accounts to post your inventory, sales, and purchase transactions to the proper account. When, for example, you link your receivables account, you are telling your MYOB software where to post the balance due from a sale.

location A record of a physical location where inventoried items are stored, for example, a building, an aisle, or a bin.

locked period An accounting period in which entries are no longer allowed. Periods may be locked using a security option in the **Preferences** window.

long-term liability A liability that does not have to be paid for at least a year.

M

markup The difference between your cost and the selling price. Percent markup is calculated by dividing the markup by the cost. For example, an item that costs \$10 and sells for \$12 has a \$2 markup. The markup percent is 20%. For comparison, see also *margin*.

margin Percent margin is calculated by dividing the markup by the selling price. For example, an item that costs \$10 and sells for \$12 so has a \$2 markup. The margin percent, calculated by $\$2/\12 , is 16.67%.

miscellaneous purchases Used to record non-item purchases that do not require a printed purchase order.

miscellaneous sales Used to record non-item sales that do not require a printed invoice.

multiuser file locking Used when more than one person is entering information into the same company file at the same time to prevent different pieces of data from “colliding” into each other when they’re simultaneously entered into a company file; such a situation, if not prevented, could seriously damage the company file.

N

negative inventory Negative inventory is inventory with an on-hand quantity *and* a total value less than zero.

net income Net income (net profit or loss) is the total of all income amounts minus the sum of your expense and cost of sales amounts. Positive values are called ‘net profits’ and negative values are called ‘net losses’.

Number (#) of Days after EOM A setting to indicate that the payment due date and early payment discount date are based on a set number of days after the end of the month.

O

OfficeLink A feature used to transfer reports to Microsoft Excel, and allows creation of personalized letters using a compatible word processing program.

OfficeLink template One of the special Excel and Word templates that are installed with your software. These are used to view reports in Excel or export data to personalized letters.

On a Day of the Month A setting that indicates that the payment due date and early payment discount date are based on the month when the transaction was recorded as well as selections made in the **Discount Date** and **Balance Due Date** fields. For example, if a transaction is recorded in April with a discount date of the 10th and a balance due date of EOM, a discount would apply if the balance were paid by April 10 and the entire balance would be due April 30.

open bill A purchase with an outstanding balance due.

open sale A sale with an outstanding balance due.

opening balance The balance of an account as of the start of the first day of your conversion month.

operating profit Profit you made before considering ‘other income’ and ‘other expense.’

optimizing The process of removing unused areas in the company file and keeping your accounting software running efficiently. The Optimization Assistant accomplishes this process.

other expense An account type used to record expenses that are not directly related to your company’s operations such as loan interest, fines, etc. ‘Other expense’ accounts usually have a debit balance.

other income An account type used to record income that is not directly related to your company’s operations such as bank interest, investment income, etc. ‘Other income’ accounts usually have a credit balance.

out of balance When the total credit amount does not equal the total debit amount in a transaction, the transaction is out of balance. You cannot record an out of balance transaction.

P

payables What you owe for items or services delivered. See [‘accounts payable’ on page 287](#).

payroll categories The components of an employee’s paycheck. These are grouped into five payroll category types: wages, accruals, deductions, taxes, and employer expenses.

posting Transferring a journal entry to the General Ledger.

preferences A variety of setup options used to customize the way you work in your company file. (Find them by choosing **Preferences** from the **Setup** menu.)

prepaid A transaction for which the balance is due at the time the transaction occurs. No credit is extended to the customer in a prepaid transaction.

pricing levels Different prices at which an item is sold to different kinds of customers. Up to six pricing levels can be set.

primary vendor The vendor from whom an item is usually purchased.

profit & loss statement See income statement.

profit center A subset of your business for which you want to track income and expenses. You can track a profit center by assigning a job number or category code to transactions.

promised date The date a pending sale or pending purchase is due to be delivered on. If a pending sale is not delivered as of its promised date, a reminder is posted to the To Do List.

purging The act of erasing old data. You can purge journal entries, closed sales, closed purchases, activity slips, and contact logs.

Q

quote An estimate you provided to one of your customers or received from one of your vendors. A quote doesn't create a transaction, so it has no impact on your financial records or inventory levels. No payments can be applied to a quote.

R

realized losses and gains Actual changes in the value of your assets, liabilities, and equity that occur when you exchange foreign currency for your local currency.

recap transaction A function that lets you look at a journal entry before it is recorded. Recap transaction is particularly useful for those transactions, such as invoices and bills, for which the journal entry is not immediately obvious.

receivables What someone owes you for items or services delivered. See accounts receivable.

reconciling The process of checking that your records agree with your bank's records.

record A collection of information about individual parts of accounting data. For example, information about a single customer is stored as one record.

recurring pay The current values of an employee's payroll details (wages, accruals, deductions, employer expenses and taxes) that are automatically used when processing the employee's pay.

recurring transaction An accounting entry that is made periodically, such as weekly payroll, monthly rent, etc.

reimbursable expense An expense that is incurred on behalf of a customer for a job and that will be reimbursed by the customer.

report batch A group of reports that are set up so that they can be printed at one time.

report header A report section that's printed at the top of a page. Report headers typically include labels for each column in the report, as well as the date and time the report was printed.

restoring The process of decompressing a backup file so it can be used. Choosing the Restore command found in the File menu is one way to accomplish this.

retained earnings Money from previous years earnings that has been left in the company. At the end of a fiscal year any money earned (or lost) during the fiscal year is transferred to retained earnings. Retained earnings are recorded in an equity account.

revenue Income from the sale of goods or services. Revenue is recorded in an income account. Income accounts usually carry a credit balance.

reversing The process of canceling a transaction by entering a new transaction with the same amounts but with opposite signs.

S

session report A report containing journal activity since the company file was last opened.

shareholder's equity The owners' stake in the company. It is the amount the owners invested in the company plus the current year earnings and retained earnings.

single-user file locking A feature that ensures that only one user is using a company file during certain file maintenance tasks (such as backing up and checking a company file for errors) that require the 'full involvement' of the company file.

standard cost The price entered for the item in the Buying Details view of the Item Information window. You can change the price on the purchase, if you want. If you select the **Use Standard Cost as the Default Price on Purchase Orders and Bills** option, it is the price that will appear automatically for the item when you enter a purchase.

sub-job A component of another larger, more comprehensive *job*.

sub-tax The tax codes that make up a Consolidated tax type.

system-wide preference A setting in the Preferences window that affects everyone who works with the company file, not just the user who selects that preference.

T

tab-delimited file format A file format in which fields that are separated by tab spaces. Tab-delimited files can be opened in most word-processing and spreadsheet software, and can usually be used to import data into MYOB software.

tax table A set of detailed Federal and state tax information used for calculating employee withholding amounts. Tax tables are updated periodically.

terms See credit terms.

transaction An entry that affects the balance of accounts.

trial balance A report showing all the activity for an account or accounts within a selected date range. It shows the balance of the account at the beginning of the date range, the activity within the date range, and the balance at the end of the date range. A trial balance is useful for checking your entries before performing your period-end processing.

U

undeposited funds account The linked account into which individual cash-receipts transactions are recorded when not credited directly to checking or credit card accounts. Amounts from individual transactions in the undeposited funds account are grouped together. When deposited, they are recorded as a single bank deposit transaction on the bank or credit card statement.

unrealized losses and gains Potential changes in the value of overseas transactions when dealing in multiple currencies; affects only open (unpaid) transactions.

User IDs A unique identification code assigned to each user of the company file. Each user must enter an ID. User IDs are the basis for the software's security system, and can be used keep track of the actions of each person who performs tasks that affect the company file.

V

vendor Someone from whom you buy goods or services. You must enter vendor details in a vendor card before you can record a purchase.

vendor debit When you return goods to a vendor, you need to correct your records to record the return. To do this, you can create a vendor debit. A vendor debit is a transaction with a negative balance for the goods you returned. A vendor debit is also automatically created if you overpay your account. A vendor debit is settled by recording a vendor's refund check or by applying the amount to another open bill for the same vendor.

verifying The process of checking a company file for errors to catch minor inconsistencies in the file before they cause serious problems. The Verify Data File feature accomplishes this.

W

wildcard A character used to further define search criteria in reports. Your MYOB software uses the asterisk (*) and the question mark (?) as wildcards.

Z

zoom arrow An small arrow icon that enables you to view, or "zoom," to more detailed information about a specific card or transaction.

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