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In MYOB AccountEdge, *purchases* are transactions that indicate that you bought items or services from a vendor. You can choose from four purchase layouts in AccountEdge:

- Item purchases record the purchase of both inventoried and non-inventoried items.
- Service purchases record the purchase of services and other non-inventoried goods.
- Professional purchases record the purchase of services and other non-inventoried goods, as well as the dates each individual service or item was purchased.
- Miscellaneous purchases are for purchases that don't require a printed bill.

Click below for step-by-step procedures:

Choose the purchase you want

Status of the purchase

Purchases have three different statuses: Quote, Order and Bill.

You can enter a **quote** into AccountEdge to easily store an estimate or quote you received from one of your vendors without creating a transaction. A quote has no impact on your inventory levels and can be changed to an order or bill when you're ready to purchase. The original quote will be stored in the Purchases Register after it is changed to an order or bill. If you want quotes to be removed after they're changed, choose Preferences from the Setup menu to display the Preferences window, then click the Purchases tab and mark the box labeled "Delete Quotes upon Changing to and Recording as an Order or Bill."

An **order** is a purchase that you expect to occur sometime in the future. Orders aren't actual transactions that affect your financial and inventory numbers; they merely store purchase information until you're ready to use them. Orders with vendor payments applied to them, however, will create a transaction in AccountEdge. You can record an order as a bill if you go ahead with a purchase or delete it if you decide not to buy. Bills can't be changed to quotes once they've been entered into AccountEdge.

A **bill** is the recorded purchase transaction. It records a transaction in the appropriate journal and decreases any inventory on hand for items for which you marked the I Inventory This Item option in the Item Information window. Bills can be open, closed or debit memos. Recorded bills can't be changed into a quote or an order.

Entering bills, quotes and orders

Step 1: Choose the purchase you want

When you're entering purchases into the system, keep several points in mind:

Choose the purchase you want

First, you'll select a status (bill, quote or order) for your transaction. If you like, you can choose a layout for your vendor's preferred purchase form using the Card File. When you enter a vendor's name in the Purchases window, the default layout you designated on the vendor's card will appear automatically. You can change this layout, if you wish. See Buying Details view (vendor cards) for more information.

Entering information about the vendor

Regardless of the type of purchase you're creating, you should pay special attention to the top section of the Purchases window. The information you enter here will determine several characteristics of the purchase, including the credit terms assigned to your company by the vendor and the identification numbers assigned to the transaction.

If you are conducting business with a new vendor who doesn't exist in your Card File yet, you can add a new vendor record using the Easy Add feature. Then you can quickly get back to the business of creating the purchase.

You can make any changes to the vendor's credit terms that affect only the transaction you're currently entering. The credit terms that appear automatically were set up using either the Easy Setup Wizard when you set up your company, the Credit Terms window that's opened from the Preferences window, or the Vendor Terms Information section that can be found on the Selling Details tab of the Card Information window.

If you're using AccountEdge's Multicurrency feature and you selected a vendor who's been assigned a foreign currency in the Card Information window, that currency is automatically assigned to the transaction, and it can't be changed. The exchange rate for the foreign currency, however, can be changed.

Click below for step-by-step procedures:

Enter information about the vendor

Entering line items

The scrolling list in the middle of the Purchases window is the main area where purchases are created. In this area, you'll enter item numbers, descriptions, account numbers and various other information that will serve as the detail for your transaction.

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

You can assign individual line items to jobs you've set up in AccountEdge. If you're tracking reimbursable expenses for your jobs, the line items you assign to jobs in the Purchases window will be automatically marked for reimbursement. Only items that aren't inventoried (items for which you didn't mark the I Inventory This Item option in the Item Information window) can be included for reimbursement on sales.

Click below for step-by-step procedures:

Enter line items

Completing the purchase

If you choose, AccountEdge allows you to add useful information about your purchase, such as a journal entry memo or a shipping method. If you'd like, you can use the vendor's card to set default entries for several fields in the Purchases window. See Buying Details view (vendor cards) for more information.

The tax code that is selected for the vendor using the Buying Details view of the Card Information window is entered automatically when the vendor card is entered in the Purchases window. You can change it, if you wish. Using the Buying Details view of the Item Information window, you can choose to mark automatically an item that's included in the Items List to be taxed when you enter the item on a purchase. Simply mark I Pay Sales Tax When I Buy This Item.

All parts of the purchase (line items and freight charges) that you've marked as taxable will be taxed based on the sales tax code's tax rate. If, after you've entered all your line items and freight charges, the sales tax amount that appears in the Tax field isn't the amount that the vendor is billing, you may want to manually adjust the amount. Click the arrow next to the Tax field to open the Tax Information window; you can adjust the amount in the Tax column.

Click below for step-by-step procedures:

Complete the purchase

Choosing what to do with the purchase

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

You can select Recap Transaction from the Edit menu to see how a purchase will affect your financial records before you record it. Other options include printing and recording bills and creating a recurring purchase.

You can print and record a purchase at the same time by clicking the Record button if you've set up your preferences properly. To do this, choose Preferences from the Setup menu to display the Preferences window, then click the Purchases tab and mark the box labeled "Print Purchases When They're Recorded."

Click below for step-by-step procedures:

Choose what you want to do with the purchase

Printing purchases

You can print and reprint individual purchases or you can print several purchases at the same time -- the choice is yours.

AccountEdge also allows you to easily choose the way you send your forms to your vendors. By clicking the Send To button, you can email, fax or save forms on your hard drive. See Faxing a form or report, Emailing a form or report or Saving a form or report as a PDF file that you can attach to an email for more information.

In the Forms Selection window, you can choose to print your purchases on pre-printed paper or on blank paper. Collectively, these choices are called *form layouts* in AccountEdge. See Choosing the form you want to print for more information.

You can also customize the look of your printed purchases. See Customizing forms for more information.

If you want to print some purchases you've already printed, be sure the Unprinted or Unsent Purchases Only selection isn't marked in the Forms Selection window.

If you find that you're having trouble with the printing process, such as the inability to make entries or selections in your print window, your printer driver software may not be up to date. See Choosing preference settings for reports and forms for more information.

Click below for step-by-step procedures:

Recurring templates

If you plan to record the same purchase on a regular basis, you may want to consider creating a *recurring template*. When you create a recurring template, the transaction information is saved in the Purchases Register where you can retrieve the transaction as many times as you want in the future. Until you record them, recurring templates have no effect on your financial records.

Click below for step-by-step procedures:

Finding purchases

After you record a purchase, you might want to view the transaction sometime in the future. The Inquiry Register should be used for posted transactions only and offers a variety of search methods. All purchases can be found using the Purchases Register. You can find recurring templates in addition to quotes, orders and bills. Bills can be searched using both the Inquiry Register and the Purchases Register. Quotes, orders and recurring templates can be found using the Purchases Register.

Click below for the step-by-step procedures.

Reviewing your purchase information

An important part of managing your business involves collecting your purchase data and understanding its effects on your overall financial picture. AccountEdge contains a number of tools that you can use to review your purchase information:

- The **Purchases Register** allows you to view an overall picture of your purchase activity. Using just one window, you can quickly and efficiently look at open and closed bills, quotes, orders, returns and debits and recurring templates. You can even view a list of all purchases, if you choose.

  You can perform several AccountEdge functions using the Purchases Register, such as deleting a purchase or changing the status of a purchase. If you make a payment to one of your vendors, you can easily access the Vendor Payments window. You can also display the Settle Returns & Debits window directly from the Purchases Register if you want to apply a vendor debit to one of your unpaid purchases with the vendor.

- The **To Do List** provides a quick way to review your transactions in AccountEdge, including outstanding payables, recurring purchases templates, orders and bills with expiring discounts. If you choose, you can automatically record transactions using the To Do List.

- The **Inquiry Register** allows you to gain a detailed history of the activity related to a particular purchase. In this window, you can view the purchase itself, as well as any payments and other adjustments made to the transaction.

- The **MYOB Analyst** includes the Analyze Payables window, which provides you with the tools to

evaluate the amounts and ages of your outstanding debts.

- The **Transaction Journal** lists all your purchases, as well as other transactions you've entered into AccountEdge.

Click below for step-by-step procedures:

To view purchases in the Purchases Register

To display a list of all purchases on your computer screen using the Transaction Journal

To display a list of all open purchases on your computer screen using the To Do List

To display a list of open purchases with expiring discounts on your computer screen

To display a list of recurring templates on your computer screen using the To Do List

To display a list of orders on your computer screen using the To Do List

To print a list of all your purchases

To print a list of your purchases by status

To print a list of all your recurring purchases templates

To view a purchase's history

To change a transaction from the Inquiry Register window

To view the amounts you owe your vendors

Changing, removing and reversing purchases

In AccountEdge, purchases can be easily changed, removed or reversed. Quotes and orders can be changed or removed at any time. The ability to change, remove or reverse a bill depends on the way you set up AccountEdge. An important point to consider is if your purchase is *changeable* or *unchangeable.* If your purchase is changeable, you can make changes to a purchase or remove the purchase altogether from your ledger.

Unchangeable transactions work differently. By reversing an unchangeable purchase, the effects of your original purchase will no longer be part of your ledger; however, a record of the reversed purchase, called a reversing transaction, will remain. Then, if you want, you can enter a new, correct transaction to replace the transaction you reversed. See What are changeable and unchangeable transactions? for more information.

When you remove a recurring template, the template is removed from your list of recurring templates only. Any transactions you recorded using a recurring template you remove won't be affected.

Changing the status of a purchase

The status of a purchase can be changed. If you enter a quote or an order into AccountEdge, you can easily convert it to a bill once you're ready to pay your vendor. A quote can be changed into an order or bill. An order can only be changed to a bill.

Click below for step-by-step procedures:

To change a quote or order

To change a bill

To change a recurring template's name or frequency

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

To convert a quote into an order or bill using the Purchases window

To convert an order into a bill using the Purchases window

To remove a quote

To remove an order with no payment applied to it

To remove a bill with no payment applied to it

To remove an order with a payment applied to it

To remove an order with a deposit applied to it, and to enter a refund check from the vendor for the deposit amount

To remove a bill with a payment applied to it

To remove a recurring purchase

To reverse a bill

To create a vendor debit for an item bill when you didn't return all the items that were on the bill

Purchases Overview

Note: If you've used a previous version of AccountEdge Orders behave much like pending purchases, which no longer exist in AccountEdge Version 10. Just like a pending purchase, an order will capture all the information available on a bill, yet won't be recorded as a purchase transaction. Also, any money paid to the vendor will post as a paid deposit. **Note: You can still use the Inquiry Register to find bills** You may want to use the Inquiry Register if you're searching for a specific bill. There are more detailed search methods available to you in the Inquiry Register than in the Purchases Register. See Finding purchases for more information.

Please note that quotes and orders without deposits applied to them don't appear in the Inquiry Register because they don't affect your financial numbers. They can be found using the Purchases Register or the Select From List that appears in the Purchases window when you enter a vendor's name

Entering purchases

Step 1: Choose the purchase you want

Step 1 > 2 > 3 > 4 > 5

If you haven't already read the Purchases Overview, see Entering bills, quotes and orders for more information.

To choose the status of the purchase

The Purchases window should be displayed.

1. If you'd like a status other than the one displayed in the status field, click the arrow to view a drop-down list.
2. Choose Quote, Order or Bill from the drop-down list

To change a purchase's layout

The Purchases window should be displayed.

1. The layout displayed in the Purchases window is determined by the default setting on the vendor's card. If you wish to change this layout, click the Layout button to display the Layout window.
2. Choose the layout (item, service, professional or miscellaneous) you want to use.
3. Click OK.

Entering purchases - Step 1

Entering purchases

Step 2: Enter information about the vendor

Step 1 > 2 > 3 > 4 > 5

If you haven't already read the Purchases Overview, see Entering information about the vendor for more information.

To enter information about an existing vendor

1. Enter the vendor's name, or click the search icon next to the Vendor field and choose a name.
2. Several fields will be filled in automatically. You can change this information, if you wish.
3. Enter the invoice number in the Vendor Inv # field if the vendor gave you an invoice for this transaction.

To enter information about a new vendor

1. Type the new vendor's name in the Vendor field.
2. Press ENTER. A search list of existing vendors appears.
3. Click Easy-Add. The new vendor's name is added to your Card File, and the search list disappears.
4. Enter the invoice number in the Vendor Inv # field if the vendor gave you an invoice for this transaction.

You can continue creating the purchase. Keep in mind, however, that you haven't set up the record for the new vendor. When you have a spare moment, remember to use the Card File Entry window to complete the vendor's record.

To change your credit terms for this transaction

1. Click the zoom arrow next to the Terms field.
2. Make the changes you want in the Credit Terms window.
3. Click OK.

To change the exchange rate (if you're using Multicurrency)

1. Click the Exchange Rate button.
2. Enter the exchange rate you want to use for the transaction.
3. To change the exchange rate for all future transactions, mark the Update Current Exchange Rate in the Currency List with Transaction Exchange Rate option.
4. Click OK.

Entering purchases - Step 2

Entering purchases

Step 3: Enter line items

Step 1 > 2 > 3 > 4 > 5

If you haven't already read the Purchases Overview, see Entering line items for more information.

Line items are entered in the scrolling window in the middle of the Purchases window.

To enter line items on an item purchase
To enter line items on a service or professional purchase
To enter line items on a miscellaneous purchase

To enter line items on an item purchase

1. Enter the quantity of the item you want to include on the purchase in the Received column.
2. If some items are unavailable, enter the backordered quantity in the Backorder column.
3. Enter the item number in the Item Number column, or press TAB to display a list of items to choose from.
4. The Description, Price and Total fields will be filled in automatically. You can change these fields, if you want.
5. Enter a volume discount percentage in the Disc% field, if applicable.
6. Enter a job number in the Job field to assign a line item to a job, if you want.
7. Mark the Tax column for all line items that are taxable..
8. Repeat steps 1 through 7 for the next line item. If you want to enter a blank line in between line items, see To enter a blank line between line items.

To enter line items on a service or professional purchase

1. Enter the date when each line item occurred in the Date column (professional purchases only).
2. Enter a description of the item or service you're buying in the Description column.
3. Enter the account you want to assign to each line item in the Acct# column, or press TAB to display a list of accounts to choose from.
4. Enter the amount you're charged for each line item.
5. Enter a job number in the Job field to assign a line item to a job, if you want.
6. Mark the Tax column for all line items that are taxable.
7. Repeat steps 1 through 6 for the next line item.

To enter line items on a miscellaneous purchase

1. Enter a description of the item or service you're buying in the Description column.

2. Enter the account you want to assign the items or services in this transaction to. The account's name will appear in the second column.

3. Enter the amount you're charged for each line item.

4. Enter a job number in the Job field to assign a line item to a job, if you want.

5. Mark the Tax column for all line items that are taxable..

6. Repeat steps 1 through 5 for the next line item.

Entering purchases - Step 3

To enter a blank line between line items

If you want to include a blank line between line items on an item purchase, you can set up a special "item" to give you the space you need. See To create a record for an "item" that serves a special purpose on a sale or purchase if you haven't set up the special item yet, then proceed with the following procedure.

The Purchases window should be displayed.

1. Create the first line item as you normally do.
2. Enter the number of the special "item" you designated as a blank line item in the Item Number field of the second line item.
3. In the Description field of the second line item, enter a space. Be sure to leave the Received and Backorder columns blank in the second line item.
4. Create the third line item as you normally do.

To enter a blank line between line items

To assign a line item on a purchase to more than one job

If you need to assign one line item to more than one job, use multiple line items to record the transaction. For example, assume you want to include 100 gadgets on an item purchase, but you want to assign 30 gadgets to job 12 and 70 gadgets to job 43.

1. In the first line item of the transaction, enter the Gadgets item number in the Item Number field, then enter 30 in the Received field and 12 in the Job field.

2. In the second line item of the transaction, enter the Gadgets item number again in the Item Number field, enter 70 in the Received field and 43 in the Job field.

To assign a line item on a purchase to more than one job

Entering purchases

Step 4: Complete the purchase

Step 1 > 2 > 3 > 4 > 5

If you haven't already read the Purchases Overview, see Completing the purchase for more information.

The actual fields that appear at the bottom of the Purchases window differ, depending upon the purchase layout you've selected. Some of the fields may be filled in automatically if you selected default entries in the vendor's card file. All the following fields are optional; complete only those that apply to the purchase you're entering:

- Comment
- Ship Via
- Promised Date
- Freight

- Journal Memo
- Paid Today
- Already Printed or Sent

To add, edit or delete menu options in the Select From Lists for the Comments or Ship Via fields, see To add or edit purchases information or To delete purchases information.

To change sales tax amounts

1. Click the zoom arrow next to the Tax field to open the Tax Information window.

2. Enter the new tax amounts in the Tax column.

3. Click OK. The total tax amount displayed in the Tax field will change to reflect the change you made.

Entering purchases - Step 4

Warning: Sales tax amounts change automatically The amount in the Tax field will change whenever you change an amount in the line item area or the Freight field, regardless of whether you've changed the tax amount manually. If you change a transaction's information after manually changing its tax amount, be sure to review the amount in the Tax field again to ensure that the amount is still the amount you want.

If, at a later time, you realize the original tax amount was correct, open the Tax Information window again and click the Recalculate button. The tax amount will be restored to an amount that's based on the sales tax codes assigned to the transaction.

To add or edit purchases information

The Sales & Purchases Information window should be displayed.

1. Click the tab (Comments, Shipping Methods or Payment Methods) of the entry you want to add or edit.
2. Click New to create a new comment, shipping method or payment method or click Edit to change an existing one.
3. Enter a new comment, shipping method or payment method if you clicked New, or edit the existing one if you clicked Edit.
4. Click OK.

To delete purchases information

The Sales & Purchases Information window should be displayed.

1. Click the tab (Comments, Shipping Methods or Payment Methods) of the entry you want to delete.
2. Highlight the comment, shipping method or payment method you want to delete.
3. Select Delete Comment, Shipping Method or Payment Method from the Edit menu.
4. Click OK.

Entering purchases

Step 5: Choose what you want to do with the purchase

Step 1 > 2 > 3 > 4 > 5

If you haven't already read the Purchases Overview, see Choosing what to do with the purchase for more information.

To see how the purchase will affect your financial records

Choose Recap Transaction from the Edit menu to view the accounting entries that will be made to your financial records when you record the purchase.

To print and record a purchase

1. Click the Print button in the Purchases window.
2. A message appears, explaining that the transaction will be recorded before it's printed. Click OK to record, then print the purchase.

To record the purchase

To record the purchase without printing it, click the Record button.

To save the purchase as a recurring template

The purchase you want to save should be displayed in the Purchases window.

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

Entering purchases - Step 5

To choose the purchases you want to print

If you haven't already read the Purchases Overview, see Printing purchases for more information.

After you've recorded a purchase, you can print it. You can also choose a specific set of purchases to print.

The Forms Selection - Print Purchase Forms window should be displayed.

1. Choose the purchase layout you want to print in the Form Layout field.
2. Choose the status of the purchase that you want to print in the Purchase Status field.
3. Mark Unprinted or Unsent Purchases Only to print only the purchases you haven't already printed or sent.
4. Enter the date range of the purchases you want to print, if you choose.
5. Enter the range of purchase order numbers you want to print, if you choose.
6. Choose the appropriate form from the Selected Form to Print list.
7. Click OK.

To choose the purchases you want to print

To choose a form layout for your purchase forms

We suggest you read Printing purchases in the Purchases Overview for additional information about this topic.

In the Forms Selection window, you can choose to print your purchase forms on pre-printed paper forms or on plain paper, and you can customize your forms so they'll look the way you want them to look. Collectively, these choices are called form layouts in MYOB AccountEdge. See Choosing the form you want to print for more information.

To choose a form layout for your purchase forms

To print and reprint your purchases

If you haven't already read the Purchases Overview, see Printing purchases for more information.

1. Insert blank purchase forms in your printer.
2. Select the forms you want to print in the Forms Selection window.
3. Click the OK button. The Review Purchases Before Printing window will appear, listing the transactions you selected in the Forms Selection window.
4. To begin printing the forms, click the Print button in the Review Purchases Before Printing window.
5. If a print window appears, make your selections in the window, then click the button in the window that begins the printing process. (The button is usually labeled "OK" or "Print.")

To print and reprint your purchases

To reprint a single purchase

If you haven't already read the Purchases Overview, see Printing purchases for more information.

1. Insert blank purchase forms in your printer.
2. Click the Inquiry option in any command center.
3. Select the Bill tab if it isn't already selected.
4. Choose PO# from the Search By selection box and enter the purchase's number in the box to the right.
5. The purchase you're looking for appears in the scrolling list. Click the zoom arrow next to the purchase's number and the transaction will appear.
6. Click the Print button.

To reprint a single purchase

To record a recurring template (from the Purchases window)

If you haven't already read the Purchases Overview, see Recurring templates for more information.

The Purchases window or the Purchases Register window should be displayed.

1. Click the Use Recurring button, if you're in the Purchases window or click the Recurring Templates tab, if you're in the Purchases Register.
2. All recurring templates you've set up will be displayed. Double-click the template you want; the template's information will appear in the Purchases window.
3. Review all the information to be sure it's correct. Pay particular attention to the date and purchase number; if you need to find this transaction in the future, you'll need to remember this information.
4. Click Record. The recurring template will be recorded as an actual transaction, and will also remain available in the recurring transaction "holding area" for future use.

To record a recurring template (from the Purchases window)

To find a purchase

If you haven't already read the Purchases Overview, see Finding purchases for more information.

1. Click the Inquiry optionin any command center.
2. Click the Bill tab.
3. You have several choices:
   - Choose PO# from the Search By selection box and enter the purchase's number in the box to the right.
   - Use the Search By selection box to choose another way to search -- Bills or Vendor Invoice #.
   - Click the Advanced button to search using additional criteria, such as the date, amount or memo.
   - Click the Card tab, and then enter the name of the vendor whose purchase you're looking for to find the purchase number. Enter this purchase number in the PO# under the Bill tab.
4. The purchase you're looking for appears in the scrolling list. Click the zoom arrow next to the purchase's number and the transaction will appear.

To find a purchase

To find a recurring template

If you haven't already read the Purchases Overview, see Finding purchases for more information.

The Recurring Templates view of the Purchases Register should be displayed.

Double-click the purchase you want; the recurring purchase template will be displayed in the Purchases window.

To find a recurring template

To view purchases in the Purchases Register

If you haven't already read the Purchases Overview, see Reviewing your purchase information for more information.

The Purchases Command Center or the Purchases window should be displayed.

1. Click the Purchases Register button (from the Purchases Command Center) or Register button (from the Purchases window).
2. Select the tab of the type of purchase you'd like to view.
3. You can view purchases for all or just one of your vendors. To view purchases for one vendor, select Vendor in the Search by field, then enter the vendor's name in the second field.

If you've selected the Recurring Templates tab, you'll search by the name of the template.

4. Enter a date range in the Dated From field. (You won't have to enter a date range if you selected the Returns & Debits or Recurring Templates tabs.)
5. A list of purchases will appear. Click the zoom arrow to view detail about the original purchase.

To view purchases in the Purchases Register

To display a list of all purchases on your computer screen using the Transaction Journal

If you haven't already read the Purchases Overview, see Reviewing your purchase information for more information.

The Purchases view of the Transaction Journal window should be displayed.

1. Enter the desired date range in the Dated From field.
2. The accounts affected by each purchase, as well as the amounts by which each account is debited or credited, will be displayed in the scrolling list.
3. Click the zoom arrow next to the transaction to display the transaction in the Purchases window.
4. Click the Print button to print the Purchases & Payables Journal, if you choose.

To display a list of all purchases on your computer screen using the Transaction Journal

To display a list of all open purchases on your computer screen using the To Do List

If you haven't already read the Purchases Overview, see Reviewing your purchase information for more information.

The To Do List window should be displayed.

1. Click the A/P (Accounts Payable) tab to display all purchases that you haven't fully paid yet. You can also enter vendor payment transactions for those purchases.
2. Click the zoom arrow to view details about a specific purchase.
3. Click the Action column if you want to pay off one or more of the outstanding balances.
4. Click the Pay Bills button.

To display a list of all open purchases on your computer screen using the To Do List

Warning: Read this before you make vendor payments using the To Do List If you choose to make vendor payments using the To Do List window, keep in mind that the transactions will be recorded automatically if you mark the Action column; you won't get a chance to review or change any of the payments before they're recorded. If you're not sure you want to make a vendor payment, click the zoom arrow next to the transaction to open the Vendor Payments window to manually enter the payment so you have better control over the payment information than you would if you used the To Do List.

The checking account that will be used for all vendor payments using the To Do List window is the account listed in the Checking Account For Paying Bills field of the Accounts Payable Linked Accounts window.

To display a list of open purchases with expiring discounts on your computer screen

If you haven't already read the Purchases Overview, see Reviewing your purchase information for more information.

These steps will also allow you to make vendor payments for these transactions automatically.

The To Do List window should be displayed.

1. Click the Expiring Discounts tab. The open purchases for which discounts still apply if you make an early payment will appear.
2. Click the zoom arrow to view details about a specific purchase.
3. Click the Action column if you want to pay off one or more of the outstanding balances.
4. Click the Pay Bills button.

To display a list of open purchases with expiring discounts on your computer screen

Note: Setting up discounts Use the Credit Terms window to set up the discounts that your vendors make available to you. See Enter selling, payroll and buying details (customers, employees and vendors only) for more information. **Warning: Read this before you make vendor payments using the To Do List** If you choose to make vendor payments using the To Do List window, keep in mind that the transactions will be recorded automatically; you won't get a chance to review or change any of the payments before they're recorded. If you're not sure you want to make a vendor payment, click the zoom arrow next to the transaction to open the Vendor Payments window to manually enter the payment so you have better control over the payment information than you would if you used the To Do List.

The checking account that will be used for all vendor payments using the To Do List window is the account listed in the Checking Account For Paying Bills field of the Accounts Payable Linked Accounts window.

To display a list of recurring templates on your computer screen using the To Do List

If you haven't already read the Purchases Overview, see Reviewing your purchase information for more information.

These steps will also allow you to record recurring purchases automatically.

The To Do List window should be displayed.

1. Click the Recurring Purchases tab to display a list of all your recurring purchase templates.
2. Click the zoom arrow to view details about a specific purchase.
3. Click the Action column if you want to record one or more of the recurring templates in the list.
4. Click the Record button.

To display a list of recurring purchases on your computer screen using the To Do List

Warning: Read this before you record recurring purchases using the To Do List If you choose to record recurring purchases using the To Do List window, keep in mind that the transactions will be recorded automatically if you mark the Action column; you won't get a chance to review or change any of the transactions before they're recorded. If you're not sure you want to record the recurring purchase, click the zoom arrow next to the transaction to open the Purchases window to manually enter the transaction so you have better control over the information than you would if you used the To Do List.

To display a list of orders on your computer screen using the To Do List

If you haven't already read the Purchases Overview, see Reviewing your purchase information for more information.

These steps will also allow you to convert your orders into actual bills.

The To Do List window should be displayed.

1. Click the Orders tab to display a list of all your sale and purchase orders.
2. Click the zoom arrow to the *right* of the vendor's name to view details about a specific order.
3. Click the Action column if you want to convert one or more of the orders to bill.
4. Click the Record As Actual button.

To display a list of orders on your computer screen using the To Do List

Warning: Read this before you convert orders to bills using the To Do List If you choose to convert orders to bills using the To Do List window, keep in mind that if you mark the Action column and click Record as Actual the conversion will occur automatically; you won't get a chance to review or change any of the transactions before they're converted. If you're not sure you want to convert an order to a bill, click the zoom arrow next to the transaction to open the Purchases window to manually change the order to a bill so you have better control over the transaction than you would if you used the To Do List.

To print a list of all your purchases

If you haven't already read the Purchases Overview, see Reviewing your purchase information for more information.

Use the Index to Reports window to print or display any of the following reports:

- Purchases (Vendor Summary)
- Purchases (Item Detail)
- Purchases (Vendor Detail)
- Purchases & Payables Journal
- Purchases (Item Summary)

To print a list of all your purchases

To print a list of your purchases by status

If you haven't already read the Purchases Overview, see Reviewing your purchase information for more information.

The Index to Reports window should be displayed.

1. Click the Purchases tab.
2. Locate the Purchases (Vendor Summary) and Purchases (Vendor Detail) selections in the scrolling list; choose the report you want, based on the amount of information you want to see, and highlight it.
3. Click the Filters button to open the Report Filters window for the report you selected.
4. Be sure All Vendors is selected at the top of the window, and that the Dated From/To fields reflect the range of dates you want to view on the report.
5. Choose the purchase status you want to print from the Purchase Status list, then click OK. You now can either display the report on your computer screen or print it on your printer.

To print a list of your purchases by status

To print a list of all your recurring purchases templates

If you haven't already read the Purchases Overview, see Reviewing your purchase information for more information.

Use the Index to Reports window to print or display either of the following reports:

- Recurring Purchase Templates
- To Do List (Recurring Purchases)

To print a list of all your recurring purchases

To view a purchase's history

If you haven't already read the Purchases Overview, see Reviewing your purchase information for more information.

1. Click the Inquiry option in any command center.
2. Click the Bill tab.
3. Enter the number of the purchase whose history you want to view in the second Search By field. Click the zoom arrow next to the purchase number to display the purchase in the Purchases window.
4. Click the Advanced button to search by additional criteria, such as date, amount and memo.
5. The purchase's history appears in the scrolling list. Click the zoom arrows in the scrolling list to display transactions in the windows in which they were already entered.
6. Click the Print button to print the Bill Inquiry Report for the displayed purchase, if you choose.

To view a purchase's history

To change a transaction from the Inquiry Register window

If you haven't already read the Purchases Overview, see Reviewing your purchase information for more information.

1. Click the zoom arrow next to the transaction you want to change.
2. Change, remove or reverse the transaction as you normally do.

To change a transaction from the Inquiry Register window

To view the amounts you owe your vendors

If you haven't already read the Purchases Overview, see Reviewing your purchase information for more information.

The Analyze Payables window should be displayed.

1. Choose one of three options to view the amounts and ages of your outstanding debts in the scrolling list:

- Mark the Summary field if you want a summary of your outstanding purchase balances with your vendors.

- Enter a vendor's name in the Vendor Detail field for a summary of your unpaid purchases with that vendor.

- Enter a purchase number in the Purchase Detail field to view the transactions that make up the purchase's outstanding balance.

2. Click the Filters button to choose whether you want the aging columns to be based on the date assigned to each purchase or on your credit terms with each vendor.

3. Click the Print button to print either the Aged Payables (Summary) Report or the Aged Payables (Detail) Report.

To view the amounts you owe

To change a quote or order

If you haven't already read the Purchases Overview, see Changing, removing and reversing purchases for more information.

Use this procedure only if your transactions are changeable. See What are changeable and unchangeable transactions? for more information.

The quote or order you want to change should be displayed. If you need help doing this, see To view purchases in the Purchases Register.

1. Change the information in the Purchases window in the same way you normally enter information.
2. Click Record.

To change a quote or order

To change a bill

If you haven't already read the Purchases Overview, see Changing, removing and reversing purchases for more information.

Use this procedure only if your transactions are changeable. See What are changeable and unchangeable transactions? for more information.

The bill you want to change should be displayed. If you need help doing this, see To find a purchase.

1. The bill you're looking for appears in the scrolling list. Click the zoom arrow next to the bill's number and the transaction will appear.
2. Change the information in the Purchases window in the same way you normally enter information.
3. Click Record.

To change a bill

To change a recurring template's name or frequency

If you haven't already read the Purchases Overview, see Changing, removing and reversing purchases for more information.

Use this procedure only if your transactions are changeable. See What are changeable and unchangeable transactions? for more information.

The Purchases Register window should be displayed.

1. Click the Recurring Templates tab.
2. Highlight the recurring template you want to change and click Edit Frequency.
3. Make your changes in the Save Recurring Template window, then click Save Template.
4. Click OK.

To change a recurring template's name or frequency

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

If you haven't already read the Purchases Overview, see Changing, removing and reversing purchases for more information.

Use this procedure only if your transactions are changeable. See What are changeable and unchangeable transactions? for more information.

The Purchases Register window should be displayed.

1. Wait until the next time you need to record the purchase.
2. Select the Recurring Templates tab.
3. Click the zoom arrow next to the recurring template you'd like to change. The Purchases window will appear.
4. Make any changes to the line items and other information.
5. Click Record. Your changes will be reflected in the transaction the next time you display it in the Purchases window.

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

To convert a quote into an order or bill using the Purchases window

If you haven't already read the Purchases Overview, see Changing, removing and reversing purchases for more information.

The Purchases window should be displayed.

1. Enter the name of the vendor whose quote you want to convert. A search list appears, displaying all of the vendor's quotes and orders.
2. Select the quote you want to convert and click Use Selected Purchase. The transaction appears in the Purchases window.
3. You have two options:
   - Click the Change to Order button to convert the quote to an order
   - Click the Change to Bill button to convert the quote to a bill
4. Change the transaction date to today's date.
5. Click Record. The new order or bill exists in MYOB AccountEdge and the original quote is located in the Purchases Register.

See Reviewing your purchase information for more information about working with the Purchases Register.

To convert a quote into an order or bill

To convert a quote into an order or bill from the Purchases Register

If you haven't already read the Purchases Overview, see Changing, removing and reversing purchases for more information.

The Purchases Register window should be displayed.

1. Select the Quotes tab.
2. You can find quotes for one vendor, select Vendor in the Search By field, then enter the vendor's name in the second field.
3. Enter a date range in the Dated From field.
4. A list of purchases will appear. Highlight the quote you want to convert.
5. You have two options:
   - Click the Change to Order button if you want to convert the quote to an order. An order will appear in the Purchases window.
   - Click the Change to Bill button if you want to convert to a bill. A bill will appear in the Purchases window.
6. Review the information in the Purchases window. You can change or add information, if you wish.
7. Click Record. The new order or bill exists in MYOB AccountEdge and the original quote remains in the Purchases Register.

See Reviewing your purchase information for more information about working with the Purchases Register.

To convert a quote into an order or bill from the Purchases Register

To convert an order into a bill using the Purchases window

If you haven't already read the Purchases Overview, see Changing, removing and reversing purchases for more information.

The Purchases window should be displayed.

1. Enter the name of the vendor whose order you want to convert. A search list appears, displaying all of the vendor's quotes and orders.
2. Select the order you want to convert and click Use Selected Purchase. The transaction appears in the Purchases window.
3. Click the Change to Bill button.
4. Change the transaction date to today's date.
5. Click Record. The new bill exists in MYOB AccountEdge and the original order is removed.

To convert an order into a bill using the Purchases window

To convert an order into a bill using the Purchases Register

If you haven't already read the Purchases Overview, see Changing, removing and reversing purchases for more information.

The Purchases Register window should be displayed.

1. Select the Orders tab.
2. Select Vendor in the Search By field, then enter the vendor's name in the second field.
3. Enter a date range in the Dated From field.
4. A list of orders will appear. Highlight the order you want to convert.
5. Click the Change to Bill button. A bill will appear in the Purchases window.
6. Review the information in the Purchases window. You can change or add information, if you wish.
7. Click Record. The new bill exists in MYOB AccountEdge and the original order is removed from the Purchases Register.

To convert an order into a bill from the Purchases Register

To remove a quote

If you haven't already read the Purchases Overview, see Changing, removing and reversing purchases for more information.

The Purchases Register window should be displayed.

1. Select the Quotes tab, if it isn't already selected.
2. Enter the vendor's name in the second Search By field. A scrolling list appears, displaying all of the vendor's quotes.
3. Highlight the quote you'd like to delete, then click the Delete button.

To remove a quote

To remove an order with no payment applied to it

If you haven't already read the Purchases Overview, see Changing, removing and reversing purchases for more information.

Use this procedure only if your transactions are changeable. See What are changeable and unchangeable transactions? for more information.

The Purchases Register window should be displayed.

1. Select the Orders tab, if it isn't already selected.
2. Enter the vendor's name in the second Search By field. A scrolling list appears, displaying all of the vendor's orders.
3. Click the zoom arrow next to the order you'd like to remove and the transaction will appear.
4. Choose Delete Order from the Edit menu.

To remove an order with no payment applied to it

To remove a bill with no payment applied to it

If you haven't already read the Purchases Overview, see Changing, removing and reversing purchases for more information.

Use this procedure only if your transactions are changeable. See What are changeable and unchangeable transactions? for more information.

The bill you want to remove should be displayed. If you need help doing this, see To find a purchase.

Choose Delete Purchase from the Edit menu.

To remove a bill with no payment applied to it

To remove an order with a payment applied to it

If you haven't already read the Purchases Overview, see Changing, removing and reversing purchases for more information.

Use this procedure only if your transactions are changeable. See What are changeable and unchangeable transactions? for more information.

If you've already applied a payment to a purchase that you want to remove, you need to remove the payment before you remove the purchase.

The payment you want to remove should be displayed. If you need help doing this, see To find a purchase.

1. Choose Delete Payment from the Edit menu.
2. If more payments have been applied to the purchase, be sure to follow step 1 for each payment until all the payments have been removed.
3. When all payments applied to the purchase have been removed, display the purchase you want to remove in the Purchases window.
4. Choose Delete Purchase from the Edit menu.

To remove an order with a payment applied to it

To remove an order with a deposit applied to it, and to enter a refund check from the vendor for the deposit amount

If you haven't already read the Purchases Overview, see Changing, removing and reversing purchases for more information.

Use this procedure only if your transactions are changeable. See What are changeable and unchangeable transactions? for more information.

The order you want to remove should be displayed. If you need help doing this, see To view purchases in the Purchases Register.

1. Delete any items, amounts, tax and freight from the purchase. When you're finished doing this, the amount in the Balance Due field will appear as a negative number.

2. A debit memo can only be created using a bill form. Click the Change to Bill button, then click OK to record the vendor debit.

3. A message appears, asking whether you wish to record the purchase. Click OK.

You've just created a transaction, called a vendor debit, that indicates that the vendor owes you the amount of your deposit. In the remaining steps of this task, you'll indicate that you received a refund check from the vendor for the amount of the deposit.

4. Click the Settle Returns & Debits button in the Purchases Command Center. The Returns & Debits tab of the Purchases Register appears, displaying all vendor debits currently in your records.

5. Highlight the vendor debit you recorded in step 3, then click the Receive Refund button.

6. The refund check appears in the Settle Returns & Debits window. Click Record.

To remove an order with a deposit applied to it, *and* to enter a refund check from the vendor for the deposit amount

To remove a bill with a payment applied to it

If you haven't already read the Purchases Overview, see Changing, removing and reversing purchases for more information.

Use this procedure only if your transactions are changeable. See What are changeable and unchangeable transactions? for more information.

If you've already applied a payment to a purchase that you want to remove, you need to remove the payment before you remove the purchase.

The payment you want to remove should be displayed. If you need help doing this, see To find a vendor payment.

1. Choose Delete Payment from the Edit menu.

If more payments have been applied to the purchase, be sure to delete all payments.

2. When all payments applied to the purchase have been removed, display the purchase you want to remove in the Purchases window.
3. Choose Delete Purchase from the Edit menu.

To remove a bill with a payment applied to it

To remove a recurring purchase

If you haven't already read the Purchases Overview, see Changing, removing and reversing purchases for more information.

Use this procedure only if your transactions are changeable. See What are changeable and unchangeable transactions? for more information.

The Purchases Register window should be displayed.

1. Click the Recurring Templates tab.
2. Highlight the recurring template you want to remove and click Delete.

To remove a recurring purchase

To reverse a bill

If you haven't already read the Purchases Overview, see Changing, removing and reversing purchases for more information.

Use this procedure only if your transactions are unchangeable. See What are changeable and unchangeable transactions? for more information.

The bill you want to reverse should be displayed. If you need help doing this, see To find a purchase.

1. Choose Reverse Purchase from the Edit menu. After a few moments, a vendor debit will be displayed in the Purchases window.

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

If you're reversing a purchase from a previous accounting period, consider assigning a date from that period to the vendor debit. This will allow your reports for that accounting period to reflect the proper amounts.

2. Click Record Reversal to record the vendor debit.

3. You have two choices to settle the vendor debit:

- Apply the amount of the vendor debit to your outstanding purchase balance with the vendor. To learn how to apply vendor debits to outstanding purchase balances, see To apply a vendor debit (from the Purchases Register) for more information.

- Indicate that you received a refund check from the vendor for the amount of the vendor debit. To learn how to record a refund check received from a vendor, see To receive a refund check (from the Purchases Register)for more information.

To reverse a bill

To create a vendor debit for an item bill when you didn't return all the items that were on the bill

If you haven't already read the Purchases Overview, see Changing, removing and reversing purchases for more information.

Use this procedure only if your transactions are unchangeable. See What are changeable and unchangeable transactions? for more information.

This process returns all account balances and item quantities to their previous levels.

The Purchases window should be displayed.

1. Create a new item bill by entering the vendor's name and other information at the top of the window.

2. In the first line item, enter a negative number in the Received field to indicate the quantity of items that you returned. For example, if the original item purchase recorded the purchase of 10 gadgets but you returned only four gadgets, enter -4 in the Received field and the gadgets item number in the Item Number field. When you do this, the amount of the purchase will appear as a negative number in the Total Amount field.

3. Enter additional returned items in the other line items in the window, if necessary.

4. Click Record. The total quantities of the items in inventory will change to reflect the negative numbers you entered in step 2.

5. You have two choices to settle the vendor debit:

- Apply the amount of the vendor debit to your outstanding purchase balance with the vendor. To learn how to apply vendor debits to outstanding purchase balances, see To apply a vendor debit (from the Purchases Register) for more information.

- Indicate that you received a refund check from the vendor for the amount of the vendor debit. To learn how to record a refund check received from a vendor, see To receive a refund check (from the Purchases Register) for more information.

To create a vendor debit for an item bill when you didn't return all the items that were on the bill

Vendor Payments Overview

Entering vendor payments

Finding, removing and reversing vendor payments

Printing checks

In MYOB AccountEdge, *vendor payments* are transactions you enter to indicate that you've made payments for the purchases you've made from your vendors. When you enter a vendor payment in AccountEdge, you apply the payment to one or more of your outstanding purchase balances. You also can choose to apply vendor debits while preparing to apply the payment.

Entering vendor payments

Step 1: Identify where the money for the payment will be drawn from
Step 2: Enter details about the vendor payment
Step 3: Indicate which purchases will be affected by the payment
Step 4: Choose what you want to do with the vendor payment

The list in the upper left corner of the Vendor Payments window displays all the checking accounts you've set up. Remember that any checking account can be used for cash disbursements. Credit cards, petty cash and other methods for making payments may be displayed in this list.

Only accounts you've specifically designated as checking accounts or credit card accounts appear in the list. If you want a particular account to appear in this list, you'll need to create the account first. See Creating accounts for more information.

Click below for the step-by-step procedures:

Entering vendor payments

Enter details about the vendor payment

Indicate which purchases will be affected by the payment

Choose what you want to do with the vendor payment

Finding, removing and reversing vendor payments

After you record a vendor payment, you might want to view the transaction again sometime in the future. AccountEdge allows you to easily find the vendor payments you've entered into the system.

You can also quickly remove the effects of a vendor payment from your records or change a vendor payment. An important point to consider is if the vendor payment is changeable or unchangeable. If the transaction is changeable, you can make changes or remove the payment altogether from your ledger.

Unchangeable transactions work differently. By reversing an unchangeable vendor payment, the effects of the original payment will no longer be part of your ledger; however, a record of the reversed payment, called a reversing transaction, will remain. Then, if you want, you can enter a new, correct transaction to replace the transaction you reversed. See What are changeable and unchangeable transactions? for more information.

If you notice a problem with a vendor payment you've already applied to a purchase, be aware that you can't simply change the payment. You'll need to remove or reverse the payment first, then re-create and re-apply the payment.

Click below for the step-by-step procedures:

To find a vendor payment

To remove a vendor payment

To reverse a vendor payment

Printing checks

You can choose to print a check at the Vendor Payments window at the time you enter the check or you can choose to print the check at a later time. You can reprint individual checks, or you can print and reprint several checks at the same time -- the choice is yours.

To reprint a batch of checks, be sure the Unprinted Checks Only selection *isn't* marked in the Forms Selection window.

Before you begin printing

See Forms Overview if you need information about:

- Choosing the form you want to print
- Customizing forms
- Printing alignment forms

To choose a form layout for your checks:

In the Forms Selection window, you can choose to print your checks on a continuous feed or laser printer, and you can customize your checks so they'll look the way you want them to look. Collectively, these choices are called *form layouts* in AccountEdge.

The **Continuous Feed** Check form layout allows you to print checks on connected sheets of check forms. One check form is followed by one check stub.

The **Laser** Check form layout allows you to print checks one page at a time on a laser printer. The Laser Check form layout is also set up so two check stub forms are printed after the check form.(See Tips for customizing checks to learn more about customizing your checks and check stubs.)

You can also customize the look of your printed checks. See To customize the check form for detailed information about customizing your printed forms.

Click below for the step-by-step procedure:

To print checks

To print a single check

Vendor Payments Overview

Note: If you want to print vendor debits and discounts on the check stub If debits and discounts have been applied to a bill, you may want to print the total amounts of debits and discounts on the vendor payment check stub. The fields for debits and discounts appear on the vendor payment check stub, but in order for debits and discounts to be printed on the check stub, the fields must be made active. To learn how to make fields on the stub active, see To customize the stub form and To activate a data field.

Entering vendor payments

Step 1: Identify where the money for the payment will be drawn from

Step 1 > 2 > 3 > 4

If you haven't already read the Vendor Payments Overview, see Entering vendor payments for more information.

The Vendor Payments window should be displayed.

Choose the account that will be used to make this payment.

Entering vendor payments - Step 1

Entering vendor payments

Step 2: Enter details about the vendor payment

Step 1 > 2 > 3 > 4

If you haven't already read the Vendor Payments Overview, see Entering vendor payments for more information.

1. Enter or select the name of the vendor to whom you want to make the payment.

2. After you enter a vendor name, some entries appear automatically in the top half of the window. You can make changes to these entries, if you wish.

3. In the Amount field, enter the amount you paid the vendor.

4. Enter a description of the transaction in the Memo field. This description will appear on various Accounting Plus reports, including the Cash Disbursements Journal.

Entering vendor payments - Step 2

Note: If you receive an alert message If you have outstanding debit memos with this vendor, an alert message will appear. You'll have the opportunity to settle the debit memos immediately or at a later date.

See To apply a vendor debit (from the Vendor Payments window) for more information. **Note: If this is a foreign vendor** If you're using MYOB AccountEdge's Multicurrency feature and you selected a vendor who's been assigned a foreign currency in the Card File Entry window, that currency is automatically assigned to the transaction, and it can't be changed.

If you want to use a different exchange rate for this transaction than the one you've entered for the currency in the Currency Information window, click the Exchange Rate button. The Exchange Rate window appears; enter the exchange rate you want to use for the transaction. If you want to change the exchange rate for all future transactions, mark the Update Current Exchange Rate in the Currency List with Transaction Exchange Rate option, then click OK.

Entering vendor payments

Step 3: Indicate which purchases will be affected by the payment

Step 1 > 2 > 3 > 4

If you haven't already read the Vendor Payments Overview, see Entering vendor payments for more information.

In this step, you'll indicate which purchases will be affected -- what debt will be reduced or "paid off," in effect -- by the vendor payment. You'll make these entries in the scrolling list in the bottom half of the Vendor Payments window.

1. Depending upon the selections you've made in the Preferences window, the amount you entered in the Amount field may have been applied automatically to the transactions in the scrolling list, starting with the oldest open bill first. These entries, however, are merely suggestions; you can apply the payment to any transactions you want.

Keep in mind that the total amount you apply in the Amount Applied column must equal the amount that appears in the Amount field before you can record the transaction.

2. Enter the amount you want to apply the vendor payment in the appropriate field in the Amount Applied column.

3. To apply the vendor payment to any unpaid finance charges you may have accrued, enter the amount you want to apply in the Finance Charge field.

Keep in mind that the Out of Balance field must equal zero before you can record the transaction.

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

Entering vendor payments - Step 3

Note: If you overpaid a vendor If you paid a vendor more than you owe him or her, simply enter the full amount in the Amount Applied column -- in effect, you'll be marking one or more of the transactions as overpaid. When you record the transaction, a vendor debit will be created automatically; you can either apply the debit to a future purchase or accept a refund check from the vendor.

See Vendor Debits Overview for more information.

Entering vendor payments

Step 4: Choose what you want to do with the vendor payment

Step **1** > **2** > **3** > 4

If you haven't already read the Vendor Payments Overview, see Entering vendor payments for more information.

To see how the vendor payment will affect your financial records

Choose Recap Transaction from the Edit menu to view the accounting entries that will be made to your financial records when you record the payment.

To print and record a check payment

The Vendor Payments window should be displayed.

1. Load the check form in your printer, if you haven't already done so.
2. Click the Print button in the Spend Money window.

A message appears, explaining that the transaction will be recorded before it's printed.

3. Click OK to begin the printing process.

To record the vendor payment

Click the Record button to record the vendor payment.

Entering vendor payments - Step 4

To find a vendor payment

If you haven't already read the Vendor Payments Overview, see Finding, removing and reversing vendor payments for more information.

1. Click the Inquiry option in the Purchases Command Center.
2. Click the Bill tab.
3. To find a vendor payment, you'll first have to locate the purchase on which the vendor payment was made. You have several choices:

- Choose PO# from the Search By selection box and enter the purchase's number in the box to the right.
- Use the Search By selection box to choose another way to search -- Bills or Vendor Invoice #.
- Click the Advanced button to search using additional criteria, such as the date, amount or memo.
- Click the Card tab, then enter the name of the vendor whose purchase you're looking for to find the purchase number. When you find the purchase number, click the Bill tab and enter this number in the PO # field.

4. The payment you're looking for appears in the scrolling list. Click the zoom arrow next to the payment's number to view details about the payment.

To find a vendor payment or a deposit

To remove a vendor payment

If you haven't already read the Vendor Payments Overview, see Finding, removing and reversing vendor payments for more information.

Use this procedure only if your transactions are changeable. See What are changeable and unchangeable transactions? for more information.

1. The payment you want to remove should be displayed. If you need help doing this, see To find a vendor payment

2. Choose Delete Payment from the Edit menu.

To remove a vendor payment

To reverse a vendor payment

If you haven't already read the Vendor Payments Overview, see Finding, removing and reversing vendor payments for more information.

Use this procedure only if your transactions are unchangeable. See What are changeable and unchangeable transactions? for more information.

The payment you want to reverse should be displayed. If you need help doing this, see To find a vendor payment.

1. Choose Reverse Payment from the Edit menu. After a few moments, a transaction with the exact opposite amount of the payment will be displayed in the Vendor Payments window.
2. If you want, you can make a few changes to the transaction (such as the date and the memo), but you can't change the amounts that are associated with it.

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

3. Click Record to record the reversed vendor payment.

If the vendor payment you reversed was originally used to fully pay a purchase, a message will appear if you received a discount for paying off the purchase promptly. If this message appears on your screen, continue to step 4.

If no prompt-payment discount applied to the transaction you originally applied the payment to, you're done -- the payment is reversed.

If a prompt-payment discount applied to the transaction you originally applied the payment to, you also need to reverse the discount. To do this, follow steps 4 and 5.

4. Display the discount in the Vendor Payments window. (You can find discount transactions the same way as you find vendor payments; look for a transaction labeled "Discount" in the Inquiry Register window.)
5. Choose Reverse Payment from the Edit menu, then click the Record button to reverse the discount.

To reverse a vendor payment

Vendor Debits Overview

Creating vendor debits

Applying vendor debits and receiving refund checks from vendors

Finding, removing and reversing vendor debits

In MYOB AccountEdge, a *vendor debit* is a transaction that indicates a vendor owes your company money. You can create a vendor debit in several ways.

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

- By *applying* the vendor debit to one or more of your unpaid purchases with the vendor
- By *indicating that you received a refund check* from the vendor for the amount of the vendor debit

Creating vendor debits

Vendor debits can be created in several ways. Refer to the topics below for each of the techniques you can use for creating a vendor debit. If none of the other procedures is appropriate, use the procedure titled To create a vendor debit for no specific reason.

When you're creating a vendor debit for the first time, you may have to create an account designated for tracking returns and allowances using the Accounts List window and Edit Accounts windows in the General Ledger Command Center. Be sure the new account is an expense account. See Creating accounts for more information.

Click below for the step-by-step procedure:

To create a vendor debit for no specific reason

To remove an order with a payment applied to it

To reverse a bill

To create a vendor debit for an item bill when you didn't return all the items that were on the bill

Note: If you overpaid a vendor

Applying vendor debits and receiving refund checks from vendors

AccountEdge allows you to apply the vendor debit to one or more of your open bills and orders with the vendor or indicate that you've received a refund check from the vendor for the amount of the vendor debit.

Click below for the step-by-step procedure:

To apply a vendor debit (from the Purchases Register)

To apply a vendor debit (from the Vendor Payments window)

To receive a refund check (from the Purchases Register)

To receive a refund check (from the Vendor Payments window)

Finding, removing and reversing vendor debits

There may be times when you want to view a vendor debit before or after you've applied it or received a

refund check for it. AccountEdge allows you to easily find the vendor debits you've entered into the system.

There also may be times when you want to remove or reverse ("unapply") a vendor debit that you mistakenly applied to a purchase, or when you want to remove a refund check you received from a vendor. When this is the case, you can quickly remove the effects of such a transaction from your records. An important point to consider is whether the vendor debit is changeable or unchangeable. If the transaction is changeable, you can make changes or remove the vendor debit altogether from your ledger.

Unchangeable transactions work differently. By reversing an unchangeable vendor debit, the effects of the original will no longer be part of your ledger; however, a record of the reversed vendor debit, called a reversing transaction, will remain. Then, if you want, you can enter a new, correct transaction to replace the transaction you reversed. See What are changeable and unchangeable transactions? for more information.

If you notice a problem with a vendor debit you've already settled, you can't simply change the debit. You'll need to first unapply the debit -- remove (or reverse) the refund check, then re-apply the debit or record a new check.

Click below for a step-by-step procedure:

To find a vendor debit before it's settled

To find a vendor debit after it's applied

To find a vendor debit after you've received a refund check for it

To remove an applied vendor debit or a vendor's refund check

To reverse an applied vendor debit

To reverse a vendor's refund check

Vendor Debits Overview

Note: You can still use the Inquiry Register to find vendor debits You may want to use the Inquiry Register if you're searching for specific vendor debit. There are more detailed search methods available to you in the Inquiry Register than in the Purchases Register.

To create a vendor debit for no specific reason

If you haven't already read the Vendor Debits Overview, see Creating vendor debits for more information.

The Purchases window should be displayed.

1. Enter the name of the vendor in the Vendor field.
2. Click the Layout button and choose either Service or Professional, if necessary, then click OK.
3. Enter transaction information in the top of the Purchases window as you normally do.
4. Click the Layout button and choose either Service or Professional, if necessary.
5. Enter whatever text you'd like to use to describe the transaction in the Description column for the first line item.
6. In the Acct # column for the first line item, enter the account you designated for tracking returns and allowances.
7. In the Amount column for the first line item, enter the amount the vendor owes you. Enter this amount as a negative amount; in other words, use a minus symbol (-) before you enter the dollar amount.
8. Click Record. A vendor debit is created.
9. When you're ready to settle the debit, click the Settle Returns & Debits button in the Purchases Command Center.

For more information about settling vendor debits, see To apply a vendor debit (from the Purchases Register) and To receive a refund check (from the Purchases Register).

To create a vendor debit for no specific reason

To apply a vendor debit (from the Purchases Register)

If you haven't already read the Vendor Debits Overview, see Applying vendor debits and receiving refund checks from vendors for more information.

The Returns & Debits view of the Purchases Register should be displayed.

1. You can view debits for all or just one of your vendors.

To view debits for one vendor, select Vendor in the Search by field, then enter the vendor's name in the second field.

2. A list of the vendor's debits appears. Highlight the vendor debit you wish to apply.

3. Click the Apply to Purchase button. The Settle Returns & Debits window appears, listing all open purchases that you've made from the vendor.

4. Depending upon your selections in the Preferences window, amounts may appear automatically in the Amount Applied column in the scrolling list. This column is the area where you designate the purchases to which you want to apply the vendor debit. If amounts appear here, take a moment to review them.

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

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

6. Enter the amount you want to apply in the Finance Charge field, if you want to apply the vendor debit to any unpaid finance charges you may have accrued.

7. Enter the discount amount in the purchase's Discount column, if the vendor gave you a discount for a particular purchase.

8. Click Record. At this point, the following situations may occur:

- If the Settle Returns & Debits window closes, you successfully applied the vendor debit, and you're done!

- 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, an alert message will appear, explaining that an unbalanced transaction can't be recorded. Click OK to close the message, then continue to step 9.

9. To balance the transaction, you can change either the total amount in the Amount Applied column or the amount that's displayed in the Debit Amount field.

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

10. Click Record.

To apply a vendor debit (from the Purchases Command Center)

To apply a vendor debit (from the Vendor Payments window)

If you haven't already read the Vendor Debits Overview, see Applying vendor debits and receiving refund checks from vendors for more information.

The Vendor Payments window should be displayed.

1. Enter the name of the vendor with whom you have the debit. An alert message that reads "You have $XX in outstanding debit memos on file with this vendor" appears. You have three choices:

- Click Apply Debits if you want to settle the vendor debit against any open bills from this vendor. The outstanding debit memos will be automatically applied to the oldest bills first. This transaction will be automatically created. You're done!

- Click Open Register if you'd like to use the Purchases Register to choose how the vendor debit will be settled. Proceed to step 2.

- Click Cancel if you don't want to settle the vendor debit at this time. You're done!

2. A list of the vendor's debits appears in the Purchases Register. Highlight the vendor debit you wish to apply.

3. Click the Apply to Purchase button. The Settle Returns & Debits window appears, listing all open purchases that you've made from the vendor.

4. Depending upon your selections in the Preferences window, amounts may appear automatically in the Amount Applied column in the scrolling list. This column is the area where you designate the purchases to which you want to apply the vendor debit. If amounts appear here, take a moment to review them.

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

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

6. Enter the amount you want to apply in the Finance Charge field, if you want to apply the vendor debit to any unpaid finance charges you may have accrued.

7. Enter the discount amount in the purchase's Discount column, if the vendor gave you a discount for a particular purchase.

8. Click Record. At this point, the following situations may occur:

- If the Settle Returns & Debits window closes, you successfully applied the vendor debit, and you're done!

- 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, an alert message will appear, explaining that an unbalanced transaction can't be recorded. Click OK to close the message, then continue to step 9.

9. To balance the transaction, you can change either the total amount in the Amount Applied column or the amount that's displayed in the Debit Amount field.

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

10. Click Record.

To apply a vendor debit (from the Vendor Payments window)

Note: The alert message may be different If you have only open orders in MYOB AccountEdge, the alert message will have two choices: you can use either the Open Register or Cancel options.

To receive a refund check (from the Purchases Register)

If you haven't already read the Vendor Debits Overview, see Applying vendor debits and receiving refund checks from vendors for more information.

The Returns & Debits view of the Purchases Register should be displayed.

1. You can view debits for all or just one of your vendors.

To view debits for one vendor, select Vendor in the Search By field, then enter the vendor's name in the second field.

2. A list of the vendor's debits appears; highlight the vendor debit for which you received the refund check.

3. Click Receive Refund. The Settle Returns & Debits window appears, displaying a transaction in the amount of the vendor debit.

4. You can record your refund into a designated account or the Undeposited Funds Account. If you select the Deposit to Account option, click the arrow for a list of accounts to choose from. The list consists of accounts that have checking or credit card privileges.

If you want, you can change the Undeposited Funds Account by selecting Linked Accounts from the Setup menu. Choose General Ledger Accounts to display the General Ledger & Checkbook Linked Accounts window. Enter an account with checking privileges in the Checking Account for Undeposited Funds field.

5. If you change the Amount Received field's amount, keep in mind that you can enter an amount less than the original vendor debit amount only. Also, if you choose to do this, remember that the vendor debit won't be fully settled; the difference between the original vendor debit and the amount you entered in the Amount Received field will remain as a vendor debit.

6. Enter the vendor's payment method. You can click the arrow to view a list of options.

7. Click the Details button to enter additional information about the vendor's payment in the Applied Payment Details window, if you wish.

8. Click Record to record the receipt of the refund check.

To receive a refund check (from the Purchases Command Center)

To receive a refund check (from the Vendor Payments window)

If you haven't already read the Vendor Debits Overview, see Applying vendor debits and receiving refund checks from vendors for more information.

The Vendor Payments window should be displayed.

1. Enter the name of the vendor with whom you have the debit. An alert message that reads "You have $XX in outstanding debit memos on file with this vendor" should appear. You have three choices:

   • Click Apply Debits if you want to settle the vendor debit against any open bills with this vendor. The outstanding debit memos will be automatically applied to the oldest bills first. This transaction will be automatically created. You're done!

   • Click Open Register if you'd like to use the Purchases Register to choose how the vendor debit will be settled. Proceed to Step 2.

   • Click Cancel if you don't want to settle the vendor debit at this time. You're done!

2. A list of the vendor's debits appears in the Purchases Register; highlight the vendor debit for which you received the refund check.

3. Click Receive Refund. The Settle Returns & Debits window appears, displaying a transaction in the amount of the vendor debit.

4. You can record your refund into a designated account or the Undeposited Funds Account. If you select the Deposit to Account option, click the arrow for a list of accounts to choose from. The list consists of accounts that have checking or credit card privileges.

If you want, you can change the Undeposited Funds Account by selecting Linked Accounts from the Setup menu. Choose General Ledger to display the General Ledger & Checkbook Linked Accounts window. Enter an account with checking privileges in the Checking Account for Undeposited Funds field.

5. If you change the Amount Received field's amount, keep in mind that you can enter an amount less than the original vendor debit amount only. Also, if you choose to do this, remember that the vendor debit won't be fully settled; the difference between the original vendor debit and the amount you entered in the Amount Received field will remain as a vendor debit.

6. Enter the vendor's payment method. You can click the arrow to view a list of options.

7. Click the Details button to enter additional information about the vendor's payment in the Applied Payment Details window, if you wish.

8. Click Record to record the receipt of the refund check.

To receive a refund check (from the Vendor Payments window)

Note: The alert message may be different If you have only open orders in MYOB AccountEdge, the alert message will have two choices: you can use either the Open Register or Cancel options.

To find a vendor debit before it's settled

If you haven't already read the Vendor Debits Overview, see Finding, removing and reversing vendor debits for more information.

All vendor debits that haven't been applied to purchases or received as refund checks are located in the same place in MYOB AccountEdge.

1. Click the Purchases Register in the Purchases Command Center.
2. Select the Returns & Debits tab. You can view debits for all or just one of your vendors.

To view debits for one vendor, select Vendor in the Search By field, then enter the vendor's name in the second field.

3. A list of the vendor's debits appears.

To find a vendor debit before it's settled

To find a vendor debit after it's applied

If you haven't already read the Vendor Debits Overview, see Finding, removing and reversing vendor debits for more information.

1. Click the Inquiry option in the Purchases Command Center.
2. Click the Bill tab.
3. To find a vendor debit, you'll first have to locate the purchase on which the debit was made. You have several choices:

- Choose PO# from the Search By selection box and enter the purchase's number in the box to the right.
- Use the Search By selection box to choose another way to search -- Bills or Vendor Invoice #.
- Click the Advanced button to search using additional criteria, such as the date, amount or memo.
- Click the Card tab, then enter the name of the vendor whose purchase you're looking for to find the purchase number. Enter this number in the PO# field under the Bill tab.

4. Applied vendor debits can be recognized by their source journal code, PJ. Search the ID# column for transactions numbered with PJ prefixes and click the zoom arrow next to the vendor debit you want to view. The Settle Returns & Debits window appears, displaying the original vendor debit.

To find a vendor debit after it's applied

To find a vendor debit after you've received a refund check for it

If you haven't already read the Vendor Debits Overview, see Finding, removing and reversing vendor debits for more information.

1. Click the Inquiry option in any command center.
2. Click the Card tab.
3. Choose Card from the Search By selection box and enter the vendor name in the box to the right. Change the date range, if needed, to broaden or narrow your search.

If you're not sure of the vendor name, you can choose All Cards from the Search By selection box. By clicking the Advanced button on the left side of the Inquiry Register window, you can search using additional criteria, such as Source Journal, Amount or Memo.

4. Refund checks from vendors are identified by their source journal code, CR. Search the Src column for transactions assigned the CR prefix to find the transaction you want; when you find it, click the zoom arrow next to it. The Settle Returns & Debits window appears, displaying the original refund check transaction.

To find a vendor debit after you've received a refund check for it

To remove an applied vendor debit or a vendor's refund check

If you haven't already read the Vendor Debits Overview, see Finding, removing and reversing vendor debits for more information.

Use this procedure only if your transactions are changeable. See What are changeable and unchangeable transactions? for more information.

The vendor debit you want to remove should be displayed. If you need help doing this, see To find a vendor debit before it's settled, To find a vendor debit after it's applied or To find a vendor debit after you've received a refund check for it.

Choose Delete Debit from the Edit menu.

To remove an applied vendor debit or a vendor's refund check

Note: If the vendor's refund check was recorded on a bank deposit of grouped undeposited funds
If you wish to remove a vendor's refund check that was recorded on a bank deposit of receipts grouped in the undeposited funds account, you must first remove the bank deposit.

After the bank deposit has been removed, refund checks that were included on the bank deposit can be removed.

To learn how to remove a bank deposit of undeposited funds, see To remove a bank deposit for undeposited funds transactions

To reverse an applied vendor debit

If you haven't already read the Vendor Debits Overview, see Finding, removing and reversing vendor debits for more information.

Use this procedure only if your transactions are unchangeable. See What are changeable and unchangeable transactions? for more information.

The vendor debit you want to reverse should be displayed. If you need help doing this, see To find a vendor debit before it's settled or To find a vendor debit after it's applied.

1. Choose Reverse Debit from the Edit menu. After a few moments, a new transaction, with an amount exactly opposite of the vendor debit's amount, will be displayed in the Settle Returns & Debits window.

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

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

3. Click Record.

The applied vendor debit is reversed, and the balance of the purchase to which you originally applied the vendor debit is returned to its previous amount.

4. Keep in mind that an outstanding vendor debit exists again for this vendor. To settle the vendor debit, you can either apply the amount of the vendor debit to the your outstanding purchase balance with the vendor or indicate that you've received a refund check from the vendor for the amount of the vendor debit.

See To apply a vendor debit (from the Purchases Register) and To receive a refund check (from the Purchases Register) for more information.

To reverse an applied vendor debit

To reverse a vendor's refund check

If you haven't already read the Vendor Debits Overview, see Finding, removing and reversing vendor debits for more information.

Use this procedure only if your transactions are unchangeable. See What are changeable and unchangeable transactions? for more information.

The vendor debit you want to reverse should be displayed. If you need help doing this, see To find a vendor debit before it's settled or To find a vendor debit after you've received a refund check for it.

1. Choose Reverse Debit from the Edit menu. After a few moments, a new transaction, with an amount exactly opposite of the refund check's amount, will be displayed in the Settle Returns & Debits window.

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

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

3. Click Record to record the new transaction. The Settle Returns & Debits window closes. The refund check is reversed.

4. Keep in mind that an outstanding vendor debit exists again for this vendor. To settle the vendor debit, you can either apply the amount of the vendor debit to your outstanding purchase balance with the vendor or indicate that you've received a refund check from the vendor for the amount of the vendor debit.

See To apply a vendor debit (from the Purchases Register) and To receive a refund check (from the Purchases Register) for more information.

To reverse a vendor's refund check

Note: If you wish to reverse a vendor's refund check that was recorded on a bank deposit of grouped undeposited funds If you want to reverse a vendor's refund check that was recorded on a bank deposit of receipts grouped in the undeposited funds account, use the procedure To reverse a vendor's refund check that was recorded on a bank deposit for undeposited funds.

Whether a bank deposit or an individual payment included on a bank deposit can be reversed depends upon whether your data file is changeable or unchangeable. For more information, see What are changeable and unchangeable transactions?

To reverse a vendor's refund check that was recorded on a bank deposit for undeposited funds

If you haven't already read the Vendor Debits Overview, see Finding, removing and reversing vendor debits for more information.

Use this procedure only if your transactions are unchangeable. See What are changeable and unchangeable transactions? for more information.

The vendor debit you want to reverse should be displayed. If you need help doing this, see To find a vendor debit before it's settled or To find a vendor debit after you've received a refund check for it.

1. Reverse a vendor's refund check as you normally do. If you need help, see To reverse a vendor's refund check.

2. You have two options:

   - If you expect a replacement check, use the procedure If you expect a replacement check from the vendor after you receive the replacement check.

   - If you don't expect to receive a replacement check, use the procedure If you don't expect a replacement check from the vendor.

If you expect a replacement check from the vendor

1. After you receive the replacement check, click the Purchases Register button. Click the Returns & Debits tab.

2. Highlight the vendor debit that the check is replacing.

3. Click the Receive Refund button to display the Settle Returns & Debits window.

4. Create a debit as you normally do, using the replacement check's amount in the Amount Received field. Be sure to select the Group with Undeposited Funds option. If you need help doing this, see Creating vendor debits.

5. Remove the reversal of the original debit and the replacement check from the Enter Bank Deposit window; click Prepare Bank Deposit in the Checkbook command center to open the Prepare Bank Deposit window.

6. Select the reversal and the replacement check by clicking the Deposit column.

7. Click Record. You're done!

If you don't expect a replacement check from the vendor

1. Click Record Journal Entry in the General Ledger Command Center.

2. Enter the checking account where the check was recorded in the Acct # column, then enter the debit amount in the Credit column.

3. In the next line, enter your Undeposited Funds account in the Acct # column. The debit amount should appear in the Debit column. Click Record.

4. Remove the reversal of the original debit and the journal entry you just created from the Enter Bank Deposit window; click Prepare Bank Deposit in the Checkbook command center to open the Prepare Bank Deposit window.

5. Select both the reversal and the journal entry by clicking the Deposit column.

6. Click Record. Keep in mind that an outstanding vendor debit exists again for this vendor.

To reverse a vendor's refund check that was recorded on a bank deposit for undeposited funds