User Guide

MYOB AccountRight Standard v19
MYOB AccountRight Plus v19

Serial number

Technical support

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User Guide feedback

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MYOB®

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Contents

1 Introduction

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

The term AccountRight software refers to both MYOB AccountRight Standard and MYOB AccountRight Plus. Note that some sections apply only to AccountRight Plus, such as Payroll.

Learning about your AccountRight software

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

Manuals

Getting Started guide　The *Getting Started* guide provides information on how to install and register your software and how to obtain technical support. A printed version of this guide is provided with your software.

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

The 'Setting up your company file' chapter of the *User Guide* steps you through creating and activating a new company file, including setting up accounts, system preferences and entering opening balances.

The *User Guide* is not intended to be exhaustive. It is complemented by the Help Centre (see page 10), which covers *all* the functions of your software.

The *User Guide* is provided as a PDF on your AccountRight software CD.

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

If you purchased AccountRight Standard, some of the features in AccountRight Plus described in this guide—for example, Time Billing—will not be relevant to you.

To view the manuals

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

View the PDF files from the Installation CD

1 Insert the installation CD.

2 Open the CD in Windows Explorer—usually the D:\ drive—and double click the setup.exe icon. An installation window appears.

3 Click **Resources** and then click **CD Library**.

4 Click the name of the manual you want to view

Help Centre

The Help Centre is a comprehensive resource that describes all functions and features of your software. It also includes window descriptions, report samples and tips for helping solve common problems.

The Help Centre is installed when you install your software, however we recommend you use the online version of help if you are usually connected to the Internet. The online version of help is updated regularly between product releases and may contain new help topics relevant to you.

To use the online help version

1 Open your company file.

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

3 Select the **I Prefer to Use Help From the Internet, Rather than My Computer** option and click **OK**.

To display the Help Centre

■ In any window, press the F1 key.

■ In any window—other than command centre windows—click **Help** (?.) and choose **Help for This Window**.

■ Choose **Search Help** from the **Help** menu.

Help in AccountRight windows

Opening the Help Centre from any window—other than command centre windows—displays descriptions or procedures relevant to that window. Click **Help** (?.) and choose **Help for This Window**, **Tell Me How** or **Search Help**.
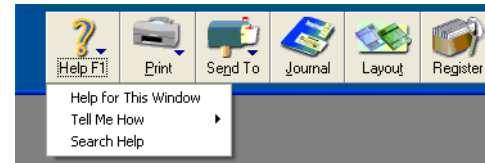
These options are described below.

Select…	If you want to…
Help for This Window	• see a description of the window, which includes links to more detailed descriptive and procedural topics. • see a description of each field in the window. • display links to topics that give you tips to solving common problems or that direct you to other sources of help.
Tell Me How	display a list of topics that tell you how to perform various tasks in the window, or other related tasks.
Search Help	search the help using keywords.

Help in command centres

The main windows in your software are known as *command centres*. You can view help for a command centre by clicking the help icon (?) located in the top right corner of each command centre.
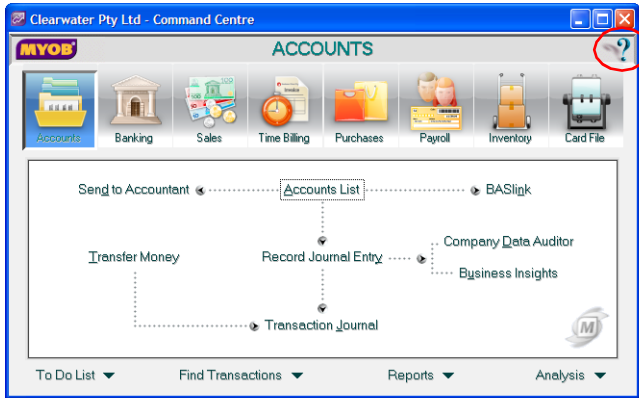
The Help Centre displays a description of the command centre and its various functions.

For more information, see 'Command centres' on page 13.

Show Me How new feature demonstration movies

Show Me How movies demonstrate how to use many of the new features. Demonstrating movies run between one and four minutes. Note that Internet access is required to view movies.

The movies in this release show you how to:

■ view a financial summary of your business using Business Insights

■ perform tasks using the **Actions** menu

■ get a map of, and directions to, a contact's address in Google Maps

■ find relevant information in the Help Centre

■ manage AccountRight software updates.

To view Show Me How movies

1 Go to the **Help** menu, choose **What's New in this Release** and then choose **New Feature Movies**. A list of available movies appears in your browser.

2 Click the movie you want to view.

Services menu

Go to the **Services** menu to access a list of additional services offered by MYOB to help you run your business. For example, you can access the my.myob website, where you can register your software, or you can look for an add-on solution to enhance your software.

Where to start

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

Option	Select this option to...
Open your company file	Open a company file once it has been created.
Create new company file	Create a company file for your business. See Chapter 2, 'Setting up your company file,' starting on page 21.
Explore the sample company	Experiment with a sample company's data and learn how to use your software.
What's New in this version	Learn about the new features in this version of your software.
Exit	Close your AccountRight software.

Experiment with sample data

Before you create a new company file, we recommend that you experiment with a sample company's data. We have provided two sample company files.

- **Clearwater Pty Ltd**. This file contains sample data for you to experiment with. You can add, change and remove data, as well as view and print reports.

- **Tutorial**. This file contains data for the online tutorial designed to teach you how to use your software.

To explore the Clearwater company file

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

A command centre window always appears when a company file is open. Notice that the name of the sample company, Clearwater Pty Ltd, appears at the top left of the window.

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

To complete the tutorial

1   Open the tutorial company file.

   a   Start your AccountRight software and, in the welcome window that appears, click **Open your company file**. The **Open** window appears.

   b   Navigate to the **Tutorial** folder in your AccountRight installation folder, select the tutorial.myo file and click **Open**.

2   Open the tutorial guide.

   a   Go to the **Start** menu, choose **Programs**, choose your accounting software folder and then select the tutorial PDF file.

   b   Follow the steps in the tutorial. You can read the tutorial on-screen or print it out.

Explore your AccountRight software

You should become familiar with the following tools and aids:

Tool	See
Command centres	below
Actions menu	page 14
Calendar (date entry)	page 14
Business calendar	page 15
Calculator	page 15
Zoom arrows	page 16
Search icons	page 16
Select columns	page 16
Mouse shortcuts	page 16
Shortcut keys	page 16
Default screen font	page 17
Spell-check	page 18

Command centres

There are six command centres in AccountRight Standard and eight in AccountRight Plus.

The following is an illustration of the **Sales** command centre.
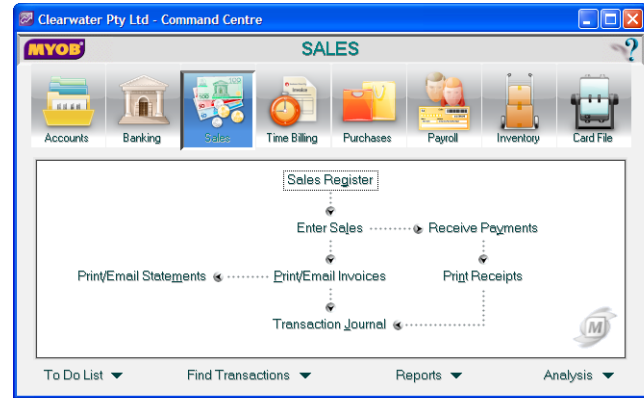
Each command centre contains a row of icons in the top section of the window. These icons allow you to switch between command centres.

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

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

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

There are two ways of selecting an option:

- Click the menu name to display the window relevant to the command centre you are in.

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

Actions menu

The Actions menu provides shortcut access to a list of tasks. The menu is located in the **Cards List** window, in each **Card Information** window and in the **Reconcile Accounts** and **Unmatched Statement Transactions** windows. Note that some tasks, which were previously accessed using buttons in these windows, are now accessible from the Actions menu.

When you click **Actions** (⊙ Actions) in one of these windows, a menu of associated tasks is displayed. For example, if you select a customer card in the **Cards List** window and click **Actions**, you can print invoices, create a sale, or view reminder logs. If you click **Actions** in the **Reconcile Accounts** window, you can import your bank statement, transfer money, or record journal entries without exiting the window to access these functions.

The following shows the tasks available if you select a customer card and click **Actions**.
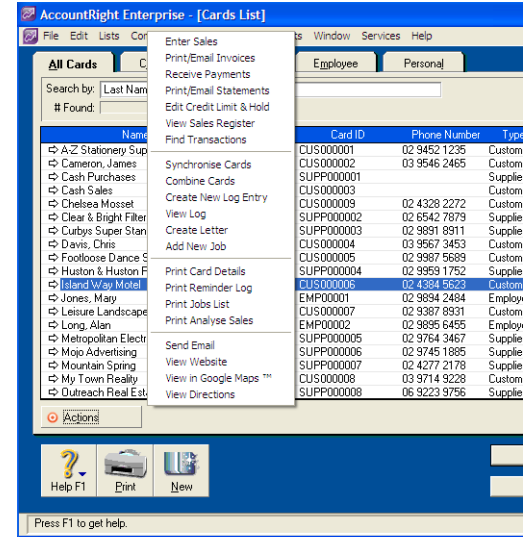
Calendar (date entry)

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

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

by clicking it, or by using the arrow keys on your keyboard and then pressing ENTER. The selected date appears in the date field.
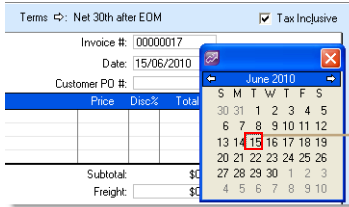
The current date appears in red. You can use the arrow keys next to the month to select a different month.

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

Business calendar

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

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

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

To set up your business calendar

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

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

2   If you want to mark a specific day as closed, click the date in the calendar.

If your business is always open or closed on a specific day of the week, click that day in the **Shortcut for setting average business week** section. A message will confirm that you are changing the day's status.

3   Add any important events that occur during the month in the **Important Dates** section.

4   If you want to change other months in the business calendar, click the arrows at the top of the calendar.

5   Click **OK** to close the business calendar.

Calculator

A calculator tool is available to simplify calculating and entering numeric data, including money amounts, item quantities and units. The calculator is available from every window where you enter numeric data. Pressing = (equals) or the SPACEBAR when the cursor is in a numeric data field displays the calculator. In the calculator, enter your calculation and then press ENTER. The result appears in the numeric data field.
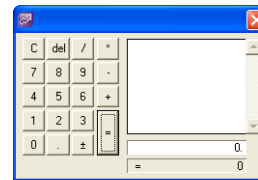
To close the calculator without entering numeric data, press ESC.

Zoom arrows

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

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

A *grey zoom arrow* (⇒) allows you to display more detailed information about a transaction, but the information is read-only (that is, it cannot be changed). If you want to change the information, you can reverse the transaction and re-enter it (see 'Reversing a transaction' on page 180). Alternatively, you can change your security preference selection to make all transactions changeable (see 'Set up preferences' on page 30).

Search icons

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

Select columns

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

Mouse shortcuts

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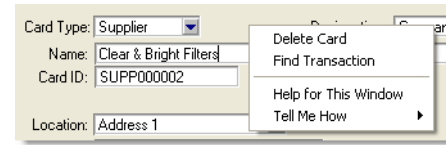
Shortcut keys

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

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

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

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

Default screen font

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

- -
CAUTION: Screen resolution and typeface compatibility Ensure the new font size is appropriate to your monitor's resolution. Some typefaces and sizes may cause windows to be displayed incorrectly.
- -

To change the default screen font

1 Go to the **File** menu and choose **Default Fonts**. The **Default Font Selection** window appears.

2 Click **Windows**. The **Change Default Windows Font** window appears.

3 Select the default typeface you want to use from the **Font** list.

4 Select the default font size you want to use from the **Size** list.

5 Click **OK**. The **Default Font Selection** window appears.

6 Click **OK**.

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

Spell-check

When entering sale, purchase or item information, you can check your spelling in the following fields:

Window	Field
Sales	• Description (for Service, Professional, Item and Miscellaneous layouts) • Notes (for Time Billing layout).
Purchase	• Description (all layouts).
Item Information	• Name (**Item Profile** tab) • Description (**Item Details** tab).

You can choose to set a preference to automatically check spelling or manually check spelling.

When you check the spelling in a field, the **Spelling** window appears. For information about the options you can select in this window, see Spelling window.

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

To set spelling preferences

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

2   Click the **Windows** tab.

3   If you want to automatically check spelling select the **Automatically Check Spelling in Text Fields Before Recording Transactions** option.

4   If you want to customise your spelling preferences, click the **Spelling** button. The **Spell Check Preferences** window opens.

5   Select your preferences and click **OK**.

For more information about the spelling feature, see the Help Centre.

MYOB M-Powered Services

M-Powered Services are subscription-based services that allow you to replace paper-based methods of making and receiving payments, and managing your funds, with efficient networked-based methods. Each of these services complements, and is accessed from within, your AccountRight software. You can find out more details at myob.com.au/m-powered or by calling 1300 555 111.

For more information about each M-Powered service, go to the **Services** menu and choose 'Learn about MYOB M-Powered Services'. Click an M-Powered topic to find out more.

MYOB M-Powered Invoices   Generate invoices and statements from your AccountRight software that offer your customers an extended range of payment methods, such as BPAY (an electronic payment service), Credit Card by Phone (an automated telephone credit card payment system personalised for your business) and POSTbillpay in person (for payment at any Australia Post outlet). Customer payments can then be downloaded to your AccountRight software and automatically matched against your invoices.

MYOB M-Powered Payments   Pay your employees and suppliers electronically from your AccountRight software. In addition, remittance advices can be automatically sent to suppliers by fax or by email.

For the latest list of participating banks providing banking information through this service, please visit myob.com.au/m-powered

MYOB Bank Statements   Automatically receive bank statement information, such as account balance and transaction details, and then automatically reconcile the bank account with the transactions in your AccountRight software.

MYOB M-Powered Superannuation   [AccountRight Plus only] Enable authorised users to electronically pay each employee's superannuation fund from your AccountRight software. The service also notifies each superannuation fund when a payment is made.

2 Setting up your company file

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

Overview

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

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

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

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

Task		See
1	Create a company file	page 22
2	Activate the company file	page 24
3	Set up accounts	page 26
4	Enter account opening balances	page 29
5	Set up preferences	page 30
6	Set a password for the Administrator user ID	page 32

Create a company file

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

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

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

Before you start:

You need to know…	Description
Your current financial year	This is the financial year for which you want to start recording transactions in your company file. Note that a financial year is represented by the calendar year in which the financial year ends. For example, if your financial year ends in June 2009, your financial year is 2009.
The last month of your financial year	This is the month in which your financial year ends. For most businesses the last month is June.
Your conversion month	This is the earliest month for which you want to record transactions. For example, if you want to enter transactions dated 1 September or later, your conversion month is September. You cannot enter transactions dated before the conversion month.

You need to know…	Description
The number of accounting periods in your financial year	You can choose to have 12 or 13 accounting periods. A 13th period is a period for recording entries which you do not want included in the accounting figures for a particular month. For example, you can use it to record year-end adjustments that are attributed to all months. If in doubt, choose 13 periods.
The default list of accounts that you want to start with	Accounts are the categories that you will allocate each of your transactions to. When you create a company file, you need to select a default list of accounts. You can: • **start with an accounts list provided in the software.** You can select a predefined accounts list suitable for your business. • **import a list of accounts.** You can import an accounts list from another company file or from one that has been provided by your accountant or MYOB Certified Consultant. • **build your own list.** You can start with an accounts list that has the minimum accounts required by your software and then add to it. Note that you can modify your accounts list after creating your company file.

To create a new company file

1 Start your AccountRight software. A welcome window appears.

2 Click **Create new company file**. The introduction page of **New Company File Assistant** appears.

3 Click **Next**. The **Company Information** page appears.

4 Enter your business contact and registration details. If available, also enter your software serial number.

5   Click **Next**. The **Accounting Information** page appears.

6   Enter your financial year details and conversion month.

- -

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

- -
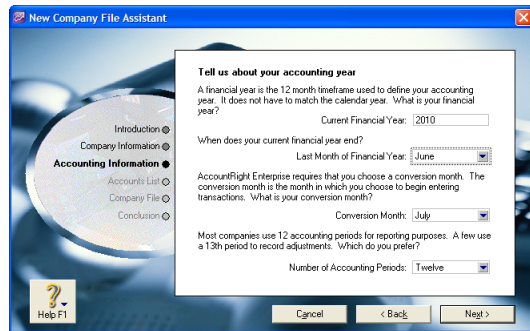
7   Click **Next**. A confirmation page appears.

8   Check the financial year and conversion month and then click **Next**. The **Accounts List** page appears.

9   Select the default accounts list you want to start with.
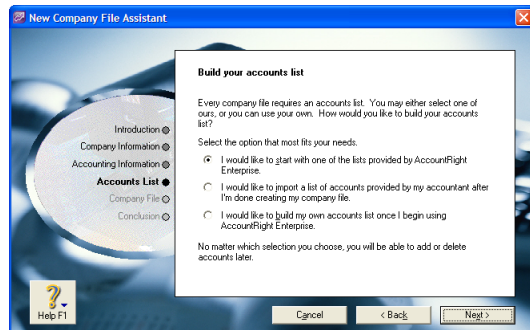
If you choose to...	Continue with...
start with an accounts list provided in the software	step 10
import a list of accounts	step 12
build your own list	step 12

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

11   Select the type of industry and business that best matches your own business.
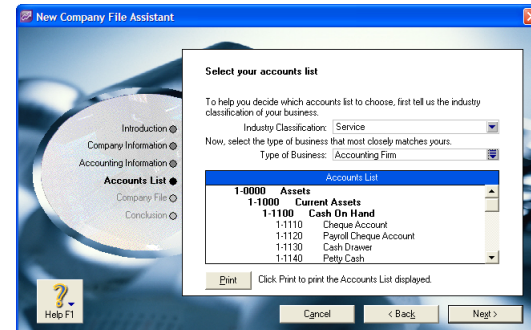
A suitable accounts list for the business type you selected appears. If you want to print the list, click **Print**. Later you can tailor the list to meet the needs of your business.

12   Click **Next**. The **Company File** page appears.

13   If you want to change you company file name and location:

a   Click **Change**. The **New** window appears.

b   Select the required location.

c   If necessary, type a new file name.

d   Click **Save**. The **Conclusion** page appears.

e   Continue with step 15.

14 Click **Next**. Your company file is created and the **Conclusion** page appears.

15 Click **Command Centre** to display the **Command Centre** window.

Activate the company file

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

After creating a company file, you can use it for 90 days in trial mode, after which you must activate the file if you want to continue entering transactions into it.

If you don't activate the file within 90 days, it will become read-only, which means you can open, view, print and export information, but you will not be able to enter new information into the file until you activate it.

After activating a file, you must confirm the company file once or twice a year, that is, extend its activation throughout its working life. For more information, see 'Confirming activated company files' on page 263.

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

Activating after purchasing additional workstation licences When you purchase your software, the licence allows multiple users to access a company file simultaneously. The number of licences issued depends on the software you are using. If you need to extend your licence to support additional users, you must activate your company file for these additional licences. See also 'Managing user accounts' on page 259.

Before you begin

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

■ **know your product serial number.** If you didn't enter your serial number when creating the company file, you will need to enter it during the activation process. You can find your serial number on the software CD sleeve.

- **register your software**. Registration enables MYOB to contact you should there be any issues with your software. See the *Getting Started* guide for information on how to register your software.

To activate a company file

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

The **Company File Activation** window appears.
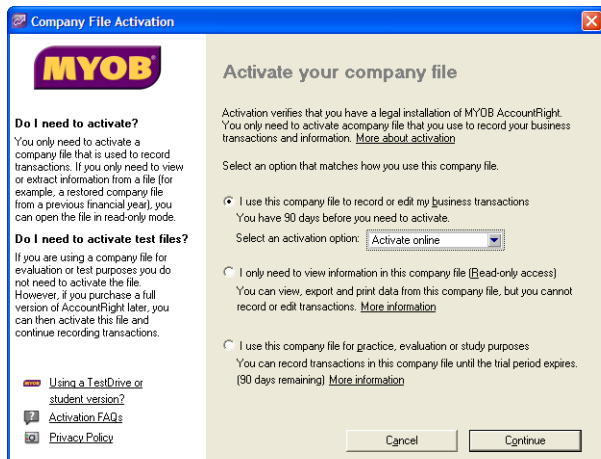
2   Click **I use this company file to record or edit my business transactions**, then choose an activation option:

Method	Steps
Activate Online	1 Ensure you are connected to the Internet.
	2 Choose **Activate online** and then click **Continue**. The **Company File Activation – Online** window appears.
	3 If you have not previously entered your serial number, type it in the **Serial Number** field and press TAB. The code in the **Company File Code** field is generated automatically.
	4 Click **Continue** to activate the file.
Activate by Phone	1 Choose **Activate by phone** and then click **Continue**. The **Company File Activation – By Phone** window appears.
	2 If you have not previously entered your serial number, type it in the **Serial Number** field and press TAB. The code in the **Company File Code** field is generated automatically.
	3 Call MYOB on the telephone number displayed under the **Company File Code** field and follow the instructions to receive your confirmation code.
	4 Type the confirmation code in the **Confirmation Code** field and click **Continue**.
	Note that you cannot use this code to activate another company file nor can you use this code to confirm an activated company file.

3   Follow the on-screen instructions until the **Command Centre** window appears.

4   If you want to activate another company file:

a   Go to the **File** menu and choose **Open**. The **Open** window appears.

b   Open the company file to be activated and sign on to the file.

c   Continue from .

Set up accounts

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

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

- -

NOTE: Do you need to complete this task? If your accountant or MYOB Certified Consultant has provided you with a company file, this task may have been completed for you. In this case, go to 'Enter account opening balances' on page 29.

- -

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

If you selected to import a list of accounts, you should import this list now. See 'Importing data' on page 270.

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

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

Account classifications and types are described in the following table.

Classification	Type	Description
Asset (1-xxxx)	Bank	Money in the bank, for example, in a cheque or savings account.
	Accounts Receivable	Money owed to you by your customers.
	Other Current Asset	Assets that, if required, can be turned into cash within a year. These may include your term deposits.
	Fixed Asset	Assets which have a long life, for example, buildings, cars and computers. Fixed assets are usually depreciated.
	Other Asset	Other assets you own such as loans made to others and goodwill.
Liability (2-xxxx)	Credit Card	Repayments required to service credit card debt.
	Accounts Payable	Money owed by you to your suppliers.
	Other Current Liability	Money owed by you that is due in less than a year, for example, GST.
	Long Term Liability	Money owed by you that is due in more than one year, for example, a business loan.
	Other Liability	Other money you owe.
Equity (3-xxxx)	Equity	The business's net worth, that is, its assets minus its liabilities. Common equity accounts are current year earnings, retained earnings and shareholders' equity.
Income (4-xxxx)	Income	Revenue from the sale of goods and services.

Classification	Type	Description
Cost of Sales (5-xxxx)	Cost of Sales	The direct cost of selling your goods and providing services, for example, purchase costs and freight charges.
Expense (6-xxxx)	Expense	The day-to-day expenses of running your business, for example, utility bills, employee wages and cleaning.
Other Income (8-xxxx)	Other Income	Other revenues, for example, interest earned on savings and dividends paid from shares.
Other Expense (9-xxxx)	Other Expense	Other expenses, for example, interest charged.

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

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

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

Note that:

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

Setting up accounts

If you want to...	See
Create an account	below
Group detail accounts with a header account	page 28
Change the details of an account	page 169
Delete an account	page 171
Import an accounts list	page 270

To create an account

1   Go to the **Accounts** command centre and click **Accounts List**. The **Accounts List** window appears.

2   Click **New**. The **Edit Accounts** window appears.
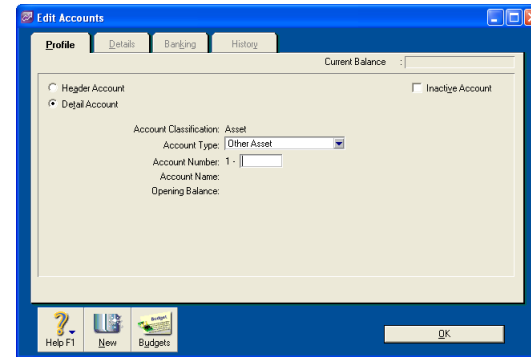
3   If you want to create a header account, select the **Header Account** option.

4   Select the account type from the **Account Type** list. The **Account Classification** field changes according to the selection you make. For more information on account classifications, see 'Set up accounts' on page 26.

5   Enter a four-digit number for the account in the **Account Number** field. The number must be unique within each account classification.

6   Press TAB and type a name for the account.

7   Click the **Details** tab.
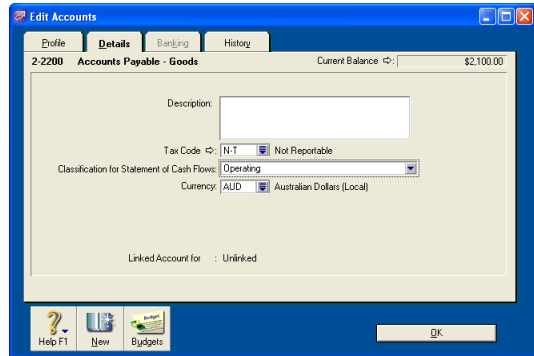
8   If you want, type a brief description of the account in the **Description** field.

9   In the **Tax Code** field, select the tax code that you use most often with transactions that will be posted to this account.

10 If you are creating an asset, liability or equity account (other than an asset with the account type of **Bank**), select an option from the **Classification for Statement of Cash Flows** list.

    Classifying the accounts allows you to generate a statement of cash flows. This report shows how your cash position has changed over time, profit earned and where your cash was spent. If you're unsure about which classification to use, consult your accountant or an MYOB Certified Consultant.

11 If you are creating a bank or credit card account, and you want to keep a record of your bank account details, click the **Banking** tab and enter your account details.

12 [Detail accounts only] If you want to enter historical balances, complete the **Last FY** column on the **History** tab. That way you can compare the year's monthly account balances with those of the corresponding months last year.

13 [Detail accounts only] If you want to set up a budget:

    a   Click **Budgets**. The **Prepare Budgets** window appears.

    b   Type the budget amounts in the monthly columns.

    c   Click **Close**.

    For more information, see 'Budgets' on page 229.

14 Click **OK** when you have finished. The account now appears in your accounts list.

To group detail accounts with a header account

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

1   Go to the **Accounts** command centre and click **Accounts** List. The **Accounts List** window appears.

2   Select the detail account you want to group.

3   Click the **Down** button at the bottom of the window to group the account with the header located above it.

Enter account opening balances

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

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

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

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

The balances you enter depend on whether your conversion month is also the first month of your financial year. If your conversion month:

- **is the first month of your financial year**, enter the opening balances of your asset, liability and equity accounts only. The opening balances of your income, cost of sales and expense accounts should be zero.

- **is not the first month of your financial year** (for example, if your financial year starts in July but your conversion month is September), enter the opening balances of *all* your accounts.

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

- the bank account balance that appears on your balance sheet or trial balance reports as at the day prior to your conversion date. For example, if your conversion date is 1 July 2009, this is the bank account balance as at 30 June 2009.

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

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

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

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

To enter opening balances

1   Go to the **Setup** menu, choose **Balances** and then **Account Opening Balances**. The **Account Opening Balances** window appears.

2   Enter the balances in the **Opening Balance** column.

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

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

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

4   Click **OK**.

Set up preferences

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

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

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

You can set up your preferences using the:

- **Customise Easy Setup Assistant**. This assistant guides you through setting up some key preferences. To access the assistant, go to the **Setup** menu, choose **Easy Setup Assistant** and then click **Customise**.

- **Preferences** window. This window lists all of the preferences. To view this window, go to the **Setup** menu and choose **Preferences**.

Some preferences you should consider choosing include:

- **Use Audit Trail Tracking** If you want to keep a record of transactional, payroll, tax, account and system changes, select this option. This is useful if more than one person will be entering transactions into your file. For more information about audit trail tracking, see 'Auditing your records' on page 235.

- **Transactions CAN'T be Changed; They Must be Reversed** If you don't want to allow users to edit or delete transactions, select this option. If they want to change or delete a transaction, they will need to do so by recording a reversal transaction. For more information, see 'Reversing a transaction' on page 180.

- **Register for updates** If you want to be automatically alerted about new versions of your software, including compliance updates, and updates to your tax tables, go to the **Help** menu, choose **Updates** and then **Register for updates**. Enter your software serial number and click **Register for Updates**.

Set up software management

Software Manager is a web-based tool that notifies you that your software has been updated, and enables you to install the update from the web.

Note that you may have already set up this feature when you installed your software.

For more information about how to set up and use Software Manager, see 'Managing software updates' on page 267.

Set a password for the Administrator user ID

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

A user ID enables you to:

- control access to a company file
- track a transaction record history
- save individual preferences.

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

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

To set a password for the Administrator user ID

1   Start your AccountRight software and, in the welcome window, click **Open your company file**.

2   In the **Open** window, select the company file to be opened, and click **Open**. The **Sign-on** window appears.

3   Click **Change Password**.

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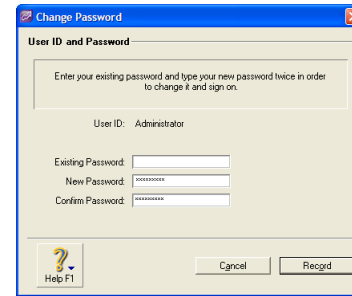
5   Click **Record**.

NOTE: Access restrictions   If you want to restrict other users from accessing certain features or information, you can create additional user IDs and specify their access restrictions. For more information, see 'Managing user accounts' on page 259.

---

3 Advanced setup

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

Overview

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

What features do you want to use?

The following table provides some examples of different setup requirements.

Your needs	Setup required
Basic	If you only want to use your software to fulfil basic accounting requirements (such as report tax payable or produce a year-end balance sheet), you may only need to do an initial bank reconciliation for each of your bank accounts. Reconciling accounts helps ensure the integrity of the information you record in your company file (see 'Do an initial bank reconciliation' on page 41).

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

When did your business start operating?

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

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

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

Advanced tasks

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

Task		See
1	Set up sales	page 35
2	Set up purchases	page 36
3	Set up payroll [AccountRight Plus only]	page 37
4	Set up electronic payments	page 38
5	Do an initial bank reconciliation	page 41
6	Create item records	page 44
7	Enter inventory opening balances	page 44

Set up sales

You can use the sales features to:

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

- -

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

- -

Before you start using the sales features, you should use the **Sales Easy Setup Assistant** to enter the following information:

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

To access the assistant, go to the **Setup** menu, choose **Easy Setup Assistant**, and then click **Sales**.

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

Optional sales setup tasks

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

Task		See
Customise forms	Change the appearance of the default invoice and statement forms.	page 200
Import cards	Import customer information from: • another AccountRight company file • another accounting system • a spreadsheet • a text file.	page 270
Synchronise customer records with Outlook	Synchronise your customer records with your contact records in Microsoft Outlook.	page 215
Create job records	Create job records to track the progress and profitability of the work you do for your clients.	page 227
Group cards	Use identifiers and custom lists to group the cards of customers who have similar attributes.	page 213

Set up purchases

You can use the purchases features to:

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

- -

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

- -

Before you start using the purchases features, you should use the **Purchases Easy Setup Assistant** to enter the following information:

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

To access the **Purchases Easy Setup Assistant**, go to the **Setup** menu, choose **Easy Setup Assistant** and then click **Purchases**.

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

Optional purchases setup tasks

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

Task		See
Customise forms	Change the appearance of the default purchase orders and other forms.	page 200
Import cards	Import supplier information from: • another AccountRight company file • another accounting system • a spreadsheet • a text file.	page 270
Synchronise supplier records with Outlook	Synchronise your supplier card records with your contact records in Microsoft Outlook.	page 215
Group cards	Use identifiers and custom lists to group the cards of suppliers who have similar attributes.	page 213

Set up payroll

Payroll is only available in AccountRight Plus

You use the payroll feature to:

- process pays for your employees
- calculate superannuation amounts and make superannuation payments
- track employee entitlements (such as sick and holiday leave)
- pay accrued payroll liabilities
- print pay slips and paycheques
- print payment summaries.

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

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

- **Load tax tables** *PAYG withholding taxes* are amounts that are calculated and deducted from employee pays according to the rules established by the Australian Taxation Office (ATO). In your software, these calculation rules are stored in a tax table file that you need to load into your company file.

   NOTE: Receive alerts for tax table updates and software updates You can register to be alerted about updates to your tax tables, as well as compliance updates and new versions of your software. For more information, see 'Managing software updates' on page 267.

- **Enter general payroll information** Enter the current payroll year, number of hours in your normal working week, your Withholding Payer Number (if you have one) and the default superannuation fund for your employees.

- **Review payroll categories** The components of an employee's pay, such as wages, entitlements and taxes, are called payroll categories. These are assigned to an employee's card to calculate their standard pay.

   Review the details of each payroll category to make sure it matches the way you do business.

- **Enter employee details** Create a card record for each of your employees and enter such details as their addresses and payroll information.

- **Enter pay history** [Existing businesses only] If you have already paid the employee in the current payroll year, you should enter the amounts you have paid your employees. These amounts appear on payment summaries and reports not derived from payroll activity (such as register reports). They are not recorded as transactions in your accounts.

You can use the **Payroll Easy Setup Assistant** to do these tasks. To access the **Payroll Easy Setup Assistant**, go to the **Setup** menu, choose **Easy Setup Assistant** and then click **Payroll**. For more information on creating payroll categories and entering employee payroll information, see 'Creating payroll categories' on page 106 and 'Entering employee payroll information' on page 113.

Optional payroll setup tasks

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

Task		See
Set up timesheets	Use timesheets to record all the hours worked by hourly employees or to record extra hours worked by employees that are paid based on a standard pay. If you pay employees for time-billing activities, you can also enter activity details on timesheets and use these details to create activity slips.	page 117
Set up payroll tax	Calculate your state or territory payroll tax amounts using the payroll information in your software.	page 130

Task		See
Customise forms	Change the appearance of the default pay slip and paycheque forms.	page 200
Import cards	Import employee information from: • another AccountRight company file • another accounting system • a spreadsheet • a text file.	page 270
Synchronise employees records with Outlook	Synchronise your employees records with your contact records in Microsoft Outlook.	page 215
Group cards	Use identifiers and custom lists to group the cards of employee who have similar attributes.	page 213

Set up electronic payments

If you want, you can use your software to pay your suppliers and employees [AccountRight Plus only] electronically. You can make electronic payments in the following ways:

■ prepare an electronic payment file (ABA file) for your bank to process

■ transmit a payment directly from your AccountRight software using MYOB M-Powered Payments.

MYOB M-Powered Payments is a subscription-based service. If you have subscribed to this service, see your MYOB M-Powered Payments user guide for information on how to set up electronic payments.

Before you can prepare an electronic payment file, you need to complete the following steps.

	Task	See
1	Record your bank account details	page 39
2	Set up a clearing account	page 39
3	Record the bank details of suppliers	page 39
4	Record the bank details of employees	page 40

Task 1: Record your bank account details

To record your bank account details

1 Go to the **Accounts** command centre and click **Accounts List**. The **Accounts List** window appears.

2 Select the bank account (that is, an account with a **Bank** or **Credit Card** account type) that you want to use for electronic payments.

3 Click **Edit**. The **Edit Accounts** window appears.

4 Click the **Banking** tab.
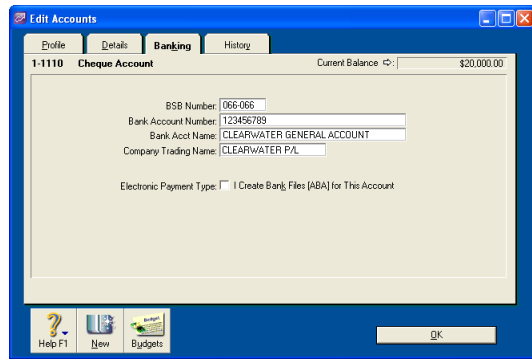
5 Enter your bank account details in the fields. Copy this information exactly as it appears on your bank statement or chequebook.

6 Select the **Electronic Payment Type** option and enter the electronic payment file (ABA file) details.

7 If your bank file requires a self-balancing transaction, select the **Direct Entry File** option.

8 Click **OK** to return to the **Accounts List** window.

9 Repeat from step 2 above for each bank account you want to make electronic payments from.

Task 2: Set up a clearing account

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

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

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

To link the clearing account

1 Go to the **Setup** menu, choose **Linked Accounts** and then **Accounts & Banking Accounts**. The **Accounts & Banking Linked Accounts** window appears.

2 In the **Bank Account for Electronic Payments** field, type or select the **Electronic Clearing Account**.

3 Click **OK**.

Task 3: Record the bank details of suppliers

To record the bank details of a supplier

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

2 Locate the supplier you pay electronically and click **Edit**. The **Card Information** window appears.

3 Click the **Payment Details** tab.
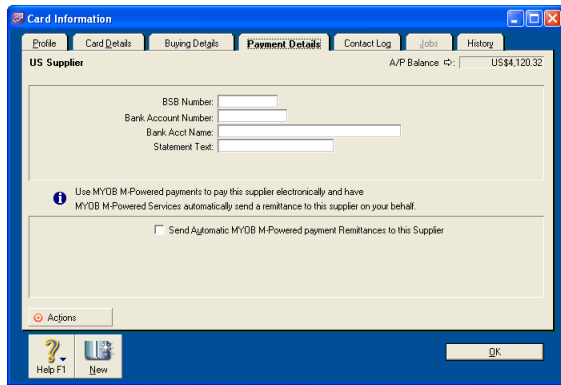
4 Enter the supplier's bank account details.

5 In the **Statement Text** field, type the text you want to appear on your supplier's bank statements. For example, you may want the text 'monthly rent' to be shown on your real estate agent's bank statement since this will be a recurring transaction each month.

6 Click **Refund Details** and enter the payment method by which the supplier refunds you and click **OK**. The **Card Information** window appears.

7 Click **OK** to return to the **Cards List** window.

8 Repeat from step 2 above for each supplier you pay electronically.

Task 4: Record the bank details of employees

To record the bank details of an employee

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

2 Locate the employee you pay electronically and click **Edit**. The **Card Information** window appears.

3 Click the **Payment Details** tab.

4 Select **Electronic** from the **Payment Method** list.

5 Select the number of bank accounts (up to three) the employee wants their pay to be distributed to.

6 Enter the employee's bank account details.

7 Type the statement text (**Account 1** only) you want to appear on the employee's bank statements, for example 'monthly pay'.

8 If you are distributing to more than one account, in the **Value** field, type the amount or percentage of the pay to be deposited into the account and select the distribution method (**Percent** or **Dollar**). Note that the final account will receive the remaining amount of your employee's net pay.
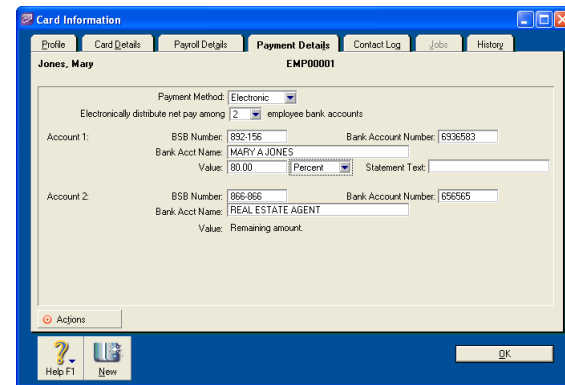
9 Click **OK** to return to the **Cards List** window.

10 Repeat from step 2 on page 39 for each employee you pay electronically.

Do an initial bank reconciliation

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

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

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

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

To do an initial bank reconciliation:

Task		See
1	Identify uncleared withdrawals and deposits	below
2	Record uncleared withdrawals and deposits	below
3	Reconcile	page 43

Task 1: Identify uncleared withdrawals and deposits

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

For example, in June, the month prior to your conversion month, you wrote a cheque for $1,000 and deposited $500 you received from a customer. If these transactions had not appeared on a bank statement by 30 June, you need to record both transactions in your company file.

Task 2: Record uncleared withdrawals and deposits

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

To enter uncleared withdrawals

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

2   In the **Pay from Account** field, type or select the bank account you want to reconcile.

3   In the **Cheque No.** field, enter a reference number for the withdrawal.

4   In the **Date** field, type the first day of your conversion month. For example, if your conversion month is July 2009, enter `01/07/09`.

5   In the **Amount** field, type the amount of the withdrawal.

6   In the **Acct #** field, type or select the bank account you want to reconcile. This must be the account entered in step 2 above.

7   In the **Tax** field, select the **N-T** tax code.

8   Enter details of the withdrawal in the **Memo** field.

9   Click **Record**.

10 Repeat from step 3 above for each uncleared withdrawal.

To enter uncleared deposits

1   Go to the **Banking** command centre and click **Receive Money**. The **Receive Money** window appears.

2   In the **Deposit to Account** field, type or select the bank account you want to reconcile.

3   In the **Date** field, type the first day of your conversion month. For example, if your conversion month is July 2009, enter 01/07/09.

4   In the **Amount Received** field, type the amount of the deposit.

5   In the **Acct No**. field, type or select the bank account you want to reconcile. This must be the account entered in step 2 above.

6   In the Tax field, select the **N-T** tax code.

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

8   Click **Record**.

9   Repeat from step 3 above for each uncleared deposit.

Task 3: Reconcile

To reconcile the account

1 Go to the **Banking** command centre and click **Reconcile Accounts**. The **Reconcile Accounts** window appears.

2 In the **Account** field, select the bank account you want to reconcile.

3 In the **New Statement Balance** field, enter the closing bank balance as at the day prior to your conversion month (for example, the closing balance as at 30/06/2009).

4 In the **Bank Statement Date** field, enter the first date of your conversion month. (For example, if your conversion month is July 2009, enter `01/07/09`.) Your uncleared transactions appear.

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

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

6 For each uncleared deposit, click the select column next to the withdrawal. When each uncleared transaction is selected, `$0.00` appears in the **Out of Balance** field.

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

Create item records

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

- -

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

- -

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

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

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

For information about creating item records, see 'Creating items', on page 139.

Optional inventory setup tasks

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

Task		See
Import items	Import item information from: • another AccountRight company file • another accounting system • a spreadsheet • a text file.	page 270
Group items using custom lists	Group and sort items by assigning attributes to your items from custom lists you define.	page 150
Create custom fields	Set up fields to record additional information about your inventory items.	page 151

Enter inventory opening balances

If you had items on hand as at the first day of your conversion month, and you want to track on-hand quantities and values of these items, you need to enter your inventory opening balances.
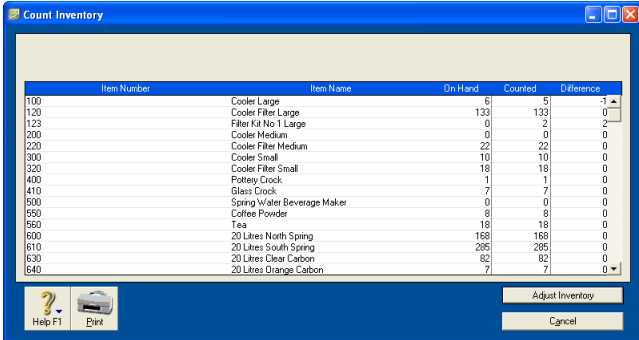
Before you enter your opening inventory balances, you need to do a stocktake of the actual items in your inventory. To help you do this, print the **Inventory Count Sheet** report, which lists all your inventoried items, and manually record quantities on it.

To print the inventory count sheet

1 Go to the **Inventory** command centre and click **Count Inventory**. The **Count Inventory** window appears.

2 Click **Print**. The **Inventory Count Sheet** report is printed with a list of all your items.

3 Record your on-hand quantities on this sheet.

To enter opening on-hand inventory items and values

1 Go to the **Inventory** command centre and click **Count Inventory**. The **Count Inventory** window appears with a list of your inventory items.

2 In the **Counted** column, type the quantity counted for each item. The **Difference** column will change to show the difference between the **On Hand** column and the **Counted** column.

3 When you have entered all your item quantities, click **Adjust Inventory**. The **Adjustment Information** window appears advising you to provide a default adjustment (expense) account.
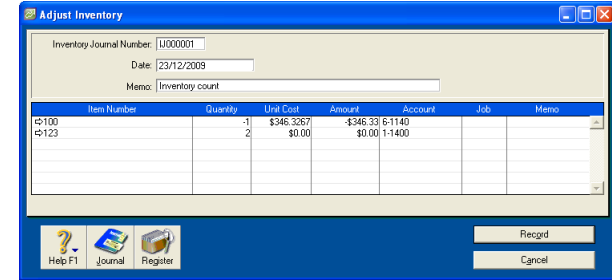
Note that when you are entering opening on-hand balances, you don't need to enter a default expense account.

4 Click **Continue**. The window that appears depends on whether you have entered an opening balance for your

inventory asset account (see 'Enter account opening balances' on page 29).

- If you entered an inventory opening balance, the **Adjust Inventory** window appears.
- If you did not enter an inventory opening balance, the **Opening Balance Check** window appears. Click **Adjust Balances**. The **Adjust Inventory** window appears.

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

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

6 Type the unit cost of each item (that is, how much a single unit of each item costs you, not how much you are selling it for).

NOTE: Do not change the account number in the Account column The selection you made at step 5 above determines the default account used to record your opening balances.

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7 Click **Record**. The value of each item in the list is updated.

You can print the **Items List Summary** report to check your inventory status. For more information on printing reports, see 'Reports' on page 187.

4   Banking

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

You can create any number of bank and credit card accounts in your AccountRight software, and allocate transactions to as many accounts as you like. If you are familiar with manual multi-column cashbook systems, you can think of your software as having the capacity to run multiple cashbooks with an infinite number of columns.

Receiving money

In AccountRight software, the term *receiving money* refers to recording receipts that are not payments for invoices. These receipts might include equity injections, interest, adjustments and so on. These can be entered using the **Receive Money** window or by selecting the **Receive Money** transaction type in the **Bank Register** window.

In the **Receive Money** window, you can record more details about the receipt and allocate it to more than one account. This is the procedure covered in this section. If you want to use the **Bank Register** window—which lets you record a receipt with minimum details—see 'Entering transactions in the Bank Register window' on page 54.

If you want to record a payment for an invoice entered using the **Sales** command centre, use the **Receive Payments** window or select the **Receive Payment** transaction type in the Bank Register window. See 'Receiving payments' on page 76 for more information.

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

Recording receipts and invoice payments

You receive money.

Is it in response to an invoice you issued?

No
Record the payment in the **Receive Money** window.
Command Centre: **Banking**

or

Record the payment using the **Receive Money** option in the **Bank Register** window.
Command Centre: **Banking**

Yes
Record the payment in the **Receive Payments** window.
Command Centre: **Sales**

or

Record the payment using the **Receive Payment** option in the **Bank Register** window.
Command Centre: **Banking**

Printing payment receipts   You can print payment receipts for payments entered in the **Receive Money** and **Bank Register** windows. For more information, see 'Printing payment receipts' on page 78.

To record money you receive

1 Go to the **Banking** command centre and click **Receive Money**. The **Receive Money** window appears.

2 Choose one of the following:
   - **Deposit to Account**—In the **Deposit to Account** field, type or select the required bank account.
   - **Group with Undeposited Funds**—Choose this option if you want the deposit to be recorded in the undeposited funds account. After you have grouped all the deposit transactions you want, you can make one bank deposit for all the undeposited funds. For more information, see 'Bank deposits' on page 49.

3 If the deposit amount included tax, select the **Tax Inclusive** option.

4 In the **Payor** field, type or select the payor's name.

5 In the **Amount** field, type the amount received.

6 [Optional] In the **Payment Method** field, select the payment method.

7 [Optional] If you want to record additional details about the transaction, such as a cheque number, click **Details** and record the details in the **Applied Payment Details** window that appears.

8 Type the date of the transaction.

9 [Optional] Type a detailed comment in the **Memo** field to help you identify the transaction later.

10 Allocate the amount to the appropriate account

A		B	C	D	E

Acct #	Name	Amount	Job	Memo	Tax
2-2035	GST Paid Adjustment	$250.00			N-T

A	Type or select an account to which you want to assign the transaction or part of the transaction.
B	Type the amount you want to assign to this account. The total amount in this column must equal the amount in the **Amount Received** field before you can record the transaction.
C	[Optional] Assign the amount to a job by entering the job code here.
D	[Optional] Type a memo for each entry in the transaction.
E	The tax code that is linked to the allocation account appears here automatically. You can change it if necessary.

11 If the payment covers more than one account, repeat step 10 above on a new transaction line.

12 If you want to view or change the tax amounts assigned to the transaction, click the zoom arrow (⇨) next to the **Tax** field.

13 [Optional] If you use categories and want to assign the transaction to a particular category, select a category from the **Category** list.

TIP: Save the deposit as a recurring transaction   To store the transaction as a recurring transaction so that you can use it again, click **Save as Recurring**. In the **Edit Recurring Schedule** window, enter the necessary information and click **Save**. For more information, see 'Recurring transactions' on page 181

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14 Click **Record**.

Bank deposits

You need to create a bank deposit to record the receipt of payments that you deposit as a single transaction in your bank account (such as the day's credit card and cash takings).

Before you record a bank deposit, you need to post the payments to a temporary holding account (known as an *Undeposited Funds* account) until you create a bank deposit. To do this, select the **Group with Undeposited Funds** option in the **Receive Money** or **Receive Payments** windows when you record a payment.
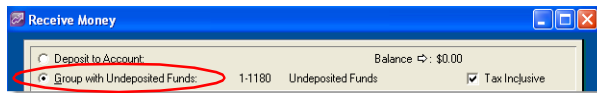
NOTE: Don't group payments made directly to your bank account Payments deposited directly into your bank account (for example a customer payment made by direct credit), need to be posted to the bank account that received the payment. You do not need to group these payments.

To prepare a bank deposit

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

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

3 If you want to group receipts by payment method:

a In the **Select Receipts by** field, select **Payment Method**.

b In the adjacent field that appears, type or select one or more payment types. (For credit cards, select one or more credit card types.) Only payments made using that method are listed.

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

5 [Optional] Type a description of the bank deposit in the **Memo** field.
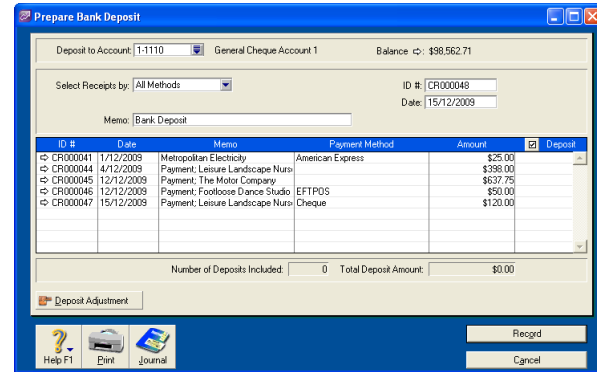
6 Select the receipts you want to include in the bank deposit by clicking in the **Deposit** column next to them. Alternatively, if you want to select or deselect all receipts, click ([□]) at the top of the **Deposits** column.

7 [Optional] If you need to enter an adjustment transaction—for example, to record credit card transaction fees or to keep part of the deposit as cash—click **Deposit Adjustment**. The **Bank and Deposit Adjustments** window appears.
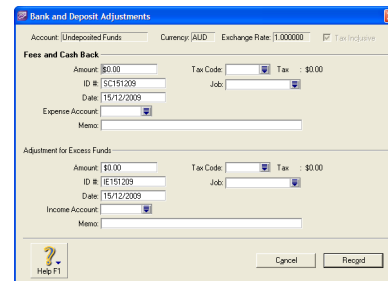
In the **Fees and Cash Back** and/or the **Adjustment for Excess Funds** fields:

a Type the adjustment amount.

b Type the date and an ID number.

c Select an expense or income account—as appropriate—for the adjustment amounts.

d Type a description in the **Memo** field and complete other fields as necessary.

e Click **Record**.

If you need to record additional adjustments or fees, click **Deposit Adjustment** again.

8 Click **Record** to record the bank deposit.

Spending money

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

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

If you want to make a payment to a supplier for a purchase entered using the **Purchases** command centre, use the **Pay Bills** window or select the **Pay Bill** transaction type in the **Bank Register** window. For more information, see 'Paying bills' on page 99.

If you want to pay suppliers or employees electronically, you first need to set up your accounts and cards in a particular way. For more information, see 'Setting up electronic payments' on page 52.

The options for recording payments are summarised in the following diagram.
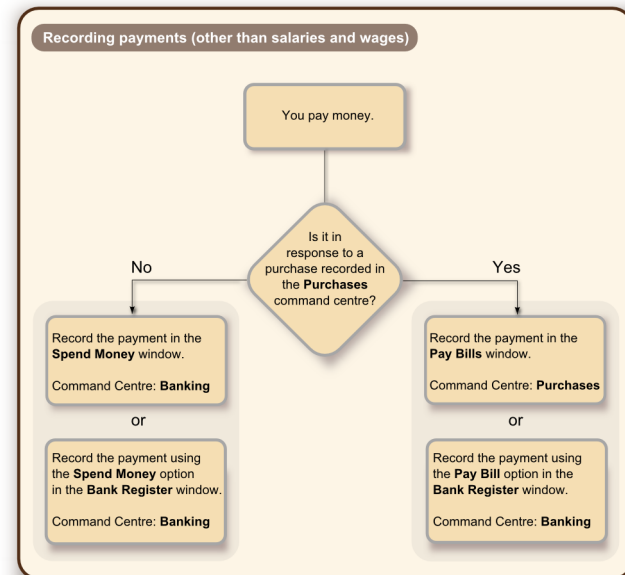
To record money you spend

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

2 Select how the payment is to be made.
- If you are paying electronically—that is, if you will be generating an electronic payment file (ABA file) for this payment—click **Group with Electronic Payments**.

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

3 If the payment is tax inclusive, select the **Tax Inclusive** option.

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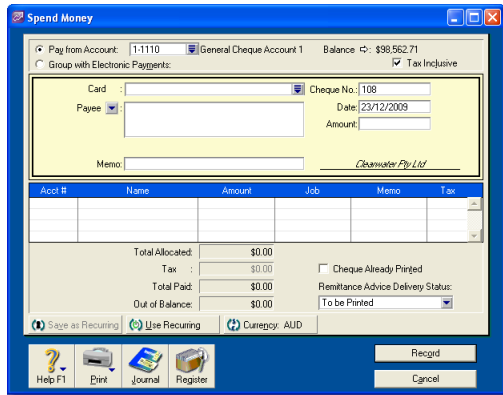**NOTE: Make your selection now** Don't select or deselect the **Tax Inclusive** option after you enter an amount in the **Amount** field.

- -

4 Fill in the information in the cheque area of the window, just as you would if you were writing a paper cheque. Enter the payee card, cheque number (or other identification number), amount, memo, etc.

If you are paying electronically, enter your own unique reference in the **Statement Text** field or accept the default. The text entered in this field will appear on the payee's bank statement.

5 If you want to change the default payee address, type or select the payee's address in the **Payee** field.

6 Allocate the payment to the appropriate account.

A	Type or select the account you want to assign the payment to.
B	Type the allocation amount.
C	[Optional] Assign the payment to a job by entering the job code here.
D	[Optional] Type a memo to describe the payment.
E	The tax code that is linked to the allocation account appears here automatically. You change or delete it if necessary.

7 If your payment covers more than one account, repeat step 6. You would do this, for example, when paying for a purchase with a number of different types of purchases on it: postage, magazines, stationary, etc.

8 If you want to view or change the tax amounts assigned to the payment, click the zoom arrow (⇨) next to the **Tax** field.

9   If you want to assign the payment to a particular category, select a category from the **Category** list. For more information about categories, see 'Categories' on page 226.

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

Complete the payment

TIP: Save the payment as a recurring transaction   If you want to store the payment as a recurring transaction click **Save as Recurring**. In the **Edit Recurring Schedule** window, enter the necessary information and click **Save**. For more information, see 'Recurring transactions' on page 181.

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10 If you are paying by cheque and have already written a cheque, select the **Cheque Already Printed** option.

11 If you want to send remittance advice in a batch, select an option from the **Remittance Advice Delivery Status** list.

After you have recorded a number of payments, say, the day's payments, you can print or email remittance advices in a batch. For more information, see 'Sending forms' on page 197.

12 If you want to preview the remittance advice or cheque for this transaction, click **Print** and then choose **Preview Cheque** or **Preview Remittance Advice**. Note that the transaction is recorded before it is displayed.

13 If you want to print a cheque or remittance advice now, click **Print** and select the form type you want to print. Note that the payment is recorded before it is printed.

14 Click **Record**.

Electronic payments

You can make electronic payments in the following ways:

■   prepare an electronic payment file (ABA file) for your bank to process—discussed in this section

■   transmit a payment directly from your AccountRight software using MYOB M-Powered Payments.

MYOB M-Powered Payments is a subscription-based service. If you have subscribed for this service, see your MYOB M-Powered Payments *User Guide* or the Help Centre for information on how to make electronic payments.

Electronic payment files contain the payment information for your bank to process, including your bank details, your payees' bank details and the amounts you want to pay. Electronic payment files are prepared using the Australian Bankers' Association (ABA) file format.

Once you have prepared an electronic payment file, you can send it to your bank for processing (for example, by using online banking software provided by your bank). Contact your bank for more information on how to send electronic payment files for processing.

Setting up electronic payments   Before you can prepare an electronic payment file, you need to complete the electronic payment setup tasks. For more information, see 'Set up electronic payments' on page 38.

Paying suppliers electronically   When you record a supplier payment in the **Spend Money** window, select the **Group with Electronic Payments** option to indicate that you want to pay the supplier electronically.
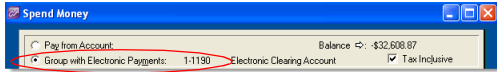
Once you have recorded all the supplier payments you want to pay electronically, you can prepare an electronic payment file.

To prepare an electronic payment

1   Go to the **Banking** command centre and click **Prepare Electronic Payments**. The **Prepare Electronic Payments** window appears.

2   In the **Pay From Account** field, select the bank account from which you are paying. The banking details of the account you select are included in the file that you send to the bank for processing.

3   If you want to group the electronic payment by payment type—for example, to pay employees only—select a type in the **Select Payment By** field.
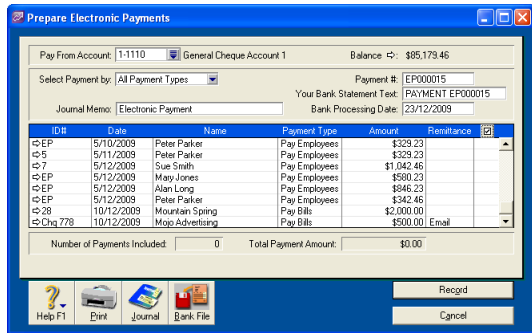
4   In the **Your Bank Statement Text** field, type the text you want to appear on your bank statement.

5   In the **Bank Processing Date** field, type the date you want the payment to be processed.

6   Click in the select column ( ) next to those payments you want to process.

7   Click **Bank File**. A window appears, informing you that the payment will be recorded before the bank file is created.

> **NOTE: The Record button is used to record MYOB M-Powered payments**   To find out more about M-Powered Payments, see 'MYOB M-Powered Services' on page 18.

8   Click **OK**. The **Save As** window appears.

9   Select the destination folder and name for the electronic payment file (the file extension must be ABA) and click **Save**. The payment information is saved as an **ABA** file which you can send to your bank for processing.

> **NOTE: Multiple payment files**   If you are preparing multiple electronic payments, make sure that you do not overwrite an unprocessed ABA file when saving.

10   If you want to enter another electronic payment transaction, repeat from step 2 above.

11   Click **Cancel** to exit the **Prepare Electronic Payments** window.

Entering transactions in the Bank Register window

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

The main advantages of using the **Bank Register** window to enter transactions instead of using transaction windows such as **Spend Money**, are speed and convenience. For example, you can record a customer payment, pay a bill and then write a cheque without having to open multiple windows and switch between them. As transactions can be recorded with minimum detail, you save time when entering a batch of transactions. Note that you cannot use the **Bank Register** window to record electronic payments.

Importing your online bank and credit card statements

You can also use the **Bank Register** window to import your bank and credit card statements. If a statement contains any transactions that you have not entered, you can add them quickly in the **Bank Register** window. For more information, see 'Importing statements' on page 60.

To enter a transaction in the Bank Register window

1   Go to the **Banking** command centre and click **Bank Register**. The **Bank Register** window appears.
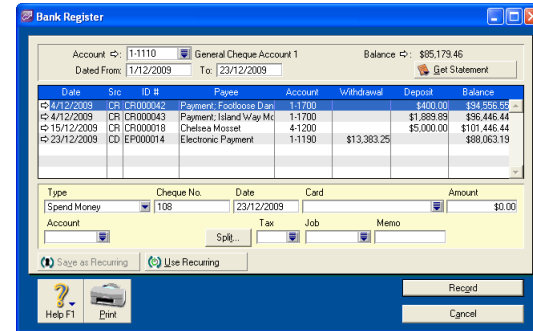
2   In the **Account** field, select the bank or credit card account that will be used for this transaction.

3   In the lower part of the window, select the transaction type from the **Type** list.

4   Enter a transaction reference:
   ▪ If you select **Pay Bill**, **Spend Money** or **Enter Purchase** from the **Type** list, enter a cheque number (or other transaction reference) in the **Cheque No** field.
   ▪ If you select **Receive Payment**, **Receive Money** or **Enter Sale** from the **Type** list, type a transaction reference in the adjacent **ID #** field.

5 In the Date field, type the date of the transaction.

6 In the Card field, type or select the card for this transaction.

7 In the Amount field, type the total amount of the transaction, including tax.

8 If you want to allocate the amount to only one account, type or select the account that will be used for this transaction in the Account field.

9 If you want to allocate the amount to more than one allocation account, click Split. The corresponding transaction window will appear, and you can then allocate the amount to multiple accounts of your choice.

Note that you can also click Split to:
- apply payments to a particular invoice or bill
- enter the payment method
- print the transaction.

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

10 Select the appropriate tax code in the Tax field (not applicable to Receive Payment and Pay Bill).

11 [Optional] Assign the payment to a job by entering the job code in the Job field. Note that this is not applicable for Pay Bill and Receive Payment transactions.

12 [Optional] If you want to record the purpose of the transaction, type a description in the Memo field.

13 [Optional] If you use categories and want to assign the transaction to a category, select a category from the Category list. (Not applicable to Receive Payment and Pay Bill transactions.) For more information about categories, see 'Categories' on page 226.

TIP: Save the transaction as a recurring transaction To store the transaction as a recurring transaction so that you can use it again, click Save as Recurring. In the Edit Recurring Schedule window, enter the necessary information and click Save. (Note that this option is available only for Spend Money and Receive Money transaction types.) For more information, see 'Recurring transactions' on page 181

14 Click Record.

Transferring money between accounts

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

To transfer money between accounts

1 Go to the Accounts command centre and click Transfer Money. The Transfer Money window appears.

2 Enter a date for the transfer.

3 In the Transfer Money From field, type or select the account from which the funds will be paid.

4 In the Transfer Money To field, type or select the account to which the funds will be paid.

5 In the **Amount** field, type the amount to be transferred.
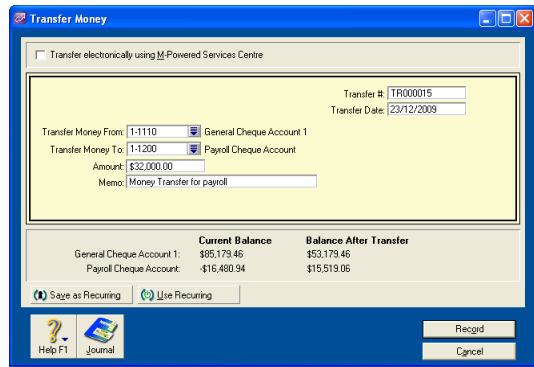
6 If you want to record the purpose of the transaction, type a description in the **Memo** field.

7 If you want to assign the transaction to a particular category, select the category from the **Category** list.

- -

TIP: Saving as a recurring transaction If you want to store the transaction as a recurring transaction, click **Save as Recurring**. Enter details of the recurring transaction in the **Edit Recurring Schedule** window and click **Save**. For more information about recurring transactions, see 'Recurring transactions' on page 181.

- -

8 Click **Record**.

Tracking petty cash expenses

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

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

To transfer money to your petty cash account

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

2 In the **Transfer Money From** field, type or select the account from which the funds will be paid.

3 In the **Transfer Money To** field, type or select the petty cash account.
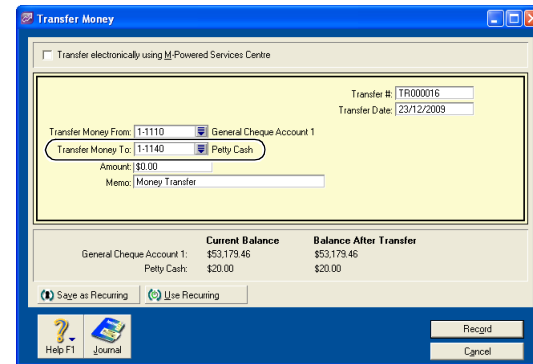
4 Enter the amount you are transferring in the **Amount** field and click **Record**.

To allocate expenses to the petty cash account

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

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

2 In the **Pay from Account** field, select the Petty Cash account.

3 Enter a description of the transaction in the memo field.

4 Enter the date and amount of the transaction.

5 Enter the transactions as line items and allocate them to the relevant expense account (in this example, the Office Supplies account and the Postage account).

6 Since you do not need to print a cheque for this transaction, select the **Cheque Already Printed** option.

7 Click **Record**.

Reconciling your bank accounts

To ensure the accuracy of your business records, you should make sure the records of your bank account balances in your company file match your bank's records.

If you are reconciling your bank account for the first time since you started using your software, see 'Do an initial bank reconciliation' on page 41.

To reconcile your bank accounts

1 Go to the **Banking** command centre and click **Reconcile Accounts**. The **Reconcile Accounts** window appears.

2 In the **Account** field, type or select the account you want to reconcile.

3 In the **New Statement Balance** field, type the closing balance that appears on the statement your bank sent you.

4   In the **Bank Statement Date** field, type the closing date that appears on your bank statement and then press TAB. Only unreconciled transactions dated on or before that date will appear.
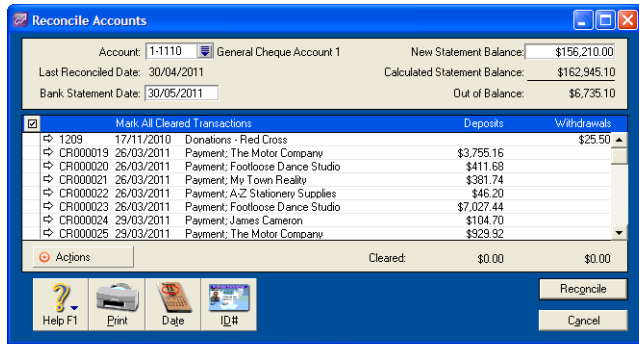
5   If you want to import bank statement data electronically, click **Actions** and choose **Get Statement**. For more information, see 'Importing statements' on page 60.

6   For each entry on your bank statement, select the corresponding transaction by clicking in the select column (⬚). The selected line is highlighted and the amounts in the **Calculated Statement Balance** and **Out of Balance** fields are updated.

7   If there are entries on the statement relating to bank charges or bank interest that do not appear among the transactions on the **Reconcile Accounts** window, you need to manually enter these transactions.

   a   Click **Actions** and choose **Bank Entry**. The **Bank and Deposit Adjustments** window appears.

   b   Fill in the appropriate transaction details and click **Record**. The **Reconcile Accounts** window reappears.

8   Click **Reconcile**. A window appears indicating whether your account is reconciled or out of balance.

   ■   *If your account is reconciled*, you have the option of printing the **Reconciliation** report by clicking **Print** (recommended). Once the report is printed, the **Reconcile Accounts** window reappears. Click **Reconcile** again to complete the reconciliation process. If you don't want to print the report, click **Reconcile**. The transactions you selected are considered cleared and won't appear in the **Reconcile Accounts** window the next time you display it.

   ■   *If your account is out of balance*, the window will indicate the amount by which your account is out of balance, and will provide you with some reasons why the account might be out of balance. To correct the unreconciled amount, follow the procedure below.

To correct an unreconciled amount

1   Check the following:

   ■   did you type the correct figure in the **New Statement Balance** field? You need to type the closing balance from your bank statement, not the opening balance.

   ■   did you type the correct date (that of the closing balance from your bank statement) in the **Bank Statement Date** field? An incorrect date may prevent some transactions from appearing in the list.

   ■   did you select all the transactions that appear on the bank statement? If not, some transactions might not have been accounted for in the reconciled balance.

   ■   did you select, by mistake, a transaction that didn't appear on your bank statement? If yes, you need to deselect this transaction.

   ■   did you record all bank charges and bank interest entries that appear on the bank statement? If not, you need to record them and select them for reconciliation. See step 7 in 'To reconcile your bank accounts', above.

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

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

3 If you have deleted a previously reconciled transaction:

    a Re-enter the transaction in your company file.

    b Select it for reconciliation.

4 Repeat the reconciliation procedure.

Undoing an account reconciliation

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

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

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

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

To undo an account reconciliation

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

1 Go to the **Banking** command centre and click **Reconcile Accounts**. The **Reconcile Accounts** window appears.

2 In the **Account** field, type or select the account for which you want to undo the reconciliation.

3 Click **Actions** and choose **Undo Reconciliation**. The **Undo Last Reconciliation** window appears, confirming the account and date of the reconciliation you are undoing.
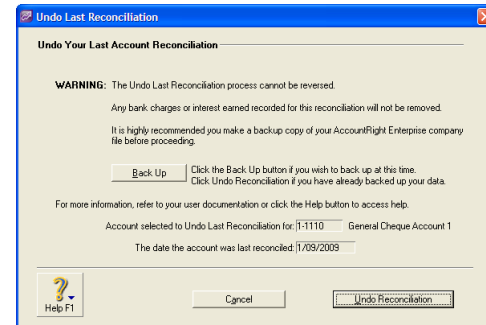
4 Click **Undo Reconciliation**. A confirmation window appears.

5 Click **OK**. The **Reconcile Accounts** window reappears.

Importing statements

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

This feature enables you to import transactions that you haven't recorded in your company file (e.g. bank fees). It also enables you to use the imported transactions as part of your reconciliation process. Transactions on your statement can be automatically matched with the transactions in your company file. Matched transactions will be marked as cleared for reconciliation, making it easy for you to reconcile your account at month-end.

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

To import your statement

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

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

2   In the **Account** field, type or select the account that corresponds to the bank or credit card statement.

3   Click **Actions**, then choose **Get Statement**. The **Open** window appears.

4   Locate and select the downloaded statement file.

5   Click **Open**. The **Get Statement** window appears.

6   Click **OK**. The statement transactions are automatically matched with the transactions in your company file using the cheque number, date and amount as the criteria for matching withdrawals and deposits. If:

   ■ there are unmatched transactions, the **Unmatched Statement Transactions** window appears. Go to step 7 below.

   ■ all your transactions match, that's it. These transactions will be marked as cleared in the **Reconcile Accounts** window. You can ignore the rest of this procedure.

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

   ■ If you want to match a transaction, select the transaction and click **Actions** and choose **Match Transaction**. The **Match Transaction** window appears, listing the uncleared transactions in your company file for the specified account. Select the transaction that you want to match with the statement transaction and click **Match**. The transaction will be marked as cleared.

   ■ If you want to add a transaction to your company file, select the transaction, click **Actions** and choose **Add Transaction**. The **Spend Money** window or the **Receive Money** window (depending upon the type of transaction you are adding) appears. Enter the details of the transaction and record it. The transaction is shown as cleared.

8 Repeat step 7 above for each uncleared transaction you want to add or match.

CAUTION: **Match or add all transactions** We recommend you finish adding or matching every transaction in the unmatched transaction list before you click **Done**. If you re-open the

statement file, the original list of unmatched transactions reappears in the **Unmatched Statement Transactions** window.

----

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

Recording miscellaneous transactions

To void a cheque

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

Follow the steps below to void a cheque that you have not recorded in your software. If you want to make changes to a cheque you have already recorded, see 'Changing a transaction' on page 179.

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

2 Choose the cheque account from which you want to void the cheque.

3 In the **Cheque No.** field, type the number of the cheque you want to void.

4 Leave the **Amount** field and the account allocation fields blank.

5 Click **Record**, then click **OK** to confirm that you want to void the cheque.

To record ATM withdrawals

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

2 Select the account from which you withdrew money.

3 In the **Cheque No** field, enter a non-numeric word or phrase to describe the withdrawal. That way you will know the transaction isn't an actual cheque when you view it in a list or in a report. This will also allow you to skip the transaction when you print a range of numbered cheques.

4 Complete the other fields in the window.

5 Click **Record**.

Credit card transactions

Before you record credit card transactions, you need to create a credit card liability account for each credit card you will use. Name the accounts after your credit cards, for example, VISA, American Express, etc. These accounts will keep track of the amount owed to the credit card provider. For information on creating an account, see 'Set up accounts' on page 26.
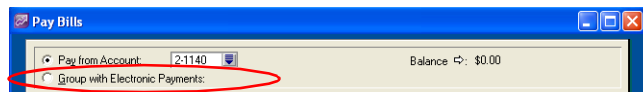
Recording payments for credit card purchases

You record a payment for a credit card purchase by specifying the credit card account in the **Pay Bills**, **Spend Money** or **Bank Register** window.

The method you use to record a payment for a credit card purchase depends on whether you have entered a purchase transaction using the **Purchases** window.

- If you have, then record the payment in the **Pay Bills** window.

- If you have not entered a purchase, record the credit card purchase in the **Spend Money** or **Bank Register** window.

When you record the payment, the payment amount is assigned to your credit card liability account.

For more information on recording payments, see:

- 'Spending money' on page 50

- 'Entering transactions in the Bank Register window' on page 54

- 'Paying bills' on page 99.

Recording payments to credit card providers

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

To record a payment to a credit card provider

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

2 In the **Pay from Account** field, type or select the bank account you want to use to make this payment.

3 In the **Card** field, type or select the credit card provider's name.

4 Type or select the payment date in the **Date** field.

5 Type the amount you want to pay.

6 Type a comment in the **Memo** field to provide a brief description of the payment you are recording.

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

8 Click **Record** to record the payment to the credit card provider.

Analysing your cash flow

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

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

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

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

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

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

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

NOTE: You can also review the current cash position and analyse the cash performance of your business using Business Insights. For more information about Business Insights, see 'Reviewing financial information' on page 232.

To review your cash flow

1. In any command centre, select **Cash Flow** from the **Analysis** list. The **Cash Flow Worksheet window** appears.

2. Select the bank or credit card account that you want to analyse from the **Bank Account** list.

3. Type the number of days for which you want to analyse your cash needs in the **Days To Look Ahead** field, then press Tab.

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

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

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

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

5. Click **Analyse Cash Needs**.

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

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

6. If you want to print the worksheet, click **Print**.

7. If you want to view the worksheet in Microsoft Excel, click **Excel**.

8. Click **Cancel** to close the **Cash Flow Worksheet** window.

5   Sales

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

Creating a customer card

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

To create a customer card

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

2   Click **New**. The **Card Information** window appears.

3   Select **Customer** from the **Card Type** list.

4   Select the designation of the card: company or individual.

5   Type the customer name and press TAB. Additional fields appear.

6   Enter a code to identify this customer in the **Card ID** field. For more information, see 'Card identification codes' on page 221.

7 Enter contact details for the customer.

If you want to enter more contact information, select **Address 2** from the **Locations** list and enter the additional details. You can enter contact details for five locations.

8 Click the **Card Details** tab. You can enter notes about the customer, insert a picture and assign attributes to group and sort the card.

If you want to...	See
insert a picture	page 222
assign identifiers to the card	page 213
assign an attribute from a custom list	page 214
enter additional information in a custom field	page 221

9 Click the **Selling Details** tab and enter your selling details.
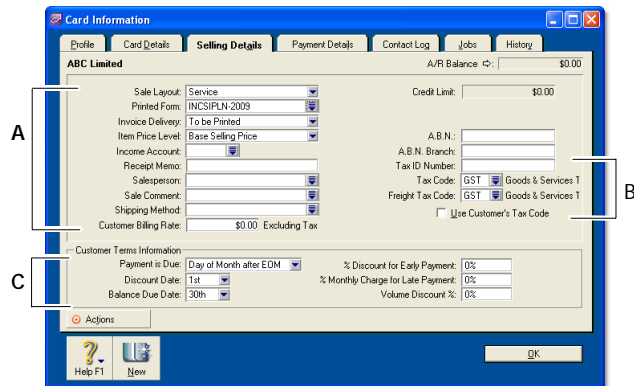
A	Selling information	The selections you make here will be used, by default, on quotes, orders and invoices that you create for this customer. You can override these selections when recording the sale.
B	Tax information	The customer's tax information is entered here. If the customer's tax status takes precedence over that of the item or service being sold, select the **Use Customer's Tax Code** option. See 'To assign tax codes to cards' on page 168.
C	Credit terms	The credit terms you entered earlier appear here by default. You can override them here for this customer. The credit terms entered here are used as the default terms for all sales to the customer, but can be changed at any time.

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

11 [Optional] Click the **Jobs** tab and enter the details of each job you have started or are about to start for the customer. For more information about jobs, see 'Jobs' on page 227.

12 [Optional] Click the **History** tab and type the dollar value of the sales made prior to your conversion month. You can also type or select the date that the contact became a customer.

13 Click **OK** to close the **Card Information** window.

Entering sales

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

- A **Quote** records an estimated price you have quoted to a customer. A quote has no impact on your inventory levels and can be changed to an order or an invoice when your customer is ready to buy.

- An **Order** is a sale where no services or goods have been delivered. While orders don't affect your financial figures, they do affect your committed inventory numbers. Orders don't create transactions unless the customer has paid you a deposit. An order can be changed to an invoice.

- An **Invoice** is usually created when you deliver the items or services the customer ordered. It will update the appropriate accounts, including the account for tracking receivables. Invoices can be open (unpaid), closed (paid) or credit (negative sale). An invoice can't be changed to a quote or an order.

You can enter a sale in:

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

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

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

Entering a sales transaction

Complete the following steps to enter a sales transaction:

Task		See
1	Enter information about the customer	below
2	Choose the type of sale	page 68
3	Enter the items or services you are selling	page 68
4	Enter additional information about the sale	page 69
5	Complete the sale	page 70

Task 1: Enter information about the customer

1   Go to the **Sales** command centre and click **Enter Sales**. The **Sales** window appears.

2   In the **Customer** field, type or select the customer's name and press TAB.

> **NOTE: Customer credit limits and accounts on hold**   You may not be able to record sales for customers who have exceeded their credit limit or whose account has been placed on hold. For more information, see 'Credit control' on page 78.

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

3 Complete the fields as described in the following table.

A	Click the zoom arrow (➪) to alter the credit terms for this sale only. Note that if you want to change the credit terms for all future sales to this customer, you must make that change on the **Selling Details** tab of the customer's card.
B	Type the invoice number here or accept the default number.
C	If you are entering prices that include tax, select the **Tax Inclusive** option. Do not change this setting after you enter an amount in the **Amount** column.
D	If the customer gave you a purchase order for this transaction, enter that purchase order number here.

Task 2: Choose the type of sale

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

1 Check if the default layout is appropriate.

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

To change the default layout:

a Click **Layout**. The **Select Layout** window appears.

b Select the appropriate layout and click **OK**.

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

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

Task 3: Enter the items or services you are selling

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

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

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

A	Ship	The quantity to be delivered.
B	Backorder	The quantity of the item to be placed on backorder. An order for this amount will be created automatically when you click **Record**.
C	Item Number	Press TAB and select an item from your item list.
D	Description	A description of the item appears automatically. You can change this if you want.
E	Price	The price of the item appears automatically. You can change this if you want.
F	Disc%	[Optional] Type a volume discount as a percentage.

G	Total	The total price of the items is calculated automatically.
H	Job	[Optional] Select a job number here to assign a line item to a specific job.
I	Tax	The default tax for an item appears here. If you want to change the tax code, type or select the required tax code.

The following illustration shows the fields for a sale with a **Service** layout and an **Invoice** status. These fields also apply to the **Professional** and **Miscellaneous** layouts.

A	Description	A description of the goods or services being sold. If you want to check spelling in this field, click **Spell**. For more information, see 'Spell-check' on page 18.
B	Acct # or Account Name	Select the account to which to allocate the sale. Press TAB and select an account from your accounts list. This is usually an income account. You should not select your trade debtors account for ordinary sales.
C	Amount	The amount you are charging for this sale.
D	Job	[Optional] Select a job number here to assign a line item to a specific job.
E	Tax	Select a tax code for the sale.

NOTE: Add lines, subtotals and headers to sales transactions
You can add lines, headers and subtotals to invoices to make it easy to separate and subtotal different groups of line items on one invoice. For more information, see 'Adding and deleting transaction lines, headers and subtotals' on page 70.

Task 4: Enter additional information about the sale

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

A	Salesperson, Comment, Ship Via, Promised Date	Enter optional information, such as the name of the salesperson, a comment, shipping method and the promised date of goods or services.
B	Invoice Delivery Status	If you want to print or email the invoice in a batch, select the required delivery method from the list. For more information, see 'Sending forms in a batch' on page 197.
C	Journal Memo	The journal memo is generated automatically. You can change this if you want.
D	Tax	Click the zoom arrow (⇨) if you want to view or change the tax amounts assigned to the sale.
E	Freight	Type charges for freight.
F	Paid Today	Type an amount here to record the amount the customer paid you at the time of the sale or, if you are creating an order, the amount the customer gave you as a deposit.
G	Payment Method	Type or select the payment method. Click **Details** if you want to enter details about the payment. For example, if you are being paid by credit card, you can record the credit card number and expiry date.
H	Freight Tax	Type or select the tax code for the freight charges.

Task 5: Complete the sale

There are several ways to complete the transaction.

- -
TIP: **Save the sale as a recurring sale.**   Click **Save as Recurring**. In the **Edit Recurring Schedule** window, enter the necessary information and click **Save**. For more information, see 'Recurring transactions' on page 181.
- -

- If you want to record the sale without printing or sending it, click **Record** (for a sales quote, click **Save Quote**).

- If you want to record the sale and create a purchase order, click **Create PO**. The quote or order is recorded and the **Purchases** window appears. For more information, see 'Creating a purchase order from a sale' on page 95.

- If you want to record the sale and print, send or save it as a PDF, complete the relevant procedure below.

To…	Do this...
Print	Click **Print** and choose: • **Pre-printed Invoice** to use the default sales form. • **Select Another Form** to choose a different sales form.
Print preview	Click **Print** and choose **Preview** to preview the sales form for this transaction. Note that the transaction will be recorded before the form is displayed.
Email	Click **Send To** and choose **Email**. Review and make entries in the **Email** window and click **Send**. The email, which will include a PDF (Portable Document Format) attachment, will be sent to the outbox of your default email software. Send the email from your email software.

To…	Do this...
Fax	Click **Send To** and choose **Fax**. A window from your fax software appears. Send the fax, using your fax software as you normally do. Note: If you use MYOB M-Powered Invoices and allow payments to be made using the POSTbillpay in person option, do not fax the invoice. The barcode may not be clear enough to scan.
Save as PDF	Click **Send To** and choose **Disk**. In the window that appears, enter a name and location for the PDF file and click **Save**.

Adding and deleting transaction lines, headers and subtotals

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

To insert a blank line

1. In the **Sales** window, click in the line below where the line is to appear.

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

To insert a header

You can group several line items by inserting a header.

1. In the **Sales** window, click in the line where the header is to appear.

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

3 Type the text for the header. The text appears in grey.

4 Press TAB to complete the header entry.

To insert a subtotal

1 In the **Sales** window, click in the first line below the items to be subtotalled.

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

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

1 In the **Sales** window, click anywhere in the blank line, line item, header or subtotal you want to delete.

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

Recording sales with insufficient on-hand item quantities

If you track item quantities and values, and you want to record a sales invoice for an item with insufficient on-hand quantities, you can build, buy or backorder the item.

Build, buy or backorder items

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

Before you begin Before you can auto-build an item in the **Backorder List** window, you need to set up your item details. For more information, see 'Auto-building items' on page 144.

If you want to record a purchase using this window, you need to enter a default supplier for the item. For more information, see 'Creating items' on page 139.

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

1 Go to the **Sales** command centre and click **Enter Sales**. The **Sales** window appears.

2 Enter the details of a sale. For more information, see 'Entering sales' on page 67.

3   Click **Record**. If you have insufficient on-hand quantities of an item, the **Backorder List** window appears.
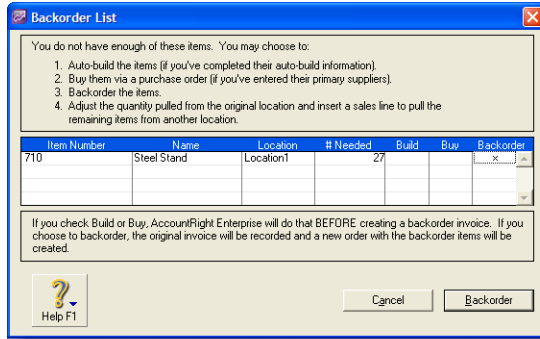
This window lists items that are either out of stock or would be as a result of recording the sale.

4   Decide what you want to do:

To...	Do this...
Auto-build items	1 Click in the **Build** column next to the item you want to auto-build and then click **Build**. The **Auto-Build Items** window appears.
	2 Click **Build Items**. The **Build Items** window appears.
	3 Click **Record** to build the finished item.

To...	Do this...
Record a purchase	1 Click in the **Buy** column next to the item you want to purchase and then click **Buy**. The **Enter Purchase** window appears.
	2 Select **Purchase** as the status in the top left corner and complete the purchase.
	For information about completing the purchase, see 'Creating a supplier card' on page 87.
Record a sales order	1 Click in the **Backorder** column next to the item you want to place on backorder.
	2 Click **Backorder.** The **Sales** window reappears with the **Ship** and **Backorder** columns adjusted. A sales order is automatically recorded for the item when you record the invoice.

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

Complete the sale. For more information, see 'Complete the sale' on page 70.

Changing the status of a sale

The status of the following sale types can be changed:

Sale type	Can change to…	See
Quote	order invoice	below
Order	invoice	below
Invoice	The status of an invoice cannot be changed.	

If you want to change the status of several orders simultaneously, see 'To change the status of several orders to invoices' below.

You can change the status of a sale from the **Sales** window or from the **Sales Register** window.

To change a quote to an order or invoice

1 Go to the **Sales** command centre and click **Sales Register**. The **Sales Register** window appears.

2 Click the **Quotes** tab and select the required quote.

3 If you want to change the quote to:
   ▪ an order, click **Change to Order**
   ▪ an invoice, click **Change to Invoice**.

   The **Sales** window appears.

4 Make any necessary changes to these and other fields. For example, change the transaction date to today's date.

5 Click **Record**. The new order or invoice is created. The original quote will remain in the **Sales Register** window unless you indicated in the **Sales** view of the **Preferences** window that you want quotes to be deleted when they are changed to orders or invoices.

To change an order to an invoice

1 Go to the **Sales** command centre and click **Sales Register**. The **Sales Register** window appears.

2 Click the **Orders** tab.

3 Select the required order.

4 Click **Change to Invoice** to change the order to an invoice.

5 Review and update the information in the **Sales** window as necessary. For example, you might want to change the transaction date to today's date.

6 Click **Record**. The new invoice is created and the original order is removed.

To change the status of several orders to invoices

1 Click **To Do List** from any command centre. The **To Do List** window appears.

2 Click the **Orders** tab to display a list of all your orders. If you want to view the details of a specific order, click the zoom arrow (⇨) to the left of the customer's name.

3 Select the orders you want to change to invoices by clicking in the select column (▣) next to each order.

4 Click **Record as Actual**. A window appears, requiring you to enter a date for the selected transactions. This is the date that the transactions will be recorded in your company file.

5 Enter a transaction date and click **OK**.

Reviewing your sales information

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

Tool		See
Business Insights	Use Business Insights to analyse sales and customer information.	below
To Do List	The **To Do List** displays all open sales, recurring sales and orders sorted by overdue dates.	page 75
Analyse Receivables	The **Analyse Receivables** window displays ageing information for all open invoices.	page 75
Analyse Sales	The **Analyse Sales** window provides details of your sales activities.	page 75
Sales reports	Sales reports help you keep track of your sales activities.	page 75
Sales history	**History** lets you view seven years of sales history for an item, a customer or an employee.	page 75
Sales Register	The **Sales Register** window gives you a complete picture of your sales activity—open and closed invoices, orders, quotes, returns, credits and so on.	page 176
Find Transactions	**Find Transactions** helps you find individual sales transactions quickly.	page 176
Transaction Journal	The **Transaction Journal** lists journal entries of your sales and other transactions.	page 177

To view sales information using Business Insights

Business Insights presents a summary of your sales information, including which customers owe you money and how much money is overdue. You can also see how much your customers owe you for each ageing period, as well as the sales history of your customers.

To find information specific to your needs, sort the table columns by clicking a column heading. For example, you can sort the list of outstanding invoices to find the most overdue invoice or the largest overdue amount.

To analyse sales using Business Insights

1 Go to the **Accounts** command centre and click **Business Insights**. The **Business Insights** window appears.

2 View the **Customers who owe me money** panel.

   This panel shows the total you are owed and details of each overdue customer payment (based on their invoiced credit terms), including the number of days overdue.

3 Click **Analyse customers** to view graphs and information about the money your customers owe you and the payment history of each customer.

   You can use this information to:
   - **Contact customers for overdue payments**   Identify which customer payments are the most overdue or which customers owe you the most money.
   - **Renegotiate a customer's credit terms**   View the customer's outstanding balances and payment history, such as the average number of days it takes for them to pay you.

4   If you want to save a graph as an image so you can print it or insert it into a document, right-click the graph and click **Save As**. Choose where you want to save the image and click **Save**.

For more information about the calculations shown in Business Insights, see the Help Centre.

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

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

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

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

3   If you want to send a collection letter to customers with overdue payments:

   a   Select those customers by clicking in the select column (▣).

   b   If you have installed OfficeLink, click **Mail Merge** to create the letter directly in Microsoft Word. Otherwise, click **Disk**, choose a file format and click **Save**.

To analyse your receivables

1   Go to the **Sales** command centre and click **Analysis**. The **Analyse Receivables** window appears.

2   Click **Filters** and choose the time period and any other criteria you want to apply.

3   Click **OK**. The information you selected appears in the **Analyse Receivables** window.

To analyse your sales activities

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

1   In the **Sales** command centre, click the **Analysis** down arrow (▾).

2   Select **Sales** from the menu. The **Analyse Sales** window appears.

3   Click **Filters** and choose the sales figures, time periods and other criteria you want to apply.

4   Click **OK**. The information you selected appears in the **Analyse Sales** window.

5   Select the display options in the **Analyse Sales** window to view charts showing your sales activities.

To view sales reports

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

1   Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.

2   Click the **Sales** tab.

For information on displaying, customising and printing your reports, see .

To view sales history

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

1   Display the **Item Information** window for an item or the **Card Information** window for a customer or an employee.

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

Receiving payments

When customers make payments against invoices, you record the payments in the **Receive Payments** window. You can record the payments against one or more of the customer's outstanding invoices. If you don't want to create an invoice for a customer, you can enter the customer payment in the **Receive Money** window. See 'Receiving money' on page 47.

You can also record payments from your customers in the **Bank Register** window. If you have several customer payments and you don't want to record detailed information (such as payment methods and discounts) for each payment, the **Bank Register** window can save you time. Note that when you use the **Bank Register** window for customer payments, the entire payment is automatically allocated to the oldest invoices first. For more information, see 'Entering transactions in the Bank Register window' on page 54.

NOTE: Customer payments at point of sale   If customers make payments when purchasing merchandise or services and you are issuing them an invoice, you can type the payment amount in the **Paid Today** field of the invoice. See 'Enter additional information about the sale' on page 69.

The options for recording receipts and invoice payments are summarised in the following diagram.
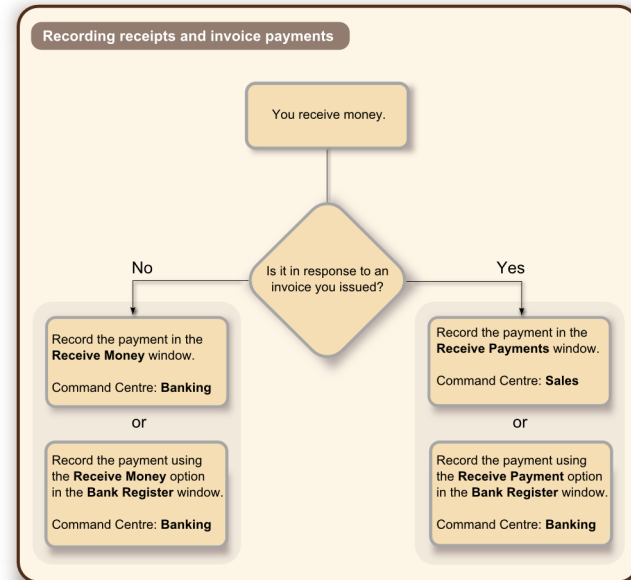
To record payments against invoices

1 Go to the **Sales** command centre and click **Receive Payments**. The **Receive Payments** window appears.

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

   ▪ **Deposit to Account**. Select this option and select the required bank account.

   ▪ **Group with Undeposited Funds**. Select this option if you want the deposit to be recorded in the undeposited funds account. After you have grouped all the deposit transactions you want, you can then make a bank deposit. For more information about undeposited funds and preparing bank deposits, see 'Bank deposits' on page 49.

3 In the **Customer** field, type or select the customer's name.

   If you have no record of any sales to this customer, a message window appears. Click **OK** and ensure you've selected the correct customer.

4 Type the amount received.

5 If you want to record the payment method, select the method in the **Payment Method** field. Click **Details** if you want to enter further details about the payment. For example, if you are being paid by credit card, you can record the credit card number and expiry date.

6 If you want, adjust the memo and payment date. You can change the ID number that is automatically generated. However, we recommend that you use the default number to make sure you don't use duplicate IDs.

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

A	**Discount**	If you intend to offer an early-payment discount for a sale, assign the discount to the appropriate invoice in this column. Note that you won't be able to assign a discount to an invoice that is not being settled in full. If this is the case, you can give them a customer credit note. See 'Customer credits' on page 81.
B	**Amount Applied**	Enter how much of the payment you want to apply to each sale in this column.
C	**Finance Charge**	If part of the payment is to pay finance charges, type the finance charge amount here. For more information, see 'Finance charges paid by customers' on page 80.
D	**Out of Balance**	The amount you apply in the **Amount Applied** column accumulates in the **Total Applied** field. The **Total Applied** amount (plus finance charges) must equal the amount that appears in the **Amount Received** field in the top half of the window before you can record the transaction. The **Out of Balance** amount must be zero before you can record the transaction.

If a customer overpays, you should still enter the amount received. The full payment should be entered in the **Amount Received** field and in the **Amount Applied** column in the scrolling list. When you record the payment, a credit invoice for the overpaid amount is created automatically. This can either be refunded to the customer or applied to a future invoice. For more details, see 'Settling credits' on page 83.

8 Click **Record**.

Printing payment receipts

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

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

Receipt transactions for which receipts cannot be printed are:

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

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

To print payment receipts

1. Go to either the **Sales** or **Banking** command centre and click **Print Receipts**. The **Review Receipts Before Printing** window appears.

2. If you print receipts on pre-printed stationery, type the number of the first receipt in the **Number of First Receipt in Printer** field.

3. Type the number of receipts you want to print in the **Print** field.

4. If you want to filter the information to be displayed on the customer receipt, click **Advanced Filters**. For more information, see 'Advanced filters' on page 199.

5. Click in the select column (▣) next to each receipt you want to print.

6. Click **Print**.

For more information about printing and customising forms, see 'Forms' on page 195.

Credit control

You can control credit by:

- setting and enforcing customer credit limits, see 'Credit limits' on page 79
- placing customer accounts on hold, see 'Credit holds' on page 80

- adding finance charges to customer statements, see 'Finance charges paid by customers' on page 80.

Credit limits

A credit limit is the maximum amount of credit you allow a customer to charge to their account. You can set a default credit limit for all new customers (see 'Set up sales' on page 35) or set a specific credit limit for a single customer.

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

- warn users before recording a sale that will exceed a customer's credit limit

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

To set or change the credit limit for a single customer

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

2. Click the **Customer** tab and select the customer for whom you want to set a credit limit.

3. Click **Actions** and choose **Edit Credit Limit & Hold**. The **Credit Limit & Hold** window appears.
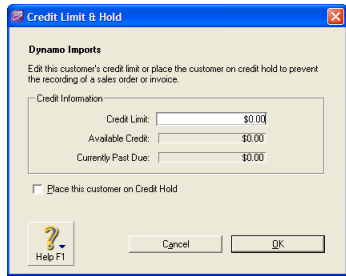
4. Type the customer's credit limit in the **Credit Limit** field.

5. Click **OK**. The **Card Information window** appears.

6. Click **OK** to return to the **Cards List** window.

To receive a warning when a customer exceeds the credit limit

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

2. Click the **Sales** tab.

3. Select the **If Credit Limit is Exceeded on Sale** preference and choose **Warn and Continue** from the list.
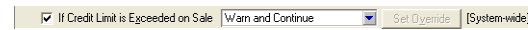
4. Click **OK**.

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

1. Log in to your AccountRight software as the Administrator.

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

3. Click the **Sales** tab.

4. Select the **If Credit Limit is Exceeded on Sale** preference and select **Prevent Unless Overridden** from the list. The **Credit Limit Override Password** window appears.
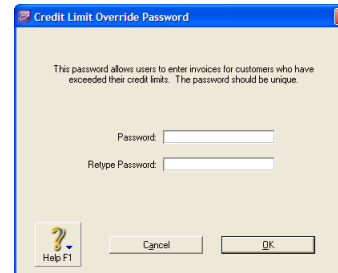
5. Type the override password and password confirmation.

6   Click **OK**. The **Preferences** window appears.

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

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

Credit holds

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

To place a customer on credit hold

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

2   Click the **Customer** tab and select the customer whom you want to place on credit hold.

3   Click **Actions** and choose **Edit Credit Limit & Hold**. The **Credit Limit & Hold** window appears.

4   Select the **Place this customer on Credit Hold** option.
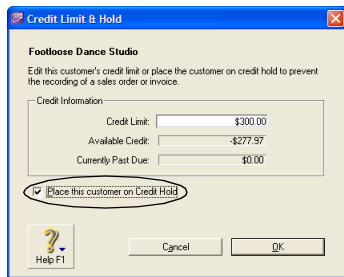
5   Click **OK**. The **Card Information window** appears.

6   Click **OK** to return to the **Cards List** window.

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

Finance charges paid by customers

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

How finance charges are calculated   For each open invoice, your software calculates its due date using the terms specified on the **Selling Details** tab of the **Card Information** window. The overdue balance is then increased by 1/30th of the monthly charge for late payment for every day it is overdue, where the monthly charge is calculated by multiplying the amount overdue by the **% Monthly Charge for Late Payment** value you specified on the customer's card.

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

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

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

Adding finance charges to customer statements

To show the finance charge owed by customers on their statements, select the **Add Finance Charges to Amount Due** option in the **Advanced Filters** window. For more information about customer statements, see 'Send customer statements' on page 243.

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

Recording finance charges

When your customer pays the late-payment charge, type the amount in the **Finance Charge** field of the **Receive Payments** window. For more information, see 'Receiving payments' on page 76.

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

Deleting finance charges

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

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

Customer credits

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

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

Recording credits

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

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

To reverse a sale

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

1   Find and open the invoice. See .

2   Go to the **Edit** menu and choose **Reverse Sale**. A credit note appears in the **Sales** window. Note that the invoice amount is a negative amount.

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

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

To manually create a credit for a non-item sale

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

- -

TIP: Create an account for tracking sales returns   Before you manually create a credit of this type for the first time, you may want to create an account for tracking sales returns and allowances. Make sure this account is an income account. See .

- -

1   Go to the **Sales** command centre and click **Enter Sales**. The **Sales** window appears.

2   Enter the customer details.

3   Select **Invoice** from the list in the top left corner of the window.

4   Click **Layout**, choose **Service** and click **OK**.

5   In the **Description** column, enter a description of the credit for your records.

6   In the **Account** column, select the account to be credited. This is the income account you use to track sales returns and allowances.

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

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

To manually create a credit for an item sale

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

1   Go to the **Sales** command centre and click **Enter Sales**. The **Sales** window appears.

2   Enter the customer details.

3   Select **Invoice** from the list in the top left corner of the window.

4   Click **Layout** and choose **Item**, then click **OK**.

5   Type the number of items being returned as a negative number in the **Ship** column.

6   Enter the item number in the **Item Number** field. The costs of the items appear as negative amounts.
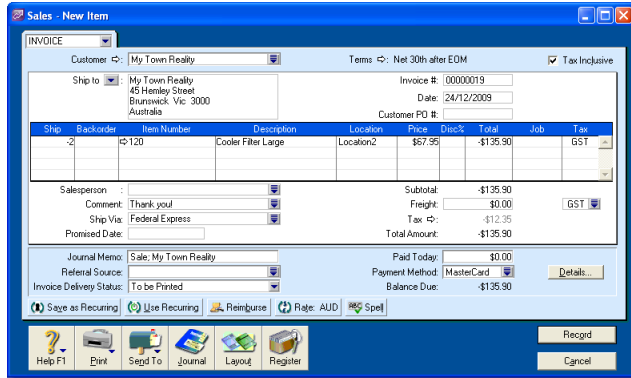
7   Click **Record**. A customer credit appears in the **Sales Register** window.

Settling credits

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

■   **Apply the credit to an open invoice**. Applying the credit to one or more of the customer's open invoices reduces the amount the customer owes you.

■   **Record a refund.** If the customer does not have any open invoices, you can record a refund payment for the amount of the customer credit.

To apply a customer credit to an open invoice

1   Go to the **Sales** command centre and click **Sales Register**. The **Sales Register** window appears.

2   Click the **Returns & Credits** tab. A list of customer credits appears.

3   If the credit you want to settle does not appear, select **Customer** from the **Search By** list to display a credit for a particular customer. Type or select the customer's name in the adjacent field. A list of credits for that customer appears.

4   Select the credit you want to apply and click **Apply to Sale**. The **Settle Returns & Credits** window appears, listing all open invoices assigned to the customer.

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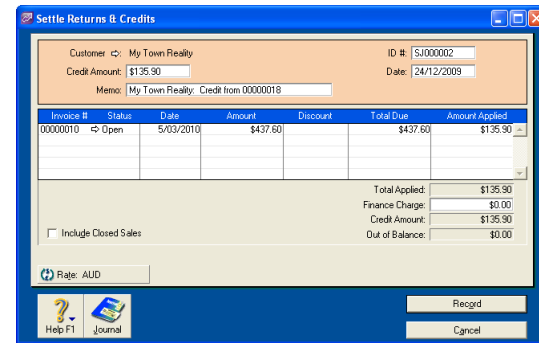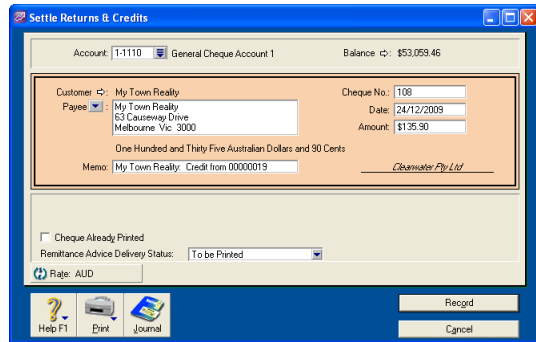
If the **Apply Customer Payments Automatically to Oldest Invoice First** preference is set, amounts will appear next to the oldest invoices in the **Amount Applied** column. However, you can apply the credit amount to any one transaction or you can divide it among many transactions in the list. Note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

6   If you want to apply part of a customer credit to any unpaid finance charge, enter an amount in the **Finance Charge** field.

7   Click **Record** to apply the credit.

To pay a refund cheque

1 Go to the **Sales** command centre and click **Sales Register**. The **Sales Register** window appears.

2 Click the **Returns & Credits** tab. A list of customer credits appears.

3 If the credit you want to settle does not appear, select **Customer** in the **Search By** list. Type or select the customer's name in the adjacent field and then press TAB. A list of credits for that customer appears.

4 Select the credit you want to refund and click **Pay Refund**. A refund cheque for the amount of the credit appears in the **Settle Returns & Credits** window.

5 In the **Account** field, type or select a bank account.

6 If required, change other information in the window, such as the transaction date.

7 If you are paying by cheque and you have already written it, select the **Cheque Already Printed** option.

8 Specify how you want to send a remittance advice by selecting a delivery option from the **Remittance Advice Delivery Status** list.

9 Click **Record**.

Dealing with a supplier who is also a customer

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

To record contra payments

Before you can record contra payments, you need to create a bank account called Contra Suspense. For more information on creating accounts, see 'Setting up accounts' on page 27.

1 Record a payment from the customer.

a In the **Receive Payments** window, type or select the Contra Suspense account in the **Deposit to Account** field.

b In the **Customer** field, type or select the customer's name.

c Enter the amount that you need to offset against an invoice.

2 Record a payment made to the supplier.

a In the **Pay Bills** window, type or select the Contra Suspense account in the **Pay from Account** field.

b In the **Supplier** field, type or select the supplier's card.

c Enter the amount that you need to offset against a purchase.

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

Accounting for bad debts

When you know that a debt will not be recovered, you need to write it off. Before you can write off a bad debt, you need to create a Bad Debt expense account in your accounts list. For more information on creating accounts, see 'Setting up accounts' on page 27.

To write off a bad debt

1 Go to the **Sales** command centre and click **Enter Sales**. The **Sales** window appears.

2 Enter customers details.

3 Click **Layout** and choose **Miscellaneous**, then click **OK**.

4 In the **Description** field, type a description of the transaction.

5 In the **Acct No.** field, type or select the account for Bad Debts.

6 If you account for bad debts by posting a provision to an asset account (for example, the Provision for Bad Debts asset account), you can select that account.

7 In the **Amount** field, type the bad debt amount as a negative number.

8 In the **Tax** field, type or select the required tax code.

9 Click **Record**.

10 In the **Settle Returns & Credits** window, apply the credit against the original open invoice. For more information, see 'Settling credits' on page 83.

6 Purchases

This chapter explains how to enter information about your purchases. You record a purchase by specifying the supplier details, the purchase form layout (item, service, professional or miscellaneous), status of the purchase (quoted, ordered or billed) and details of the purchased items or services. This chapter also explains how to pay your suppliers for these purchases, how to deal with suppliers who owe you money (settling a supplier debit) and how to review and analyse your purchasing activity with a variety of reports and analytical tools.

Creating a supplier card

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

To create a supplier card

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

2   Click **New**. The **Card Information** window appears.

3   Select **Supplier** from the **Card Type** list.

4   Select the designation of the card: company or individual.

5   Type the name of the supplier and press TAB. Additional fields appear.

6   Enter a code to identify this supplier in the **Card ID** field. For more information, see 'Card identification codes' on page 221.

7   Enter contact details for the supplier.

If you want to enter more contact information, select **Address 2** from the **Locations** list and enter the additional details. You can enter contact details for five locations.

8 Click the **Card Details** tab. You can enter notes about the supplier, insert a picture and assign attributes to group and sort the card.

If you want to...	See
insert a picture	page 222
assign identifiers to the card	page 213
assign an attribute from a custom list	page 214
enter additional information in a custom field	page 221

9 Click the **Buying Details** tab and enter your buying details.
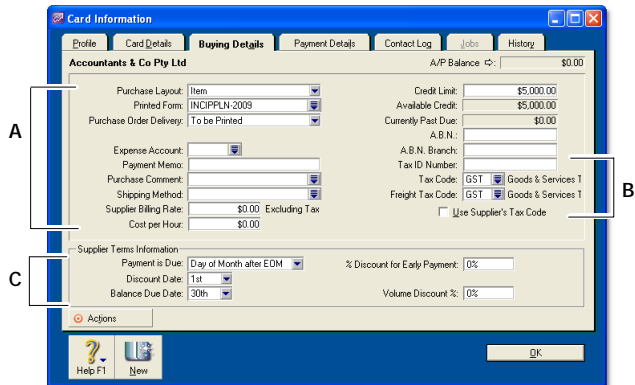
A	Buying information	The selections you make here will be used, by default, on quotes, orders and bills that you create for this supplier. You can override these selections when recording the purchase.
B	Tax information	The supplier's tax information is entered here. If the supplier's tax status takes precedence over that of the item or service being sold, click the **Use Supplier's Tax Code** preference. See 'Setting up tax codes' on page 166.
C	Credit terms	The credit terms you entered earlier appear here by default. You can override them here for this supplier. The credit terms entered here are used as the default terms for all purchases from the supplier, but can be changed at any time.

10 [Optional] Click the **History** tab and type the dollar value of the purchases made prior to your conversion month. You can also type or select the date that the contact became a supplier.

11 Click **OK** to close the **Card Information** window.

Entering purchases

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

- You can enter a **quote** to keep a record of an estimate or quote you received from one of your suppliers. A quote has no impact on your inventory levels and can be changed to an order or a bill when you are ready to purchase.

- An **order** is a purchase where no service or item has been received. While orders do not affect your financial figures, they do affect your inventory levels. Orders don't create transactions unless you have paid a deposit to the supplier. An order can be changed to a bill but not a quote.

- You can use a **receive item** purchase to record the receipt of items you have ordered but have not yet been billed for. When you record items received, the item is added to your inventory and the cost of the item is added to an accrual account for inventory items until you record a purchase for it.

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

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

You can enter a purchase in:

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

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

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

Entering a purchase transaction

Do the following tasks to enter a purchase transaction:

Task		See
1	Enter information about the supplier	below
2	Choose the type of purchase	page 90
3	Enter the items or services you are purchasing	page 90
4	Enter additional information about the purchase	page 91
5	Complete the purchase	page 92

Task 1: Enter information about the supplier

1. Go to the **Purchases** command centre and click **Enter Purchases**. The **Purchases** window appears.

2. In the **Supplier** field, type or select the supplier's name. The terms shown in the **Purchases** window are the terms recorded in the supplier's card.

3 Complete the fields as described in the table below:

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

4 If you are entering prices that include tax, select the **Tax Inclusive** option. Do not change this setting after you enter an amount in the **Amount** column.

Task 2: Choose the type of purchase

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

1 Check whether the default layout is appropriate.

There are four layouts to choose from: service, item, professional and miscellaneous.

To change the default layout:

a Click **Layout**. The **Select Layout** window appears.

b Choose the layout you want to use and click **OK**.

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

Task 3: Enter the items or services you are purchasing

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

One row in the scrolling list is one *line item* of the transaction. You can enter as many line items for a purchase as you want.

The fields that appear in the scrolling list differ according to the type of purchase you are creating.

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

A	Bill	The quantity you have been invoiced for.
B	Received	This field is read-only. It displays the quantity of items received against an order. For more information, see 'Recording items received without a supplier bill' on page 93.
C	Backorder	The quantity of the item to be placed on backorder. An order for this amount will be created automatically when you click **Record**.
D	Item Number	Press TAB and select the item being purchased form the list that appears.
E	Description	A description of the item appears automatically. You can change this if you want. If you want to check spelling in this field, click **Spell**. For more information, see 'Spell-check' on page 18.
F	Price	The price of the item appears automatically. You can change this if you want.
G	Disc%	[Optional] Type a volume discount as a percentage.

H	Total	The total price is calculated automatically. If you change the price, the **Disc%** field is updated to show the discount applicable.
I	Job	[Optional] Select a job number here to assign the line item to a specific job. For more information about jobs, see 'Jobs' on page 227.
J	Tax	Select a tax code for the line item.

The following illustration shows the fields for a purchase with a **Service** layout and a **Bill** status. These fields also apply to the **Professional** and **Miscellaneous** layouts.
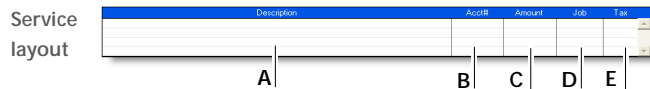
A	Description	A description of the service being purchased. If you want to check spelling in this field, click **Spell**. For more information, see 'Spell-check' on page 18.
B	Acct # or Account Name	The account to assign to the purchase. Press TAB to display the accounts list from which you can choose an account. This should be an expense or cost of sales account. You should not select your accounts payable account for supplier purchases.
C	Amount	The amount you have been invoiced.
D	Job	[Optional] Select a job number here to assign the line item to a specific job. For more information about jobs, see 'Tracking financial information' on page 225.
E	Tax	Select a tax code for the line item.

- -

NOTE: Add lines, subtotals and headers to purchases You can add lines, headers and subtotals to purchases to make it easy to separate and subtotal different groups of line items on one bill. For more information, see 'Adding and deleting lines, subtotals and headers to purchases' on page 92.

- -

Task 4: Enter additional information about the purchase

The fields that appear at the bottom of the **Purchases** window differ, depending upon the type of purchase you are creating.
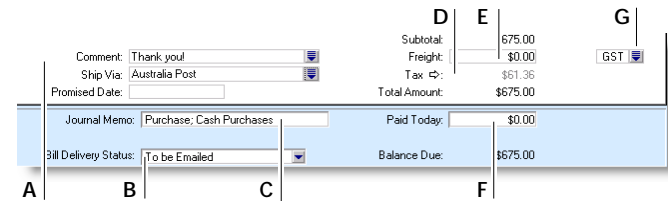
A	Optional fields	Enter optional details, such as a comment, shipping method and the date the goods or services were promised.
B	Bill Delivery Status	If you want to print or email the purchase in a batch, select the required bill delivery method from the list. For more information, see 'Sending forms' on page 197.
C	Journal Memo	The journal memo is generated automatically. You can change it if you want.
D	Tax	If you want to change the tax amount of the purchase, click the zoom arrow (⇨).
E	Freight	Type any charges for freight.
F	Paid Today	Type an amount here to indicate how much money you paid at the time of the purchase or, if you are creating an order, how much money you gave as a deposit.
G	Freight tax	Select the tax code for the freight charges.

- -

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

- -

Task 5: Complete the purchase

There are several ways you can complete the purchase.

TIP: Save the purchase as a recurring purchase You can save the purchase as a recurring transaction so that you can use it again in the future. Click **Save as Recurring**. In the **Edit Recurring Schedule** window, enter the necessary information and click **Save**. (For more information, see 'Recurring transactions' on page 181.)

- Record the purchase. To record the purchase without printing it, click **Record**.
- If you want to record the purchase and print, send or save it as a PDF, complete the relevant procedure below.

To	Do this
Print	Click **Print** and choose: • **Pre-printed P.O.** to use the default form. • **Select Another Form** to choose a different purchases form. Note that you cannot print purchases with the miscellaneous layout.
Print preview	Click **Print** and choose **Preview** to preview the purchases form for this transaction. Note that the transaction will be recorded before the form is displayed.
Email	Click **Send To** and choose **Email**. Review and make entries in the **Email** window and click **Send**. The email, which will include a PDF (Portable Document Format) attachment, will be sent to the outbox of your default email software. Send the email from your email software.
Fax	Click **Send To** and choose **Fax**. A window from your fax software appears. Send the fax, using your fax software.
Save as PDF	Click **Send To** and choose **Disk**. In the window that appears, enter a file name and location for the PDF file and click **Save**.

Adding and deleting lines, subtotals and headers to purchases

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

To insert a blank line

1 In the **Purchases** window, click in the line below where the line is to appear.

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

To insert a header

You can group several line items by inserting a header.

1 In the **Purchases** window, click in the line below where the header is to appear.

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

3 Type the text for the header. The text appears in grey.

4 Press TAB to complete the entry.

To insert a subtotal

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

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

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

1   In the **Purchases** window, click anywhere on the blank line, line item, header or subtotal you want to delete.

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

Receiving items without a supplier bill

If you receive items from a supplier and have not been billed for them, you may not know the actual amount payable to the supplier. However, if you inventory these items, you will need to add them to your on-hand inventory before you can sell them. But, as you don't know the amount payable, you shouldn't record an amount owed to the supplier at this time.

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

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

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

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

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

If the account does not exist, you need to create it. The account should be a liability account named, for example, AP Accrual - Inventory. For information on creating an account, see .

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

To link an account for items received

1   Go to the **Setup** menu, choose **Linked Accounts** and then **Purchases Accounts**. The **Purchases Linked Accounts** window appears.

2   Select the **I can receive items without a Supplier bill** option.

3   In the **Liability Account for Item Receipts** field that appears, type or select the inventory accrual account.

4   Click **OK**.

Recording items received without a supplier bill

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

To record items received against an order

1 Go to the **Purchases** command centre and click **Purchases Register**. The **Purchases Register** window appears.

2 Click the **Orders** tab.

3 Find the required order and select it.

4 Click **Receive Items**. The **Purchases** window appears with the **Receive Item** status.

5 In the **Receive** field, type the item quantity received.

6 Click **Record**. The items are recorded in your inventory and the original order is updated with the number of items received.

7 If the total number of items in the **Received** and **To Date** columns of an item receipt is greater than the quantity in the **Ordered** column, a message appears. You can:

   ▪ **Update order**: If you choose to update the order, your original order will be updated by the difference between the quantity of the original order and the total received (the quantities in the **Receive** column plus the quantity in the **To Date** column).

   ▪ **New order**: If you choose to create a new order, a new order will be created. The quantity of items listed in the new order will equal the difference between the amount of the original order and the total received (the quantities in the **Receive** column plus the quantity in the **To Date** column).

   ▪ **Cancel**: If you choose to cancel, you will return to the **Receive Item** window without updating or creating any orders.

8 When you receive the supplier's bill, convert the order to a bill. For more information, see 'Changing the status of a purchase' on page 96.

To create an order when you record items received

If there is no purchase order for the items received, you can create one when you receive the items.

1 Go to the **Purchases** command centre and click **Enter Purchases**. The **Purchases** window appears.

- -

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

- -

2 In the **Supplier** field, type or select the supplier's name or select it from the list.

3 If the item layout does not appear:

   a Click **Layout**. The **Select Layout** window appears.

   b Select **Item** and then click **OK**.

4 Select **Receive Items** from the status list in the top-left of the window.

Creating a purchase order from a sale

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

To create a purchase order from a sale

1 Go to the **Sales** command centre and click **Sales Register**. The **Sales Register** window appears.

2 Locate and select:
   - a quote—click the **Quotes** tab and select the required quote
   - an order—click the **Orders** tab and select the required order.

5 Enter the purchase date and your order number.

6 In the **Ordered** field, type the quantity you ordered. This can be more than the quantity received.

7 In the **Receive** field, type the quantity received.

8 In the **Item Number** field, type or select the item.

9 In the **Price** field, type the estimated price for the items.

10 Click **Record**. The items are recorded in your inventory and a purchase order is created with the number of items received.

11 When you receive the supplier's bill, convert the order to a purchase. For more information, see 'Changing the status of a purchase' on page 96.

3 Click **Create PO**. The **Purchases** window appears with the new purchase order displayed. The items you entered for the sale automatically appear as line items on the purchase order.

4 Select a supplier in the **Supplier** field. Note, if you have nominated a supplier for these items in the item setup, this supplier will appear by default.

5 Enter the cost of the items in the **Price** column.

6 Complete the purchase order as you normally would. For example, you may want to change the transaction date to today's date, or add items to the order.

7 Click **Record**. The new purchase order is created and the original sales quote or order remains in the **Sales Register** window.

Changing the status of a purchase

The status of the following purchase types can be changed.

Purchase type	Can be changed to…	See
Quote	• order • bill	below
Order	• bill	below
Bill	The status of a bill cannot be changed.	

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

To change a quote to an order or a bill

1 Go to the **Purchases** command centre and click **Purchases Register**. The **Purchases Register** window appears.

2 Click the **Quote** tab.

3 Find the required quote and select it.

4 If you want to change the quote to:
   ▪ an order, click **Change to Order**. The **Purchases** window appears.
   ▪ a bill, click **Change to Bill**. The **Purchases** window appears.

5 If you want to, you can update the information in the **Purchases** window, such as the transaction date.

6 Click **Record**. The bill or order is recorded.

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

To change an order to a bill

You can change an order to a bill in the **Purchases** window or from the **Purchases Register** window. If you want to change several orders to bills simultaneously, see .

1 Go to the **Purchases** command centre and click **Purchases Register**. The **Purchases Register** window appears.

2 Click the **Orders** tab.

3 Find the required order and select it.

4 Click **Change to Bill**. The **Purchases** window appears, displaying the bill.

5 If you want to, you can update the information in this window, such as the transaction date.

6   Click **Record**. A new bill is created and the original order is removed.

To change the status of several orders to bills

You can change the status of several orders to bills in the **To Do List** window.

1   Click **To Do List** from any command centre. The **To Do List** window appears.

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

3   If you want to view details about a specific order, click the zoom arrow (⇨) to the right of the supplier's name.

4   Select the orders you want to convert to purchases by clicking in the select column (▣).

5   Click **Record as Actual**.

6   In the window that appears, enter a date for the selected transactions. This is the date that the transactions will be recorded in your accounts. Then, click **OK**.

Reviewing your purchases information

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

Tool	Description	See
Business Insights	Use Business Insights to analyse purchases and supplier information.	below
To Do List	The **To Do List** window displays all open purchases, recurring purchases and orders, sorted by due date.	page 98
Analyse Payables	The **Analyse Payables** window provides details of your purchase activities.	page 98
Purchase Reports	Purchase reports help you keep track of your purchase activities.	page 98
Purchase History	**History** lets you view seven years of purchase history for an item or a supplier.	page 99
Purchases Register	The **Purchases Register** window gives you a complete picture of your purchase activity—open and closed purchases, orders, quotes, returns, etc.	page 175

Tool	Description	See
Find Transactions	**Find Transactions** helps you find purchase transactions.	page 175
Transaction Journal	The **Transaction Journal** lists journal entries of your purchases and other transactions.	page 175

To view purchases information using Business Insights

Business Insights presents a summary of your purchases information, including which suppliers you owe money to and how much is overdue. You can also see how much you owe suppliers for each ageing period, as well as view your purchases history with your suppliers.

To find information specific to your needs, sort the table columns by clicking a column heading. For example, you can find the most overdue supplier payments or the largest overdue amounts.

1   Go to the **Accounts** command centre and click **Business Insights**. The **Business Insights** window appears.

2   View the **Suppliers I need to pay** panel.

This panel shows the total payments you owe suppliers and details of each overdue supplier payment (based on their credit terms), including the number of days overdue.

3   Click **Analyse suppliers** to view graphs and information about the money you owe suppliers and the payment history of each supplier.

You can use this information to:
- **Keep on top of your supplier payments**   Identify which supplier payments are due or which suppliers you owe the most money to.
- **Negotiate a payment or discount with a supplier**   View your payment history with the supplier, such as the average number of days it takes you to pay them.

4   If you want to save a graph as an image so you can print it or insert it into a document, right-click the graph and click **Save As**. Choose where you want to save the image and click **Save**.

For more information about the calculations shown in Business Insights, see the Help Centre.

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

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

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

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

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

To analyse payables

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

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

1   Go to the **Purchases** command centre and click **Analysis**. The **Analyse Payables** window appears.

2   Click **Filters**. The **Ageing Date** window appears.

3   Set your filters in the **Ageing Date** window and click **OK**.

4   Display the required view of the **Analyse Payables** window:
- The **Summary** view displays all the money that you owe suppliers, totalled by supplier.
- The **Supplier Detail** view displays all the money that you owe the supplier in the **Supplier Detail** field.
- The **Purchase Detail** view displays all the transactions assigned to the purchase in the **Purchase Detail** field.

Note that the information in this window is based on:
- the entries you made in the **Ageing Date** window, and
- the entries you made in the **Ageing** fields in the **Reports & Forms** view of the **Preferences** window.

To view purchase reports

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

1   Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.

2   Click the **Purchases** tab. A list of purchase reports appears.

For information on displaying, customising and printing your reports, see .

To view purchase history

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

1   Display the **Item Information** window for an item or the **Card Information** window for a supplier.

2   Click the **History** tab.

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

Paying bills

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

You can also make payments to suppliers in the **Bank Register** window. Paying bills through the **Bank Register** window can save you time if you have several purchases to pay and do not need to record detailed information (such as discounts and finance charges) for each payment. When you use the **Bank Register** window for making supplier payments, the entire payment is automatically allocated to the oldest purchase first. See 'Entering transactions in the Bank Register window' on page 54.

You can pay several outstanding bills at once in the **To Do List** window. For more information, see 'To pay several bills at once' on page 101.

If you pay your suppliers electronically—that is, by sending an electronic payment file (ABA file) to your bank for processing—you need to complete the electronic payment setup tasks. For more information, see 'Set up electronic payments' on page 38.

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

Recording payments (other than salaries and wages)

You pay money.

Is it in response to a purchase recorded in the **Purchases** command centre?

No

Record the payment in the **Spend Money** window.

Command Centre: **Banking**

or

Record the payment using the **Spend Money** option in the **Bank Register** window.

Command Centre: **Banking**

Yes

Record the payment in the **Pay Bills** window.

Command Centre: **Purchases**

or

Record the payment using the **Pay Bill** option in the **Bank Register** window.

Command Centre: **Banking**

To pay bills

1 Go to the **Purchases** command centre and click **Pay Bills**. The **Pay Bills** window appears.

2 Select how the payment is to be made.
- If you are paying the supplier electronically—that is, if you will be generating an electronic payment file (ABA file) for this payment—click **Group with Electronic Payments**.

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

3 In the **Supplier** field, type or select the supplier's name.

- -
NOTE: If you receive an alert message   If you have an outstanding debit with this supplier, a message may appear. You will have the opportunity to settle the debit now, or at a later date. (See 'Settling supplier debits' on page 102).
- -

4 Change the memo and payment date if necessary.

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

A	Pay All	If you are settling your account in full, click **Pay All**. The total payment amount appears in the **Amount** field and the individual payment amounts are applied to each open purchase.
B	Discount	If you are taking an early-payment discount for a purchase, assign the discount to the appropriate purchase in this column. Note that you cannot assign a discount to a purchase that you are not settling in full. If this is the case and you want to record a discount that the supplier has given you, you can create a supplier debit. See 'Settling supplier debits' on page 102.
C	Amount Applied	Enter how much of the payment you want to apply to each purchase in this column.
D	Finance Charge	If part of the payment was used to pay finance charges, type the finance charge amount here.
E	Out of Balance	The **Out of Balance** amount must be zero before you can record the transaction. This field will show an out of balance amount if there is any variance between values in the **Total Paid** and **Amount** fields. If you have out of balance amounts, correct the amounts in the **Amount Applied** and **Finance Charge** fields.

6 If you are recording a cheque payment and the cheque has already been written, or if you are recording a transaction that doesn't require a printed cheque (such as a petty-cash payment or Internet payment), select the **Cheque Already Printed** option.

7   If you want to print or email a remittance advice later, as part of a batch, select an option from the **Remittance Advice Delivery Status** list.

8   If you want to preview the remittance advice or cheque for this transaction, click **Print** and then choose **Preview Cheque** or **Preview Remittance Advice**. Note that the transaction is recorded before it is displayed.

9   If you want to print a cheque or remittance advice now, click **Print** and select the form type you want to print. Note that the payment is recorded before it is printed.

10   Click **Record**.

Paying bills electronically

When you have recorded the bill payments you want to pay electronically, you can prepare the electronic payment file for your bank to process. For more information, see 'Paying suppliers electronically' on page 53.

If you pay suppliers electronically using MYOB M-Powered Payments, see your MYOB M-Powered Payments *User Guide*.

To pay several bills at once

You can pay several outstanding bills at once in the **To Do List** window. The linked account for paying bills will be used for all supplier payments made from this window.

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

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

3   If you want to view details about a specific bill, click the zoom arrow (⇨) next to the bill.

4   Click in the select column (☑) next to each bill you want to pay.

5   Click **Pay Bills**.

6   In the window that appears, enter a date for the selected transactions. This is the date that the transactions will be recorded in your accounts.

7   Click **OK** and then click **Close**.

Recording and settling supplier debits

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

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

Recording supplier debits

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

- Reverse a purchase. Use this method if you have paid for the entire purchase.

- Manually create a debit. Use this method if you have been debited for part of a purchase.

To reverse an existing purchase

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

1   Find and display the purchase. See 'Finding a transaction' on page 175.

2   Go to the **Edit** menu and choose **Reverse Purchase**. A supplier debit appears in the **Purchases** window.

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

4   Click **Record Reversal**. A supplier debit appears in the **Purchases Register** window.

To manually create a debit for a non-item purchase

- -

TIP: Tracking purchase returns and allowances   Before you create a supplier debit for the first time, you may want to create an account for tracking purchase returns and allowances. Make sure this account is an expense account. See 'Setting up accounts' on page 27.

- -

1   Go to the **Purchases** command centre and click **Enter Purchases**. The **Purchases** window appears.

2   In the **Supplier** field, type the supplier's name or select it from the list.

3   Select **Bill** from the list in the top left corner of the window.

4   Click **Layout** and select **Miscellaneous**.

5   In the **Description** field, type the reason for the supplier debit.

6   In the **Acct #** field, type the account number to be debited or select it from the list. This is normally an expense account called Purchases Returns.

7   In the **Amount** field, type the amount of the debit as a negative amount.

8   Click **Record**. A supplier debit appears in the **Purchases Register** window.

To manually create a debit for an item purchase

1   Go to the **Purchases** command centre and click **Enter Purchases**. The **Purchases** window appears.

2   In the **Supplier** field, type or select the supplier's card.

3   Select **Bill** from the list in the top left corner of the window.

4   Click **Layout**, select **Item** and click **OK**.

5   In the **Bill** field, type the quantity of the item you are returning as a negative number.

6   In the **Item Number** field, type the item number or select it from the list. The cost of the item is displayed as negative amount in the **Total** field.

7   Click **Record**. A supplier debit appears in the **Purchases Register** window.

Settling supplier debits

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

- **Apply the debit to an unpaid purchase.** Use this method to apply the supplier debit to one or more of your unpaid purchases from the supplier, or

- **Receive a refund.** Use this method to record the receipt of a refund cheque from the supplier.

To apply a supplier debit to an unpaid purchase

1   Go to the **Purchases** command centre and click **Purchases Register**. The **Purchases Register** window appears.

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

3   Locate and select the debit you want to apply and click **Apply to Purchase**. The **Settle Returns & Debits** window appears, listing all open purchases that you have made from the supplier.

4   Type the amount you want to apply to a purchase in the **Amount Applied** column.

If the **Apply Supplier Payments Automatically to Oldest Purchase First** preference is selected in the **Preferences** window (**Purchases** view), amounts will appear next to the oldest purchase in the **Amount Applied** column. However, you can apply the debit amount to one transaction or you can split it over any of the transactions in the list.

Remember that the total amount you apply in the **Amount Applied** column must equal the amount that appears in the **Debit Amount** field.
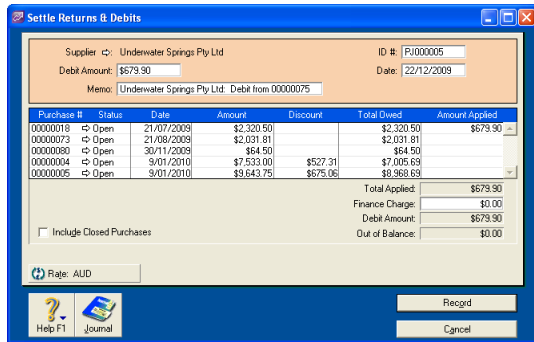
5   If you want to apply part of the supplier debit to unpaid finance charges you may have accrued, enter an amount in the **Finance Charge** field.

6   Click **Record** to apply the supplier debit.

If the transaction is unbalanced, that is, if the total amount entered in the **Amount Applied** column doesn't equal the amount displayed in the **Debit Amount** field at the top of the window, a message appears. Click **OK** to close the message

and then check that the amounts you have applied to the various transactions are correct.

To record a refund cheque

1   Go to the **Purchases** command centre and click **Purchases Register**. The **Purchases Register** window appears.

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

3   Locate and select the debit that is being refunded and click **Receive Refund**. A refund cheque for the amount of the supplier debit appears in the **Settle Returns & Debits** window.

4   Select a payment method in the **Payment Method** field and click **Details**. The **Applied Payment Details** window appears.

5   Enter the details and click **OK**.
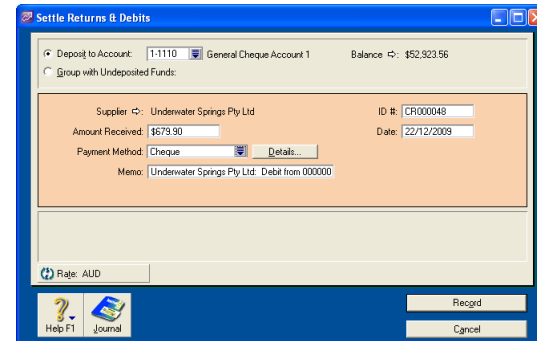
6   Click **Record** to record the refund cheque.

Adding finance charges paid to suppliers

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

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

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

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

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

- the full supplier payment, including the finance charge, is recorded in the disbursements journal, and

- the finance charge is recorded in the purchases journal.

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

7 Paying your employees

Payroll is only available in AccountRight Plus

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

In your software, the components of an employee's pay, such as wages, entitlements and taxes, are called *payroll categories*. These are assigned to an employee's card to calculate their standard pay.

Some payroll categories (deductions, expenses and taxes) determine what are known as payroll liabilities. These are amounts withheld for later payment to the appropriate authority or agency.

When you process pays, you can vary an employee's pay by overriding the standard pay values, such as the actual number of hours worked and the number of hours of holiday leave taken. At year-end, you can print payment summaries for your employees to use at tax time. For more information, see .

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

Before you can pay your employees, you need set up your payroll. See .

Creating payroll categories

An employee's pay is made up of separate components, such as normal time, overtime, superannuation guarantee, salary sacrifice, PAYG withholding, and so on. In AccountRight, these components are called *payroll categories*, and they are grouped into six types: wages, superannuation, entitlements, deductions, expenses and taxes.

Payroll category	Description
Wages	All monies paid to an employee for labour or services rendered on an hourly, salary or other basis.
Superannuation	Superannuation benefits such as superannuation guarantee and salary sacrifice.
Entitlements	Items such as holiday and sick leave, which employees accrue under the terms of their work agreement.
Deductions	Amounts withheld by the employer and paid to other organisations on behalf of the employee, for example, union fees.
Employer expenses	Employer-paid benefits other than superannuation, for example, WorkCover.
Taxes	Amounts withheld by the employer from the employee's paycheque and paid to a statutory authority, for example, PAYG Withholding paid to the ATO.

A default list of payroll categories is generated when you create your company file. You may want to review these categories and tailor them to suit your business needs. See 'To create a payroll category' below and 'To edit a payroll category' on page 112.

Reportable superannuation amounts   The ATO requires that some superannuation contributions that exceed the

superannuation guarantee amount of 9% (for example, salary sacrifice and some salary packaged amounts), be reported on payment summaries.

Any reportable superannuation contributions need be set up as separate superannuation payroll categories.

For more information, see 'Reportable Employer Super Contributions (RESC)' on page 129.

To create a payroll category

1   Go to the **Payroll** command centre and click **Payroll Categories**. The **Payroll Category List** window appears.
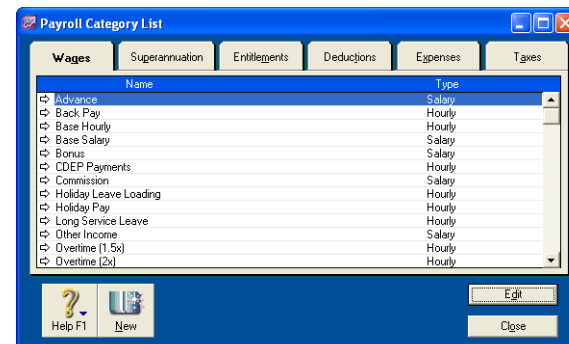
2   Click the tab corresponding to the type of payroll category you want to create.

- -
NOTE: You can only view tax categories   You cannot create any tax categories. To view the tax table information, click the **Taxes** tab and then click the zoom arrow (⇨) next to **PAYG Withholding**. Tax table information is set by the ATO. Therefore, any queries should be referred to the ATO.
- -

3   Click **New**. The **Information** window for the selected payroll category type appears.

4   Type a name for the payroll category.

5   Make the required selections for the payroll category. See the following topics for information about the options available for each payroll category type:
   - '**Wages Information window**' below.
   - '**Superannuation Information window**' on page 108.
   - '**Entitlements Information window**' on page 109.
   - '**Deduction Information window**' on page 110.
   - '**Employer Expense Information window**' on page 111.

6   Click **Employee**. The **Linked Employees** window appears.

7   Select the employees whose pay will include this payroll category, then click **OK**.

8   If you are creating:
   - a **Wage** category, click **Exempt** and select the taxes and deductions that do not apply to the new category
   - a **Superannuation** category (and you have selected a percentage of gross wages as the calculation basis), click **Exempt** and exclude those wage categories that should not be included in the superannuation calculation
   - an **Entitlement** category (and you have selected a percentage of gross wages as the calculation basis), click **Exempt** and exclude those wage categories that should not be included in the entitlement calculation
   - a **Deduction** category, click **Exempt** and select the taxes that should be applied only to net pay (that is, to gross pay less the deduction amount)
   - an **Employer Expense** category (and you have selected a percentage of gross wages as the calculation basis), click **Exempt** and choose the wage categories that will not contribute to the value of the expense.

9   Click **OK.**

10   Click **OK** to return to the **Payroll Category List** window.

Wages Information window

A   Choose either **Salary** or **Hourly** to specify whether the calculation will be based upon the hours worked or a set amount per pay period. Linked wage categories for entitlements (such as Holiday Pay) must be hourly for all employees (even those paid a salary) for the entitlements to be processed correctly. See '**Entitlements Information window**' on page 109 for more information.

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

C   If you want to override the employees' wage expense account (entered in the **Payroll Details** tab view of their card) for this particular wage, select the **Optional Account** option and type or select the override account in the field that appears.

D   [Hourly wages only] If you want to use this wage category to pay leave entitlements (such as **Sick Pay** or **Holiday Pay**), select the **Automatically Adjust Base Hourly or Base Salary Details** option. When you record leave, base pay amounts will be adjusted for the amount of leave paid.

Superannuation Information window

A **Linked Expense Account** is the account to which you charge employer expense superannuation payroll categories (**Employer Additional**, **Productivity Superannuation**, **Redundancy Superannuation** or **Superannuation Guarantee**). The **Default Employer Expense Account** you specified when setting up payroll appears as the default.

We recommend you create an expense account called Superannuation Expense and select it as the linked expense account.

B **Linked Payable Account** is the liability account to which the superannuation amounts accrue. The **Default Tax/Deductions Payable Account** you specified when setting up payroll appears as the default.

We recommend you create a liability account called Superannuation Liability and select it as the linked payable account.

C The **Contribution Type** may be **Employee Additional**, **Employer Additional**, **Productivity**, **Redundancy**, **Salary Sacrifice**, **Spouse** or **Superannuation Guarantee**. Select the appropriate type from the list.
- The **Salary Sacrifice (deduction)** contribution type is deducted from an employee's gross pay, that is, before PAYG withholding tax is calculated. It reduces the employee's gross taxable income.
- The **Employee Additional (deduction)** and **Spouse (deduction)** contribution types are deducted from the employee's net pay, that is, after PAYG withholding tax is calculated.
- The **Employer Additional (expense)**, **Productivity (expense)**, **Redundancy (expense)** and **Superannuation Guarantee (expense)** contribution types are paid in addition to the employee's gross pay.

D If you want the superannuation amount accrued to appear on employees' pay advice, select the **Print on Pay Advice** option.

E **Calculation Basis** can be:
- **User-Entered Amount per Pay Period** allows you to enter an amount at the time the pay is processed each pay period. Choose this option if the amount varies regularly.
- **Equals x Percent of** allows you to enter a percentage of a payroll category (such as wage, deduction or superannuation) or a percentage of all wage categories (by choosing **Gross Wages** or **Federal Wages**).
  The superannuation will be calculated until the limit is reached.
- **Equals x Dollars per** allows you to enter a specified amount per pay period, per hour, per month or per year until the specified limit is reached.

F In the **Exclusions** field type the amount by which the eligible wage is reduced before the superannuation is calculated. For example, an employee with a gross wage of $1000 per month and an exclusion of $100 will have the superannuation calculated only on $900.

G Superannuation limits can be used to place a ceiling on the superannuation calculation. For example, for an **Employee Additional** superannuation deduction of $30 per pay period and a limit of 2% of gross wages, a pay with gross wages of $1000 yields superannuation of only $20 (i.e. 2%). **Limit** can be one of the following three choices:

- **No Limit** signifies no limit to the superannuation calculated for this category.
- **Equals x Percent of** results in the maximum superannuation calculated being a percentage of wage, deduction or superannuation payroll categories. For example, an **Employer Additional** superannuation contribution might be $20 per pay period, but this should not exceed a maximum of 20% of the employee's base salary.
- **Equals x Dollars per** results in the maximum superannuation calculated being a fixed amount per pay period, per hour, per month or per year. For example, a **Salary Sacrifice** superannuation might be 5% of the employee's gross wages up to $1000 per year.

H If this superannuation calculation is only payable if wages exceed a specified amount per month (such as for superannuation guarantee contributions), enter this amount in the **Threshold** field. For example, if the superannuation guarantee contribution is 9% of the employee's gross wages and the threshold is $450 per month, then superannuation is not payable until the employee's gross wage exceeds $450 per month. When determining whether the gross wages on a pay exceeds the threshold per month, other pays issued that month are included. (See .)

Entitlements Information window
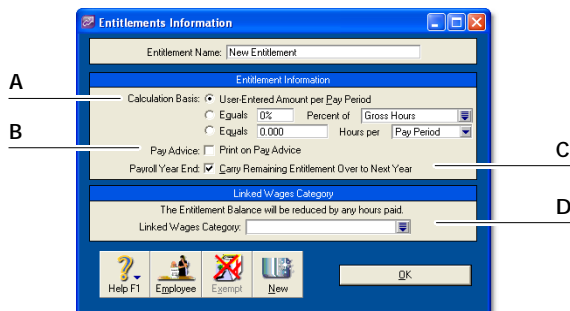
A **Calculation Basis** can be:

- **User-Entered Amount per Pay Period** should be selected if you want to manually enter a specific amount for each employee, each pay period. Choose this option if the amount varies regularly.
- **Equals x Percent of** allows you to set the entitlement as a percentage of the number of hours of any wage category. It can only be used with employees who have an **Hourly Base Pay** (entered in the **Payroll Details** tab view of their card). For information about the way in which you should determine the percentage rate for calculating holiday and sick-leave accruals, see .

  Type the required percentage for the entitlement in the first field and then select the wage category from the selection list, which shows all your hourly wage categories, in addition to **Gross Hours** and **Federal Hours**, which totals all the hourly wage categories you pay an employee.

  For example, an annual leave entitlement may be for 20 days per year, being 160 hours per year based on a 40-hour week. Every hour worked accumulates 0.076923 hours of leave, or 7.6923%. If a worker is paid an hourly pay of 40 hours plus 2 hours overtime, and both are included in gross hours, the **Gross Hours** and **Federal Hours** options will calculate an entitlement on a weekly pay of 7.6923% of 42 hours, or 3.231 hours.

- **Equals x Hours per** allows you to enter a fixed number of hours to be accrued each **Pay Period**, **Month** or **Year**, regardless of the hours worked by the employee. If you have set your employees to be paid on a salary basis rather than on an hourly basis, this is the only option that will automatically accrue entitlements. Using this method, an annual leave entitlement may be for 20 days per year, being 160 hours per year based on a 40-hour week. If the employee is being paid fortnightly, there are 26 pay periods per year. The amount you enter here would be 160 ÷ 26 = 6.154 hours per pay period. If you pay more than a standard pay period in one cheque, you will need to manually adjust this figure. For example, for 2 weeks pay on one pay (1 week in advance), you would double it to 12.308 hours.

B If you want the entitlement amount to appear on the pay advice, select the **Print on Pay Advice** option.

C If you want to carry over any entitlement leave balance from the previous year, select the **Carry Remaining Entitlement Over to Next Year** option.

D Each entitlement category must have a **Linked Wages Category**. For example, the **Holiday Leave Entitlement** could be linked to the **Holiday Pay** wage category and the **Sick Leave Entitlement** could be linked to the **Sick Leave** wage category. If you create a new entitlement, you must link it to a wage category.

When employees uses their entitlement, for example, by taking a holiday, you allocate the hours taken against the linked wage category (in this example, the **Holiday Pay** wage category). The employee's accrued leave balance is reduced by the hours taken.

Note that you can link multiple wage categories to an entitlement. This enables you to provide and track different types of the same entitlement. For example, you can link a Sick Pay With Certificate wage category and Sick Pay Without Certificate wage category to sick leave entitlement. When an employee takes either type of leave, your sick leave entitlement is reduced by the hours taken.

Calculating the percentage of holiday and sick leave accruals

The following examples may help you calculate the percentage rate for your hourly employees.

Holiday entitlements

- An employee has an entitlement to 20 days holiday a year and works an 8-hour day.

  8 × 5 = 40 work hours per week

  20 × 8 = 160 hours of holiday leave

  160 ÷ (40 × 52) = 7.6923%

- An employee has an entitlement to 20 days holiday a year and works a 7.6-hour day.

  7.6 × 5 = 38 work hours per week

  20 × 7.6 = 152 hours of holiday leave

  152 ÷ (38 × 52) = 7.6923%

Sick leave entitlements

- An employee has 6 days sick leave a year and works an 8-hour day.
  8 x 5 = 40 work hours per week
  6 x 8 = 48 hours of sick leave
  48 ÷ (40 x 52) = 2.31%

Deduction Information window

A **Linked Payable Account** is the account (usually a liability account) in which all the deducted money will be accrued. The **Default Tax/Deductions Payable Account** you specified when setting up payroll appears as the default. You can change this default if you want to track the deduction separately. For example, if you are deducting union fees, create a **Union Fees Payable** liability account. This way, the balance sheet will display the deductions separately from your PAYG Withholding and other deductions.

B **Calculation Basis** can be one of the following choices:
- **User-Entered Amount per Pay Period** should be selected if you want to manually enter a specific amount for each employee, each pay period. Note that manually entered deductions should be entered as negative values.
- **Equals x Percent of** allows you to enter a percentage of any of the wage categories. This amount will be deducted until the deduction limit (see below) is reached.

  Type or select a wage category upon which the calculation is to be based. Alternatively, you can select **Gross Wages** or **Federal Wages**, which totals all wage categories (hourly and salary) you pay an employee.
- **Equals x Dollars per** allows you to deduct the specified amount per pay period, per month, per year or per hour. This amount will be deducted until the limit (see below) is reached.

C **Limit** may be one of the following choices:
- **No Limit** signifies no limit on the amount of money that can be deducted from the employee's pay for this category.
- **Equals x Percent of** results in the maximum deduction amount being a percentage of a wage category. For example, a deduction might be $50 per pay period up to a maximum of 50% of the employee's base salary. The special categories of **Gross Wages** and **Federal Wages** is also available here (refer to discussion in 'Equals x Percent of', above).
- **Equals x Dollars per** results in the maximum deduction being a fixed dollar amount per pay period, per month or per year. For example, a deduction might be 10% of the employee's gross wages up to $1,500 per year.

Employer Expense Information window

A **Linked Expense Account** is the account to which you are charging this expense. The **Default Employer Expense Account** you specified when setting up payroll appears as the default.

B **Linked Payable Account** is the liability account to which your expense will accrue. The **Default Tax/Deductions Payable Account** you specified when setting up payroll appears as the default.

C If you want employer expense amounts to appear on employees' pay advice, select the **Print on Pay Advice** option.

D **Calculation Basis** can be one of the following choices:
- **Equals x Percent of** allows you to enter a percentage of any of the wage or deduction categories, or a percentage of all the wage categories (by choosing **Gross Wages**). This expense will be charged until the expense limit is reached.
- **Equals x Dollars per** allows you to enter the specified amount per pay period, per month or per year until the limit is reached.

E Limits can be used to place a ceiling on the expense. For example, for an expense of $30 per pay period and a limit of 2% of gross wages, a pay with gross wages of $1,000 yields an expense of only $20 (i.e. 2%). **Limit** may be one of the following choices:
- **No Limit** signifies no limit to the expense for this category.
- **Equals x Percent of** results in the maximum expense being a percentage of a wage or deduction category or of all wage categories. For example, an expense may be $20 per pay period up to a maximum of 20% of the employee's salary.
- **Equals x Dollars per** results in the maximum expense being a fixed dollar amount per pay period, per month or per year. For example, an expense might be 5% of the employee's gross wages up to $1,000 per year.

F Employer expenses, such as WorkCover, are only payable if wages exceed a specified amount per month. Enter this amount in the **Threshold** field. When determining if the gross wages on a pay exceed the minimum wage threshold per month, other pays processed in that month are included.

Editing payroll categories

To edit a payroll category

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

2   Click the tab corresponding to the type of payroll category you want to edit—**Wages**, **Superannuation**, **Entitlements**, **Deductions** or **Expenses**.

3   Click the zoom arrow (⇨) next to the payroll category you want to edit. The information window for that category appears.

4   Make the required selections for the payroll category. See the following topics for information about the options available for each payroll category type:
   - 'Wages Information window' on page 107.
   - 'Superannuation Information window' on page 108.
   - 'Entitlements Information window' on page 109.
   - 'Deduction Information window' on page 110.
   - 'Employer Expense Information window' on page 111.

5   Click **OK**.

Creating employee cards

To create an employee card

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

2   Click **New**. The **Card Information** window appears.

3   Select **Employee** in the **Card Type** field.

4   Type the employee's last name and press TAB.

5   Type the employee's first name and their contact details.

6   Select the currency in which you pay the employee. Note that if you will be recording the employee's paycheques using the Process Payroll Assistant, you must select your local currency.

7   If you want to enter payroll information, continue with 'Entering employee payroll information' on page 113.

8   Click **OK** and then click **Close** to exit the **Cards List** window.

Entering employee payroll information

Once you have created payroll categories (see page 106) and an employee card (see page 112), you can enter the employee's payroll information.

Restrict user access to employee information User IDs can be set up to restrict access to employee payroll, banking and contact information stored in the card file and in reports. You can select broad restrictions, such as disallowing access to the employee card file, or you can set specific restrictions, such as viewing employee banking details.

If you want to prevent a user from editing and viewing all payroll details, you need to restrict access to payroll reports as well as to employee card information and **Payroll** command centre functions. You can set these restrictions in the access profile of each user ID. For more information, see 'Managing user accounts' on page 259.

To enter payroll information for an employee

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

2   Click the **Employee** tab and select an employee.

3   Click **Edit**. The **Card Information** window appears.

4   Click the **Payroll Details** tab

5   Enter your employee's personal details, such as start date, employment category, employment status and employment classification.

NOTE: Adding employment classifications If the employment classification you require does not appear in the list of classifications, you need to add it to the list. You can do this in the **Employment Classification List** window (go to the **Lists** menu and choose **Employment Classifications**).

6   Select how you will deliver the employee's pay slip. If you select email, enter the employee's email address in the **Pay Slip Email** field.

Enter wage information

7   Click **Wages** and enter the wage information for this employee.

a   Select the employee's pay basis.

When you select a pay basis, the corresponding payroll category for paying wage amounts is automatically selected in the **Wage** list. If you select Hourly, the **Base Hourly** wage category (or the name you assigned to this category) is

selected. If you select Salary, the **Base Salary** wage category (or the name you assigned to this category) is selected.

b   Enter the employee's annual salary amount or hourly wage rate.

c   Select the employee's pay frequency in the **Pay Frequency** field.

d   In the **Hours in [...] Pay Period** field, type the number of hours in the employee's pay period.

e   If the employee's wage expense account is different from the default account, in the **Wages Expense Account** field, type or select the required account.

f   Click in the select column (☑) next to each wage category that applies to the employee.
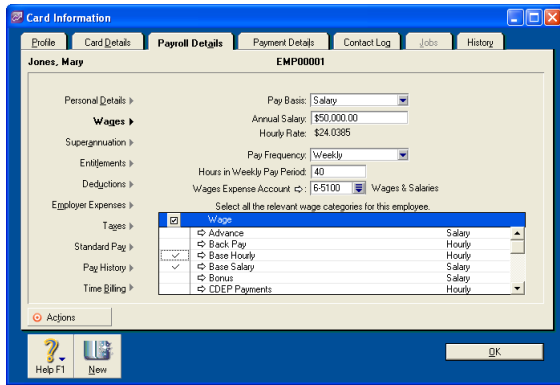
Enter superannuation information

8   Click **Superannuation** and enter the employee's superannuation details.

NOTE: Choice of superannuation fund   To meet your choice of superannuation fund obligations, you need to provide eligible employees with a *Standard Choice Form* and make contributions to their nominated complying fund. For more information about your obligations, contact the ATO.

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a   If you need to provide a *Standard Choice Form* to this employee, click **Print Superannuation Choice Form** and then click **Print** in the **Review Employees Before Printing** window that appears. The **Card Information** window reappears.

b   In the **Superannuation Fund** field, type or select your employee's nominated fund. If your employee's superannuation fund does not appear on the list, you need to create it. For more information, see .

c   Type the employee's fund membership number in the **Employee Membership #** field.

d   Click in the select column (☑) next to each superannuation category that applies to the employee.
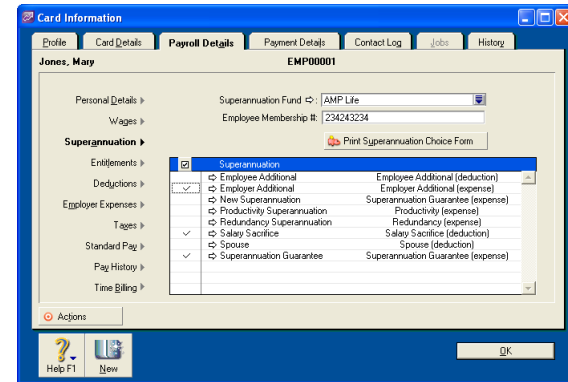
Enter entitlement, deduction and expense information

9   Click **Entitlements** and click in the select column (☑) next to each entitlement that applies to the employee.

10   Click **Deductions** and click in the select column (☑) next to each deduction that applies to the employee.

11   Click **Employer Expenses** and click in the select column (☑) next to each expense that applies to the employee.

Enter tax information

12 Click **Taxes** and enter the employee's tax details.

  a Type the employee's tax file number in the **Tax File Number** field.

  b Select the employee's tax table from the **Tax Table** list.

  c If you selected **Withholding Variation** from the **Tax Table** list, type the variation rate in the **Withholding Variation Rate** field.

  d If the employee is claiming a tax rebate, type the total rebate amount in the **Total Rebates** field.

     Amounts entered in this field reduce the tax payable over the year in instalments based on the employee's pay frequency. For example, if the employee is paid monthly, 1/12th of the rebate is applied to each pay.

  e If the employee requests additional tax to be withheld from their pay, type the amount to be withheld each pay period in the **Extra Tax** field.
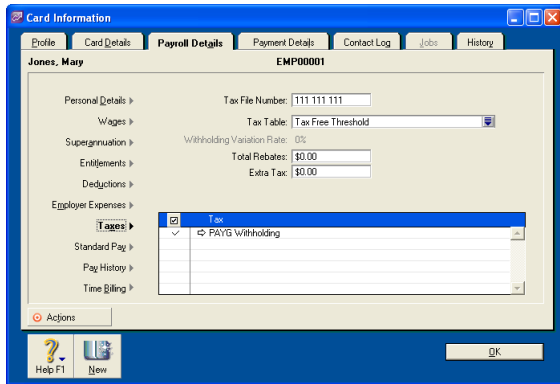
Enter standard pay details

13 Click **Standard Pay**. The employee's default pay details appear. The default values are determined by the payroll categories selected and values entered from .

  a If necessary, change the employee's default pay details by overriding the values that appear in the **Hours** or **Amount** column next to a payroll category.

     If you use timesheets to record all hours worked by an employee, enter zero as the default hours for the **Base Hourly** payroll category.

     NOTE: Payroll categories with a calculated value The value of a payroll category with **Calculated** displayed in the **Hours** or **Amount** column is calculated when you process a pay. For example, tax amounts and entitlement hours where hours are calculated as a percentage of the gross hours paid.

  b [Optional] If you want to assign a job number to a payroll category for this employee, click in the **Job** column and enter or select a job number.

  c [Optional] If you track financial information using categories, select a category from the list.
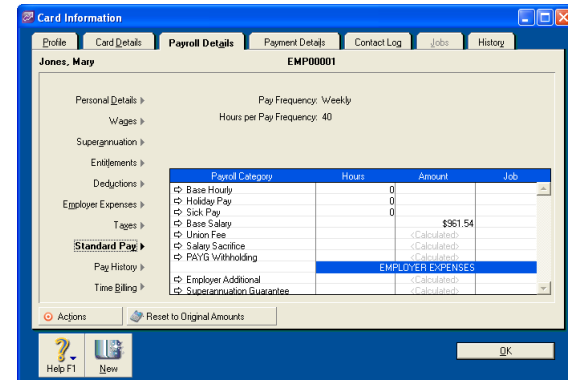
Enter pay history and time billing information

14 If you have already paid the employee in the current payroll year, click **Pay History** and type the amounts you have paid in the **Activity** column next to each relevant payroll category. You can enter pay history for specific months, quarters or for the year to date.

Amounts entered in the **Pay History** window appear on payment summaries and reports not derived from payroll activity (such as register reports). They are not recorded as transactions in your accounts.

15 If you use the **Time Billing** function to track time the employee spends to complete work for clients and customers, click **Time Billing** and enter the employee's time billing rate and cost per hour. For more information, see Chapter 9, 'Billing for time,' starting on page 153.

Enter payment method Information

16 Click the **Payment Details** tab and select the method you use to pay the employee in the **Payment Method** list.

17 If you selected **Electronic** in the **Payment Method** field:

a Select the number of bank accounts (up to three) the employee wants their pay to be distributed to.

b Enter the employee's bank details for each account.

c Enter the statement text (**Account 1** only) you want to appear on the employee's bank statements.

d If you are distributing to more than one account, in the **Value** field, type the amount or percentage of the pay to be deposited into the account and select the distribution method (**Percent** or **Dollars**) from the list. Note that the final account will receive the remaining amount of your employee's net pay.

18 Click **OK**. The **Cards List** window reappears.

19 Click **Close** to return to the **Payroll** command centre.

Timesheets

Timesheets are used to record all the hours worked by hourly employees or to record extra hours worked by employees that are paid based on a standard pay. If you pay employees for time-billing activities, you can also enter activity details on timesheets and use these details to create activity slips.

The timesheet feature is optional. If your hourly employees work a fixed number of hours per pay and you don't pay employees for time-billing activities, there's no need for you to use this feature. However, if you pay employees for additional hours worked, such as overtime, you can record these hours using timesheets.

When you record timesheet information for a pay period, you can then include the timesheet details when you process employee pays.

- -

NOTE: **Creating a timesheet entry when recording an activity slip** You can create a timesheet entry from the **Activity Slip** view of the **Enter Activity Slip** window by selecting the **Include Hours on Timesheet** option. This allows you to enter greater detail about the activity. See 'Creating activity slips' on page 158.

- -

Before using timesheets, you need to set a preference.

To set up timesheets

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

2 Click the **System** tab.

3 Select the **I Use Timesheets for [...] and My Week Starts on [...]** preference.

4 If you use timesheets to record:
   ■ time billing and payroll information, select **Time Billing** and **Payroll** from the **I Use Timesheets for [...]** list.
   ■ payroll information only, select **Payroll** from the **I Use Timesheets for [...]** list.

5 Select the first day of your pay week from the **My Week Starts on [...]** list. If your pay period starts on a different day each period, for example, you pay monthly, you can select any day.

6 Click **OK**.

To enter a timesheet

1 Go to the **Payroll** command centre and click **Enter Timesheet**. The **Enter Timesheet** window appears.
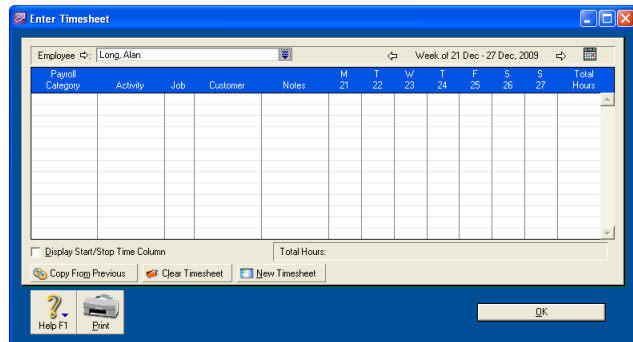
2 In the **Employee** field, type or select the employee's name. The employee's timesheet, with any previously entered details for the period shown, appears.

NOTE: Grey values in the hours column   A grey value in an hours column indicates hours paid.

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3 If you are recording details for a week other than the current week, select the required week:
   ■ click the back arrow (⇦) to select a previous week
   ■ click the forward arrow (⇨) to select a future week
   ■ click the calendar icon (▦) to select a week from the calendar that appears.

4 Enter timesheet details in one of the following ways:

If you want to...	Do this...
Enter the daily hours for each payroll category worked	For each payroll category, type or select an hourly payroll category in the **Payroll Category** field and enter the daily hours worked in the date fields. You can also: • record time-billing details (depending on your selection in the **Preferences** window) • type a description in the **Notes** field • assign a job number.
Use the same details as the previous week	Click **Copy From Previous**. The employee's timesheet details for the previous week appear.
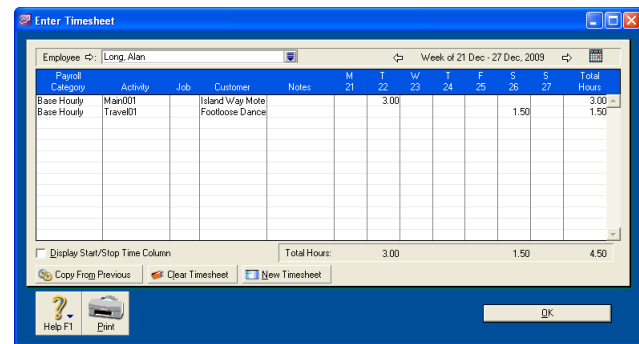
5   If you want to record the start and stop times for a payroll category:

   a   Select the **Display Start/Stop Time Column** option. The **Start/Stop** column appears.

   b   Enter the start and stop time for the required categories.

6   If you want to enter a timesheet for another week, repeat from step 3 above.

7   Click **OK**.

If you recorded time-billing activity details on this timesheet, an activity slip is created. You can review or modify the activity slip information in the **Enter Activity Slip** window or the **Enter Timesheet** window.

Delete timesheet entries

You can delete unpaid timesheet entries at any time by clearing all timesheet details for a week or by deleting a timesheet line entry.

When you delete timesheet entries with activity details, the linked activity slip is also deleted.

To clear a timesheet for a week

1   In the **Enter Timesheet** window, select the employee and the required week.

2   Click **Clear Timesheet**. All unpaid details for the selected week are cleared.

To delete a timesheet line entry

1   In the **Enter Timesheet** window, select the employee and the required week.

2   Click in the line entry you want to delete.

3   Choose **Delete Line** from the **Edit** menu.

View timesheet reports

1   Go to the **Reports** menu and select **Index to Reports**.

2   Click the **Payroll** tab and select:

   ■   **Timesheets**—to view all timesheets entered for a specific week.

   ■   **Unprocessed Timesheets**—to view all unprocessed timesheets.

For information about reports, see 'Producing reports' on page 187.

Processing your payroll

The **Process Payroll** assistant guides you through the process of recording your employees' pays.

In some windows of the **Process Payroll** assistant you can click **Back** to return to a previous window to review and change the entries you have made. You can also quit the assistant while you are in a window that has a **Cancel** button. If you quit the assistant, you will need to start from the beginning.

Pay frequency   You can process pays for all employees assigned a pay frequency, such as, weekly or monthly, or process pay for an individual employee.

If you want to record pays for more than one pay frequency on the same day—for example, when your weekly and monthly pay dates coincide—you need to process a pay run for each frequency.

Excluding employees from pay processing   You can temporarily remove an employee from a pay frequency by making their employee card inactive. For example, if you employ seasonal workers and full-time employees, you may want to make the seasonal workers' employee cards inactive during the off season.

To make an employee card inactive, open the employee's **Card Information** window and click **Inactive Card** in the **Profile** tab view.

Before you begin   Before you process pays, you need the following information:

- hours worked by hourly employees
- holiday and sick pay hours taken
- details of any other wage amounts, such as sales commissions and bonuses.

Task		See
1	Select the pay period	below
2	[Optional] Include employee timesheets	page 120
3	Select and edit employee pays	page 121
4	Record employee pays	page 124
5	Process payments	page 124
6	Print/email pay slips	page 126

Task 1: Select the pay period

1   Go to the **Payroll** command centre and select **Process Payroll**. The **Select Pay Period** window appears.
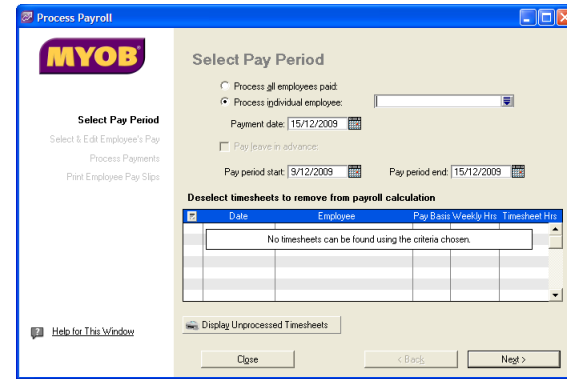
2   Select the pay frequency you are processing.

- If you are processing pays for all employees, click **Process all employees paid** and select the pay frequency in the adjacent field.

    NOTE: **Paying bonuses and commissions**   If you are processing pays for bonuses or commissions outside your normal pay period, select the **Bonus/Commission** pay frequency. When you select this frequency, your employees' standard pay details are cleared in the **Select & Edit Employee's Pay** window. Also note that you need to manually calculate and enter tax for these amounts.

- If you are processing a pay for an individual employee, click **Process individual employee** and type or select the employee in the adjacent field. The pay frequency assigned to the employee's card is used in the pay run.

3 If you are paying leave in advance:

  a Select the **Pay leave in advance** option. The **Leave In Advance** window appears.

  b If you are paying leave in addition to your employee's standard pay, type 1 in the **[...] of standard pay** field. If you are paying leave in advance only, type 0.

  c In the **[...] of leave in advance** field, type the number of pay periods you are processing in advance.

  d Click **OK**. The **Select Pay Period** window reappears.

  When you include multiple pay periods in the one pay run, employee pay details are adjusted accordingly. This includes the calculation of entitlements, superannuation and PAYG withholding amounts.

  -

  NOTE: Paying leave in advance for more than one employee You can process a separate pay for each employee being paid leave in advance, or process a pay run for all employees and, in the **Select & Edit Employee's Pay** window, exclude those employees not being paid in advance from pay run.

  -

4 In the **Payment date** field, type the date on which you are processing the pays.

5 In the **Pay period start** field, type the first day of the pay period.

6 In the **Pay period end** field, type the last date of the pay period.

7 If you use timesheets, continue with 'Task 2: [Optional] Include employee timesheets' below.

8 If you do not use timesheets, click **Next** and continue with 'Task 3: Select and edit employee pays' on page 121.

Task 2: [Optional] Include employee timesheets

If you record employee hours on timesheets, the **Select Pay Period** window lists employee timesheets for the specified pay period. Initially, all timesheets are selected to be included in the pay period.

Note that this option is only available if you have selected the timesheets preference. See 'Timesheets' on page 116.
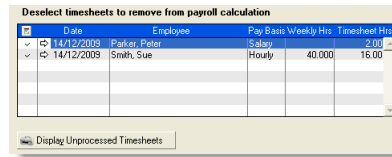
1 To change, view or exclude a timesheet:

If you want to...	You need to....
Exclude a timesheet	click in the select column (☑) next to it.
Change the timesheet details of an employee	click the zoom arrow (⇨) next to the employee's name and make the required changes in the **Enter Timesheets** window.
View the details of unprocessed timesheets	click **Display Unprocessed Timesheets**.

2 When you have finished, click **Next** to continue. The **Select & Edit Employee's Pay** window appears.

Task 3: Select and edit employee pays

The **Select & Edit Employee's Pay** window displays the standard pay details and timesheet amounts (if applicable) for employees who are paid according to the selected pay frequency.
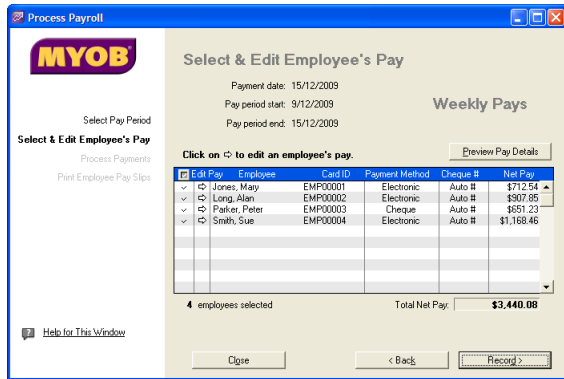
1. If you want to exclude an employee from the pay run, click in the select column (☑) next to the employee's name.

2. If you want to view the pay details for all employees before you record their paycheques, click **Preview Pay Details**. The **Payroll Verification** report appears.

3. If you need to change the pay details for an employee, click the zoom arrow (⇨) next to the employee's name. In the **Pay Employee** window that appears, you can:
   - change the hours worked (see below)
   - record holiday and sick pay (see page 122)
   - record any other types of pay (see page 122)
   - assign job numbers to payroll category amounts (see page 123)
   - change the employee's bank account details (see page 123).

To change hours worked for an hourly employee

You may need to change the standard hours worked by an employee if they are not being paid for a full standard pay period, for instance, if they have only worked a portion of their usual hours.

NOTE: Editing hours recorded on a timesheet You can edit an employee's timesheet hours in the **Pay Employee** window. However, any timesheet adjustments you make here will not update hours entered on timesheets, timesheet reports or, if you record time-billing activities, activity slips.

1. In the **Select & Edit Employee's Pay** window, click the zoom arrow (⇨) next to the employee's name. The **Pay Employee** window appears.
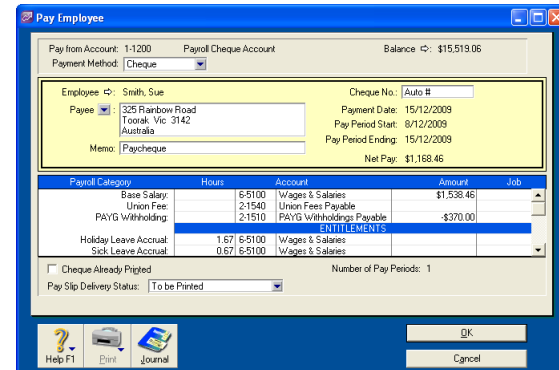
2. Change the hours worked for the applicable wage categories and press Tab. The payroll category amounts are calculated automatically and displayed in the **Amount** column.

3. Click **OK**. The **Select & Edit Employee's Pay** window reappears.

4. Repeat from step 1 above for each employee whose hours you want to change.

To record holiday and sick pay

1   In the **Select & Edit Employee's Pay** window, click the zoom arrow (⇨) next to the employee's name. The **Pay Employee** window appears.

2   Type the number of sick or holiday hours in the **Hours** column for the appropriate wage category and press TAB.

- If you have set up this wage category to automatically adjust the employee's base pay details, the amount for this wage category is calculated and the **Base Hourly** (or **Base Salary)** wage category details are adjusted.

   NOTE: **Automatically adjusting Base Hourly or Base Salary amounts**   Before base pay details can be automatically adjusted, you need to select the **Automatically Adjust Base Hourly or Base Salary Details** option in the **Wages Information** window for the holiday or sick pay payroll category you are entering. For more information, see 'Wages Information window' on page 107.

- If you have not set up this wage category to automatically adjust the employee's base pay details, reduce the number of hours allocated to the **Base Hourly** wage category or the amount allocated to the **Base Salary** wage category by the amount entered for the holiday or sick pay payroll category.

3   If you want to record the details of the leave taken, click the zoom arrow next to the leave category and enter the details in the **Leave Tracking Information** window that appears.

4   Click **OK**. The **Select & Edit Employee's Pay** window reappears.

   NOTE: **Automatic adjustment is made to entitlement hours balance**   When you record the transaction, the hours you entered will be subtracted from the number of hours the employee has accrued.

To record other types of pay

Before you enter these details, the wage categories you intend to use should already be assigned to the employee. For information on assigning a wage category to an employee, see 'Entering employee payroll information' on page 113.

1   In the **Select & Edit Employee's Pay** window, click the zoom arrow (⇨) next to the employee's name. The **Pay Employee** window appears.

2   In the **Hours** or **Amount** fields next to each appropriate wage category, type the hours or amounts you want to record.

3   Click **OK**. The **Select & Edit Employee's Pay** window reappears.

To assign jobs to payroll category amounts

Job numbers can be assigned to payroll category amounts to track the wage expense of work performed. You can assign one or more jobs to each payroll category.

1 In the **Select & Edit Employee's Pay** window, click the zoom arrow (⇨) next to the employee's name. The **Pay Employee** window appears.

2 Type or select the job number in the **Job** column corresponding to the payroll category.

3 If you want to assign multiple jobs to a payroll category:

   a Click in the **Job** column corresponding to the appropriate payroll category and then click the search icon (⬇). The **Allocate Jobs** window appears.

   b Click in the select column (⬜) next to each applicable job and type the amount in the **Amount** column.

   c Click **OK**. The **Pay Employee** window reappears.

4 Click **OK**. The **Select & Edit Employee's Pay** window reappears.

You can also assign a default job to an employee in the **Standard Pay** section of the employee's card. For more information, see 'Entering employee payroll information' on page 113.

To change an employee's bank account details

If you pay your employees electronically, you can change an employee's bank account details for this pay run.

1 In the **Select & Edit Employee's Pay** window, click the zoom arrow (⇨) next to the employee's name. The **Pay Employee** window appears.

2 Click **Banking Details** and enter the required bank details in the **Banking Details** window that appears.

3 Click **OK**. A confirmation message appears:

   a If you want to update the employee's bank details for all subsequent pay runs, click **Yes**.

   b If the change to bank details is for this pay only, click **No**.

4 Click **OK**. The **Select & Edit Employee's Pay** window reappears.

Task 4: Record employee pays

1 In the **Select & Edit Employee's Pay** window, click **Record** to record the pays.

- -

NOTE: Changing the details of a recorded pay   If you need to change a recorded pay, continue processing your payroll. When you have finished processing, reverse or delete the incorrect transaction and then process a new pay for the individual employee. For more information on reversing or deleting a transaction, see 'Changing or deleting a transaction' on page 178.

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2 If a confirmation window appears, click **Continue**.

3 When the pays are recorded, the **Process Payments** window appears.
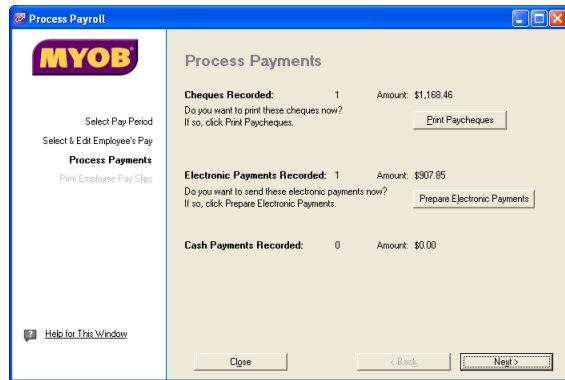
Task 5: Process payments

In the **Process Payments** window, you can:

- print employee paycheques (see below)
- process an electronic payment (see page 125)
- create a spend money transaction to clear the account you use to temporarily hold cash wage amounts (see page 125).

If you want, you can perform these tasks later using the relevant command centre function. For example, if you want to include weekly and monthly payments in one electronic payment file, process both pay frequencies and then click **Prepare Electronic Payments** in the **Payroll** command centre to prepare the combined payment file.

To print paycheques

1 In the **Process Payments** window, click **Print Paycheques**. The **Review Cheques Before Printing** window appears.
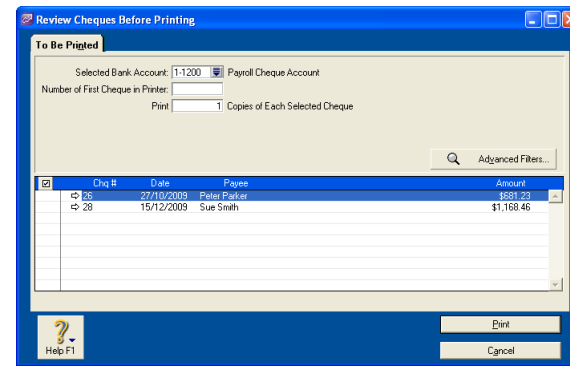
2 If you use customised forms, type the number of the first cheque in the **Number of First Cheque in Printer** field.

3 Type how many copies you want to print in the **Print [...] Copies of Each Selected Cheque** field.

4 If you want to change the type of information you are going to print or the customised form it will be printed on, click **Advanced Filters**. For more information, see 'Advanced filters' on page 199.

5 Click in the select column (☑) next to the paycheques to be printed.

6 If necessary, click the zoom arrow (⇨) to view more information about a particular paycheque.

7 Click **Print**. The **Print** window appears.

8 Click **Print** or **OK**. The **Process Payments** window reappears.

To process an electronic payment

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NOTE: **MYOB M-Powered Payments**   You can also record electronic payments using MYOB M-Powered Payments. For more information about MYOB M-Powered Payments, see 'MYOB M-Powered Services' on page 18.

- -

1 In the **Process Payments** window, click **Prepare Electronic Payments**. The **Prepare Electronic Payments** window appears.

2 In the **Pay From Account** field, select the bank account from which you make electronic payments.

3 Select **Pay Employees** from the **Select Payment By** list, if it is not already selected.

4 In the **Bank Processing Date** field, type the date you want the bank to process the pays. Unprocessed pays up to and including this date appear.

5 [Optional] Record the purpose of the transaction in the **Journal Memo** field.

6 Click in the select column (☑) next to the payments you want to include in the electronic payment.

7 Click **Bank File**. A message appears stating that the transaction will be recorded before the bank file is created.

8 Click **OK**. The **Save As** window appears.

- -

NOTE: **Preparing multiple electronic payment files**   When you save the electronic payment file, it is given a default name and is formatted as an .ABA file. If you prepare multiple electronic payment files, you should rename each file (keeping the .ABA file extension), so that you do not overwrite an unprocessed file.

- -

9 Choose where you want to save the electronic payment file and click **Save**. The **Prepare Electronic Payments** window reappears.

10 Click **Close**. The **Process Payments** window reappears.

To create a Spend Money transaction to record cash wages

1 In the **Process Payments** window, click **Spend Money**. The **Spend Money** window appears with the details of total cash wages paid and the default clearing account you use for cash wages.

2 In the **Pay from Account** field, select the bank account from which you withdrew the cash wage amount.

3 Click **Record**. The **Process Payments** window reappears.

Task 6: Print/email pay slips

You can provide employees with details of their pay by printing or emailing pay slips. You can print or email pay slips from the **Print Employee Pay Slips** window.

To access this window, click **Next** in the **Process Payments** window.

- -

NOTE: If you pay employees by cheque If you pay employees by cheque, and you printed a paycheque in Task 5, the pay details for these employees are already included on their pay slip. You do not need to do this step.

- -

To print pay slips

1 Click **Print/Email Pay Slips**. The **Review Pay Slips Before Delivery** window appears.
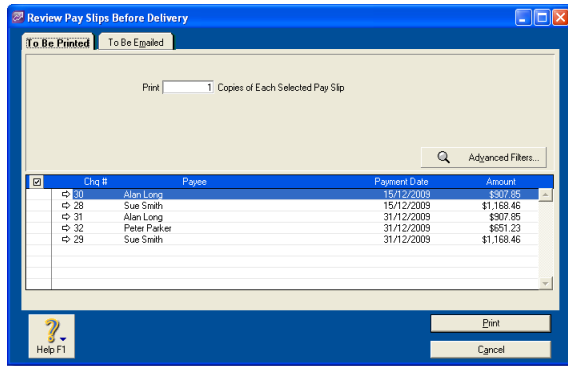
2 Click the **To Be Printed** tab.

3 Type the number of pay slips you want to print per employee in the **Print** field.

4 If you want to customise or filter the information, or to change the type of form it will be printed on, click **Advanced Filters**. For more information, see 'Advanced filters' on page 199.

5 Click in the select column (☑) next to the employees you are printing pay slips for.

6 Click **Print**.

7 If you have completed processing your employee's pay, click **Finish** to exit the **Process Payroll** assistant.

To email pay slips

1 Click **Print/Email Pay Slips**. The **Review Pay Slips Before Delivery** window appears.

2 Click the **To Be Emailed** tab.

3 Click in the select column (☑) next to the employees you are emailing payslips to.

4 If you want to change an employee's email address, select the employee's name and type a different address in the **Email Address** field.

5 Type the subject title and message of the email or accept the default subject and message. If you want to change the default message, click **Email Defaults** and make the changes as appropriate.

6 If you want to customise or filter the information, or to change the type of form that will be sent, click **Advanced Filters**. For more information, see 'Advanced filters' on page 199.

7 Click **Send Email**.

8 If you have completed processing your employee's pay, click **Finish** to exit the **Process Payroll** assistant.

Payroll liabilities

A *payroll liability* is an amount withheld from an employee's pay that must be paid to an appropriate authority or agency, for example, deductions, expenses, superannuation payments and taxes.

Your payroll liabilities are recorded when you process your payroll. When you need to pay these amounts, you can use the **Pay Liabilities** window.

If you use BASlink to record your PAYG withholding payments, press F1 in the **BAS Information** window for information on how to set up BASlink for PAYG withholding.

- -

NOTE: MYOB M-Powered Superannuation If you pay your employee's superannuation using M-Powered Superannuation, you do not need to pay your superannuation liabilities through the **Pay Liabilities** window.

- -

To pay your payroll liabilities

1 Go to the **Payroll** command centre and click **Pay Liabilities**. The **Pay Liabilities** window appears.
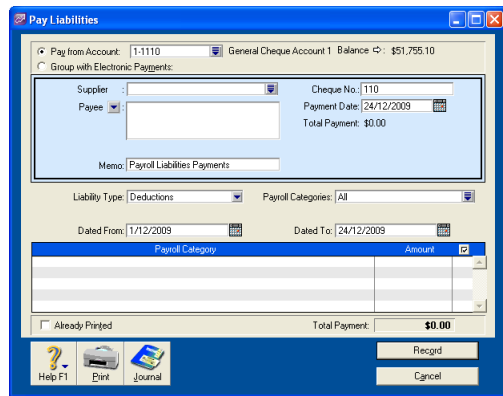
2 In the **Pay from Account** field, type or select the account you are making the payment from.

3 In the **Supplier** field, select the card for the authority or agency to whom the withheld amount is being paid.

4 Select the type of liability you are paying from the **Liability Type** list.
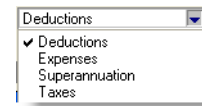
By default, all payroll categories for the selected liability type are included in the payment.

5 If you selected **Superannuation** in the **Liability Type** field, make a selection in the **Sort By** field.

6 If you do not want to include all payroll categories:

a Click the search icon (☰) in the **Payroll Categories** field. The **Select from list** window appears.

b Deselect categories by clicking in the select column next to each payroll category you want to exclude.

c Click **OK**. The **Pay Liabilities** window reappears.

7 In the **Dated From** and the **Dated To** fields, enter the period in which the payroll liabilities were withheld.

The payroll liabilities withheld during the specified period appear in the **Payroll Category** section.

8 Click in the select column next to the payroll liability amounts you want to include with this payment.

The total of the selected payroll liabilities appears in the **Total Payment** fields.

9 Click **Record**.

Superannuation reporting

Before you can calculate, report and pay superannuation amounts for employees, you need to:

- create the superannuation payroll categories you need (see 'Creating payroll categories' on page 106)

- create superannuation funds for your employees (see below)

- record employee superannuation information (see step 8 in 'Enter superannuation information' on page 114).

- -

NOTE: Choice of superannuation fund   To meet your choice of superannuation fund obligations, you need to provide eligible employees with a *Standard Choice Form* and then make contributions to their nominated complying fund. You can print the *Standard Choice Form* from an employee's card (see step 8 in 'Enter superannuation information' on page 114). For more information about your obligations, contact the ATO.

- -

When you have processed pays for your employees, you can manage your superannuation obligations by viewing superannuation reports and by recording superannuation payments in the **Pay Liabilities** window. For information on recording superannuation payments, see 'Reviewing payroll liabilities' on page 137.

To create a superannuation fund

1   Go to the **Lists** menu and choose **Superannuation Funds**. The **Superannuation Fund List** window appears.
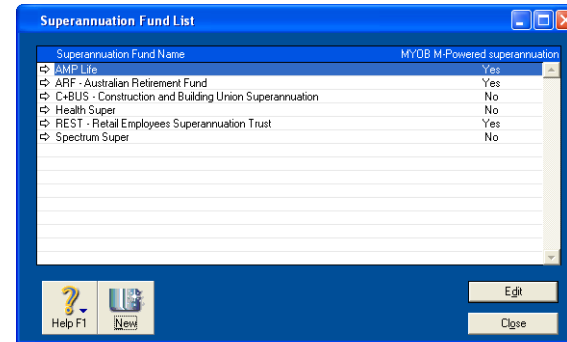
2   Click **New**. The **Edit Superannuation Fund** window appears.

3   Type the name of the superannuation fund in the **Superannuation Fund Name** field and press TAB.
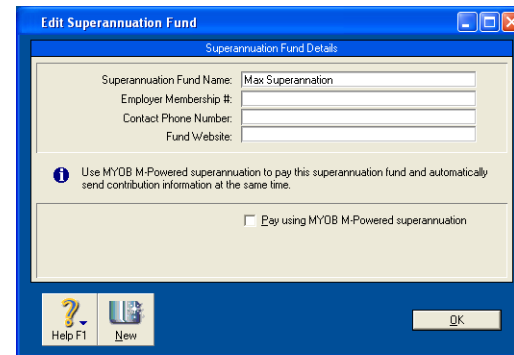
4   If you have the superannuation fund's membership number, type this number in the **Employer Membership #** field. This is a unique employer identification number provided by some superannuation funds when you register an employee or group of employees.

5   Type the contact details for the fund in the **Contact Phone Number** and **Fund Website** fields.

6   Click **OK**. The superannuation fund now appears in the **Superannuation Fund List** window.

7   Repeat from step 2 on page 128 for each additional superannuation fund you need to create.

8   Click **Close**.

Reportable Employer Super Contributions (RESC)

The ATO requires that some superannuation contributions that exceed the superannuation guarantee amount of 9% (for example, salary sacrifice and some salary packaged amounts), be reported on payment summaries. These reportable contributions need be set up as separate superannuation payroll categories, so that they are easily reported when preparing payment summaries and the electronic EMPDUPE file you send to the ATO.

For more information about how to create and edit payroll categories, see:

■   'Creating payroll categories' on page 106

■   'Editing payroll categories' on page 112.

When you prepare payment summaries, you need to select the superannuation payroll categories that are reportable. For more information about preparing payment summaries, see 'Prepare payment summaries' on page 251.

For detailed information about Reportable Employer Super Contributions, contact the ATO or your accountant.

Troubleshooting superannuation calculations

The calculation of superannuation can be affected by the following:

■   exclusions and threshold amounts entered in the superannuation payroll category setup. See 'To check the superannuation exclusions and threshold amounts' below

■   manual changes to the employee's superannuation or gross wages amounts in the **Pay History** section of the employee's card. For more information on the Pay History section, see 'Viewing pay history for the current year' on page 135.
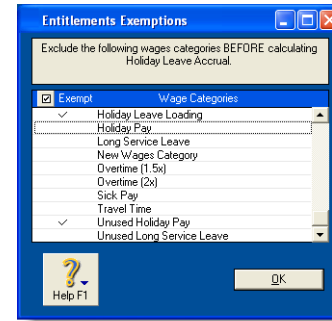
To check the superannuation exclusions and threshold amounts

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

2   Click the **Superannuation** tab.

3   Select the superannuation payroll category that has been assigned the **Superannuation Guarantee (expense)** contribution type.

4   Click **Edit**. The **Superannuation Information** window appears.

5   Check the amount entered in the **Exclusions** field.
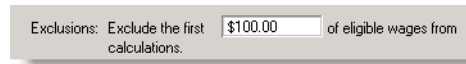
The exclusions amount is the amount by which the eligible wage is reduced before the superannuation is calculated.

For example, an employee with a gross wage of $1000 per month and an exclusion of $100 will have the superannuation calculated only on the amount of $900.

6   Change the exclusions amount if the incorrect amount has been entered.

7   Check the amount entered in the **Threshold** field at the bottom of the window.

Threshold: Calculate once eligible wages of [$450.00] have been paid for the month.
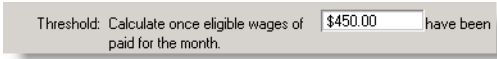
The threshold amount determines whether superannuation should be calculated for a particular pay.

For example, if the threshold is $450.00 and the employee is paid $400.00 gross per week. For the first pay of the month no superannuation will be calculated because the employee has earned less than the minimum threshold for the month.

For the second pay of the month superannuation is calculated because the employee is paid $400, which brings the total gross amount paid for that month to $800 (that is, $350 more than the threshold). Superannuation is calculated on $800.

8   Change the threshold amount if the incorrect amount has been entered.

9   Click **OK**, then click **Close** to return to the **Payroll** command centre.

Payroll tax reporting

If you are liable to pay state or territory payroll tax, you can calculate your payroll tax amounts using the payroll information in your software. If you are unsure about whether you are liable to pay state or territory payroll tax, contact your state or territory revenue office.

Before you can report payroll tax, you need to set up your payroll tax details. After you process pays for your employees, you can run a report to display the payroll tax due for a period. Note that you can only set up payroll tax for one state or territory.

For more information about calculating your payroll tax liability, see 'Report and pay payroll tax' on page 243.

To set up state or territory payroll tax details

1   Go to the **Setup** menu and choose **General Payroll Information**. The **General Payroll Information** window appears.

2   Click **Set Up Payroll Tax**. The **Payroll Tax Information** window appears.
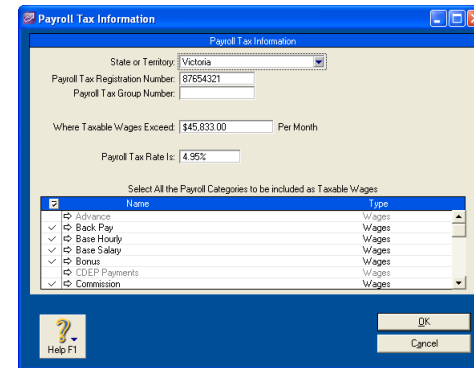
3   Select your state or territory.

4   Enter your Payroll Tax Registration Number and Payroll Tax Group Number.

5 Enter the threshold details and Payroll Tax rate for your selected state or territory.

6 In the list at the bottom of the window, select the Payroll Categories to be included as taxable wages. Amounts recorded against these categories will be included in payroll tax calculations.

NOTE: **If you are unsure about taxable wage calculations** If you are unsure which payroll categories should be included as taxable wages, contact your state or territory revenue office.

7 After you have entered your payroll details, click **OK**.

Termination payments

Before you process a termination payment for an employee, you need to calculate any termination amounts you owe the employee—for example, accrued holiday pay—in addition to processing their final standard pay.

NOTE: **Before you begin** Check the relevant award or employment contract for exact details of what needs to be paid to the employee on termination.

Do the following tasks to process a termination payment.

Task		See
1	Process the final standard pay	below
2	Determine any outstanding entitlements	below
3	Create payroll categories for termination payments	page 132
4	Exclude termination payroll categories from superannuation calculation	page 133
5	Record the final termination pay	page 134
6	Enter termination details	page 134
7	Prepare ETP summary	page 134

Task 1: Process the final standard pay

Process the employee's standard pay for the current pay period. Note, this may not be for a complete pay period, so you may need to adjust their hours or salary and the tax withheld. For more information on processing pays, see 'Processing your payroll' on page 118.

Task 2: Determine any outstanding entitlements

1 Go to the **Reports** menu and select **Index to Reports**. The **Index to Reports** window appears.

2 Click the **Payroll** tab, and then select the **Entitlements Balance Detail** report.

3 Click **Customise**. The **Report Customisation - Balance Detail** window appears.

4 In the **Employees** field, type or select the employee's name.

5 Select **Lifetime** in the **Period** field. This ensures that the report shows the employee's entitlement balance not only for the current year, but also any amounts carried over from

previous payroll years. This is particularly important for holiday leave as it is carried over from previous years.

6 Click **Display**. The **Report Display** window appears, displaying the entitlements owing to the employee.

Task 3: Create payroll categories for termination payments

Termination payments are normally taxed at different rates and may not accrue superannuation. Also, different types of payments are reported separately on ETP payment summaries. You may need to create several new payroll categories as part of your ETP preparations in order to report payments correctly.

- -
NOTE: Calculations required to make employment termination payments   Consult your accountant or visit the ATO at ato.gov.au/businesses for advice on how to calculate ETP and bona fide redundancy payments.
- -

- If the employee whose services you are terminating is entitled to a redundancy payment, you may need to pay an employment termination payment (ETP) and a bona fide redundancy payment. You will need to set up payroll categories for these payments, such as ETP and ETP tax.

- If the employee whose services you are terminating has unused holiday pay, you will need to create a wage category for unused holiday pay if one does not already exist.

Payroll categories for Lump Sum Payment A payments

When reporting Lump Sum Payment A amounts on payment summaries, you now also need to report the reason for the employee's termination as part of reporting this amount. Terminations can be one of two types, redundancy or termination. A redundancy type includes bona fide redundancy, approved early retirement or invalidity payments. A termination type includes all other termination reasons (such as resignation).

To report the termination payment type, you need to create a termination payroll category for each amount that will be included as part of a Lump Sum Payment A amount. When creating a category, give it a name that identifies the payment type. For example, if you need to create a wage category for unused holiday pay for a bona fide redundancy payment, use a name such as 'Unused Holiday Pay (R)', where (R) indicates a redundancy type.

Later, when you prepare the payment summary, you need to link each Lump Sum Payment A payroll category to a relevant **Lump Sum Payment A** field (redundancy or termination) in the **Payment Summary Fields** step of the Payment Summary Assistant.

To create a termination payroll category

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

2 Click the **Wages** tab.

3 Click **New**. The **Wages Information** window appears.

4 Type a name for the category in the **Wages Name** field.

- -
NOTE: Lump Sum Payment amounts   If you are creating a payroll category to record a Lump Sum Payment amount, give the payroll category a name that identifies the payment type. For more information, see 'Payroll categories for Lump Sum Payment A payments' above.
- -

5 Choose the type of wages—**Salary** or **Hourly**—according to the type of payment: **Hourly** for unused holiday pay, **Salary** for ETP amounts, etc.
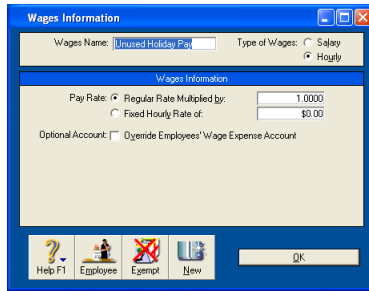
6 Click **Employee**. The **Linked Employee** window appears.

7 In the select column (▣), click next to the employee who is leaving.

8 Click **OK** and then **OK** again. The **Payroll Category List** window reappears with the new payroll category in the list.

9 If you are creating a payroll category to pay an entitlement balance (such as unused holiday pay), and the payroll category used to accrue the entitlement is set up to calculate leave based on a percentage of gross hours, you need to exclude the new payroll category from the entitlement accrual calculation.

   a Click the **Entitlements** tab. The list of entitlement payroll categories appears.

   b Select the payroll category used to calculate the accrual, for example, Holiday Entitlement, and click **Edit**. The **Entitlements Information** window appears.

   c Click **Exempt**. The **Entitlements Exemptions** window appears.

   d In the select column (▣), click next to the payroll category name to exclude any hours entered for this payroll category from being included in the entitlement accrual calculation.

   e Click **OK** and then **OK** again. The **Payroll Category List** window reappears.

10 Repeat from step 2 above for each required termination payroll category.

Task 4: Exclude termination payroll categories from superannuation calculation

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

2 Click the **Superannuation** tab and select a superannuation payroll category that is linked to the employee's pay.

3 Click **Edit**. The **Superannuation Information** window appears.

4 Click **Exempt**. The **Superannuation Exemptions** window appears.

5 Click in the select column (▣) next to the termination payroll categories you want to exclude from the superannuation calculation.

6 Repeat from step 2 above for each required termination payroll category.

7 Click **OK** to return to the **Superannuation Information** window.

Task 5: Record the final termination pay

1 Go to the **Payroll** command centre and select **Process Payroll**. The **Select Pay Period** window appears.

2 Click **Process individual employee** and type or select the employee you want to process in the adjacent field.

3 Click **Next**. The **Select & Edit Employee's Pay** window appears.

4 Click the zoom arrow (⇨) next to the employee's name. The **Pay Employee** window appears.

5 If you are including unused entitlements (as calculated in 'Determine any outstanding entitlements' on page 131), type the total outstanding entitlement hours in the **Hours** column for each required wage category.

6 If you are including a redundancy payment, include the ETP, ETP tax or bona fide redundancy payments in the **Amount** column for each required payroll category. Consult your accountant for advice on how to calculate these payments. Your accountant will also tell you how much extra tax should be withheld. You will need to manually include this extra tax.
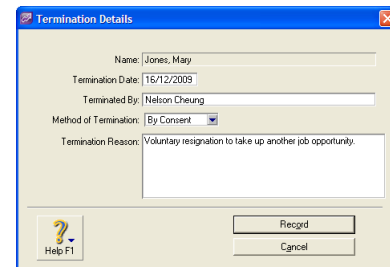
- -
CAUTION: Tax on gross wages   Gross wages are taxed as if they were all earned in that pay period. If the pay includes termination items, the tax calculated may be incorrect and need adjusting.
- -

7 Click **OK**. The **Select & Edit Employee's Pay** window reappears.

8 Click **Next** to record the termination pay.

9 Complete the remaining tasks in the **Process Payroll** assistant.

Task 6: Enter termination details

Once you have finalised the employee's termination pay, including leave entitlements and redundancy payments, you need to enter details of their termination.

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

2 Select the employee who is being terminated and click **Edit**. The **Card Information** window appears.

3 Click the **Payroll Details** tab.

4 Type the date of termination in the **Termination Date** field and press TAB.

5 A message appears warning you that all entitlement balances will be cleared for the employee. Click **OK**. A zoom arrow appears next to the **Termination Date** field.

6 Click the zoom arrow. The **Termination Details** window appears.

7 Complete the termination details:

8 Click **Record**. The **Card Information** window reappears.

Task 7: Prepare ETP summary

At the end of the payroll year, you will need to process payment summaries for any ETPs that occurred that payroll year. For more information, see 'Prepare payment summaries' on page 251.

Reviewing payroll information

The following tools can help you manage your payroll.

Tool		See
Pay history	View an employee's pay history in their employee card.	below
Payroll reports for previous financial years	Run reports containing prior year payroll details.	page 136
Entitlement balance	View an employee's entitlement balance in their employee card.	page 136
Analyse Payroll window	Use the Analyse Payroll window to view a summary of an employee's payroll data. It can help you detect possible inaccuracies in the amounts you're paying to, and deducting from, your employees.	page 137
Review payroll liabilities	Use payroll liability reports to view payroll details.	page 137
Find Transactions window	Use the Find Transactions window to search for an account, card or payroll category.	page 176

Viewing pay history for the current year

Every time you process an employee's pay, the amounts from that payment are recorded in the employee's pay history.

The **Pay History** section of an employee's card is used to enter the employee's pay history when you are setting up payroll and, later, to review their pay history.

If you've paid an employee the wrong amount, *don't* attempt to correct it by adjusting their pay history. Altering an employee's pay history does not affect the original pay record or the amounts posted to the accounts. Instead, make adjusting entries on the employee's next pay.

Changing an employee's pay history on their employee card can also affect the calculation of payroll liabilities, such as superannuation.

To view an employee's pay history

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

2 Click the **Employee** tab and select the employee whose pay history you want to view.

3 Click **Edit**. The **Card Information** window appears.

4 Click the **Payroll Details** tab.

5 Click **Pay History**. The **Pay History** section displays the totals of each payroll category for the specified month, quarter, or year to date.
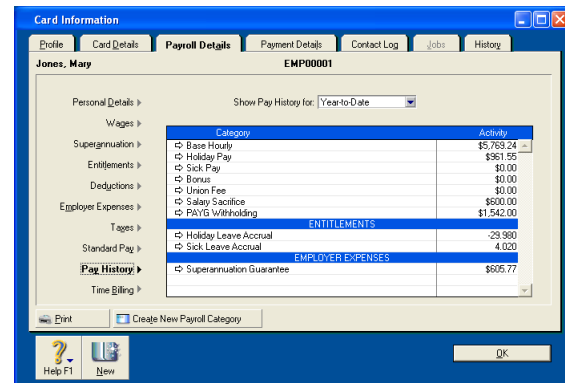
6 Select a pay history period from the **Show Pay History for** list.

Viewing pay history for previous years

If you selected the **Keep Paycheques from Prior Financial Years** option when you started a new financial year, the following reports can be used to view prior year payroll details.

- Payroll Register Summary
- Payroll Register Detail
- Superannuation Accruals by Category
- Superannuation Accruals by Fund Summary
- Superannuation Accruals by Fund Detail
- Employee Superannuation Advice Summary
- Employee Superannuation Advice Detail
- Payroll Summary
- Entitlement Balance Summary
- Entitlement Balance Detail

Note that you can only view historical details in these reports for the financial years you have selected to keep paycheques from.

Viewing an employee's entitlement balances

The **Entitlement** section in the **Payroll Details** tab of an employee's card displays the entitlement amounts that have been carried over from the previous payroll year, the entitlement amounts for the year to date, and the total entitlement amounts owing to the employee.

For example, an employee may have 40 hours of accrued holiday hours carried over from the last payroll year. In the current financial year, the employee has accrued another 10 hours, but has taken 8 hours of holiday leave. Therefore, 2 hours will be displayed in the **Year-to-Date** column and the **Total** column will display 42 hours.

To view an employee's entitlement balances

NOTE: Only carry-over balances can be edited You can only edit the employee's carry-over entitlement balances in this window. If you need to edit the employee's entitlement balance for the current payroll year, adjust the entitlement accrual when processing the employee's pay in the Process Payroll Assistant.

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

2 Click the **Employee** tab and select the employee. Click **Edit**. The **Card Information** window appears.

3 Click the **Payroll Details** tab.

4 Click **Entitlements**. The **Entitlements** section displays the total number of hours an employee is entitled to take as sick and holiday pay.
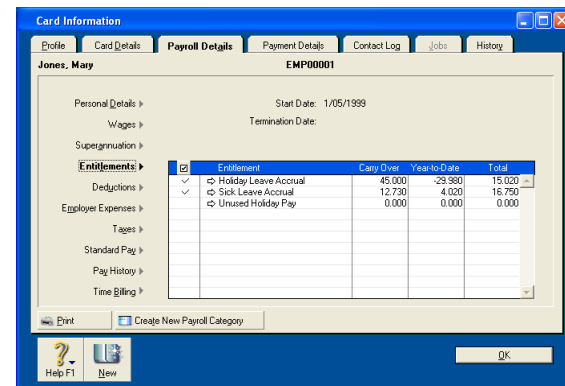
5 If necessary, type the entitlement hours carried over from a previous period in the **Carry Over** column next to the entitlement category.

6 Click **OK**, then click **Close** to return to the **Card File** command centre.

Analysing payroll

The **Analyse Payroll** window provides details of payroll information and can help you detect possible inaccuracies in the amounts you are paying to and withholding from your employees.

1   Go to the **Payroll** command centre and click **Analysis**. The **Analyse Payroll** window appears.

2   Enter the employee's name and the pay period you want to analyse.

- The **Payroll Summary** section at the left of the window shows totals for the selected pay period.
- The **Payroll Details** section on the right of the window show the wages, deductions, tax, entitlements, and employer expenses that have been recorded for the selected pay period.

Reviewing payroll liabilities

The payroll liability reports show which payroll liability amounts have been withheld from employee payments, and which amounts have been paid, for any given period.

- **Payroll Liabilities by Category** report—lists payroll liability amounts that have been withheld.
- **Liabilities Payment Register** report—lists payroll liability amounts that have been paid.

To view superannuation reports

1   Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.

2   Click the **Payroll** tab. There are seven reports specific to superannuation available.

For information on displaying, customising and printing your reports, see 'Customising reports' on page 190.

8 Inventory

The inventory feature enables you to track the quantity and value of the items you buy, sell and build. You can also:

- compensate for inventory variations. For example, you may find that, from time to time, your recorded inventory levels differ from what is on the shelves. These variations can be caused by data-entry errors, spoilage and theft, etc.

- revalue your inventory. Sometimes the quantity of items recorded may be correct, but their values are incorrect. For example, a range of items may become outdated.

- track the assembly of individual items into finished items. Many retailing and manufacturing businesses combine a number of inventory items to create finished items. For example, a retailer may combine a bottle of perfume, lotion and bath salts to make up a gift pack.

Creating items

Before you begin to track your inventory, you need to create a record for each item of inventory. An item can be:

- a physical unit that your company may buy, sell or inventory

- a service that your company wants to include on item invoices, for example, 'Shipping', 'Handling', and so on.

When you create an item record, you can choose to buy, sell or inventory the item. These selections determine what functions you can use the item with. For example, if you want to include a service item on an invoice (such as installation), you need to specify that you sell the item.

An item that you inventory is an item whose quantities and values you want to track. Maintaining an accurate record of on hand levels of these items requires you to do regular maintenance tasks. For example, you need to record an inventory adjustment to write-off damaged items or to record a stocktake.

Select...	For...
I Buy this Item	Items or services you want to include on an item purchase order. This includes items that are not for resale, and you don't need to track their quantities and values. For example, items for office use only. It can also include raw materials you use as components to build other inventory items.
I Sell this Item	Items or services you want to include on an item invoice.
I Inventory this Item	Items you buy or sell and whose quantity and values you want to track. It can also include intermediate goods used in the productions process, such as parts used to manufacture finished goods.

Inventory opening balances   If you have existing on-hand quantities of inventory items, you need to record the opening inventory level for each item. For more information, see 'Enter inventory opening balances' on page 44.

To create an item

1 Go to the **Inventory** command centre and click **Items List**. The **Items List** window appears.

2 Click **New**. The **Item Information** window appears.

3 In the **Item Number** field, type a unique identifier and press TAB.

TIP: Use the backslash character for service items   The backslash character (\) serves a special purpose: any item number that begins with a backslash **won't** appear on printed forms. This is useful for service-type items (such as labour) for which you don't want to print an item number on the invoice.

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4 In the **Name** field, type the name of the new item.

**TIP: Copy From**   To copy another item's details to this item record, click **Copy From** and choose the item whose information you want to copy. All information for that item will be copied to the current item except for the item number, name, supplier number, auto-build information and history information.

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5 Specify whether you buy, sell or inventory this item by selecting the relevant options.

As you select the options, account fields appear next to them. These fields will change according to the combination of options you select.

6 Enter the appropriate accounts in the fields that appeared during the previous step.

Account	Description
Cost of Sales Account	Type or select the account you want to use to track the costs associated with producing this item.
Income Account for Tracking Sales	Type or select the account you want to use to record the income you receive from the sale of this item.
Asset Account for Item Inventory	Type or select the account you want to use to record the total value of this item.
Expense Account for Tracking Costs	Type or select the account you want to use to record costs associated with purchasing this item.

7 If you want to check the spelling in the **Name** field, click **Spell**. For more information, see 'Spell-check' on page 18.

8 If you buy this item, click the **Buying Details** tab and enter your buying details.
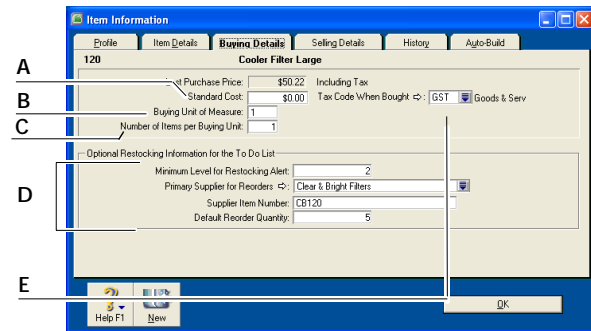
A   [Optional] Type the standard cost of an item.

If you want to use the standard cost price as the default price, select **Use Standard Cost as the Default Price on Purchase Orders and Bills** preference in the **Preferences** window (**Inventory** tab).

B   Type the unit of measure (such as 'each' or 'unit') in which you purchase the item. The buying unit is printed on the purchase order.

C   If you track on-hand quantities and values for this item, type the number of items that comprise a single buying unit. This is the number that is added to your on-hand inventory for every buying unit. For example, if you buy eggs by the carton and track their purchase as individual units, enter 12 as the number of items per buying unit. When you buy one carton, your item inventory is updated by twelve items. If you leave this field blank, the value defaults to one.

D   [Optional] Enter the restocking information:
- Type the minimum level of this item you want to keep in your inventory. When the quantity drops below this level, a re-order reminder appears in the **To Do List**.
- Type or select the supplier from whom you usually re-order this item.
- Type the supplier's number for the item.
- Enter a re-order quantity for the item.

E   Choose the GST code you want to use when you purchase this item. You can override the GST code when you record the purchase.

9   If you sell this item, click the **Selling Details** tab and enter your selling details.
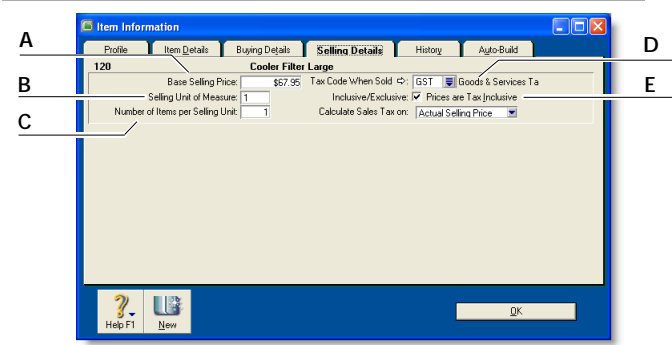
A   Type the retail price of one selling unit.

B   Type the selling unit of the item (such as 'each' or 'unit'). You can type up to five characters. The selling unit is printed on the item invoice.

C   If you track on-hand quantities and values for this item, type the number of items that comprise a single unit in this field. This is the number that is subtracted from your on-hand inventory for every selling unit. For example, if you sell by the six-pack, enter 6 as the number of items per selling unit. When you sell one six-pack, your item inventory is reduced by six items.

D   Select the tax code you want to use when you sell this item. Note that you can override the tax code on invoices.

E   If the prices on the **Selling Details** tab are tax inclusive, select the **Prices are Tax Inclusive** option. If the prices are exclusive of tax, deselect this option.

10   Click the **Items Details** tab and enter additional information about the item.

11   Click **OK**.

Average Cost, Last Cost and Standard Cost

Average Cost is calculated as the total cost of an item (the total amount you have paid to purchase the item or the cost entered when you transferred the item into stock) divided by the number of units of that item you have on hand.

Last Cost is the most recent purchase price for the item.

Standard Cost can be used instead of the last purchase price as the default price on purchases. To use the standard cost price as the default price, select **Use Standard Cost as the Default Price on Purchase Orders and Bills** option in the **Preferences** window (**Inventory** tab).

Making inventory adjustments

From time to time you may need to adjust item quantities and values. For example, if your inventory gets damaged, you may have to write off some of your inventory or revalue it.

This section explains how to make a one-off adjustment to a single item or a few items. If you need to update the quantities of several items, see 'Performing stocktakes' on page 145.

For examples of common inventory adjustments, see 'Examples of inventory adjustments' below.

- -

NOTE: Print the Items List Summary report When making inventory adjustments, you may find it useful to print the **Items List Summary** report. This report displays on-hand quantities and values of items in your software.

- -

To make an inventory adjustment

1 Go to the **Inventory** command centre and click **Adjust Inventory**. The **Adjust Inventory** window appears.

2 Enter details of the adjustment.
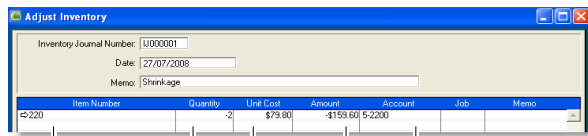
A Type the item number for the item you want to adjust. To do this, click in the **Item Number** column, press TAB and then select the item from the list that appears.

B Type the quantity by which you want to increase or decrease the quantity held. Only type the quantity variation.

Type the quantity in inventory units, not buying or selling units. If you enter a positive number, that number is added to your on-hand inventory. If you enter a negative number, that number is subtracted from your on-hand inventory.

C The average cost of the item appears by default. The average cost is normally calculated as the total cost of the item divided by the number of units on hand. If these are new items, type their purchase cost.

D The **Amount** field displays the quantity multiplied by the unit cost. If you change it, the unit cost is recalculated automatically.

E Enter the account you want to assign the adjustment account to. This account is usually a cost of sales or expense account.

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

Examples of inventory adjustments

The following are some examples of inventory adjustments.

Example 1a This inventory adjustment increases the number of items on hand by two and the total value of the items on hand by $700.

Example 1b This inventory adjustment increases the number of items on hand by two but does not adjust the total value of the items. The average cost of the items will decrease as result of this adjustment.

Example 2   This inventory adjustment increases the total value of the items on hand by $120 but does not change the number of items on hand. The average cost of the items will increase as a result of this adjustment.

Item Number	Quantity	Unit Cost	Amount	Account	Job	Memo
⇨120	0	$0.00	$120.00	6-2250		

Building items

Building Items is the process of taking two or more items, known as *components*, to make up another item, known as a *finished item*.

You do this by *transferring* the inventory quantities of the components to that of the finished item. For example, you could transfer the inventory quantity of timber and fabric (component items) to furniture (the finished items).

You can build items in two ways:

- manually, for a one-off transfer of inventory. See below.
- automatically, for a transfer you make repeatedly. See 'Auto-building items' on page 144.

Note that before you can build a finished item, you need to create an item record for it.

To build items manually

1   Go to the **Inventory** command centre and click **Build items**. The **Build Items** window appears.

2   Type or select the item numbers of the finished item you want to make and the component items you want to transfer.

3   Type the transfer quantity.

   a   Type a positive number for the finished item (this number is added to your on-hand inventory).

   b   Type a negative number for the component items (this number is subtracted from your on-hand inventory).

   The value in the **Out of Balance** field must be zero before you can record the transaction. That is, in the **Amount** column the amount for the finished item must be equal to the sum of the amounts in the **Amount** column for the components.

4   Enter the unit cost of each item to be included in the build.

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

Auto-building items

For items that you repeatedly build, you can use the Auto-Build function to build the finished items.

Before you can build a finished item using the Auto-Build function, you need to define what items are needed to build the item.

- -
TIP: Auto-build from the To Do List   You can also auto-build items using the **To Do List**. In the **Stock Alert** view of the **To Do List**, select the items you want to build and click **Order/Build**.
- -

To define an Auto-Build item

1 Go to the **Inventory** command centre and click **Items List**. The **Items List** window appears.

2 Click the zoom arrow (⇨) next to the item you want to build. The **Item Information** window appears.

3 Click the **Auto-Build** tab.
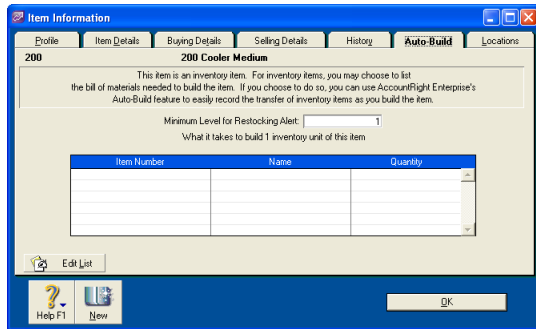
4 In the **Minimum Level for Restocking Alert** field, type the minimum level of the item you want to have in inventory.

5 Click **Edit List**. The **Auto-Build Information** window appears.

6 In the **List what it takes to build** field, type the number of item units that will be made using the components.

7 Enter the details of each of the components required to build the item.

  a Click in the **Item Number** column and press TAB. Your items list appears.

  b Select a component item required to build the new finished item and then click **Use Item**. The details of the component appear in the **Item Number** and **Name** columns.

  c In the **Quantity** column, type the number of component items required to build the specified quantity of the finished item.

  d Repeat from step a for each component required to build the new finished item.
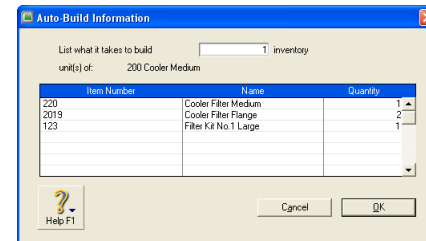
8 When you have entered all the components, click **OK**.

9 Click **OK** and then click **Close** to return to the **Inventory** command centre.

To auto-build an item

1   Go to the **Inventory** command centre and click **Auto-Build Items.** The **Auto-Build Items** window appears.
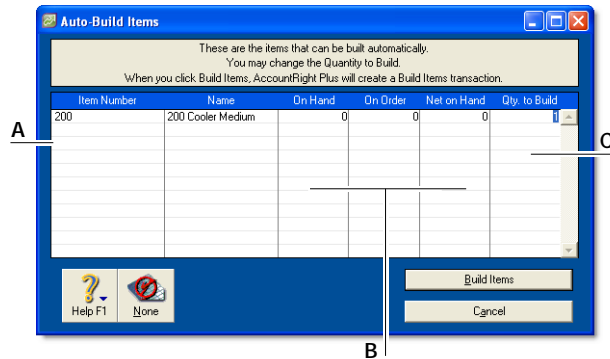
A	This column displays all items that you have designated as finished items.
B	The **On Hand**, **On Order** and **Net on Hand** columns show the current record of your finished items.
C	Type the quantity of finished items you want to build in the **Qty. to Build** column. (Click **None** if you want to change all numbers in this column to zero.)

2   Click **Build Items** to begin transferring component items to finished items. The **Build Items** window displays the details of the transfer that will occur when the finished item is built.
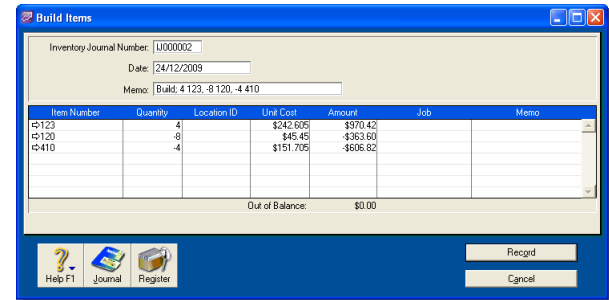
3   Review the entries in this window to make sure that the quantity, unit cost and total inventory values are correct. Note that the quantities of the components in the list appear as negative numbers, while the quantities of the finished items in the list are shown as positive numbers.

4   Click **Record** to update your inventory quantities and values.

Performing stocktakes

When you set up your company file, you can enter your opening inventory quantities using the **Count Inventory** window.

You can also use the **Count Inventory** window to make adjustments to item quantities during regular inventory counts or whenever you find discrepancies.

Each inventory adjustment must be allocated to an account so that your accounting records accurately reflect the reasons for the adjustment. For example, many businesses use an expense account called *Shrinkage/Spoilage* to track loss or theft of their items.

Before you perform a stocktake

- Make sure you record all built items before counting your inventory. Otherwise, a missing inventory item that was used to build another item will be accounted for as an expense, such as loss or shrinkage. For more information, see 'Building items' on page 143.

- Count the actual items in your inventory. You can print the **Inventory Count Sheet** report, which lists all your inventory items, and manually record your actual items on this.

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

To perform a stocktake

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

2 Click **Print** to print the Inventory Count Sheet.

3 Manually count your inventory and note down the quantities on the Inventory Count Sheet.

4 In the **Count Inventory** window, type the actual quantities of the inventory items in the **Counted** column. Any discrepancy between the counted quantity and the on-hand quantity appears in the **Difference** column.

5 Click **Adjust Inventory**. If there are differences between on-hand and counted values, the **Adjustment Information** window appears.

   If you want, you can select a default adjustment account for tracking the adjustments you entered in the **Count Inventory** window.

   This saves you having to enter an account on every line of the inventory adjustment. This account is normally an expense account such as Shrinkage/Spoilage. It should not be your inventory asset account.

   If you need to use different accounts to track the adjustments you made in step 4, don't enter a default account.

6 Click **Continue**. The **Adjust Inventory** window appears, displaying a line item for each adjustment you entered in the **Count Inventory** window in step 4.

   If you entered a default adjustment account at step 5, that account appears in the **Account** column for each line item.

   If you didn't enter a default adjustment account, enter an account against each item listed.

7 [Optional] Enter a reason for the adjustment in the **Memo** column (for example, Annual inventory count 2006).

8 Click **Record** to update your inventory.

Reviewing your inventory information

The following tools help you review your inventory information.

Tool	Description	See
To Do List	Displays an alert for items that need to be purchased or built.	below
Analyse Inventory	Shows you detailed information about how much inventory you have on hand, what is committed, what is on order, and what is available.	below
Inventory reports	**Inventory reports** help you keep track of your item quantities and value.	page 148
View history	You can view the sales and purchase transaction histories of an item or supplier for seven years.	page 148
Find Transactions	**Find Transactions** helps you find inventory transactions.	page 176
Items Register	Gives you a list of your inventory transfers, adjustments, sales and purchases for all items.	page 177
Transaction Journal	Lists journal entries of your inventory transactions.	page 177

To view a list of all items that need to be built or purchased

The **Stock Alert** view of the **To Do List** displays all items that need to be built or purchased to fulfil customer orders.

In this window, you can automatically record a transaction for the items that you need to buy or build. You can also change the details of an order or auto-build transaction.

1 Click **To Do List** from any command centre. The **To Do List** window appears.

2 Click the **Stock Alert** tab. A list appears showing all items that need to be ordered or built.

The **On Hand** column shows the quantity of each item actually on hand. The **On Order** column shows the quantity of each item already on order. The **Committed** column shows the quantity of an item on backorder for customers.

3 If you want to automatically order or build items:

a Click in the select column (▣) next to each item you want to build or order and then click **Order/Build**. A date window appears with the current date displayed.

b If you want to, enter a different date and click **OK**.
An order will automatically be created for the items that need to be purchased. The restocking information entered in the **Buying Details** tab view of the **Item Information** window is used to determine the supplier and quantity to order or the items to build.

4 If you want to change the details of an order or auto-build transaction, click the **Order** or **Build** zoom arrow (⇨) next to the item. Complete the transaction in the window that appears.

To analyse inventory

The **Analyse Inventory** window gives detailed information about how much inventory you have on hand, what is committed, what is on order, and what is available. This analysis is based on all the sales and purchases recorded in your company file.

1 Go to the **Inventory** command centre and click **Analysis**. The **Analyse Inventory** window appears.

2 Choose the required view of the **Analyse Inventory** window. The **Summary** view displays all inventoried items, while the **Item #** view displays all the customer and supplier orders for a selected item.

To view inventory reports

The following reports help you to keep track of your inventory.

- **Analyse Inventory Summary** report. The summary and detailed versions of this report serve as your order book. You can view a list of all your sales orders and purchase orders for all or selected items.

- **Items List Summary** report. This report shows information about your items, including their on-hand quantities and total value. The **Items List Summary** report also shows an item's current average cost price, which is important to know when making inventory adjustments. You can use this report to compare your total inventory value to the total of your inventory asset accounts.

- **Price Summary** report. This report lists your item prices, and is useful for sending to your customers. You could also convert this report to HTML and post your price list on an intranet or Internet site.

For information on reports, see

To view sales and purchases history for an item

1 Go to the **Inventory** command centre and click **Items List**. The **Items List** window appears.

2 Click the zoom arrow (⇨) next to the item you want to view. The **Item Information** window appears.

3 Click the **History** tab. The **History** view displays the purchase and sales history for the item for seven years: five past years, the current year and the next year.

Setting item prices

You can set the default selling prices of the items you sell in the **Set Item Prices** window. Then, if required, you can change the prices at the point of sale, which overrides the default prices for only that sale.

To change the price of an item

1 Go to the **Inventory** command centre and click **Set Item Prices**. The **Set Item Prices** window appears.

If an item is not listed, it means that you haven't selected the **I Sell This Item** option on the **Profile** tab of the **Item Information** window.

2 Click in the **Current Price** column of an item and enter a new price. Do this for each item price you want to change.

You can enter unit prices with up to four decimal places. On your invoices, the unit price is multiplied by the quantity sold and the result is rounded to two decimal places.

3 Click **OK**.

To update the prices of multiple items at once

1 Go to the **Inventory** command centre and click **Set Item Prices**. The **Set Item Prices** window appears.

2 Click in the select column (☑) next to the items that require a price update.

3 Click **Shortcuts**. The **Pricing Shortcuts** window appears.
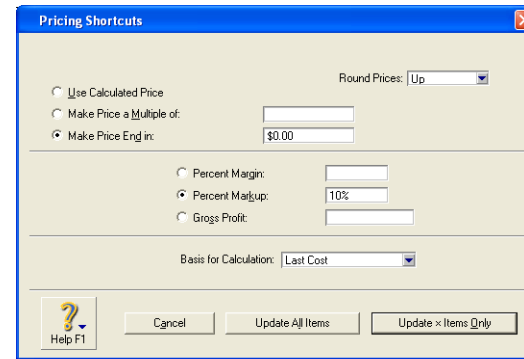
4 Indicate how you want the price rounded, the basis for calculating the price, and so on.

For example, if you want to mark up the items' prices by 10%, select the **Percent Markup** option and type 10 in the adjacent field.

5 If you want to:
- update the items you selected in , click **Update X Items Only**.
- update the price of all items, click **Update All Items**.

Customising inventory

Your software provides a number of inventory customisation features:

- **Custom fields**   You can ensure that certain information is always recorded for an item, such as Warranty, Serial Number and Voltage. Use these fields for information that you *don't* need to use as report filters.

- **Custom lists**   You can use custom list to sort and group your inventory items. You can then run reports based on the custom lists. For example, if you are running a trailer-rental business, you might have custom lists of *Colour*, *Type* and *Location*. This means you could run a report to include only *blue cage* trailers at the *Main Street* station.

Creating custom lists

You can use custom lists to sort and group your inventory items.

An example of a custom list is *Colour*, in which you create list entries of *yellow*, *red*, *green* and *blue*. When you create or edit your items, you can assign them one of these colours. When you run an inventory report, such as the **Items Analyse Inventory Summary** report, you can choose to include only *red* items in the report.

You can create up to three custom lists.

To name a custom list

1   Go to the **Lists** menu, choose **Custom Lists & Field Names**, and then click **Items**. The **Custom List and Field Names** window appears.

2   Enter names for each of the three custom lists in the appropriate fields and click **OK**.
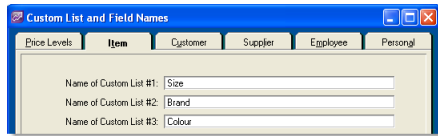
These list names will now appear on the **Items Details** tab of the **Item Information** window.

To create custom list entries

1   Go to the **Lists** menu, choose **Custom Lists** and then **Items**. The **Custom Lists** window appears.

2   Select the custom list for which you want to make entries in the **Custom List** field.

3   Click **New** and type the name of the list entry. For example, if you have a colour list, you would enter a colour, such as *Purple*.
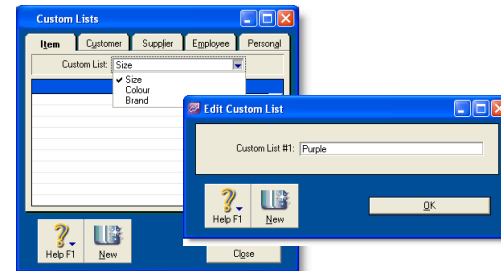
4   Click **OK**.

5   Repeat from step 3 until you have created all your list entries.

6   Click **Close** to close the **Custom Lists** window.

To assign a custom list entry to an item

1   Go to the **Inventory** command centre and click **Items List**.

2   Click the zoom arrow (⇨) to the left of the item. The **Item Information** window appears.

3   Click the **Item Details** tab.

4   Select the list entry you require from the appropriate custom list.

5   Click **OK**.

Custom lists and inventory reports

You can use your custom lists as report filters. For example, you can generate a report to include only those items with a certain list entry, such as the colour *red*. For more information on setting report filters, see 'Select the data to be printed' on page 191. For more information on inventory reports, see 'Reviewing your inventory information' on page 147.

Printing custom list entries on purchases and invoices   You can customise your invoices and purchases to include custom lists. For more information see 'Forms' on page 195.

Creating custom fields
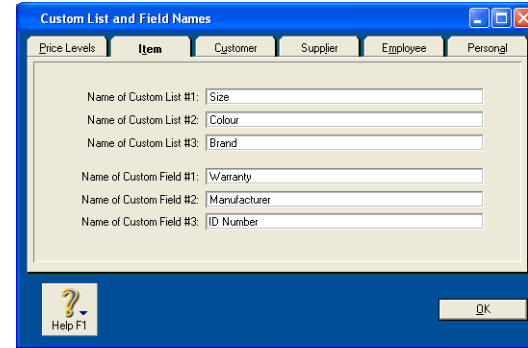
Custom fields can be used to record additional information about your items. Examples of custom fields are *Warranty*, *ID No.* and *Manufacturer*. However, unlike custom lists, custom fields cannot be used to filter inventory reports.

You can create up to three custom fields.

To name a custom field

1   Go to the **Lists** menu and choose **Custom Lists & Field Names** and then **Items**. The **Custom List and Field Names** window appears.

2   In the **Name of Custom Field** fields, type the field names and click **OK**.

These field names will appear on the **Item Details** tab of the **Item Information** window for all items.

Printing custom field entries on purchases and invoices

You can customise your invoices and purchases to include custom fields. For more information on customising forms, see 'Forms' on page 195.

9   Billing for time

Time billing is only available in AccountRight Plus

The time billing feature allows you to track the time spent by employees and suppliers in completing work for clients and customers. You can also track incidentals (such as items used) to complete the work.

Overview

Time billing is suitable for businesses that predominantly sell time (such as accountants and lawyers) and businesses that sell both time and items (such as interior designers and mechanics).

You can specify billing rates based on the activity, such as consulting at $40 per hour and photocopying at 10 cents per copy. You can also specify billing rates based on an hourly charge-out rate for a particular employee or customer. For example, the employee John Smith's hourly consulting rate may be $60 per hour and subcontractor Acme Industries' charge-out rate may be $80 per hour. Similarly, the customer My Town Realty may be charged at a rate of $50 per hour because they are regular customers.

An activity can be chargeable or non-chargeable. The ability to track non-chargeable activities can be useful if you want to record costs such as entertainment, which generally cannot be charged to the customer.

Activities can be entered individually, or grouped together on activity slips. You can then generate time billing invoices, ready to send to your customers. Any items that you have sold to your customers can also be included with the activities in a single time billing invoice. You can also record the hours an employee works on an activity when you create an activity slip, and then include these hours in the employee's pay.

Time billing reports can be filtered to give you just the information you want. These reports monitor how you and your staff spend your time and whether it is spent profitably.

Setting time billing preferences

There are four preferences that should be set before you start.

Preference	Description
Time billing units	Set this preferences if you want to bill units of time of less than an hour. Special time billing units allow you to track time in units of 1, 6, 10, 12, 15 or 30 minutes. The unit of time you specify here will be the default billing unit when you create hourly activity slips. For example, you can specify six-minute time billing units, where an hour would be 10 billing units of time.
Round timer-calculated time	This preference determines how you want elapsed time to be rounded. If you want to use the activity slip timer to calculate billable hours, set how units of time will be rounded. You can round **up to next, down to previous** or **to nearest**. For example, if you have chosen **up to next** and are using 30-minute billing units, 10 minutes would be rounded up to 30 minutes on an activity slip. As another example, if you have chosen **to nearest** and are using 30 minute billing units, 15 minutes would be rounded up to 30 minutes on an activity slip. If you are not using a special billing unit of time—that is, you are billing in hours—you can specify the rounding increment. For example, if you want to round the actual time you clock using the timer up to the next minute, choose **up to next** and type 1 in the **Minute Increment** field. That way, if you clock 21 minutes and 32 seconds of an activity, 22 minutes will be entered automatically in the **Units** field. Note that if you specify both a special time billing unit and a rounding rule, the **Minute Increment** field here is redundant and, as such, is not displayed.

Preference	Description
Include items on time billing invoices	If you selected the **I Include Items on Time Billing Invoices** preference, you can include both activities and items on your time billing invoice. Note that you can only include items for which you have selected the **I Sell This Item option in the Item Information** window. See 'Creating items' on page 139.
Timesheets	This preference allows you to include time billing and activity slip information in an employee's pay, and to create activity slips when you record employee hours using a timesheet.

To set time billing preferences

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

2 Click the **System** tab. The preferences that apply to time billing are the last four shown in the window.
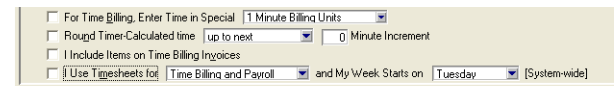
3 Set the four preferences according to how you want to conduct time billing.

Setting billing rates

You can set billing rates that will automatically appear when you create an activity slip. The billing rate can also be set for a customer, employee, supplier or for the activity itself. You can still override these rates when you create the activity slip.

For example, for an activity such as the time spent photocopying, you might use a flat rate for all customers, in which case you would use the activity's billing rate. For other activities, you might charge the customer according to the employee who performed the activity, the billing rate depending on factors such as the expertise and experience of the employee.

To set a billing rate for an activity

You can set up a billing rate for each activity. This will apply regardless of the customer you are billing, or the employee or supplier who performed the activity.

The billing rate for an activity is set in the **Activity Information** window. See 'Creating activities' on page 156.

To set a billing rate for a customer

You can set up billing rates for customers on their cards. This option is useful if you perform the same activities for multiple customers and want to charge each customer a different rate.

1   Display the **Card Information** window for the relevant customer and click the **Selling Details** tab.

2   In the **Customer Billing Rate** field, type the hourly billing rate, excluding tax, for the customer.
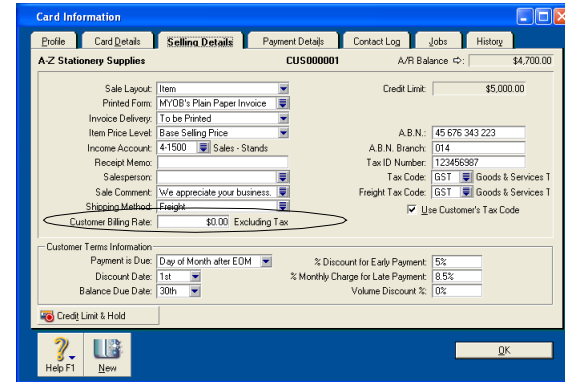
3   Click **OK**.

To set a billing rate for a supplier or employee

You can set a billing rate for a supplier or an employee. This option allows you to bill an activity at different rates, according to the employee or supplier performing the activity. You can also track the costs associated with having the activity performed. This is particularly useful if you are subcontracting work to a supplier.

1   Display the **Card Information** window of the supplier or employee. Then do the following:
   - Supplier cards—click the **Buying Details** tab.
   - Employee cards—click the **Payroll Details** tab and then click **Time Billing**.

2 In the **Supplier Billing Rate** field or the **Employee Billing Rate** field, type the hourly billing rate, excluding tax, for the supplier or employee.
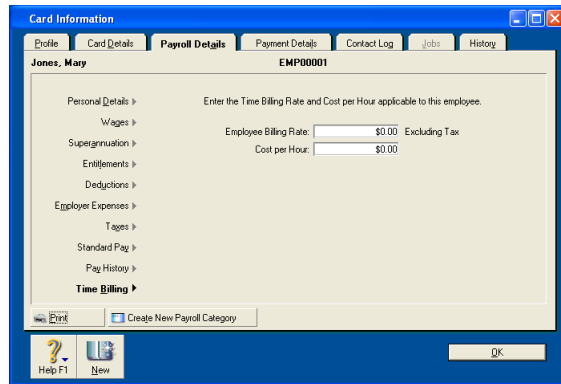
3 In the **Cost per Hour** field, type the hourly cost to you of having the supplier or employee perform the activity.

4 Click **OK**.

Creating activities

The term *activity* is used to describe a task or service provided by your business for which you can track costs and bill customers using time billing invoices. Activities are primarily defined by their type—hourly or non-hourly—and whether they are chargeable or non-chargeable.

To create an activity

1 Go to the **Time Billing** command centre and click **Activities List**. The **Activities List** window appears.

2 Click **New**. The **Activity Information** window appears.
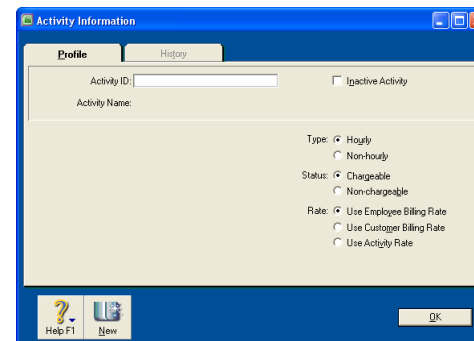
3. In the **Profile** view, enter an ID for the activity in the **Activity ID** field and press TAB.

4. In the **Activity Name** field, type a name for the activity.

5. In the **Description** field, type a description of the activity.

6. If you want the description of the activity (rather than the activity name) to appear on time billing invoices, select the **Use Description on Sales** option.

7. Select the type of activity (**Hourly** or **Non-hourly**) and the status (**Chargeable** or **Non-chargeable**).

For this type	And this status	Do this...
Hourly	Chargeable	Choose the billing rate you want to use. The rate is the price you charge for one unit of the activity. You can: • use the rate you set up on the employee or supplier card • use the rate you set up on the customer card • type a rate to apply to this activity only by entering a rate in the **Activity Rate** field.
Hourly	Non-Chargeable	Go to step 10.
Non-hourly	Chargeable	Enter a unit of measurement in the **Unit of Measurement** field and an activity rate in the **Activity Rate** field.
Non-hourly	Non-Chargeable	Type the unit of measurement in the **Unit of Measurement** field and then go to step 10.

The default unit of measurement for hourly activities is **Hour**. If you specified a special billing unit of time in the **System** view of the **Preferences** window, this field will still be displayed as **Hour**, but time will be billed according to the special billing unit.

8. In the **Income Account** field, type or select the account you want to use to track the income you receive for this activity.

9. In the **Tax Code When Sold** field, type or select the tax code that you want to appear as the default when you create a sales invoice for this activity.

10. Click **OK**. The new activity will now be listed in the **Activities List** window.

To change, inactivate or delete an activity

- To change details of an activity, see 'Changing a record' on page 169.

- To inactivate an activity, see 'Inactivating or reactivating a record' on page 170.

- To remove an activity from your records, see 'Deleting a record' on page 171.

Creating activity slips

Activity slips are used to record time-based activities performed for a customer and form the basis for the invoices that you send that customer.

You can invoice the full amount for the activity or invoice just part of the amount, leaving the balance for a later date.

You can create an activity slip in three ways.

- Create a single activity slip. This allows you to enter the most detail about the activity slip.

- Create multiple activity slips. You can enter multiple activity slips at once, while not entering as much detail for each.

- Create a timesheet. You can enter the hours per day an employee spends to complete work for clients and customers, while automatically creating an activity slip. For more information, see 'Timesheets' on page 116.

  You can also create a timesheet entry by assigning an hourly payroll category to an activity slip.

When you create an activity slip, you can select two cards—one for the employee or supplier who performed the activity for your company and the other for the customer for whom your company performed the activity. If you are creating an activity slip for a chargeable activity, you must enter both cards.

To create an activity slip

1 Go to the **Time Billing** command centre and click **Enter Activity Slip**. The **Enter Activity Slip** window appears.

2 Click the **Activity Slip** tab.

3 Enter details about the activity, such as employee name, customer name, activity slip ID number and the number of units to be charged.

NOTE: **Units refers to time billing units** The **Units** field shows time billing units as you have set them up in the **System** tab of the **Preferences** window. Therefore, one billable unit of 15 minutes will need to be entered as four billable units to make one hour.

NOTE: If you click the **Multiple Activity Slips** tab while creating an activity slip and you have entered the minimum required information in the **Activity Slip** view, the activity slip is automatically recorded.

4 In the **Adjustment** fields, enter any adjustments to the hours or the amount of the activity, or both. You need to enter adjustment units or amounts as negative numbers if you want to reduce hours or an amount.

5 In the **Already Billed** field, type any hours or amounts already billed.

  For example, if you have partially billed the customer on an invoice for this activity, either type the number of *hours* already billed (and the amount field will automatically update), or type the *amount* they have already been billed for.

Your entry is subtracted from the hours and amounts in the **Billable** field. The units and amounts that you haven't billed appear in the **Left to Bill** fields.

NOTE: Billing an activity slip 'Billing' an activity slip means recording a time billing invoice for the activity slip. If you enter units or an amount in the **Already Billed** fields of the **Enter Activity Slip** window, the amount won't appear in the sales journal or in the activity's history. It will only be recorded for the activity slip.

----

6 [Hourly activities only] If you pay the employee based on the activity performed:

   a Select the **Include Hours in Employee's Pay** option.

   b Enter an hourly wage payroll category in the **Payroll Category** field.

   The activity hours (units) recorded for this activity are assigned to this wage category on the employee's timesheet.

NOTE: Activity hours are assigned to timesheets on the activity slip date When you record the activity slip, the activity hours are assigned to the employee's timesheet on the date entered on the activity slip. If you want to record activity hours over a number of days or pay periods, you need to record the hours in the **Enter Timesheets** window (see 'Timesheets' on page 116).

----

7 Click **Record**. The activity slip is now recorded.

   If you entered a chargeable activity on the activity slip, the activity becomes available for billing in the **Prepare Time Billing Invoice** window.

To create an activity slip using the timer

The **Enter Activity Slip** window has a timer that allows you to record the time you spend performing an activity. When you have completed the activity, the information is already in the **Enter Activity Slip** window, eliminating extra data entry.

The timer appears only on activity slips for hourly activities.

To use the timer, you must keep the **Enter Activity Slip** window open until the activity is complete. You can still use other software or access other windows during this time.

1 Go to the **Time Billing** command centre and click **Enter Activity Slip**. The **Enter Activity Slip** window appears.

2 Enter the employee or supplier name, date and customer name.

3 In the **Activity** field, type or select an hourly activity ID number. The timer fields appear at the bottom of the window.

4 Click **Start** to start the timer. If you don't enter a start time in the **Start Time** field, your computer's current system time appears, and the timer starts incrementing the time in the **Elapsed Time** field.

NOTE: Entering a start time that is before the current system time If you enter a start time that is before the current system time, the difference will be added to the elapsed time measured by the timer. For example, if you entered 8:00 a.m. in the **Start Time** field and then clicked **Start** at 9:00 a.m., 1:00:00 will appear in the **Elapsed Time** field and the time calculated by the timer will be added to that amount.
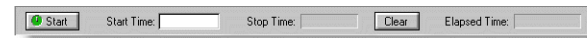
Leave the **Enter Activity Slip** window open as you perform the activity.

5 When you have completed the activity or if you want to pause the timer, click **Stop**. The current system time appears in the **Stop Time** field. The number of billing units corresponding to the elapsed time appears automatically in the **Units** field.

   You can edit the start and stop times if you want. The entries in the **Actual Units** and **Elapsed Time** fields will be updated automatically.

   You can round your timer entries in the **Units** field automatically. See 'Setting time billing preferences' on page 154.

6   If you want to resume timing an activity, click **Start** again. The entry in the **Stop Time** field will be cleared. The timer will continue incrementing, starting from your current elapsed time.

7   [Hourly activities only] If you pay the employee based on the activity performed:

a   Select the **Include Hours in Employee's Pay** option.

b   Enter an hourly wage payroll category in the **Payroll Category** field.

The activity hours (units) recorded for this activity are assigned to this wage category on the employee's timesheet.

NOTE: Activity hours are assigned to timesheets on the activity slip date   When you record the activity slip, the activity hours are assigned to the employee's timesheet on the date entered on the activity slip. If you want to record activity hours over a number of days or pay periods, you need to record the hours in the **Enter Timesheets** window (see 'Timesheets' on page 116).

----

8   When you have completed the activity, click **Record.**

If you entered a chargeable activity on the activity slip, the activity becomes available for billing in the **Prepare Time Billing Invoice** window.

To reset the timer

❖   Click **Clear** at any time to clear the **Elapsed Time**, **Start Time**, **Stop Time** and **Units** fields.

Creating multiple activity slips

In addition to being able to create single activity slips, you can also create multiple activity slips at once. In the **Multiple Activity Slips** tab of the **Enter Activity Slip** window, each line in the list represents one activity slip. Although this view limits the amount of detail you can enter on the activity slip, you can view any activity slip in the **Activity Slip** view and enter more detail at a later stage.

NOTE: The Multiple Activity Slips view can't be used to add activity hours to a timesheet   In the **Multiple Activity Slips** view, you can't choose to include an activity's hours on a timesheet.

To create multiple activity slips

1   Go to the **Time Billing** command centre and click **Enter Activity Slip**. The **Enter Activity Slip** window appears.

2   Click the **Multiple Activity Slips** tab.

3   In the **Employee** or **Supplier** field, type or select the name of the employee (or supplier) performing the activity. Any activity slips you have already created for the employee or supplier are listed, with each line representing a single activity slip.

4   On the first blank line, enter details of an activity.

5   Press TAB or click **Record** to record the activity slip and move the insertion point to the next line where you can begin creating a new activity slip.

NOTE: Activity slips are recorded as you create them   Once you have entered an activity slip and pressed TAB to move to the next line, the activity slip is recorded. Even if you click **Cancel** after moving to the next line, the first activity slip will be still recorded. A zoom arrow (⇨) displayed next to an activity slip indicates that the activity slip has been recorded.

----

6   Repeat from step 3 to step 5 for each activity slip you want to create. When you have recorded all the activity slips you want, click **Cancel** to close the window.

Changing and reviewing activity slips

If you want to review, edit or delete an activity slip, follow the relevant procedures below.

To review an activity slip

1   Go to the **Time Billing** command centre and click **Activity Log**. The **View Activity Log** window appears.

2   Enter the name of the employee or supplier who performed the activity and, if you know it, the date range within which the activity was recorded. All activities that match the criteria are listed.

3   Click the **Diary View** tab and the **Detail View** tab to view different information about the activity slip.

4   Select the activity slip you want to view and click **Edit**. The **Enter Activity Slip** window appears with details of the activity slip.

To change an activity slip

1   Go to the **Time Billing** command centre and click **Activity Log**. The **View Activity Log** window appears.

2   Enter the name of the employee or supplier who performed the activity and, if you know it, the date range within which the activity was recorded. All activities that match the criteria are listed.

3   Select the activity slip you want to change and then click **Edit**. The activity slip appears in the **Enter Activity Slip** window.

4   Make the required changes either in the **Activity Slip** view or the **Multiple Activity Slips** view and click **OK** or **Record**.

To delete an activity slip

You can not delete an activity slip that has been billed.

1   Go to the **Time Billing** command centre and click **Activity Log**. The **View Activity Log** window appears.

2   Enter the name of the employee or supplier who performed the activity and, if you know it, the date range within which the activity was recorded. All activities that match the criteria are listed.

3   Select the activity slip you want to delete.

4   Go to the **Edit** menu and choose **Delete Activity Slip**.

NOTE: **Deleting activity slip details in timesheets**   When you remove timesheet entries with activity slip details, the linked activity slip is also removed.

Creating time billing invoices

There are two ways you can create a time billing invoice:

- In the **Prepare Time Billing Invoice** window. This is the recommended method because the full details of activities and activity slips are recorded. See below.

- In the **Sales** window. Use this method if you don't need to record details of activities and activity slips or track work in progress. See page 163.

To create a time billing invoice using the Prepare Time Billing Invoice window

The **Prepare Time Billing Invoice** window allows you to enter and adjust the billing information for activity slips. As you make changes in the **Prepare Time Billing Invoice** window, your activity slip records are updated automatically.

1 Go to the **Time Billing** command centre and click **Prepare Time Billing Invoice**. The **Time Billing Customers** window appears.

> **NOTE: Including items on time billing invoices** If you charge your customers for both activities and items on a single invoice, you need to select the **I Include Items on Time Billing Invoices** option in the **Preferences** window. See 'Setting time billing preferences' on page 154.

2 Find and select the customer for whom you want to create a time billing invoice and then click **OK**. The **Prepare Time Billing Invoice** window appears, listing all the open activity slips for the selected customer.

A	Filters	Use these filters to find the required activity slips.
B	Bill	If necessary, override the amount or number of hours you want to bill for each activity slip here. Any activity slip with 0.00 units or $0.00 in the **Left to Bill** column is considered billed in full.
C	Adjustment	Enter any adjustments you want to make in this column.
D	Print & sort options	Select the relevant option if you want to: • sort activity slips according to job number. • consolidate all activity slips with the same activity and job number on the invoice. • print the activity slip notes on the invoice.

3 Click **Prepare Invoice**. The **Sales - New Time Billing** window appears displaying the details of the time billing invoice.

4 If you invoice for items, enter the following details for each item:
- the date in the **Date** field
- the quantity being sold in the **Hrs/Units** field
- the item number in the **Activity** field
- the price of the item in the **Rate** field
- [optional] the job number in the **Job** field
- the appropriate tax code in the **Tax** field.

NOTE: Entering items on this invoice   If you have selected the **I Include Items on Time Billing Invoices** option in the **Preferences** window, you can also enter items on this invoice. See 'Setting time billing preferences' on page 154.
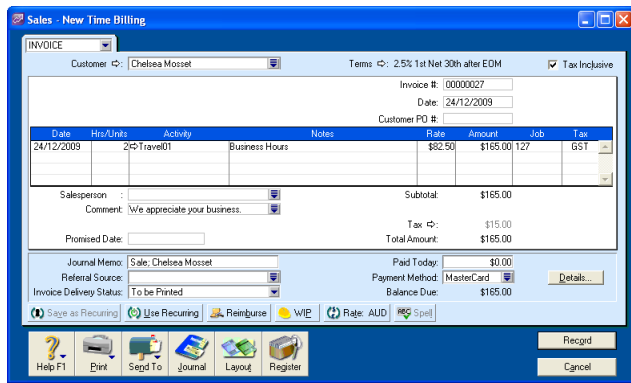
5 If you want to group and subtotal the items and activities separately on the invoice, you can do so by inserting headers, blank lines and subtotals. For more information, see 'Adding and deleting transaction lines, headers and subtotals' on page 70.

6 Enter additional information about the sale, such as the salesperson, referral source and invoice delivery status.

7 Complete the invoice in any of the following ways.
- Record the invoice. Click **Record** to record the invoice without printing.
- Print and record the invoice. Click **Print** and then choose the form you want to use for this invoice. For more information about printing invoices, see 'Sending forms' on page 197.
- Save the invoice as a recurring template. Click **Save as Recurring**. Enter the necessary information about the template in the **Edit Recurring Schedule** window and click **Save**. For more information about recurring transactions, see 'Recurring transactions' on page 181.

  Note that no activity slips are created when you use the recurring sale in the future. Also, recording the recurring sale will not update the activity slips you used to create the invoice in the **Prepare Time Billing Invoice** window.

To create a time billing invoice using the Sales window

NOTE: Activities billed using this procedure will not appear in most time billing reports   No activity slip records will be created if you use this method to create a time billing invoice. Most time billing reports are based on activity slip records, therefore, if you want to print time billing reports, you should create activity slips (see page 158) and then use the **Prepare Time Billing Invoice** window to create the invoice (see 'To create a time billing invoice using the Prepare Time Billing Invoice window' on page 162).

1 Go to the **Sales** command centre and click **Enter Sales.** The **Sales** window appears.

2 In the **Customer** field, type or select the customer you want to invoice.

3 Click **Layout.** The **Select Layout** window appears.

4 Click **Time Billing** to select the **Time Billing** layout and then click **OK.**

5　For each billable activity, enter:
- the date the activity was performed in the **Date** field
- the number of units or hours being billed in the **Hrs/Units** field
- the activity name or press TAB in the **Activity** field and select it from the list
- the rate charged for a single unit or hour of the activity in the **Rate** field
- [Optional] the job number in the **Job** field
- the appropriate tax code in the **Tax** field.

6　If you also invoice items, enter the following details for each item:
- the date in the **Date** field
- the quantity being sold in the **Hrs/Units** field
- the item number in the **Activity** field
- the price of the item in the **Rate** field
- [optional] the job number in the **Job** field
- the appropriate tax code in the **Tax** field.

7　If you want to group and subtotal the items and activities separately on the invoice, you can do so by inserting headers, blank lines and subtotals.

For more information, see 'Adding and deleting transaction lines, headers and subtotals' on page 70.

8　Enter additional information about the sale, such as the salesperson, referral source and invoice delivery status.

9　Complete the invoice in any of the following ways:

- -

TIP: Save the invoice as a recurring template.　Click **Save as Recurring**. Enter the necessary information about the template in the **Edit Recurring Schedule** window and click **Save**. For more information about recurring transactions, see 'Recurring transactions' on page 181. Note that no activity slips will be created when you use the recurring sale in the future.

- -

- Record the invoice. Click **Record** to record the invoice without printing.
- Print and record the invoice. Click **Print** and select the form layout you want to use for this invoice. For more information about printing invoices, see 'Sending forms' on page 197.

Work in progress

Work in progress is work that you have done for your clients but haven't billed yet. Work in progress is indicated on activity slips by a value other than zero in the **Left to Bill** field.

Your accounting records will only reflect a sales transaction when you bill the activities. However, some accountants consider that,

from an accounting perspective, your clients owe you for your work in progress even if you haven't yet billed your clients for it.

If your work in progress routinely represents a significant amount of money, you should consider adjusting your accounting records to reflect this. Consult your accountant for advice on how to do this.

10 Lists

Your company file consists of different types of records – customers, accounts, recurring transactions, and so on. Records of the same type are grouped into *lists.*

Lists help you to keep track of the customers that owe you money, the items that you sell, the accounts or items being used, and so on. Lists can be modified to suit your requirements. For example, you can modify account and job levels to alter how they appear in reports. You can also inactivate records that you don't use to keep your lists up to date.

Lists can be used in a number of ways. For example, you can use customer identifiers, contact logs and email addresses to create a list of customers who have contacted you in the past six months. You can then create a PDF file of your current price list and email it to those customers.

Adding a record

Lists are made up of individual records. For example, each item in your **items list** is a record, as is each job in your **jobs list**. You can add as many records as you want to a list.

To add this type of record...	See
Account	page 26
Card	
• Customer	page 65
• Supplier	page 87
• Employee	page 112
• Personal	page 207
Time billing activity [Only available in AccountRight Plus]	page 156

To add this type of record...	See
Item	page 139
Tax code	page 166
Recurring transaction	page 181
Category	page 226
Job	page 227

Adding records using Easy-Add

You can create new records easily using the **Easy-Add** feature. Accounts, cards, categories, comments, custom list items, jobs, referral sources and shipping methods can be added to your lists when entering transactions.

- -
NOTE: Easy-Add is not available from some transaction windows In windows such as **Spend Money**, the type of card you want to create is not immediately obvious, so the Easy-Add button is not available.
- -

To create a record using Easy-Add

Let's assume you want to add a customer card while entering a sale.

1 In the **Sales** command centre, click **Enter Sales**. The **Sales** window appears.

2 Type the customer's name and press TAB. If there is no card for this customer, the **Select from List** window appears.
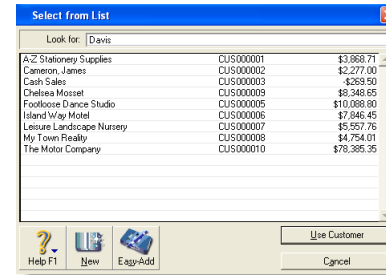
3 Click **Easy-Add**. A new customer card is added to your cards list. You can now complete your sale with the new card.

Setting up tax codes

Tax codes are used to track tax paid to and by your business. Each tax code represents a particular type of tax.

Your software has an extensive list of tax codes that can be used in a variety of situations—for example, when doing business with overseas customers, when tracking capital acquisitions and so on.

Summary of tax types

When you create a tax code, you need to select which type of tax it is. There are eight tax types you can choose from. The table below describes what each tax type is for.

Tax Type	Description
Consolidated	This tax type is used for taxes that are made up of two or more tax codes or sub-taxes. For more information, see 'Consolidated tax codes' on page 167.
Import Duty	Importers, who are bringing goods into Australia from other countries, should use this tax type. Tax codes with this tax type are used to record the import duty payable on a purchase order without changing the total amount of the purchase order. (The import duty is treated as a separate transaction since the duty is payable to the ATO, not to the company supplying the goods.)

Tax Type	Description
Sales Tax	This tax type is associated with the Wine Equalisation Tax.
Goods & Services Tax	This tax type is associated with the Goods & Services Tax assigned to sales and purchases. This tax type also is used for GST free goods and GST on Wine Equalisation Tax.
Input Taxed tax type	This tax type should be used by organisations, such as suppliers of financial services, that must pay GST on the purchases they make but don't collect GST from their clients or customers. The Input Taxed tax type also should be used by businesses that haven't registered for GST (businesses with turnover of less than $50,000 annually).
Luxury Car Tax	This tax type is used by the Automotive industry to handle the luxury car tax.
Voluntary withholdings	This tax type should be used for the PAYG voluntary withholdings scheme.
No ABN/TFN	This tax type should be used for suppliers that have not quoted ABNs on their invoices, or for amounts that are withheld from investment income because no tax file number was quoted. This type indicates that the tax code is a PAYG Withholding tax type and will always be rounded down to the nearest dollar. You should use a No ABN/TFN tax code of 48.5% for suppliers who do not quote an ABN on invoices for more than $50 tax exclusive, or where amounts are withheld from investment income because no tax file number was quoted. If both of these situations apply to your company, you will need to create two tax codes to handle them separately.

To create a tax code

1 Go to the **Lists** menu and choose **Tax Codes**. A list of tax codes appears.

2 Click **New**. The **Tax Code Information** window appears.

3 In the **Tax Code** field, type a code (up to three characters) for the new tax and press TAB.

4 Complete the other fields in this window.
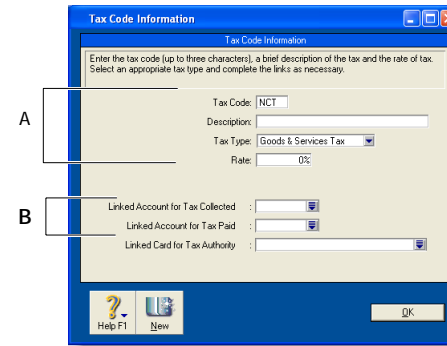
A	Enter a description, type and rate. If you selected **Consolidated** as the **Tax Type**, see 'Consolidated tax codes' below.
B	Select the linked account for tax collected and for tax paid. These fields are only available for some tax types.

Consolidated tax codes

You can create consolidated tax codes by combining two or more tax codes. For example, you could create a GW tax code (with a 41.9% tax rate) that is composed of WET (Wine Equalisation Tax) at 29% and WEG (GST on Wine Equalisation Tax) at 12.9%.

- -
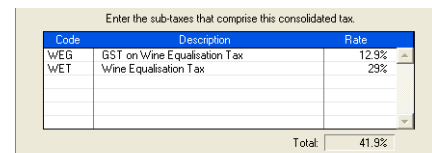
NOTE: You can only consolidate tax codes that are in your tax code list Make sure you first create the tax codes you want to consolidate. The rest of the fields are filled in for you and the consolidated tax rate is calculated automatically.

- -

To assign tax codes to accounts

You can assign a tax code to any detail account in your accounts list. The tax code you assign will appear as the default tax code in a transaction where you allocate a deposit, cheque, or a non-item sale or purchase to this account.

For example, you have assigned the GST tax code to your electricity expense account. When you write a cheque to settle your electricity bill in the **Spend Money** window, and allocate it to this account, the GST tax code will appear in this window by default.

You can allocate a tax code to an account in the **Edit Accounts** window. To open this window, go to the **Accounts** command centre, click **Accounts List**, double-click the required account, and click the **Details** tab.
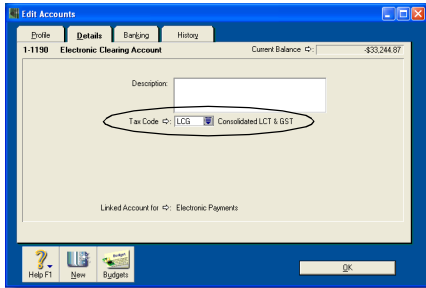
To assign tax codes to items

When you set up your items, you must assign a tax code to each of them.

You can assign a tax code to be used when you sell an item and a tax code to be used when you buy an item. That tax code will appear as the default in sales and purchases of that item *unless* you have specified that the customer's or supplier's tax code to be used instead (see below).

Tax codes are assigned to items in the **Buying** and **Selling** tabs of the **Item Information** window. For more information, see 'Creating items' on page 139.

To assign tax codes to cards

You can define a default tax code for a customer or supplier. You would only need to select a default tax code if the customer's or supplier's tax status takes precedence over that of the item or service being sold or purchased.

For example, if a customer is one to whom you only ever make export sales, you should assign the EXP (Export Sales) tax code to that customer's card.

When you create a quote, order or invoice, the tax code assigned to the customer will be used as the default. This tax code will override the item's tax code in an item sale, and the allocation account's tax code in a non-item sale.

Tax codes are assigned to customers in the **Selling Details** tab of their **Card Information** window.

Make sure you select the **Use Customer's Tax Code** option. (If this is not selected, the customer's tax code will not be used, even if one has been assigned.)
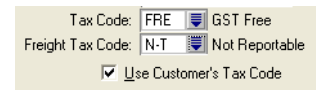
Similarly, when you create a quote, order or bill, the tax code assigned to the supplier will be used as the default. This tax code will override the item's tax code in an item purchase and the allocation account's tax code in a non-item purchase. Tax codes are assigned to suppliers in the **Buying Details** tab of their **Card Information** window.

Make sure you select the **Use Supplier's Tax Code** option. (If this option is not selected, the supplier's tax code will not be used, even if one has been assigned.)

Finding a record

Records are stored and displayed in lists. For example, the **Jobs List** window lists the jobs you have created, the **Accounts List** window lists your accounts, and so on. As lists get long, it can take time to locate a record. Use the following tools to quickly find a record.

Tabs   Some lists are divided into separate views using tabs. For instance, the accounts list is divided by account type into nine views (using nine tabs), making it easier for you to find an account. For example, if you are looking for an asset account, click the **Asset** tab. Within the tab you can use the scroll bar to find the record.
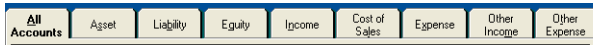
Search fields   You can find a record by filtering the cards, activities recurring transactions, and items lists using the search fields. To do this, select a filter from the **Search by** list and enter

search terms in the adjacent field, then press TAB. The list is sorted according to your selections. To reset the list, click the (✖) icon next to the search field.
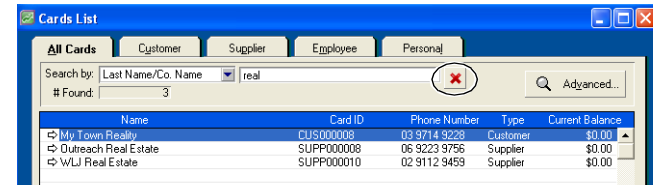
Advanced search filters   You can use advanced search filters such as the recontact date and identifiers to search for a single card or a group of cards. To do this, in the **Cards List** window, click **Advanced**. Enter the relevant filters to narrow your search. The **Cards List** window will display only those cards that meet your search criteria.

Changing a record

You can make changes to:

- accounts
- cards
- categories
- items

- jobs
- [AccountRight Plus only] payroll categories
- tax codes
- [AccountRight Plus only] time billing activities.

To change a record

1 Display the list to which the record belongs. For example, if you are making changes to an account, display the **Accounts List** window; if you are changing an item, display the **Items List** window, and so on.

2 Locate the record you want to change in the list. Use a search method described in , if necessary.

3 Once you locate the record, click the zoom arrow (⇨) next to it. The record details are displayed in the **Information** window.

4 Make the required changes and click **OK**.

Inactivating or reactivating a record

If you have accounts, cards, items, activities [AccountRight Plus only], or jobs that you rarely use—for example, a card you created for a one-off sale or purchase—inactivating them will remove them from selection lists. Your list of records will be shorter and, consequently, selecting the record you need will be easier. You can still use an inactive record in transactions by manually entering the record name.

To inactivate (or reactivate) a record

1 Display the list to which the record belongs. You can display the list from the appropriate menu or command centre. For example, if you are inactivating a card, go to the **Lists** menu and choose **Cards**, or go to the **Card File** command centre and click **Cards List**.

2 Locate the record you want to inactivate (or reactivate) and click the zoom arrow (⇨) next to it. The record's details appear. For cards, accounts and items, select the **Profile** tab.

3 Select (or deselect) the **Inactive Card** option.

Deleting a record

You can delete a record that you no longer need. However, a record must meet certain criteria before it can be deleted. For example, most records cannot be deleted if they have been used in transactions.

Deleting an account

You can delete an account if it meets the following criteria:

- the account isn't a level-1 account
- the account has a zero balance
- no journal entries used the account
- none of your recurring templates uses the account
- the account isn't used as a linked account for any transaction types
- the account isn't linked to any of the items you've entered.

To delete an account

1 Go to the **Accounts** command centre and click **Accounts List**. The **Accounts List** window appears.

2 Click the zoom arrow (⇨) next to the account you want to delete. The account details are displayed in the **Edit Accounts** window.

3 Go to the **Edit** menu and choose **Delete Account**.

Deleting other records

You can delete:

- a card, tax code, payroll category [AccountRight Plus only], item or job that has not been used in a transaction. If transactions exist, you need to delete the transactions before you can delete the record.
- a card that has not been used in a quote, order or recurring template
- an item with a zero quantity in inventory
- [AccountRight Plus only] an activity slip that is billed on a purged or deleted time billing invoice
- [AccountRight Plus only] an activity that you've recorded on activity slips that have been purged.

To delete other records

1 Go to the **Lists** menu and choose the list to which the record belongs. For example, if you are deleting an item, choose **Items**; if you are deleting a card, choose **Cards**, and so on.

2 Locate the record you want to delete and click the zoom arrow (⇨) next to it. The record details appear in the **Information** window.

3 Go to the **Edit** menu and choose **Delete [...]**. For example, if you want to delete a customer card, choose **Delete Card**.

Combining records

In some situations you may want to combine two records. For example, you may have records in your cards list for two suppliers who have merged their operations. Or you may have separate accounts for two departments whose sales figures you now want to combine.

When you combine two records, you identify one as the primary record and the other as the secondary record. The primary record becomes the owner of all the transaction details (transactions, jobs, history, and so on) currently linked to the secondary record and the secondary record is deleted.

- -

NOTE: Historical reports   When you view historical reports from the previous financial year (for instance, the previous financial year's balance sheet), the primary account is listed showing the combined account balance.

- -

Combining cards

You can combine:

- customer cards
- supplier cards
- personal cards

You cannot combine:

- employee cards
- cards with a different type
- cards where the primary card is inactive.

When cards are combined, the non-transaction card information for the primary card—such as card name, address and buying and selling details—is retained as the default information for the combined card. The transaction details for the secondary card are added to the primary card. Non-transaction information for the secondary card is deleted.

To combine two cards

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

2   Select the primary card.

3   Click **Actions** and choose **Combine Cards**. The **Combine Cards** window appears.
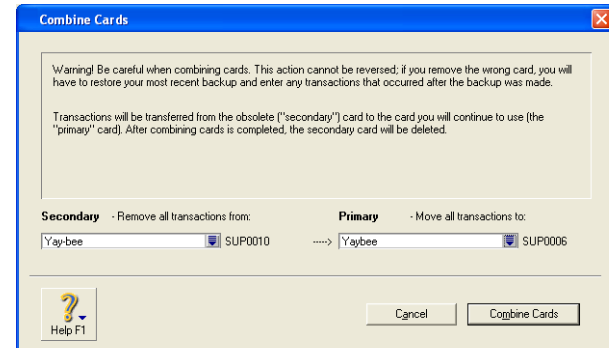
The primary card appears under the **Primary - Move all transactions to** list. If necessary, you can choose another primary card from the list.

4   Select the secondary card from the **Secondary - Remove all transactions from** list.

- -

CAUTION: The next action cannot be undone   Before continuing, check that you've selected the correct cards to be combined. If you combine the wrong cards, you will have to restore them from a backup and re-enter transactions posted to those cards since the backup.

- -

5 Click **Combine Cards**.

6 In the confirmation window, click **OK** to confirm you want to combine the two cards.

Combining accounts

You can only combine accounts that are:

- accounts of the same account type (for example, asset and expense accounts cannot be combined) and

- detail accounts.

You cannot combine:

- header accounts

- accounts that are linked to other accounts.

When accounts are combined, the non-transaction account information for the primary card—such as account name, description and bank details (for banking accounts)—is retained as the default information for the combined account. The transaction details and opening balance of the secondary account are added to the primary account. Non-transaction information for the secondary account is deleted.

- -
NOTE: Budgets and job budgets not combined   Budgets and job budgets for the secondary account are not added to the budgets and job budgets of the primary account. You will have to revise the budgets and job budgets of the primary account after combining them.
- -

To combine two accounts

1 Go to the **Accounts** command centre and click **Accounts List**. The **Accounts List** window appears.

2 Select the primary account. This is the account that the secondary account's transaction history and opening balance will be transferred to.

3 Click **Combine Accounts**. The **Combine Accounts** window appears.
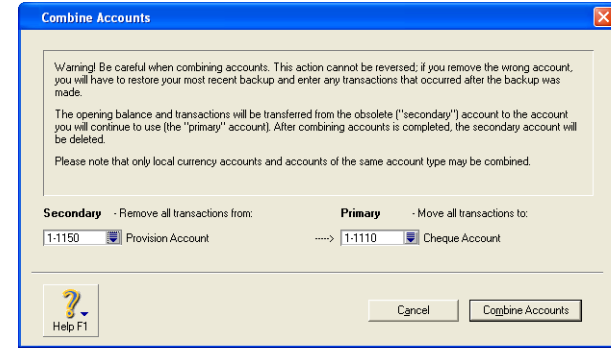
The primary account appears under the **Primary - Move all transactions to** list. If necessary, you can choose another primary account from the list.

4 Select the secondary account from the **Secondary - Remove all transactions from** list.

- -
CAUTION: The next action cannot be undone   Before continuing, check that you've selected the correct accounts to be combined. If you combine the wrong accounts, you will have to restore from a backup and re-enter transactions posted to the accounts since the backup.
- -

5 Click **Combine Accounts**.

When the next window appears, click **OK** to confirm you want to combine the two accounts.

11 Transactions

A transaction is an entry that changes the balance of accounts. You create a transaction when you record entries such as sales invoices, purchase orders and inventory adjustments.

You can change, delete or reverse transactions—depending on how your preferences are set up.

If you have transactions that need to be entered periodically, you can set up recurring transactions. You can use these recurring transactions to store details of transactions you record regularly and to set up reminders to record them.You can also set up your AccountRight software to record recurring transactions automatically on their due date.

Finding a transaction

There are several ways to find a transaction. The method you use depends on the information you have at hand.

Use the...	To find...	See
Find Transactions window	journal entries, sales, purchases, cheques, deposits, supplier and customer payments.	page 176
Sales Register	transactions relating to sales (such as open and closed invoices) quotes, orders, credits and returns. This method is most useful if you know the transaction date or the customer's name.	page 176
Purchases Register	transactions relating to purchases (such as open and closed bills) quotes, orders, debits and returns. This method is most useful if you know the transaction date or the supplier's name.	page 176

Use the...	To find...	See
Bank Register	spend money, pay bills, receive payments and receive money transactions.	page 177
Items Register	inventory item transactions for a particular date range. This includes adjustments, auto-build and other inventory transactions.	page 177
Transaction Journal window	any transaction by source journal.	page 177
Recurring Transactions List window	recurring transactions. You can sort transactions by name, type, or frequency, or search for a transaction by name, amount, or next due.	page 178

To find a transaction using the Find Transactions window

1 From any command centre, click **Find Transactions**.

2 In the **Find Transactions** window, click the appropriate tab—for example, the **Card** tab to search by card.

3 Filter your search using the **Search By** and date range fields. For example, to search for all transactions made in August 2009 relating to Huston & Huston Packaging, you would make the following selections in the **Card** view.
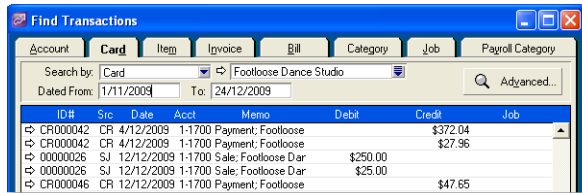
4 If you want to narrow your search further:
   a Click **Advanced**. The **Advanced Filters** window appears.
   b Type or select additional search filters, and click **OK**.

   The transactions that match your search criteria appear in the **Find Transactions** window. You can view a transaction in detail by clicking the zoom arrow (⇨) next to it.

   NOTE: Quotes and orders without applied payments don't appear in the Find Transactions window To find these types of transactions, go to the **Quotes** and **Orders** views of the **Sales Register** or **Purchases Register**.

To find a transaction using the Sales Register window

The **Sales Register** window lists all open and closed invoices, returns and credits, quotes and orders. You can also view a list of all sales, if you choose.

1 Go to the **Sales** command centre and click **Sales Register**. The **Sales Register** window appears.

Click the tab of the sales category you would like to view—for example, **Orders**.
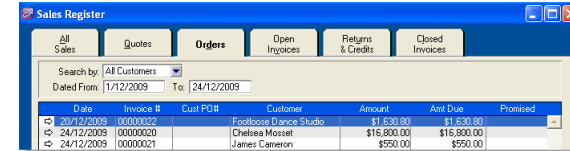
2 [Optional] Filter your search using the **Search By** and date range fields.

The transactions that match your search criteria appear in the **Sales Register** window. You can view a transaction in detail by clicking the zoom arrow (⇨) next to it.

To find a transaction using the Purchases Register window

The **Purchases Register** window lists all open and closed purchases, returns and debits, quotes and orders. You can also view a list of all purchases.

1 Go to the **Purchases** command centre and click **Purchases Register**. The **Purchases Register** window appears.

2 Click the tab of the type of purchase you would like to view—for example, **All Purchases**.

3 [Optional] Filter your search using the **Search By** and date range fields.

The transactions that match your search criteria appear in the **Purchases Register** window. You can view a transaction in detail by clicking the zoom arrow (⇨) next to it.

To find a transaction using the Bank Register window

You can use the **Bank Register** window to find spend money, pay bills, receive payments and receive money transactions.

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

2 Type or select the bank, credit card or petty cash account you used for the transaction in the **Account** field.

3 In the **Dated From** and **To** fields, enter the date range during which the transaction was recorded. The transactions that match your search criteria appear in the **Bank Register** window.

4 If you want to view a transaction in detail, click the zoom arrow (⇨) next to the transaction.

To find a transaction using the Items Register window

The **Items Register** window gives you quick access to transactions relating to items. When the register is filtered to show a single item, a running balance of the item's quantities and values appears.

1 Go to the **Inventory** command centre and click **Items Register**. The **Items Register** window appears.

2 In the **Search By** field, select whether you want to view transactions for all items or a single item.

3 If you selected **Item** at step 2, type or select the item number in the field that appears to the right of the **Search By** field.

4 In the **Dated From** and **To** fields, enter the date range during which the transaction was recorded. The transactions that match your search criteria appear in the **Items Register** window.

5 If you want to view a transaction in detail, click the zoom arrow (⇨) next to the transaction.

To find a transaction using the Transaction Journal window

The **Transaction Journal** window groups all your accounting entries into one of six journals: general, disbursements, receipts, sales, purchases and inventory. It also enables you to display all transactions.

1 Click **Transaction Journal** from any command centre (except **Card File**). The **Transaction Journal** window appears.

2 Click the appropriate tab—for example, the **Sales** tab to find a sales invoice, the **Disbursements** tab to find a payment, and so on.

3 In the **Dated From** and **To** fields, enter the date range within which the transaction was recorded. All transactions between (and occurring on) these dates will be listed.

4 If you want to search for a range of journal ID numbers, enter the range in the **ID From** and **To** fields. All transactions with IDs between (and matching) these numbers will be listed.

5 To view a transaction in detail, click the zoom arrow (⇨) to its left to view it in its original window.

To find a recurring transaction

1 Go to the **Lists** menu and choose **Recurring Transactions**. The **Recurring Transactions List** window appears.
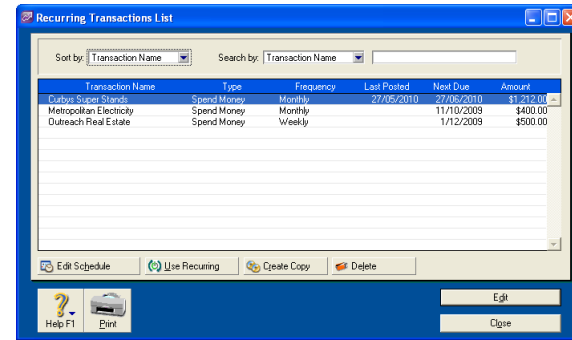
2 Locate the recurring transaction. You can:
- sort the transactions by name, type or frequency
- search for a transaction by name, amount or due date.

For more information on changing the details of a recurring transaction, see 'Recurring transactions' on page 181.

Changing or deleting a transaction

If you are part way through entering a transaction, you can erase it and start again by choosing **Erase** from the **Edit** menu.

Sometimes, however, you may need to make changes to or delete a transaction you have already recorded. A transaction can only be changed or deleted:

- if it is *changeable*. A changeable transaction is identified by a white zoom arrow (⇨) next to it.

  To check if your transaction is changeable, make sure the **Transactions CAN'T be Changed; They Must be Reversed** option is deselected in the **Security** tab view of the **Preferences** window. Note that when you create your company file, this preference is not selected.

If you want to maintain a strict audit trail, you should consider making your transactions unchangeable by setting this preference. An unchangeable transaction is identified by a grey zoom arrow (⇨) next to it.

- if it is not dated within a locked period.

  Lock periods prevent you from inadvertently making an entry in a period in which you don't want new entries. For example, after you have completed end-of-month reports for January, you might lock the period so that the balances for that month cannot be changed. If you want to change a transaction in a locked period, you need to unlock the period first.

If you make your transactions unchangeable, you need to reverse a transaction to cancel its effect on your accounts (see 'Reversing a transaction' on page 180).

Changing a transaction

Before changing a transaction, note the following:

Some transactions cannot be changed   You cannot change a paycheque, refund cheque or a bank deposit once it has been recorded. You can only delete or reverse these transactions. For more information, see 'Reversing a transaction' on page 180.

Transaction amounts cannot be edited   If you are changing a Pay Bills or Receive Payments transaction, only the **Account**, **Date**, **Memo** and transaction ID fields can be edited. You cannot change the transaction amount.

To change a transaction

1   Find and display the transaction in its original transaction window. For more information, see 'Finding a transaction' on page 175.

2   Make the necessary changes to the transaction and then click **OK**.

Deleting a transaction

When you delete a transaction, it is permanently removed from your records. Note the following when deleting a transaction.

Sales and purchases   You can only delete a sale or purchase that does not have a payment applied to it. If you have recorded a payment for a sale or purchase, you must first delete the payment and then delete the transaction. Any discounts that

have been given must also be deleted. You cannot delete a purchase if it will result in a negative on-hand inventory count.

If you applied a supplier debit towards a purchase, you must delete the debit before you can delete the purchase. A credit note applied to a sale must also be deleted before the sale can be deleted.

Group receipts in the undeposited fund transactions account   If you want to delete an individual receipt that was recorded as part of a bank deposit of receipts grouped in the undeposited funds account, you must first delete the bank deposit. When you delete a bank deposit, all of the cash receipts included in that bank deposit are returned to the **Prepare Bank Deposit** window. You can then delete the required receipt from this window.

Reconciled transactions   If you delete a reconciled transaction, your bank reconciliation will be out of balance.

GST and activity statement reporting   If you delete a transaction that must be reported on an activity statement, the transaction details will not be included in your GST reports or in an activity statement prepared using MYOB BASlink. Also, if you delete a transaction from a prior GST reporting period, your GST reported for that period may be affected.

Insufficient on-hand item quantities   You cannot delete a purchase that will result in negative inventory on-hand.

To delete a transaction

1   Find and display the transaction in its original transaction window. For more information, see 'Finding a transaction' on page 175.

2   Go to the **Edit** menu and choose **Delete [...]**. For example, if you want to delete a sale, choose **Delete Sale**. The transaction will be removed permanently from your records.

Reversing a transaction

If your accountant wants you to maintain a strict record of all your accounting entries, you should reverse a transaction rather than change or delete it.

A reversal transaction is a new transaction that replicates the original transaction, but with debit amounts shown as credit amounts and vice versa. After posting a reversal transaction, you have two transactions (the original and the reversal), but the account balances appear as if the original transaction was never posted.

A reversal transaction is automatically posted to the same account for the same amount as the original transaction. You cannot change the amount or account of a reversal transaction.

Before you can reverse a transaction

You can only reverse a transaction if it is *unchangeable*. An unchangeable transaction is identified by a grey zoom arrow (➡) next to it. To make your transactions unchangeable, select the **Transactions CAN'T be Changed; They Must be Reversed** option on the **Security** tab view of the **Preferences** window. You can change this option at any time.

Reversing a transaction can affect closed periods   When you reverse a transaction, be aware of the transaction date you enter:

- If you use the current date when you reverse a transaction from a prior month, the month-end financials for the prior month will not reflect the reversal transaction.

- If you use the original date for the reversal transaction, your prior month's financials should be reprinted because they will have changed.

- If the original transaction date falls in a prior GST period, recording the transaction on the original date may affect the GST reportable in that period.

Negative inventory   You cannot reverse a purchase if it will result in a negative on-hand inventory count.

Customer and supplier payments   If an early payment discount was applied to a sale or purchase, you also need to reverse the discount. For information about how to find a transaction, see 'Finding a transaction' on page 175.

To reverse a transaction

1   Find the transaction you want to reverse. See 'Finding a transaction' on page 175 for instructions.

2   Go to the **Edit** menu and choose **Reverse [...]**. For example, if you want to reverse a sale, choose **Reverse Sale**. A new transaction containing corresponding negative amounts to that of the original transaction appears.

3   If you want, alter the date and memo. Note that you can't change the accounts and amounts.

- -
TIP: Recap transaction   Before you record this transaction, you can use the recap transaction feature to view the journal entries that will be created when the transaction is recorded. To recap, choose **Recap Transaction** from the **Edit** menu.
- -

4   Click **Record Reversal** to record the reversal transaction. The transaction is reversed and all account balances are returned to their previous levels.

Recurring transactions

If you have transactions that you record regularly—for example, a rent cheque or purchases—you can set them up as recurring transactions and save them for future use.

When you save a recurring transaction, you can specify how often you want the transaction to be recorded, and for how long you want to schedule it. For example, you can schedule your car payments monthly, for the next 22 months.

If the transaction details are the same each time—such as a rent payment, you can set up a recurring transaction to record automatically. Or you can open the transaction as required, alter the details (for example, if you make regular sales to a customer and vary the items), and then record the transaction.

You can make the following transactions recurring: sales, purchases, spend money, receive money and general journal entries.

Setting up recurring transactions

You can create a recurring transaction in a transaction window, or copy an existing recurring transaction to create a new one. Later on, you can change details of a recurring transaction, or delete one if it is no longer used.

If you want to...	See
Create a recurring transaction	below
Create a recurring transaction from an existing entry	page 183
Edit a recurring transaction	page 183
Delete a recurring transaction	page 184

If you want to...	See
Record a recurring transaction	page 184
Record several recurring transactions	page 184

To create a recurring transaction

When you create a recurring transaction, you can select how often you want the transaction to be recorded, and for how long you want to schedule it. For example, you can schedule your car payments monthly, for the next 22 months.

1   Enter the transaction details in a transaction window—such as the **Sales** window—if you make regular sales to a customer.

2   Click the **Save as Recurring** (instead of clicking **Record**). The **Edit Recurring Schedule** window appears.
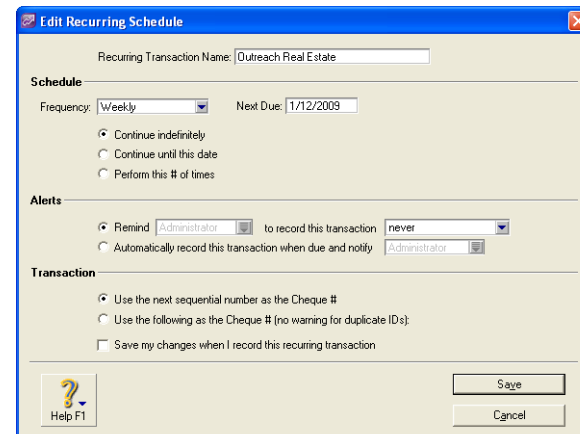
3   In the **Recurring Transaction Name** field, type a name to identify the transaction.

Schedule the Transaction

4 From the **Frequency** list select the transaction frequency.

5 In the **Starting on** field type the date on which the transaction is first due.

> **NOTE: Pre-dated recurring transactions**   You can save a recurring transaction with a start date prior to the system date, provided the date entered is within the current financial year and is not in a locked period.

6 Indicate how long you want the recurring transaction to continue.

If you want to...	then...
schedule the transaction for an unlimited period	Select **Continue indefinitely**.
schedule the transaction until a set date.	Select **Continue until this date** and type the date in the adjacent field.
schedule the transaction for a set number of times.	Select **Perform this No. of times** and type the number of times in the adjacent field.

Specify an alert option

In the **Alerts** section of the window, you can set a reminder to record the transaction, or set for an automatic recording of the transaction and receiving a notification when the transaction is recorded.

> **NOTE: Pre-dated recurring transactions cannot be recorded automatically**   If you entered a pre-dated recurring transaction and you set a reminder date, the transaction will display as overdue on the To Do List. Pre-dated recurring transactions cannot be set to be recorded automatically.

If you want to...	then...
set a reminder	1 Click **Remind**.
	2 Select a reminder option from the **to record this transaction** list.
	3 If you selected **No. days in advance**, type the number of days in the adjacent field.
	4 Select the user who needs to be reminded from the list adjacent to the option.
	5 Continue with step 7 below.
automatically record the transaction	1 Click **Automatically record this transaction when due and notify**.
	2 Select the user who needs to be notified from the list adjacent to the option.

Select the transaction ID

7 In the **Transaction** section, select how you want the transaction ID number to be created:
- if you want the transaction ID number to be one greater than the previous transaction ID, click **Use the next sequential number as the [...] #**.
- if you want to use a specific transaction ID, click **Use the following as the [...] #**, then type the transaction ID in the adjacent field.

8 If you want to save your changes to the recurring transaction each time it is recorded, select the **Save my changes when I record this recurring transaction** option.

9 Click **Save**. The transaction window appears.

10 Click **Cancel** to close the transaction window. The new recurring transaction now appears in the **Recurring Transactions List** window. See 'To find a recurring transaction' on page 178.

To create a recurring transaction from an existing entry

You can create a recurring transaction by copying an existing recurring transaction entry, then customising the details for the new one.

1. Go to the **Lists** menu and choose **Recurring Transactions**. The **Recurring Transactions List** window appears.

2. Select the recurring transaction you want to copy and click **Create Copy**. The **Create Copy** window appears.
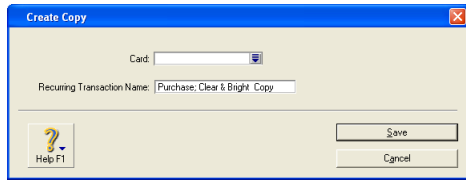
3. In the **Card** field, click the search button (⬇).

   The **Select from List** window appears listing only card types relevant to the type of recurring transaction you are copying. For example, a purchase transaction can only be applied to your supplier cards.

4. Select the cards you want create a copy for:
   - if you want to select all the cards, click the icon above the select column (☑)
   - if you only want to select some cards, click in the select column next to each required card.

5. Click **OK** when you've finished selecting from the list. The **Create Copy** window appears.

6. Click **Save**.

If you selected...	Then...
One card	The transaction window for the new recurring transaction appears. You can edit the transaction details if required. Click **Save**. The **Recurring Transactions List** window appears.
More than one card	The **Recurring Transactions List** window lists all your recurring transactions. Each new transaction has a unique name—the original name suffixed by the name of the relevant card.

7. If you need to change the schedule details or the name of a new recurring transaction:
   a. Select the recurring transaction.
   b. Click **Edit Schedule.**
   c. Make the changes in the **Edit Recurring Schedule** window.
   d. Click **Save**.

8. Click **Close**.

To edit a recurring transaction

After you've created a recurring transaction, you can edit the details (such as the cheque details of a **Spend Money** transaction) or edit the schedule.

1. Go to the **Lists** menu and choose **Recurring Transactions**. The **Recurring Transactions List** window appears.

2. If you want to change the recurring transaction details:
   a. Select the recurring transaction and click **Edit**. The transaction window appears for the selected type of recurring transaction.
   b. Make the necessary changes.
   c. Click **Save**.

3 If you want to change the schedule of the recurring transaction:

    a Select the recurring transaction and click **Edit Schedule**. The **Edit Recurring Schedule** window appears.

    b Change the scheduling details of the transaction as required.

    c Click **Save**.

4 Click **Close**.

To delete a recurring transaction

Deleting a recurring transaction only removes it from your list of recurring transactions. Transactions recorded previously, using this recurring transaction as a template, are not affected.

1 Go to the **Lists** menu and choose **Recurring Transactions**. The **Recurring Transactions List** window appears.

2 Select the recurring transaction you want to delete and click **Delete**. An information message appears explaining that this action will not delete any recorded transactions based on this transaction template.

3 Click **OK** to delete the recurring transaction.

Recording recurring transactions

For recurring transactions that are not set up to record automatically, you need to decide when to record them. You can:

▪ record a single recurring transaction from a transaction window—see below

▪ record several transactions at the same time—see below.

You can also record a recurring transaction:

▪ in the **Reminders** window (if you use the reminders option)—see 'Reminders' on page 185

▪ in the **Recurring Transactions List** window by going to the **Lists** menu and choosing **Recurring Transactions**.

To record a recurring transaction from a transaction window

1 Open the transaction window for the recurring transaction you want to use. For example, open the **Purchases** window if you are recording a recurring purchase transaction.

2 Click **Use Recurring**. The **Select a Recurring Transaction** window appears listing only recurring transactions for this type of transaction.
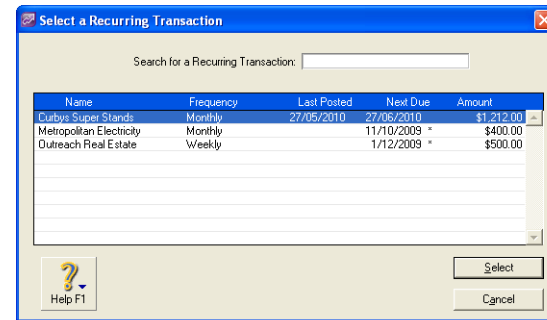
3 Choose the recurring transaction from the list and then click **Select**. The transaction appears.

4 If necessary, change the date, amount, account and other details.

5 Click **Record**.

To record several recurring transactions

1 From any command centre, click **To Do List**. The **To Do List** window appears.

2 Click the appropriate tab—**Recurring Sales**, **Recurring Purchases** or **Recurring Transactions** (for all other recurring transactions).
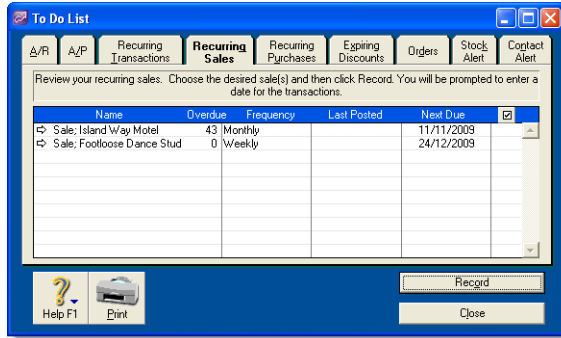
In the list of recurring transactions, you can click the zoom arrow (⇨) to the left of a transaction to view it in detail.

3 Click in the select column (▣) next to the recurring transactions you want to record.

4 Click **Record**. A window appears requiring you to enter a date for the selected transactions. This is the date that the transactions will be recorded in your journals.

5 Enter a date and click **OK**.

Reminders

You can use your software to remind you on, or before, the scheduled date of a recurring transaction—see 'Specify an alert option' on page 182. If you use this option, your software checks the reminder dates each time you open your company file.

When a recurring transaction is due (or overdue), the **Reminders** window appears.
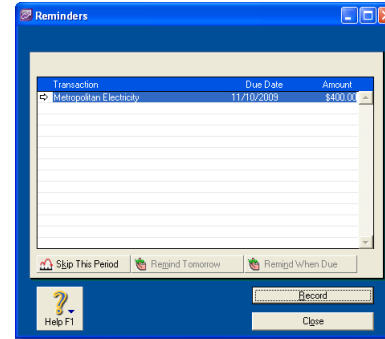
The options available in this window depend on the status of the selected recurring transaction (if more than one is showing). For example, if the selected transaction has a due date of today or is overdue, the **Remind Tomorrow** and **Remind When Due** buttons are not available.

The reminder options are outlined below.

Click...	If...
Skip This Period	You don't want to record the transaction this period. The reminder is removed from the list.
Remind Tomorrow	You don't want to record the transaction today, but want to be reminded tomorrow.
Remind When Due	You don't want to record the transaction today, but want to be reminded when the transaction is next due.
Record	You want to record the transaction now.

12 Reports

Your AccountRight software comes with many reports that will help you monitor your business. If the default set of reports do not meet your needs, you can design custom reports with the information and appearance you want, then save these custom reports as templates to re-use when required.

Producing reports

You can print, email or fax reports, output them to various file formats or export them to other software for further modifications.

If you want to...	See
display and print a report	below
save a report as a file	page 188
send a report by email	page 188
send a report by fax	page 188
view a report in Microsoft Excel	page 189

To display and print reports

1   Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.

2   Select the report you want to display or print and click **Display**. The **Report Display** window appears.

3   If you want to rearrange or resize columns:
    a   Make sure that **Screen Report** is selected in the **View** field.
    b   To rearrange a column, position the cursor over the column header until the cursor changes to the hand icon (🖑), then drag the column header to a new position.
    c   To change the width of a column, position the cursor over the ⬐ icon of a column header and then drag it to change the column's width. Only columns that have this icon can be resized.

4   If you want to filter the data and refine the appearance of the report, click **Customise**. Customisation is explained in detail in 'Customising reports' on page 190.

5   Select **Print Preview** from the **View** list in the report toolbar.

6   If you want to save the new report layout as a custom report, click **Save As**. This new format will be available from the **Custom** tab of the **Index to Reports** window.

7   Click **Print**.

To save reports in other formats

You can save reports in various file formats (such as .pdf, HTML, .txt, etc.) so that they can be viewed and edited in other programs.

1   Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.

2   Locate and select the report you want to display.

3   If you want to filter the data and refine the appearance of the report, click **Customise**. Customisation is explained in detail in 'Customising reports' on page 190.

4   Click **Send To** and choose one of the following file formats:

   ■ **PDF (Portable Document Format)**   If you save a report as a PDF file, the person who receives the report must have a PDF viewer, such as Adobe Reader, to view the report.

   ■ **HTML**   When you save a report in HTML (Hypertext Markup Language) format, the report can be viewed in World Wide Web browsers such as Microsoft Internet Explorer.

   ■ **Tab-Delimited Text**   When you save a report in tab-delimited text format, fields in the report are separated by tab characters. Tab-delimited text can be opened by most word processors and spreadsheets.

   ■ **Comma-Separated Text**   When you save a report in comma-separated text format, fields in the report are separated by commas. Comma-separated text can be opened by most word processors and spreadsheets.

   ■ **Simple Text File**   When you save a report in simple text format, fields are separated by spaces so the appearance of the report is as similar as possible to a printed version of the report. Simple text can be opened by most word processing and spreadsheet software.

5   In the **Save As** window, specify the file name and location, and then click **Save**.

To send reports by email

When you send a report by email, the report is saved as a PDF file and attached to the body of the email message. Your recipient needs a PDF file viewer, such as Adobe Reader, to view the report.

1   Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.

2   Locate and select the report you want to email.

3   If you want to filter the data and refine the appearance of the report, click **Customise**. Customisation is explained in detail in 'Customising reports' on page 190.

4   Click **Send To** and choose **Email**. The **Email** window appears.

5   If you want to, add or change the email address.

6   In the **Name** field, type or select the individual or organisation you want to send the report to.

7   Enter the subject and message of the email.

8   Click **Send**. The email is sent to your email program's outbox with the report attached as a PDF file.

9   Send the email and attachment from your email program as you would normally.

To send reports by fax

If you have fax software installed on your computer, you can send your reports by fax. Windows XP includes fax software; for more information, see Windows Help.

1   Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.

2   Select the report you want to fax.

3   To limit the data that will appear in the report, click **Customise** and specify the data you want. For more information, see 'Customising reports' on page 190.

4   Click **Send To** and choose **Fax**.

5   Use your fax software as you normally would to send the fax.

To view reports in Microsoft Excel

In Excel, you can open reports that you have saved as tab-delimited files, comma-separated files or unformatted text files.

1 Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.

2 Select the required report.

3 If you want to filter the data and refine the appearance of the report, click **Customise**. Customisation is explained in detail in 'Customising reports' on page 190.

4 Click **Send To** and choose **Excel**. Microsoft Excel starts and the selected report appears.

Modifying OfficeLink templates for Microsoft Excel

Each report in your AccountRight software has a corresponding Excel template. All Excel templates are stored in a folder named Spredsht, which is located in your AccountRight software folder. You can modify these templates if you want.

CAUTION: Use caution when modifying Excel templates   If you modify the Excel templates, do not move the [[Tbl:Body Table]] field. This field *must* be located in Column B, row 15, in order for each report's total amounts to be calculated correctly. If you move [[Tbl:Body Table]], the totals will be inaccurate.

Also note that if you want to perform additional calculations using the exported report data, you should either create a macro that will perform the calculation after the report is imported, or place your reference fields on a separate spreadsheet and update it after the report is imported. Please refer to your Excel documentation for more information.

Printing report batches

A report batch is a group of reports that can be printed together. For example, you may want to create a report batch that contains all your regular monthly financial statements.

NOTE: Some reports are excluded from batches   Some reports, such as the **Reconciliation** report, can't be added to report batches because you need to specify information to be printed each time you want to print the report. Saved custom reports are also excluded.

To create a report batch

1 Go to the **Reports** menu and choose **Report Batches**. The **Report Batches** window appears.
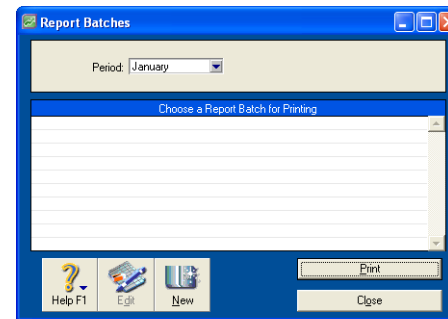
2 Click **New**. All the reports that can be batched appear.

3 Enter a name for the batch.

4   Click each report you want to include in the batch. A tick appears to the left of each selected report.To remove a report from the batch, click the report name a second time.

5   Click **OK**. The **Report Batches** window appears again with the name of the new batch in the scrolling list.

To print a report batch

1   Go to the **Reports** menu and choose **Report Batches**. The **Report Batches** window appears.

2   Select the relevant period from the **Period** list.

    You can choose any of the months or quarters in the current financial year, or you can choose to print information for the entire year to date.

    Your selection in the **Period** list affects different types of reports in different ways. For example, if you choose January, activity reports will show job activity information from 1 January to 31 January and balance sheet reports will show information as of 31 January.

3   Choose a report batch for printing and click **Print**. Each report in the batch is printed.

To change a report batch

1   Go to the **Reports** menu and choose **Report Batches**. The **Report Batches** window appears.

2   Select the batch you want to change and click **Edit**. The **New**/**Edit Batch** window appears.

3   Change the batch name, if necessary, and the reports contained in the batch. (Click a report to select or deselect it.)

4   Click **OK** to save your changes.

To delete a report batch

1   Go to the **Reports** menu and choose **Report Batches**. The **Report Batches** window appears.

2   Select the name of the batch you want to delete.

3   Go to the **Edit** menu and choose **Delete Batch**.

Customising reports

You can change the look and content of reports. For example, you can filter the amount of information that appears in reports, add additional fields and change the appearance.

You can customise a report for once-off use and print it immediately. Then, when you close the report, it will revert the report to the original settings. However, If you want to retain a report's modifications, you can save it as a customised report.

When you save a customised report, it appears in the **Custom** view of the **Index to Reports** window.

Follow the tasks below to customise a report:

Task		See
1	Select the data to be printed	page 191
2	Select the required fields	page 192
3	Select finishing options	page 193
4	Change the report format	page 193
5	Print the report	page 193
6	Save the report	page 194

Task 1: Select the data to be printed

You can filter the amount of information that appears in your reports by choosing which categories or ranges of data should be included. For example, if you want to print a **Customer Payments (Closed Invoices)** report for a customer for the months May to July, you can use filters to select just that customer and just those months.

You can filter the information that appears in a report in either the **Report Customisation** window or the **Report Display** window.

To filter reports in the Report Display window

1 Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.

2 Locate and select the report you want to customise.

3 Click **Display**. The **Report Display** window appears.

4 Filter the report by making the required entries and selections in the toolbar that appears in the top section of the **Report Display** window. (Some reports do not have selection options.)
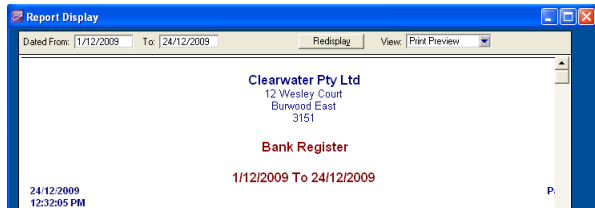
5 Click **Redisplay**. The report is refreshed with the new filtering options applied. To make further filtering selections, see below.

To filter reports in the Report Customisation window

1 Go to the **Reports** menu and choose **Index to Reports.** The **Index to Reports** window appears.

2 Locate and select the report you want to customise.

3 Click **Customise**. The **Report Customisation** window appears.

The customisation options that appear depend on the report being customised. The example below shows the options available for the **Closed Invoices** report (which is one of the Sales reports).
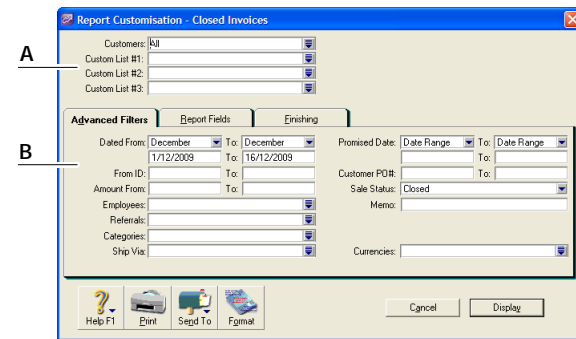
A The top section of the window enables you to limit the report to:
- a particular customer, supplier or employee
- records with particular values in custom lists.

B The bottom section has three tabs—**Advanced Filters**, **Report Fields** and **Finishing**.
The **Advanced Filters** tab lets you specify further limits on the data displayed (such as limiting records to those within a date range). The other two tabs are described later (see 'Select the required fields' on page 192 and 'Select finishing options' on page 193).

4 Refine your search criteria in the **Advanced Filters** tab.

Using wildcards to filter reports

Wildcards are special characters that give you more flexibility when selecting which records, such as account numbers and invoice numbers, you want to include in a report.

You can use two wildcard characters, the asterisk (*) and the question mark (?), in the **Report Customisation** window.

- **Asterisk**: Use the asterisk in the **Report Customisation** window if you want to print a report for a specific group of records.

  Example 1—If you want to print an **Account Transactions** report for all accounts whose account numbers begin with 1, you can use the asterisk wildcard to do so.

  To include accounts whose numbers begin with 1, enter 1* in the **Selected** field in the **Report Customisation** window for the **Account Transactions** report.

  Example 2—If you have several items whose numbers end in SVC (to indicate the items are service items), you can enter *SVC in the **Selected** field to print a report that includes only the items whose numbers end in SVC.

- **Question mark**: The question mark wildcard allows you to limit your report to elements that contain only a specific number of characters.

  Example 3—You want to print a Job Transactions report for the Cadwell Corporation. All Cadwell job numbers are three characters long and begin with the letter C. However, you have other jobs that start with the letter C and you don't want those jobs to appear on the report. In the **Selected** field of the Job Transactions report's **Report Customisation** window, enter C?? to limit the report to three-character jobs that begin with C.

Task 2: Select the required fields

In the **Report Fields** tab of the **Report Customisation** window, you can choose which fields to include in the report. For example, if you want to print the name of the salesperson in a sales report, you can add the salesperson field.

1 Click the **Report Fields** tab.
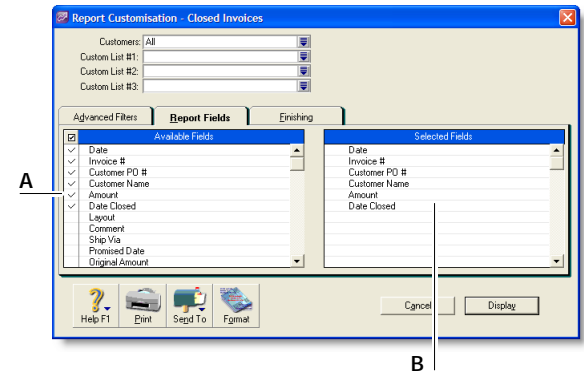
A Fields in the **Available Fields** column are those that are available for the selected report. To include a field in a new report, select the field by clicking in the select column (☑). This adds the field name to the **Selected Fields** column.

B Fields in the **Selected Fields** column are those that will be printed on the selected report. From the top down, the sequence of fields in this column is in the order the fields will appear in the report. The first field will appear as the leftmost column of the report, the second field will appear in the next column to the right, and so on.

If you want to change the order in which the fields are printed, display the report and choose **Screen Report** from the **View** list. You can then drag the column headers to new positions. See 'Producing reports' on page 187.

2 Select the fields you want appearing on the report.

Task 3: Select finishing options

The **Finishing** tab of the **Report Customisation** window provides a number of miscellaneous options, such as what default text to add to the report, whether you want the report added to the **Reports** menu, and so on. These options vary depending on which report you select.

To select finishing options

1 Click the **Finishing** tab.
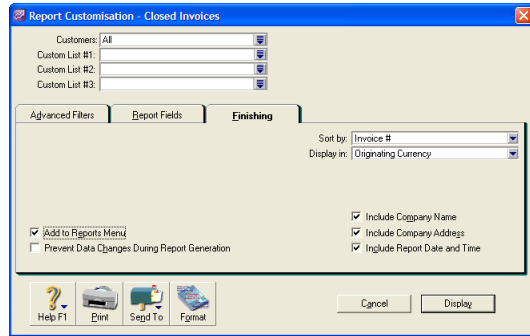
2 If you want to add the customised report to the **Reports** menu so that you can re-use these customised settings, select the **Add to Reports Menu** option.

3 Make any other entries or selections that apply to the report.

Task 4: Change the report format

You can modify the look of the report by choosing different font styles, sizes, colours, alignments and effects, and by changing the report's page margins.

1 Click the **Format** button in the **Report Customisation** window. The **Report Format** window appears.
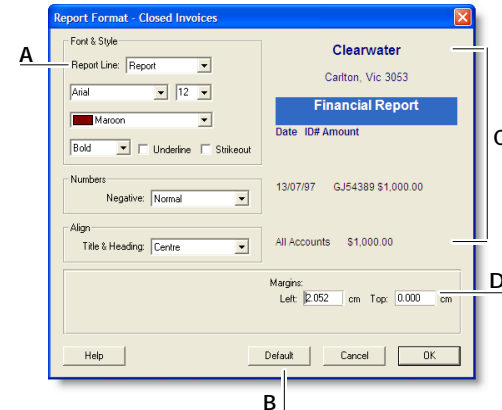
A	Click the **Report Line** list, choose the section of the report you want to customise and then change the formats as required.
B	If you have formatted a report and want to change it back to its original format, click **Default**.
C	The right side of the **Report Format** window shows a preview of each report section.
D	To change the report's margins, make entries in the margin fields.

2 When you have finished formatting the report, click **OK**.

Task 5: Print the report

1 Click **Display** to display the report.

2 If you want to see how the report will look when printed, select **Print Preview** from the **View** list.

3 To print the report, click **Print**.

Task 6: Save the report

If you plan to use a report's design and format again, you can customise the report once, save the changes and then re-use the report whenever you want. Once saved, you can access your custom report from the **Custom** tab in the **Index to Reports** window.

1   With the report displayed, click **Save As**. The **Save As** window appears.

2   Enter a name and a brief description of the custom report and click **OK**. The **Report Display** window appears again.

3   Click **Close**. The **Index to Reports** window appears.

    Note that the report you have just saved is now listed in the **Custom** tab. You can run the report again by selecting it from the **Custom** tab.

Custom reports are stored in a special folder   When you save a custom report, the report's customisation information is stored in a folder called Custom, which is located in your AccountRight software installation folder. If you delete or rename this folder, you won't be able to use your custom reports.

Removing saved reports from the Custom tab of the Index to Reports window   If you want to remove a customer report, select the report in the **Custom** tab of the **Index to Reports** window and select **Erase Custom Report** from the **Edit** menu

Changing the default fonts on reports

Every report is assigned default fonts. You can change these default fonts if you prefer your reports to have a different appearance.

1   Go to the **File** menu and choose **Default Fonts.** The **Default Font Selection** window appears.

2   Click **Reports**. The **Report Format - All Reports** window appears.

3   Choose the font style and size for the printed characters on your reports. The sample box previews the appearance of your choices.

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

- -
NOTE: Changing the default fonts will not affect the fonts on any custom report.
- -

13 Forms

You can print all the standard business forms you send to customers, employees and suppliers: quotations, order confirmations, invoices, packing slips, shipping labels, statements, bills, cheques, remittance advices, receipts, pay slips [AccountRight Plus only] and mailing labels.

In your AccountRight software, you can print forms individually as you complete a transaction (for example, an invoice for a cash sale) or print batches of forms (for example, a monthly cheque run for supplier payments). When printing batches, choose which forms to print by applying selection criteria. For example, you can choose to print statements only if the balance of the customer's account is not zero.

You can also print forms onto stationery with a preprinted logo and contact details or use plain stationery and include your business name and contact details. If you already have preprinted stationery, you can still customise the appearance of your forms. Invoices and statements are those most commonly customised, but cheques, bills and labels can also be customised. You can change the size of the form, print multiple forms on a single page, change fonts, move fields, create text labels, and add your own logos and graphics. You can also create multiple forms of one type, for example, one invoice with your logo and another without it.

Note that your forms are stored in their own Forms folder within the program's installation folder. This allows you to share forms among your company files and easily transfer them from one computer to another.

Finding forms

Forms are accessed from the command centre of the associated transaction. For example, sales forms can be accessed from the Sales command centre.

To find forms

1 Go to the appropriate command centre, for example, Sales for invoice forms.

2 Find the type of form you want and click the relevant command centre function. See the following tables.

Banking command centre

Type of form	Function
Cheques	Print Cheques
Receipts	Print Receipts
Remittance Advices	Print/Email Remittance Advices

Sales command centre

Type of form	Function
Invoice forms	Print/Email Invoices
Packing slips	Print/Email Invoices
Labels	Print/Email Invoices
Statements	Print/Email Statements
Receipts	Print Receipts

Purchases command centre

Type of form	Function
Purchase forms	Print/Email Purchase Orders
Cheques (payable)	Print Cheques
Remittance Advices	Print/Email Remittance Advices

[AccountRight Plus only] Payroll command centre

Type of form	Function
Cheques	Print Paycheques
Payment summaries	Print Payment Summaries
Pay slips	Print/Email Pay Slips

Card File command centre

Type of form	Function
Mailing labels	Print Mailing Labels
Personalised letters	Create Personalised Letters

Sending forms

You can send forms when you record a transaction, or later, in a batch.

Sending forms when you record a transaction

You can print, email or fax forms as you enter individual transactions in the **Sales** and **Purchases** window.

You can also print or email remittance advices or cheques when you record transactions in the **Spend Money**, **Pay Bills** or **Settle Returns & Credits** windows.

- -

TIP: Automatically print, email, fax or save   You can set up your preferences so that you can automatically print, email, fax or save sales and purchases when you record them. To do this, select the required option in the **Sales** or the **Purchases** tab of the **Preferences** window.

- -

Sending forms in a batch

Instead of printing each form in the transaction window when you record it, you can select a delivery status option to print or email sales, purchases and remittance advices later, in a batch.

To do this, select from the following options in these transaction windows.

- Sales—select either **To be Emailed**, **To be Printed** or **To be Printed and Emailed** in the **Invoice Delivery Status** field in the **Sales** window.
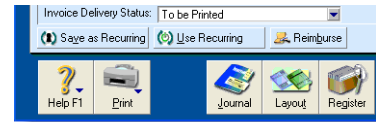
- Purchases—select either **To be Emailed**, **To be Printed** or **To be Printed and Emailed** in the **Bill Delivery Status** field in the **Purchases** window.
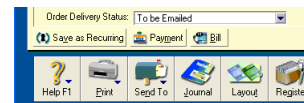
- Remittance advices—select either **To be Emailed**, **To be Printed** or **To be Printed and Emailed** in the **Remittance Advice Delivery Status** field in the **Spend Money**, **Settle Returns & Credits** or **Pay Bills** windows.
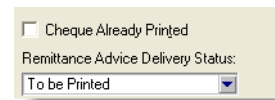
After you have completed a number of transactions, say, the invoices for the day, you can print or email a transaction batch. See ‘To print forms’ on page 198 and ‘To email forms’ on page 198.

If you selected the **To be Printed and Emailed** delivery status, you need to complete both procedures.

To print forms

1. Click the command centre function for the forms you want to print. For example, if you want to print a a sales invoice, go to the **Sales** command centre and click **Print/Email Invoices**.

2. Click the **To Be Printed** tab.
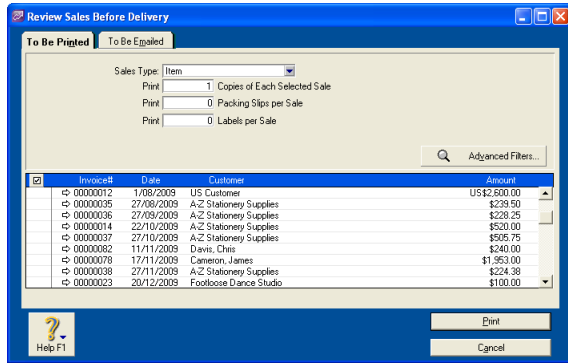
3. Make a selection in the **[...] Type** field. For example, if you want to print item invoices, select **Item**.

4. Click in the select column next to a transaction you want to print. If you want to print all the transactions, click the icon in the heading of the select column (☑).

5. If you want to view the transaction details, click the zoom arrow (⇨) next to the transaction.

6. Type the number of copies you want to print in the **Print [...] Copies** field. If you also want to print packing slips or mailing labels, type the number of copies in the **Packing Slips** and **Labels** fields.

7. If you want to filter the transaction information or change the type of stationery the forms will be printed on, click **Advanced Filters**. For more information, see 'Advanced filters' on page 199.

8. Click **Print**.

To email forms

1. Click the command centre function for the forms you want to print. For example, if you want to email a remittance advice, go to the **Purchases** command centre and click **Print/Email Remittance Advices**.

2. Click the **To Be Emailed** tab.
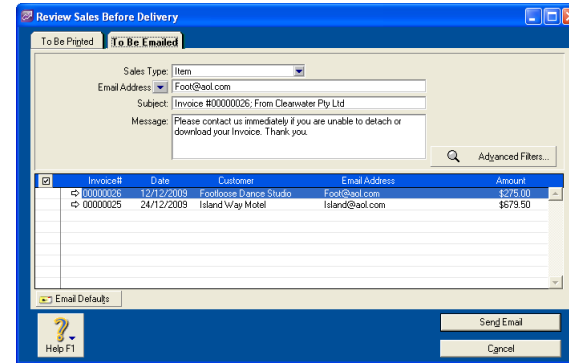
3. Make a selection in the **[...] Type** field. For example, if you want to email a remittance advice to a supplier, select **Pay Bills**.

4. Click in the select column next to the transaction you want to email. If you want to email all the forms, click the icon in the heading of the select column (☑).

5. If you want to view the transaction details, click the zoom arrow (⇨) next to the transaction.

6. If you want to change a recipient's email address, select their name and click the down arrow next to the **Email Address** field and select another address from the card. Alternatively, type the address in the **Email Address** field.

7. Enter a subject title and message or accept the default title and message. If you want to change the default title and message, click **Email Defaults**.

8 If you want to change the type of information you are going to email or the type of stationery it will appear on, click **Advanced Filters**. For more information, see 'Advanced filters' below.

9 Click **Send Email**.

Advanced filters

You can filter the amount of information and change the stationery you use when you print or email a form. You can do this in the **Advanced Filters** window.

1 Click **Advanced Filters** in the **Review [...] Before Delivery** window. The **Advanced Filters** window appears.

Select the transactions

2 Select the transaction type and specify if you want to sort by all cards or a selected card.
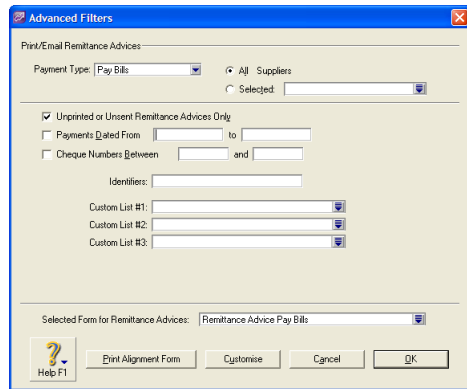
3 If you want to filter the transactions to be included, select from the options in the middle section of the window. For example, enter a date range or reference number range.

Select the stationery

4 In the **Selected Form for [...]** field, select the stationery you want to use when you print or email your forms.
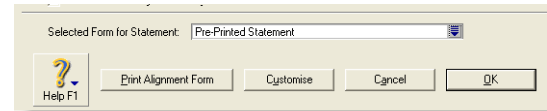
Several stationery choices are available, depending on the type of form you are currently working with.

Stationery	Select this for...
Preprinted	Select the preprinted stationery to print on paper that already contains lines, columns and headings. The preprinted stationery is designed to match most commonly used forms provided by third-party forms suppliers. Note that this type of stationery is not suitable for emailing forms.
Plain paper	Select plain-paper stationery if you want to print on blank paper. Lines, columns and headings are automatically printed with the form's information.
Customised	Select any customised stationery forms if you want to print or email a form you have already customised. See 'Customising forms' on page 200 for more information about customising forms.

TIP : If you are using continuous-feed paper or pre-printed stationery. If you want to test the alignment of the information that will be printed using sample data, click **Print Alignment Form**.

5 When you have finished making your selections in the **Advanced Filters** window, click **OK**. The **Review [...] Before Delivery** window reappears, displaying records according to your filter criteria.

Customising forms

You can change the look and content of printed cheques, pay slips [AccountRight Plus only], invoices, packing slips, purchase orders, statements, bills and mailing labels. You can also change the size of a form, add text labels, draw lines and boxes, paste graphics on the form, move fields, change the size of fields, and more. Then you can save your customised stationery so that you can select it when you print the form.

- -
NOTE: Creating customised pay slips You create a pay slip by customising a cheque form and including only the paycheque stub section on the form. You can print the pay slip even if you don't pay your employees by cheque.
- -

- -
CAUTION: Back up forms Back up the **Forms** folder before customising any forms so you can always revert to the originals.
- -

Do these tasks to create, save and print customised forms:

Task		See
1	Display the form	below
2	Set up form properties	page 201
3	Adding and editing elements	page 201
4	Preview the customised form	page 201
5	Save the customised form	page 202
6	Print the customised form	page 202

Task 1: Display the form

1. Go to the **Setup** menu, choose **Customise Forms** and choose the type of form you want to customise. The **Customise Forms** window appears.

2. Select the form you want to customise in the **Form to Customise** field and click **Customise**. The **Customise [...]** window appears.
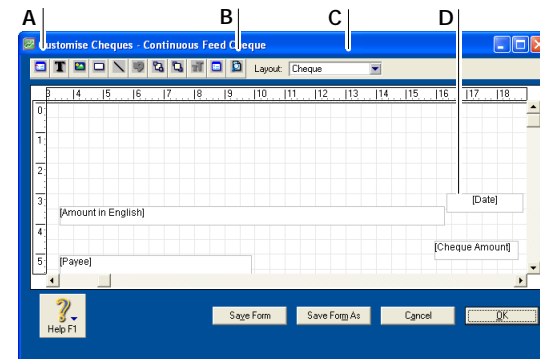
A	Tool palette	The tool palette provides you with customisation tools.
B	Preview	Click the **Preview** button to view your form on screen.
C	Layout list	Select the required layout for a cheque stub. (Cheque forms only.)
D	Data fields	Data fields contain system-generated information.

Task 2: Set up form properties

1 Click the form properties button in the tool palette of the **Customise [...]** window.

The **Form Properties** window displays two tabs: the **Layout** tab and the **Options** tab.
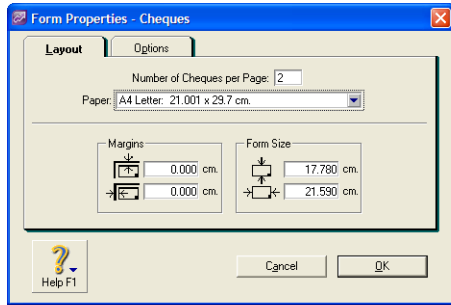
Set up the paper and form sizes

2 In the **Layout** tab:

   a Type the number of forms you want to print per page.

   b Select the required type of paper from the **Paper** list.

   c Enter the margins for the page.

   d Type the width and length of the form (not the paper) in the **Form Size** fields. For example, if you are printing four cheques per A4 page, enter the width and length of a single cheque, not the width and length of the A4 page.

Set up the grid and add a background graphic

3 In the **Options** tab:

   a Select the grid options for the form, such as whether to display a grid, the size of the grid and whether to use the snap-to-grid feature for aligning fields.

   b Select the background for the form by clicking **Insert Background** and selecting the image file to use as the form's background.

   c If you have chosen a background image, select where you want the image to be displayed on the form.

4 Click **OK**.

Task 3: Adding and editing elements

Add, remove or edit elements—such as text, graphics and lines—according to your needs. For more information, see

Task 4: Preview the customised form

At any time during the customisation process, you can display a screen preview of your work.

1 Click the **Preview** button in the tool palette of the **Customise [...]** window.

The form is displayed in the **Print Preview** window.

2 If you want to view the form in more detail, alter the default value (75%) of the **Zoom** field and press Tab.

3 If you want to check your current printer and page settings, click **Print Setup**.

4 When you have finished previewing the form, click **Close** in the **Print Preview** window.

Task 5: Save the customised form

When you are satisfied with the changes you have made to the form, you should save the customised form.

If you want to save changes to a custom form you created previously, click **Save Form**.

If you want to create a new custom form stationery that contains the changes you have made, click **Save Form As**. The **Save As** window appears. Enter a name and a brief description for the new layout and click **OK**.

Task 6: Print the customised form

Printing a customised form is the same as printing an unchanged form. However, before you can print using your customised form, you need to select the form in the **Selected Form for [...]** field in the **Advanced Filters** window.

Changing the default fonts on forms

Every form in your software is assigned default fonts. You can change these default fonts if you prefer your forms to have a different appearance.

1   Go to the **File** menu and choose **Default Fonts**. The **Default Font Selection** window appears.

2   Click **Forms**. The **Change Default Forms Font** window appears.

3   Choose the font style and size for the printed characters on your forms. The sample box previews the appearance of your choices.

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

Adding and editing elements

There are a number of different elements you can edit, see:

- ■   ‘Adding and editing data and label elements’ on page 203

- ■   ‘Adding and editing graphic elements’ on page 204

- ■   ‘Editing all elements with common commands’ on page 205

Adding and editing data and label elements

You can add elements to a form, and change elements on a form, using the buttons on the tool palette shown below:
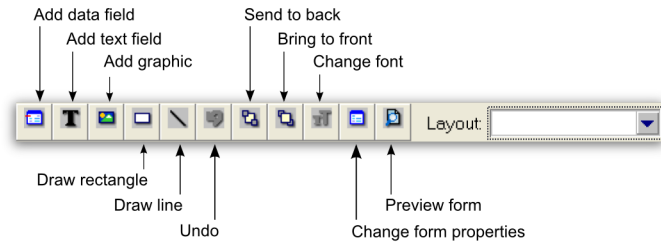
To add a data field to a form

1   Click the add data button (🔲). The **Select from List** window lists all the data fields available for the form you selected.
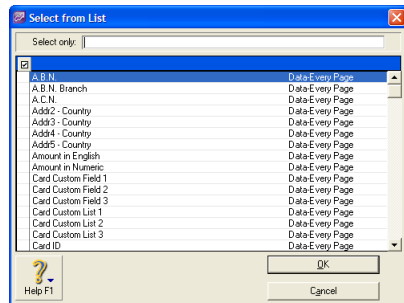
The column on the right indicates the field type (Data, Column) and where it appears on a form. For example, the **Total** field only appears on the last page.

2   Click the fields you require.

3   Click **OK**. The selected data fields appear on the form. Their position depends on a number of factors, such as the number of records they can display, previous cursor position and other fields already on the form.

You can move a field to a better position—see 'Editing all elements with common commands' on page 205.

4   If you want to change the properties of a data field, double-click it. The **Field Properties** window appears.

The **Field Properties** window has two tabs: the **Layout** tab where you specify the text, format, background colour, location and size of the field, and the **Borders** tab where you specify the layout, colour and width of the field's borders.

5   Change the properties as required and click **OK**.

To add a text label to a form

1   Click the add text button (T) and then click on the form where you want to place the text field. A new text label named **Text Field** appears.

2   Double-click the new label. The **Field Properties** window displays the **Layout** tab where you specify the name, location and size, text format and background colour of the label, and the **Borders** tab where you specify the layout, colour and width of the label's borders.

3   Click **OK** to close the **Field Properties** window. The new label appears in the **Customise** window.

If the name is longer than the size of the label, you may need to resize it—see 'Editing all elements with common commands' on page 205.

To change the name of a text label

1 Double-click the text label. The **Field Properties** window appears.

2 Change the name in the **Text** field on the **Layout** tab.

3 Click **OK**.

To change the font style of a data field or text label

1 Double-click the data field or text label to be changed. The **Field Properties** window appears.
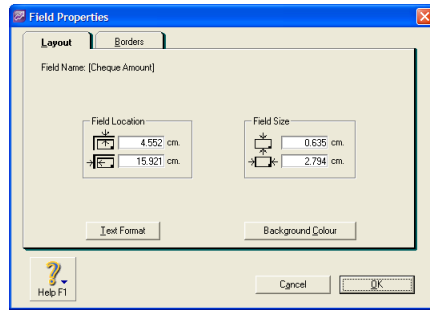
2 Click **Text Format**. The **Text Format** window appears.
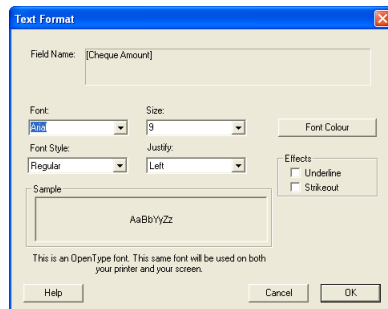
3 Make your choices in the **Font**, **Font Style**, **Size**, **Justify** and **Effects** fields.

4 If you want to change the font colour:
   a Click **Font Colour**. The **Colour** window appears.
   b Select the new colour and click **OK**. The **Text Format** window reappears.

5 Click **OK**.

Adding and editing graphic elements

You can also add graphic elements to a form: rectangles to visually group elements, lines to separate elements, icons, logos, photos, location maps and other graphic elements.

To add a graphic file to a form

1 Click the add graphic button (🖼) in the **Customise** window and then click on the form where you want to place the graphic. A new graphic element appears.

2 Double-click the graphic element. The **Field Properties** window appears.
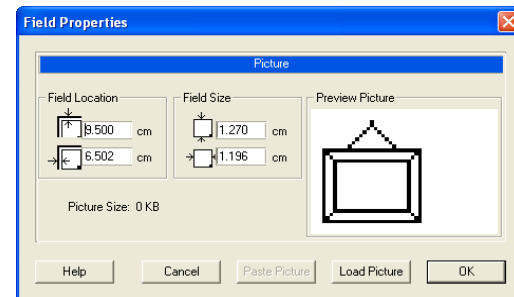
3 Click **Load Picture**. The **Open** window appears.

4 Select the graphic file and click **Open**. The **Field Properties** window displays the graphic in the **Preview Picture** area.

5 Type the field location and field size for the picture.

6 Click **OK** to close the **Field Properties** window. The picture appears in the **Customise** window.

To paste a graphic element into a form

You can paste almost any graphic that can be placed on the clipboard into a form, regardless of its graphic format.

1 Open your graphic file in any graphics software.

2 Copy the graphic to the clipboard.

3 Click the add graphic button (▣) in the **Customise** window. Then click the location on the form where you want the graphic to appear. A graphic element appears.

4 Double-click the graphic element. The **Field Properties** window appears.

5 Click **Paste Picture**. The graphic appears in the **Preview Picture** area.

6 Type the field location and element size for the graphic.

7 Click **OK**. The graphic appears in the **Customise** window.

To draw a line on a form

You can draw a vertical or horizontal line on a form.

1 Click the draw line button (◳) and then click and hold the mouse at the location on the form where you want the line to begin.

2 Drag to where you want the line to end and then release the mouse button.

To draw a rectangle on a form

1 Click the rectangle button (▭).

2 Click and hold the mouse at the location on the form where you want the top left corner of the rectangle to appear.

3 Drag to the right and down to where you want the rectangle to end and then release the mouse button.

To change the thickness of a line or rectangle

1 Double-click the line or rectangle. The **Field Properties** window appears.

2 Choose a thickness in the **Line Size** section of the **Field Properties** window.

3 Click **OK**.

Editing all elements with common commands

The following editing procedures are applicable to any element.

To…	Do This…
Copy and paste	1 Click an element once to select it. 2 Go to the **Edit** menu and choose **Copy**. Note that if you want to paste the element onto another form, display that form in the **Customise** window. 3 Go to the **Edit** menu and choose **Paste**. A copy of the element appears in the window.
Delete	Select the element and press BACKSPACE or DELETE on your keyboard.
Undo last change	To undo the last change you made to the current form, either click the undo button (↺) or press CTRL + Z.
Drag and drop	1 Click the element and hold down the mouse button. Notice that the cursor changes to a hand pointer. 2 Drag the element to the desired location. In the example below, the **[Invoice #]** data field is being dragged below its original position.

To…	Do This…	
Change coordinates	1	Double-click the element you want to move. The **Field Properties** window appears.
	2	In the **Field Location** fields on the **Layout** tab, enter the distance from the top and left edges of the form to the top left corner of the element.
	3	Click **OK**.
Resize	1	Click the element once to select it. Small squares, called handles, appear on the element.
	2	Drag a handle to change the size of the element.
Send to back	1	Select the element you want to send behind another element.
	2	Click the send to back button (⊞).
Bring to front	1	Select the element you want to bring in front of another element.
	2	Click the bring to front button (⊞).

There are also procedures specific to particular kinds of elements—see 'Adding and editing graphic elements' on page 204.

14 Contact management

The Card File is a repository of contact records, known as cards, that you can create for your customers, suppliers, employees and personal contacts. A card lets you store contact information and enables you to track and analyse the transaction history for each individual and business.

Creating a card

You need to create a card for an individual or business if you want to perform any of the following tasks:

- record sales and track the amounts owing to you
- record purchases and track the amounts owing to suppliers
- print mailing labels
- print personalised letters
- record contact details.

When you set up your company file, you may have created cards for your customers and suppliers. In addition to these cards, you can create employee cards and personal cards for your friends and relatives.

If you want to create a card for…	See
a customer	page 65
a supplier	page 87
an employee in	
• AccountRight Standard (standard edition)	page 208
• AccountRight Plus	page 112
a friend or relative	page 208

To add an employee or a personal card

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

2   Click **New**. The **Card Information** window appears.
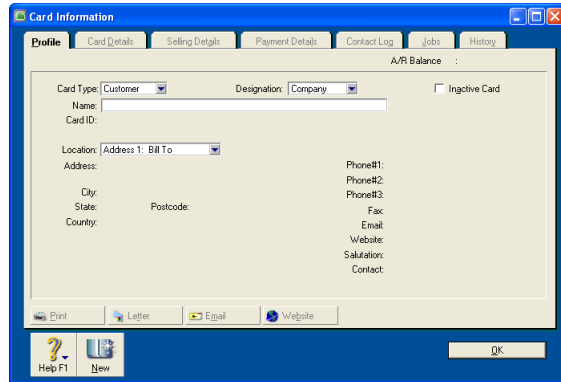
3   Select **Personal** from the **Card Type** list.

4   Type the name for the card and press TAB.

5   If you want to, complete the other fields in the **Profile** tab.

6   Click the **Card Details** tab. In this tab, you can:
   ■ *add a picture*—see 'Card pictures' on page 222.
   ■ *enter identifiers*—these are useful for grouping your cards. See 'Card identification codes' on page 221.
   ■ *use custom lists and fields*—you can record additional information about the card. See 'Customising cards' on page 221.

7   If you are creating an employee card and you want to enter details about how you pay this employee:
   a   Click the **Payment Details** tab.
   b   Select either **Cash**, **Cheque** or **Electronic** from the **Payment Method** list.
   c   If you selected **Electronic** as the payment method, complete the details in the fields that appear.

8   When you have finished entering the card details, click **OK** to save the card and close the **Card Information** window.

Keeping in touch with your contacts

There are a number of features you can use to help you stay in touch with your customers, suppliers, employees and personal contacts. You can create personalised letters from templates, send emails, enter contact log entries and create mailing labels.

Personalised letters

You can create personalised letters (also known as mail-merge letters) for any of your contacts. A personalised letter is a document template that contains standard text as well as fields that can be automatically filled with data stored in your company file.

Personalised letters are useful when you need to send the same letter to several contacts. For example, you may want to send several slow-paying customers a payment reminder letter. Instead of entering each contact's information on the letters yourself, you can set up a letter template that contains the text you want to appear, and insert data fields that automatically fill in the contact's name, address and the amount owing.

Printing personalised letters using Microsoft Word and OfficeLink OfficeLink is a feature that automates the process of merging contact information stored in your company file with a Microsoft Word template (a .dot file). Your AccountRight software includes a set of templates that you can use, and they are stored in the Letters folder, which is located within your software's program folder.

The following table summarises the templates provided with your software.

Use this template...	When you want to...
Apology.dot	apologise for a problem your company has caused for a customer, and to assure the customer that the problem will be addressed.
Backordr.dot	let your customers know that items they've ordered are on backorder and will be shipped as soon as possible.
Blank.dot	write your own letter.
BounceCk.dot	notify customers whose payments have bounced.
Coll_1st.dot	remind customers whose accounts have become overdue to make a payment.
Coll_2nd.dot	express greater urgency than Coll_1st.dot and request that your customer contact you immediately.
Coll_3rd.dot	encourage customers who have overdue payments to make a payment before their credit history is damaged.
Coll_fin.dot	advise customers that you will turn their account over to a collection agency if payment isn't made within a specified number of days.
Credit Application.dot	enable your customers to formally apply for credit.
FaxCover.dot	create a fax cover page. This page includes room for a memo.

Use this template...	When you want to...
Resolved.dot	reply to customers who have questioned an amount on their monthly statement. This letter indicates that you are looking into the matter and that you will credit the customer's account for the amount in question while the matter is investigated.
Superannuation employee privacy.dot	notify an employee that you are passing on personal details to their superannuation fund.
ThankYou.dot	thank new customers for their business.

You can edit these templates and create new ones using the mail-merge features of Microsoft Word. For information about working with mail-merge templates, see Microsoft Word Help.

To print a personalised letter using Microsoft Word

1   Go to the Card File command centre and click Create Personalised Letters. The Review Cards Before Exporting window appears.

2   Click in the select column next to each contact to whom you would like to send a personalised letter.

> **TIP: Filter your contacts** You can filter your contact list, for example, to only show contacts located within specific postcodes. To do this, click Advanced filters and enter your filtering criteria.

3   Click Mail Merge. The Select from List window appears.

4   Select the template you would like to use and then click Use Template.

Your letter appears in Microsoft Word, and depending on the template you have selected, you will be prompted to enter additional information, such as your name and title.

5   Edit the letters as required and then print them using Microsoft Word.

To print a personalised letter using other word processors

To use a mail-merge letter template created in a word processor other than Microsoft Word, you export the contact data out of your company file and then merge that data with the letter.

1   Go to the **Card File** command centre and click **Personalised Letters**. The **Review Cards Before Exporting** window appears.

2   Select the contacts to whom you would like to send a personalised letter.

> **TIP: Filter your contacts**   You can filter your contact list, for example, to only show contacts located within specific postcodes. To do this, click **Advanced filters** and enter your filtering criteria.

3   Click **Disk**. A window with a list of file formats appears.

4   Choose either the **Tab-Delimited Text File** or **Comma-Separated Text File** option.

> **NOTE: Check what file formats your word processing software requires**   Most word processing software allows mail-merge data to be tab-delimited (data is separated by tabs) or comma-separated. If your software requires a specific format, choose that format at this step.

5   Click **Save**. The **Save As** window appears.

6   If necessary, change the text file's name and location and then click **Save**.

    The text file containing your contacts' details is saved at the location you specified.

7   Use your word processing software to merge the data contained within the text file with a letter template that you have created.

Mailing labels

If you print and send cheques, quotes, orders, invoices, statements or personalised letters you may also want to print mailing labels that you can stick on the envelopes.

The **Print Mailing Labels** function in the **Card File** command centre prints your contact's name and address on sheets of adhesive mailing labels. You customise the way mailing labels are printed, including their size, the number of labels per sheet and the margins. For information about customising mailing label forms, see 'Customising forms' on page 200.

To print mailing labels

1   Go to the **Card File** command centre and click **Print Mailing Labels**. The **Review Labels Before Printing** window appears.

> **TIP: Print invoices and labels simultaneously**   When you print a batch of invoices using the **Print/Email Invoices** function in the **Sales** command centre, you can choose to print a label for each invoice.

2   Click **Advanced Filters**. The **Advanced Filters** window appears.

3   From the **Selected Form for Mailing Label** list, select the form template that best matches the size and layout of your labels and label sheets.

4   Make any other selections in the **Advanced Filters** window as required (for example, you may want to filter your contacts list to only those living within a specific postcode) and then click **OK**.

5   Click in the select column next to each contact for whom you would like to print a mailing label.

6   Ensure you have enough mailing label sheets set up at your printer and then click **Print**.

Contact log

The contact log enables you to keep a detailed log of all the phone calls you and your contacts make to each other, and any other type of correspondence.

For example, let's say that you call customer A regarding an overdue invoice. You could create a log entry that records the date of the phone call, a summary of the outcome, and the date you will want to recontact them by if their invoice is still outstanding.

When a customer or supplier calls, you can use the contact log to retrieve a complete history of your business relationship with that contact.

Note that you can also automatically create contact log entries for each sale, purchase, payment and receipt you record. For more information, see 'To automatically create contact log entries' on page 212.

To create a contact log entry

1 Go to the **Card File** command centre and click **Contact Log**. The **View Contact Log** window appears.

2 From the **Name** list, select the contact for whom you want to create a log entry and click **Use Card**.

3 Click **New**. The **Contact Log Entry** window appears.

4 Complete the **Contact Log Entry** window as described in the following table.

Name	The name of the contact. To view the contact's card, click the zoom arrow.
Contact	Type the name of the person that is associated with this entry. For example, you can record the name of the person you spoke to on the phone. If you have specified a contact person in the contact's card, you can click the down-arrow to choose that person.
Date	Type the date you spoke to or wrote to the contact. If you are simply entering an appointment or reminder, you can enter today's date.
Notes	Enter any information you want to save about the conversation or follow-up.
Elapsed Time	If you want to record the time you spend speaking to the contact, or working on a particular task related to the entry, type the time in hours and minutes. For example, if you spend 15 minutes, enter **15**. If you spend 1 hour and 15 minutes, enter **1:15**.
Recontact Date	If you want to be reminded to follow up the contact, type or select the date you want to be reminded to recontact them. The reminder will appear in the **Contact Alert** tab of the **To Do List** on this date. For more information, see 'Reviewing your contact information' on page 223.
Log	View all contact log entries for the selected contact.
New	Record the current log entry and to create a new entry for this or another contact.

Automatic contact log entries   You can choose to automatically create log entries each time you record a sale, purchase or banking transaction. The log entry contains basic information about the transaction, such as the invoice number, cheque number and the amount.

- -

NOTE: Your company file's size may increase significantly   If you record many transactions and choose to automatically create log entries for them, the size of your company file may increase significantly. If the company file size becomes an issue, you can purge old contact log entries and other data. For more information about purging information, see 'Purging information that is no longer needed' on page 266.

- -

To automatically create contact log entries

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

2   Click the **Banking** tab.

3   If you want to create an automatic contact log entry for each payment you record, select the **Make Contact Log Entry for Every Cheque** option.

4   If you want to create an automatic contact log entry for each receipt you record, select the **Make Contact Log Entry for Every Deposit** option.

5   Click the **Sales** tab.

6   If you want to create an automatic contact log entry for each sale you record (including quotes and orders), select the **Make Contact Log Entry for Every Sale** option.

7   Click the **Purchases** tab.

8   If you want to create an automatic contact log entry for each purchase you record (including quotes and orders), select the **Make Contact Log Entry for Every Purchase** option.

9   Click **OK** to close the **Preferences** window.

To view the contact log

1   Go to the **Card File** command centre and click **Contact Log**. The **View Contact Log** window appears.

2   From the **Name** list, select the contact for whom you want to view the contact log.

3   If you want to view or edit the detail of a log entry, select the entry and click **Edit**, or click the zoom arrow next to it.

Other ways to keep in touch

To send an email message to a contact

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

2   Click the zoom arrow next to the name of the contact you want to email. The **Card Information** window appears.

3   In the **Location** field, select the address to which you want to send the email.

4   If an email address is entered in the field, click **Actions** and choose **Send Email**. The **Email** window appears.

5   The **Email Address** field displays the name and email address from the card. You can change these if you wish.

6   Enter a message and click **Send**. The email is sent to your default email program's outbox. Send the file from your email program as you normally do.

To access a contact's website

1   Make sure your computer is connected to the Internet.

2   In the **Card Information** window, display the **Profile** view of the contact.

3   If a website is listed in the **Website** field, click **Actions** and choose **View Website**.

4   Your contact's website will appear in your web browser.

View a contact on a map

To view a contact's location on a map

1   Make sure your computer is connected to the Internet.

2   In the **Cards List** window, select the card whose location you want to view.

3   Click **Actions** and choose:
    - **View in Google Maps**^{TM}. Your web browser window will appear, showing the location of your contact on a street map.
    - **View Directions**. Your web browser window will appear, displaying a street map with directions from your primary business location to the contact's address.

Grouping your contacts

You can group and sort your contacts according to common attributes by assigning identifiers to their cards and the appropriate attributes from custom lists you have defined.

Grouping contacts using these features makes it easier for you to:

- filter reports to show only information specific to a group of contacts
- identify which of your contacts have a particular attribute
- filter lists so that it's easier for you to send a batch of personalised letters, customer statements and other forms to a group of contacts.

Identifiers

Identifiers are one-letter labels you can assign to cards.

When you create reports or view card lists, you can limit the information to a particular group of cards by specifying the identifiers that you've assigned to those cards.

For example, say you want to be able to identify all clients who are not-for-profit organisations. You could assign them identifier N and when printing sales reports you can choose to filter the report to show only customers who have that identifier.

You can also assign multiple identifiers to a card. For example, say you assign O to your overseas customers and W to your

wholesale customers. If you have overseas wholesale customers you can assign them the OW identifiers. You can then filter a report to only show your overseas wholesale customers by specifying the OW identifiers in the **Report Customisation** window.

To define identifiers

1   Go to the **Lists** menu and choose **Identifiers**. The **Identifiers** window appears. It provides a field for each of the 26 letters of the alphabet.

2   Enter a description for as many identifiers as you want and click **OK**.

To assign identifiers to a card

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

2   Click the zoom arrow next to the card you want to edit. The **Card Information** window appears.

3   Click the **Card Details** tab.

4   Click **Identifiers**. The **Select Identifiers** window appears.

5   Click next to the identifiers you want to assign to the card.

6   Click **OK**.

Custom lists

You can set up lists of predefined attributes and assign the appropriate attributes to your cards.

By assigning attributes from a custom list to your cards, you are able to group your contacts to a greater degree than is possible with identifiers.

For example, you could assign all your wholesale customers the W identifier. If you also set up a custom list containing each of your sales territories, and allocate those customers to the appropriate territory, you can then filter reports to only show information about wholesale customers who are within a particular sales territory.

To name a custom list

1   Go to the **Lists** menu, choose **Custom List & Field Names**, and then choose the card type for which you want to create a custom list, for example, **Customers**. The **Custom List and Field Names** window appears.
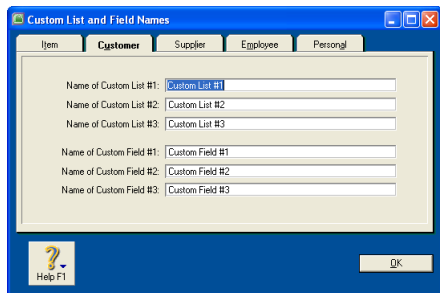
2   Enter names for the lists you want to create for the card type you have selected in the **Name of Custom List** fields.

3   Click **OK**. The names you have entered will now appear in the **Card Details** tab of the **Card Information** window.

To create a custom list entry

1   Go to the **Lists** menu, choose **Custom Lists** and then choose the card type for which you want to create a custom list entry, for example, **Customers**. The **Custom Lists** window appears.
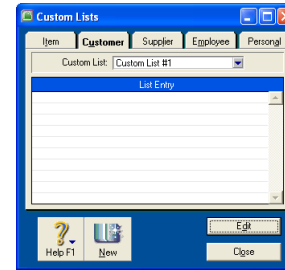
2   Select the custom list for which you want to create an entry.

3   Click **New**. The **Edit Custom List** window appears.

4   Type the custom list entry's name and then click **OK**.

The entry appears in the **Custom Lists** window.

To assign a custom list entry to a card

1   Go to the **Card File** command centre and click **Cards List**.

2   Click the zoom arrow next to the card you want to edit. The **Card Information** window appears.

3   Click the **Card Details** tab.

4   Click the search icon next to the custom list field you want to edit and then select the entry that you want to assign.
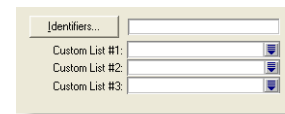
Synchronising AccountRight cards with Microsoft Outlook contacts

You can synchronise your AccountRight cards and your Microsoft Outlook contacts. If your business uses Microsoft Outlook to email and manage contact information, this will make it easier for you to keep both your AccountRight cards and your Outlook contacts up to date.

Your AccountRight cards are your customer, supplier, employee and personal cards stored in your AccountRight card file. Your Outlook contacts are your contacts stored in your Microsoft Outlook address book.

When you synchronise your AccountRight cards and your Outlook contacts, you can:

- make the details in your Outlook contacts match the details in your AccountRight cards (by exporting your AccountRight cards to your Outlook contacts) or

- make the details in your AccountRight cards match the details in your Outlook contacts (by importing your Outlook contacts to your AccountRight cards).

  When you synchronise, the following details are imported or exported: company name or contact name, address details, email and web addresses and telephone, fax and mobile numbers.

If you are exporting your AccountRight cards to your Outlook contacts, you can also include your Card File custom fields in the export. When you do this, you specify how your custom fields match the Categories, Anniversary, Birthday or Spouse's name fields in your Outlook contacts. For information on setting up Card File custom fields see .

Synchronisation update rules   As part of the synchronisation process, you choose whether or not you want to update the details for existing contacts. To do this, you select from one of the following update rules.

Rule	Description
Update existing contacts	New contacts are added and existing contacts are updated. You will not be prompted to confirm updates.
Do not update existing contacts	New contacts are added *but* existing contacts are not updated. You are not prompted to confirm any updates.
Ask me to confirm updates	New contacts are added and you are prompted to confirm updates. If you select this rule, you specify how you want to deal with the discrepancies between the details in your AccountRight cards and the details in your Outlook contacts. You can: • review and update the details for each contact • select to update all contacts (if you select this option, you will not be prompted to confirm any further updates) or • skip an update for a contact and leave the details for the contact unchanged.

Software required   You require Microsoft Outlook 2000 (or later), MYOB Outlook Sync and MYOB Direct v10 installed on your computer. For more information, refer to the Getting Started guide.

Exporting your AccountRight cards to your Outlook contacts

When you export your AccountRight cards to your Outlook contacts, your contacts are saved by default to group contact folders. For example, Customer contacts are saved to a folder called **MYOB Customers**.

If you use a Personal Digital Assistant (PDA) and want to synchronise your Outlook contacts and your PDA, your contacts must be saved to the Microsoft Outlook default **contacts** folder. When you export your AccountRight cards to your Outlook contacts, you can select an option to save your contacts to the default contacts folder (see step 7 on page 217).

- -

CAUTION: Back up your Outlook contacts   Exporting your AccountRight cards to your Outlook contacts will change the details recorded in your Outlook contacts. Back up your Outlook contacts before synchronising. See your Microsoft Outlook documentation for instructions.

- -

To export your AccountRight cards to your Outlook contacts

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

2   Click **Actions** and choose **Synchronise Cards**. The **Synchronise Cards** window appears.

3   Select the card types that you want to synchronise.

- -

NOTE: You can synchronise cards from any of the Cards List tabs (All Cards, Customer, Supplier, Employee and Personal)   The default card type selected varies according to the tab you are on when you click **Sync Cards**.

- -

4   Click **Synchronise Cards**. The **Outlook Sync - Import and Export Options** window appears.
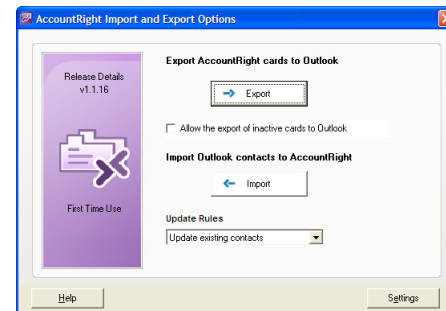
5   If you want to include inactive cards in your synchronisation, select the **Allow the export of inactive cards to Outlook** option. For information about inactive cards, see 'Inactivating or reactivating a record' on page 170.

6 Select a synchronisation rule from the **Update Rules** list. For more information, see 'Synchronisation update rules' on page 215.

7 If you want to save your AccountRight cards to your Outlook contacts default folder (you need to do this to synchronise your Outlook contacts and your PDA), or if you want to export your AccountRight custom fields to your Outlook contacts, click **Settings**. The **Outlook Sync - Settings** window appears.
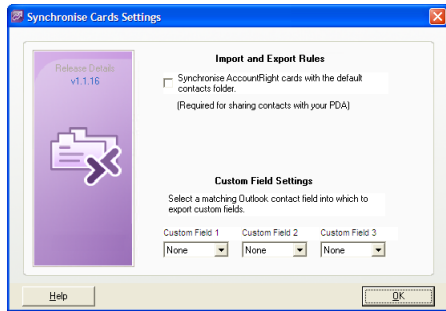
a If you want to synchronise your Outlook contacts and your PDA, select the **Synchronise AccountRight cards with the default contacts folder** option. All contacts are then saved to your default Outlook contacts folder.

b If you want to export your AccountRight custom fields to your Outlook contacts, select a matching Outlook contact field for **Custom Field 1**, **Custom Field 2** and **Custom Field 3**.

c Click **OK**. The **Outlook Sync - Import and Export Options** window reappears.

8 Click **Export**. A Microsoft warning appears.
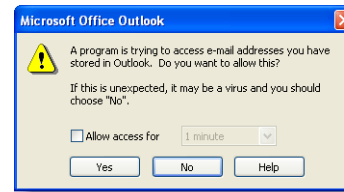
9 Select a period for your AccountRight software to access your Outlook contacts:

a Select the **Allow access for** option.

b Select a period from **1 minute** to **10 minutes**.

c Click **Yes**.

The export process starts.

10 If you selected the **Update existing contacts** rule or the **Do not update existing contacts** rule, the **Outlook Sync - Export Summary** window appears. Go to step 11 on page 218.

If you selected the **Ask me to confirm updates** rule, the **Outlook Sync - Confirm Update to Outlook Contact** window appears.

Select how you want to deal with each update. When you have confirmed all updates the **Outlook Sync - Export Summary** window appears.
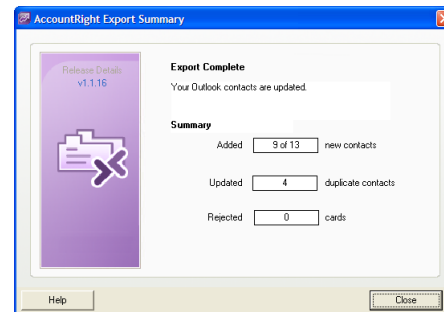
11 Review the export summary.

Summary field	Description
Added new contacts	The number of new contacts added to your Outlook contacts.
Updated duplicate contacts	The number of Outlook contacts updated to match the details in your AccountRight cards. Note that if you selected the **Do not update existing contacts** rule, updated duplicate contacts will always be 0.
Rejected cards	The number of cards you skipped (if you selected the **Ask me to confirm updates** rule) or the number of duplicate contacts (if you selected the **Do not update existing contacts** rule). Duplicate contacts have not been updated to match your AccountRight cards. Note that if you selected the **Update existing contacts** rule, rejected cards will always be 0.

NOTE: Outlook import log   If you want to view a list of the records updated and the problems encountered during the import, refer to the OutlookImport.html file. This file—readable by any Internet browser—can be found in the `OutlookSync` folder, which is located in your AccountRight software's program folder.

Importing your Outlook contacts to your AccountRight cards

You can import your Outlook contacts to your AccountRight cards from either the default contacts folder, or from group contact folders created for each AccountRight card type.

However, before you import your Outlook contacts, you need to identify each contact as either a customer, supplier, employee or personal contact.

NOTE: Blank fields in your Outlook contacts are not included in the import   If a field in your Outlook contact is blank but the corresponding field in your AccountRight card is complete, this field will be skipped during the import process. This ensures that blank fields don't overwrite contact details recorded in your AccountRight cards.

Importing from the default contacts folder   If you want to import your contacts to AccountRight cards from the default Outlook contacts folder, enter the card type for each contact in the **Categories** field of the **General** tab.
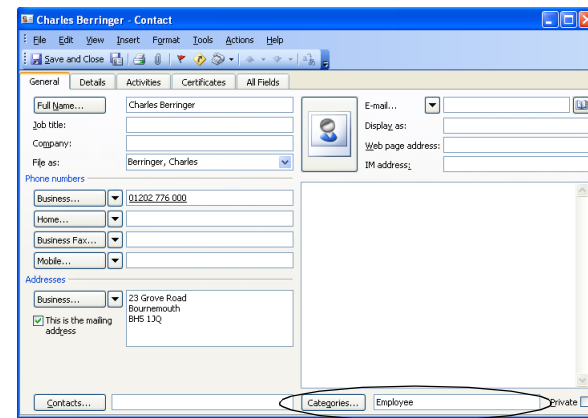
Importing from group contacts folders   You need to save your contacts to group contact folders labelled MYOB Customer, MYOB Supplier, MYOB Employee and MYOB Personal. For instructions on how to set up group contact folders in your Outlook contacts, refer to your Microsoft Outlook documentation.

Before importing your Outlook contacts   Check that the details recorded in your Outlook contacts are up to date and entered in the correct field.

To import your Outlook contacts to your AccountRight cards

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

2 Click **Actions** and choose **Synchronise Cards**. The **Synchronise Cards** window appears.
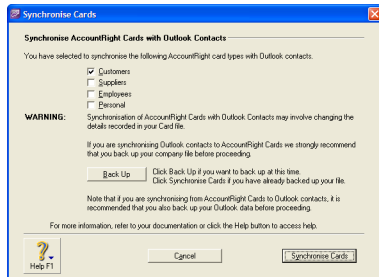
CAUTION: Back up your company file   Importing your Outlook contacts to your AccountRight cards will change the details recorded in your company file. To avoid losing contact details stored in your company file, back up your company file before synchronising. For more information on backing up your Company File, see 'Backing up and restoring company files' on page 260.

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3 Select the card types that you want to synchronise.

NOTE: You can synchronise cards from any of the Cards List tabs (All Cards, Customer, Supplier, Employee and Personal)   The default card type selected will vary according to the tab you are on when you click **Sync Cards**.

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4 Click **Synchronise Cards**. The **Outlook Sync - Import and Export Options** window appears.
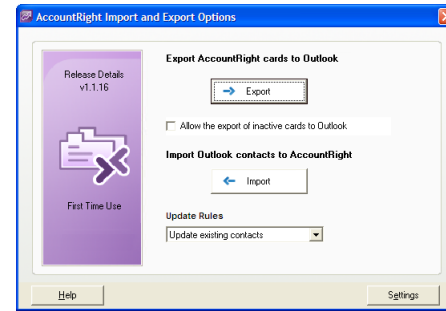
5 Select a synchronisation rule from the **Update Rules** list. For more information, see 'Synchronisation update rules' on page 215.

6 If you want to import your Outlook contacts from the default Outlook contacts folder, click **Settings**. The **Outlook Sync - Settings** window appears. If you are importing your contacts from group contact folders, go to step 7 below.

   Select the option **Synchronise AccountRight cards with the default contacts folder** and then click **OK.**

7 Click **Import**. A Microsoft warning appears.
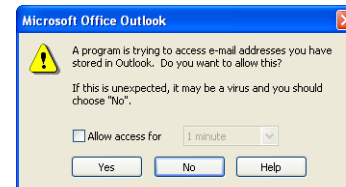
8 Select a period for your AccountRight software to access your Outlook contacts:

   a Select **Allow access for** option.

   b Select a period from **1 minute** to **10 minutes**.

   c Click **Yes**.

   The import process starts and the **Blank Field Warning** window appears.

9 Click **Continue**.

- If you selected the **Update existing contacts** rule or the **Do not update existing contacts** rule, the **Outlook Sync - Import Summary** window appears. Go to step 10 below.

- If you selected the **Ask me to confirm updates** rule, the **Outlook Sync - Confirm Update of AccountRight card** window appears.

  Select how you want to deal with each update. When you have confirmed all updates the **Outlook Sync - Import Summary** window appears.

10 Review the import summary.
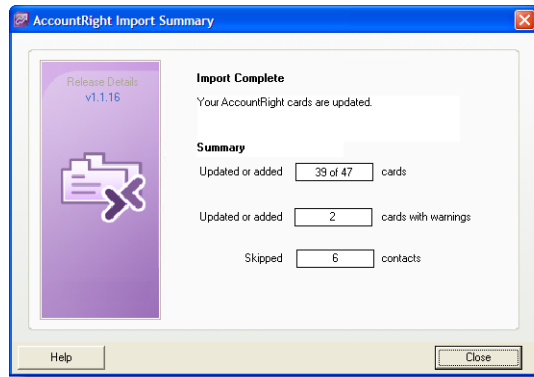
Summary field	Description
Updated or added cards	The number of cards added or updated in your AccountRight cards.
Updated or added cards with warnings	The number of cards updated but the details in your AccountRight cards may be incomplete.
Skipped contacts	The number of contacts you chose to skip (if you selected update rule **Ask me to confirm updates**) and the number of contacts that were not imported because they contained blank Outlook contact fields.

NOTE: **AccountRight import log**   If you want to view a list of the records updated and the problems encountered during the import, refer to the AccountRightImport.html file. This file—readable by any Internet browser—can be found in the installation folder for your AccountRight software (for example C:\Plus19 folder).

Customising cards

Custom fields

If you need to record certain information about your contacts, but can't find a suitable card field for it, you may want to set up a custom field.

For example, you could set up a field to record your customers' birthdays or a field to record the dates of your employees' most recent performance review.

You can set up three custom fields for each card type and label them according to your needs. You can then enter any information you like in those fields.

If you need to, you can show this information in a report by selecting the custom fields in the **Report Fields** tab of the **Report Customisation** window.

To set up custom fields

1 Go to the **Lists** menu, choose **Custom List and Field Names** and then choose the card type for which you want to set up a custom field, for example, **Customers**. The **Custom List and Field Names** window appears.

2 Type the names of the custom fields you want to set up for the card type you have selected in the **Name of Custom Field** fields. For example, you could enter `Birthday` to record your contacts' birthdays.

3 Click **OK**. The names you have entered will now appear in the **Card Details** tab of the **Card Information** window.

To enter custom field information in a card

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

2 Click the zoom arrow next to the card you want to edit. The **Card Information** window appears.

3 Click the **Card Details** tab and type the information you want to record in the appropriate custom field.

Card identification codes

If you have assigned identification codes (IDs) such as customer numbers or account numbers to your customers, you can enter those IDs in their cards.

You can also set a preference that will let you select customers by their ID instead of their last name or company name when entering a transaction. Customer search lists will also be sorted by their ID when this preference is set. For more information, see 'To select contacts using Card IDs' on page 222.

NOTE: **The Card ID preference affects all card types** If you choose this preference, you will have to select all card types by their IDs.

To enter an identification code

1 Go to the **Card File** command centre and choose **Cards List**. The **Cards List** window appears.

2 Click the zoom arrow next to the card you want to edit. The **Card Information** window appears.

3 Enter a unique code of up to 15 alphanumeric characters in the **Card ID** field.

4 Press Tab or click **OK** to save your changes.

To select contacts using Card IDs

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

2 Click the **Windows** tab.

3 Choose the **Select Cards by Card ID, Not Card Name** option.

You can now select cards by their IDs and your card lists will be sorted by ID instead of by last name or company name.

Card pictures

You can display a picture of your contact by linking a picture file to their card. The picture appears in the **Card Details** tab of the **Card Information** window.

Any pictures you link are copied to the **Graphics** folder, which is located within your company file's folder. If you move your company file, you will need to move the **Graphics** folder as well.

- -
NOTE: Supported picture formats   Pictures need to be saved in one of the following formats: bmp, jpg, tif, gif, or png.
- -

To link a picture

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

2 Open the card for which you want to link a picture.

3 Click the **Card Details** tab and double-click the picture file area. The **Picture Information** window appears.

4 Click **Link**. The **Open** window appears.

5 Locate the picture file you want to display for this card and then click **Open**. The **Picture Information** window appears with the selected picture appearing on the right.

6 Click **OK**. The picture appears in the **Card Details** tab.

To replace a picture

If you want to replace the picture displayed in a card with another one, double-click the displayed picture and continue with step 5 in 'To link a picture' above.

To remove a picture

If you want to remove the displayed picture from the **Card Details** tab, double-click the picture. In the **Picture Information** window, click **Unlink** and then click **OK**. The picture will be removed from the **Card Details** tab but the picture file will remain in the **Graphics** folder.

Reviewing your contact information

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

Tool	Description	See
To Do List	The Contact Alert tab in the To Do List displays contact log entries with recontact dates on or before the current date.	below
Card reports	Card reports give you lists of contact information in several formats.	below
Find Transactions	Find Transactions helps you quickly find all transactions for a contact.	page 175

To view contact alerts

1   Click To Do List in any command centre. The To Do List window appears.

2   Click the Contact Alert tab. A list of all individuals and businesses you need to contact appears.

NOTE: **Reminders that fall on a closed day**   If the recontact date falls on a day that you have indicated as being closed in the Business Calendar (accessible from the Setup menu), the reminder will appear on the business day prior to the recontact date.

The Overdue column shows how many days have elapsed since the recontact date you specified on the contact log entry.

To clear a reminder from the list, click in the select column next to the contact log entry and then click Remove.

To print card reports

1   Go to the Reports menu and choose Index to Reports. The Index to Reports window appears.

2   Click the Card tab. The list of card reports appears.

3   Display or print the report that is appropriate to your needs.

Following is a list of the default information displayed in each report. If required, you can customise the reports to display more or less details (for information on how to customise a report, see 'Customising reports' on page 190).

Report	Description
Card List Summary	A list of your contacts with their phone numbers, current balances and identifiers.
Card List Detail	A list of some of the information contained in your contacts' cards, including Address 1 and Address 2.
Addresses	The contact name, address and phone number entered for Address 1 in each card.
Card Transactions	A list of the transactions that have been allocated to your contacts for a selected period.
Contact Log	A list of contact log entry details. The total of the elapsed time recorded in the log entries is displayed for each contact.
Identifiers	A list of the identifier codes and their descriptions.
GIS Card File	A list of contact information that you can import into a geographic information system (GIS) to analyse the location of your contacts.
Overdue Contacts	A list of contact log entries with recontact dates that are dated on or before the day you specify in the report filter.

15 Financial control

You can control your finances by setting budgets, auditing your records and by reviewing and analysing your financial activities.

Tracking financial information

You can track financial information at three levels:

- *Accounts* level—view the profitability and financial details of your business as a whole.

- *Categories* level—view the profitability and financial details of your individual business divisions, departments, properties, offices or locations.

- *Jobs* level—view the profitability and financial details of the individual jobs or tasks carried out for customers and clients.

Accounts

The accounts list could be set up to provide a basic overview of your business's overall performance. For example, a car dealership might set up their accounts to distinguish new and used car sales, from service and parts income. The following income accounts could be used:

4-0000 Income	**[Header]**
4-1000 Car Sales	**[Header]**
4-1010 New Car Sales	[Detail]
4-1020 Pre-owned Car Sales	[Detail]
4-2000 Service and Parts Income	**[Header]**
4-2010 Service Income	[Detail]
4-2020 Parts Income	[Detail]
4-2030 Accessories Income	[Detail]

When entering a transaction, the transaction amount is allocated to an appropriate account. A standard profit and loss statement can then be printed for the business to show income and expenses generated by the business. However, at this level, it is difficult to see how well particular models are selling. Categories can manage this.

Setting up accounts   You can set up your accounts in the **Accounts** command centre (see 'Setting up accounts' on page 27).

Categories

Categories enable you to track profitability of departments, offices, properties and other business segments.

For example, the Sales department of a car dealership could use categories to help them track the profitability of car models they sell: say, model A, model B and model C.

When entering a transaction, you need to allocate the appropriate category to it. You can then prepare a profit and loss statement for each category.

Categories can be assigned to the following transaction types:

- spend money
- receive money
- transfer money
- general journal entries
- sales
- purchases
- build items
- inventory adjustments
- [AccountRight Plus only] payroll processing
- historical sales and purchases.

NOTE: You cannot allocate categories to some transactions
You cannot allocate a category to these transactions: **Pay Bills**, **Receive Payments**, **Prepare Bank Deposit**, **Settle Returns and Credits/Debits** and **Pay/Receive Refunds**. When entering these transactions, the categories assigned to the original transactions will be used. For example, the categories assigned to purchases appearing in the **Pay Bills** window will also be assigned to the payment.

To enable allocation of categories

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

2 Click the **System** tab.

3 Select the **Turn on Category Tracking** option.

4 If you want to make the selection of a category mandatory for all transactions, choose **Required** from the list.

NOTE: Turning off category tracking deletes all categories and their history   If you choose to turn off category tracking, any categories you have created and their transaction history will be deleted from your company file. You should make a backup of your company file before you do this so that you can access this information if required.

To create a category

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

2 Click **New**. The **Edit Category** window appears.

3 In the **Category ID** field, type a code that will be used to identify the category and press Tab.

4 In the **Category Name** field, type the name of the category.

5 In the **Description** field, type a description of the category or notes relating to the category.
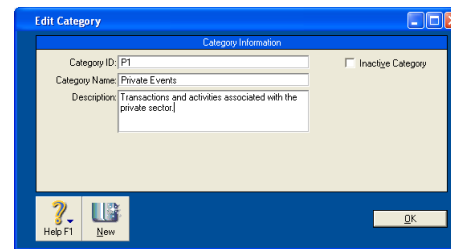
6 Click **OK**.

Jobs

Jobs can be set up to track income and expenses related to service jobs. This is particularly useful when multiple jobs are performed for a single customer. When you enter a transaction, the appropriate job number can be assigned to each individual amount. This enables you to associate several jobs with the various amounts in a single transaction.

For example, if a purchase includes parts for three customers, you could specify each of the three jobs to which that purchase relates. A profit and loss statement can then be prepared for each job and actual results can be compared with budgeted values to produce a **Jobs Budget Analysis** report.

Sub-jobs   Sub-jobs allow you to track individual jobs that form part of a larger job. For example, if you are a graphic designer working on a number of print and multimedia deliverables for your client, you could use sub-jobs to track the individual jobs: website design, business cards production and brochure layout.

Setting up jobs and sub-jobs   You can keep a detailed record of your jobs and sub-jobs. If you intend to use sub-jobs, you will first need to create header jobs, to which you can later assign sub-jobs.

Specific job-tracking tasks include:

- organising jobs in a hierarchy
- setting budgets for each job
- linking jobs to specific customers
- assigning jobs to individual line items on transactions
- tracking reimbursable expenses for your jobs
- preparing invoices to reimburse job expenses
- analysing profit and loss of a job.

Job types   There are two types of jobs, header and detail.

- **Header jobs** total associated detail jobs (including detail sub-jobs). You cannot assign transactions to header jobs.

- **Detail jobs** are assigned to transactions to track income, costs and expenses.
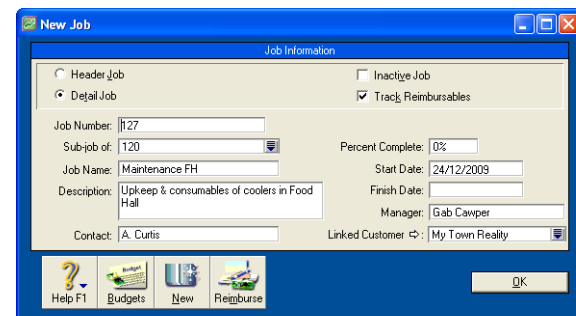
Note that sub-jobs can be either a detail or header type job.

To create a header job

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

2   Click **New**. The **New Job** window appears.

3   Select **Header Job** and enter a job number, name and description.

4   If you want to create this job as a sub-job of another header job, type or make a selection from the **Sub-job Of** field.

5   Click **OK**. The header job appears in the **Jobs List** window.

To create a detail job

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

2   Click **New**. The **New Job** window appears.

3   Select **Detail Job**.

4   Type a code for the job in the **Job Number** field and press TAB.

5   Enter additional information about the job, such as a job name, description and start date.

6 If you are creating a sub-job, type or select a header job in the **Sub-job Of** field. Note, you can only assign detail jobs to header jobs, not to other detail jobs.

7 If you want to link the job to a customer, type or select a customer in the **Linked Customer** field. This is useful if you intend to seek reimbursement for goods and services purchased on the customer's behalf.
You can view details of all jobs linked to a customer in the **Jobs** view of the customer's card.

8 Click **OK**. The **Jobs List** window reappears.

9 Review the hierarchy of jobs you have created. If you need to change the details a job, select the job and click **Edit**.
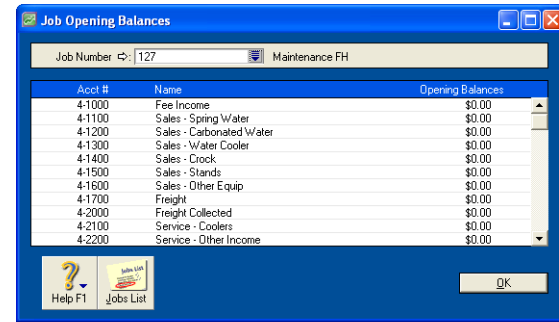
To enter opening balances for jobs

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

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

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

2 In the **Job Number** field, type or select the job for which you want to enter an opening balance.

3 In the **Opening Balances** column, type the opening balances for each account.

4 Repeat from step 3 for each job with an opening balance.

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

To enter budget amounts for jobs

You can enter budgets for detail jobs. The budget information you enter for each job is used to help you assess your progress on a particular job and to determine the job's effect on the state of your business. The amounts you enter will be recorded against accounts in your accounts list for comparison purposes.

Once you begin recording transactions for the job, you will be able to print the **Jobs Budget Analysis** report to see a comparison between the actual amounts and the amounts you have budgeted for the job.

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

2 Select the detail job for which you want to enter budgets.

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

All your company's income, cost of sales, expense, other income and other expense accounts appear in the scrolling list.
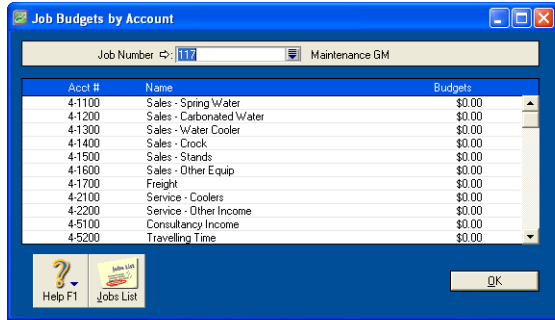
4 In the **Budgets** column, type the amounts you've budgeted for specific accounts for this job and then click **OK**.

Budgets

When you prepare a budget, you are predicting the financial state of your business. For example, you could prepare a budget that predicts how much you intend to spend and earn over the next financial year. Having a budget means that, as the year progresses, you can track projected data against actual data and take corrective action if things are not going according to plan.

You can also use budgets to plan for future goals. For example, you may want to undertake a new business venture in the coming year. By creating a budget, you can work out the amount of money you will need for the venture, where this money will come from, and the impact that the venture will have on other aspects of your business.

What do I need to budget?   You can enter budgets for individual detailed accounts. The accounts that require a budget will vary according to your business. Most people prepare budgets for *Profit and Loss* accounts such as Income, Cost of Sales and Expenses accounts, and *Balance Sheet* accounts for specific assets and liabilities. To decide on the accounts that will require a budget, consider what changes you anticipate in your business and the financial impacts these changes will have. For example, you may be considering taking a new loan (which will affect your Bank Loans account).

What period can I budget for?   Your software lets you create a budget for the current financial year and the next financial year.

Reviewing your budget   You can review your budgets periodically to track your financial progress and see if it is going to plan. A slight variation from the budget is normal. Large variations, on the other hand, may need investigation. For example, if you have a large increase in accounts receivable, it may indicate that your customers are taking a longer time than expected to pay your account.

You can compare your budgeted amount with actual account balances by viewing the Budget Analysis reports for Balance Sheet and Profit and Loss accounts. For information on displaying, customising and printing reports, see Chapter 12, 'Reports,' starting on page 187.

Entering budget amounts

You can use the **Prepare Budgets** window to enter budget amounts for each month of the current or next financial year. See 'To enter the budget for an account' below.

If you want to quickly enter budget amounts for a group of months, you can use the **Budget Shortcuts** window. See 'To enter a budget using the Budget Shortcuts window' on page 231.

As the year progresses, you can choose to either adjust budget figures or leave them unchanged.

Entering positive and negative amounts   By default, the amount you enter will be assumed to be a positive amount. You can enter negative budget amounts by inserting a hyphen before the amount (for example, *-250*). When you enter a negative amount, you are indicating that the balance of the account is going to reduce.

Using existing data   If you have already prepared a budget in a spreadsheet or in other software, you may be able to import that information into your company file. For more information on how to import account budgets, see 'Importing data' on page 270.

You can also use the previous financial year's data as a basis for your budget.

To enter the budget for an account

1   Go to the **Accounts** command centre and click **Accounts List**. The **Accounts List** window appears.

2   Click **Budgets**. The **Prepare Budgets** window appears.

The window lists the Profit and Loss accounts by default.

3   From the **Financial Year** list, choose whether you want to enter a budget for this financial year or the next one.

4   From the **Account Type** list, choose the type of account you want to enter a budget for—**Profit and Loss** or **Balance Sheet**.

5   For each month, click in the appropriate cell and enter the amount. If you want to enter a negative amount, insert a hyphen before the figure (for example, *-250*).

As you enter data, the **FY Total** column will display the total budget for each account.
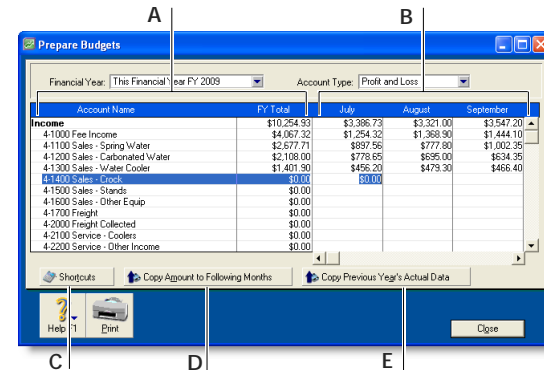
A   The **Account Name** and **FY Total** columns display the list of accounts and their current budget totals for the financial year.

B   You can enter the budget amount for a specific account and month. You can use the horizontal scroll bar to scroll through the months.

C   Click **Shortcuts** to open the **Budget Shortcuts** window from where you can quickly enter budget amounts for the selected account. For more information, see 'Budget Shortcuts window' on page 231.

D   Click **Copy Amount to Following Months** to copy the selected amount to the months that follow.

E   Click **Copy Previous Year's Actual Data** to insert the previous year's account balances for the selected account and month.

6   Click **Close** to save the budget data and exit the **Prepare Budgets** window.

Budget Shortcuts window

If you want to quickly enter budget figures for a group of months, you can use the **Budget Shortcuts** window. You can use this window to enter quarterly, half-yearly and yearly budgets. You can also enter a budget that increases or decreases by a specific amount every month.

To enter a budget using the Budget Shortcuts window

1 Go to the **Accounts** command centre and click **Accounts List**. The **Accounts List** window appears.

2 Click **Budgets**. The **Prepare Budgets** window appears.

3 Select the account you want to enter the budget for.

4 Click **Shortcuts**. The **Budget Shortcuts** window appears.

5 From the **Budget for** list, select a time period.

Select a time
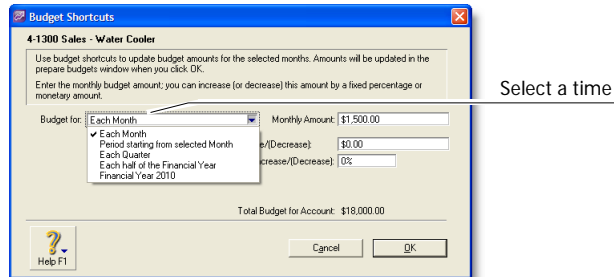
The fields change according to the period you select.

Select…	If you want to…
Each Month	Enter the same amount for every month of the year or a set increase or decrease every month (starting from a base amount).
Period starting from selected Month	Enter a total amount for a group of consecutive months.
Each Quarter	Enter the total amount for each quarter.
Each half of the Financial Year	Enter the total amount for each half of the year.
Financial Year yyyy	Enter the total amount for the entire financial year, (where yyyy is your financial year).

6 Enter the budget amounts in the appropriate fields. Amounts that cover more than one month (such as quarterly, half-yearly and yearly amounts, and amounts for a group of months) will be divided equally among all the months in the group.

If you selected the **Each Month** option, you can also set a base budget amount for the first month, and the amount or percentage by which this will vary every month onwards.

7 When you have finished entering the information, click **OK**. The **Prepare Budgets** window appears with the new amounts.

If the account already has budget figures, a message appears asking if you want to replace the existing budget. Click **OK** to replace the budget, or **Cancel** if you want to keep the existing amounts (you will be returned to the **Budget Shortcuts** window where you may need to click **Cancel** again).

If you have not entered any amounts for the budget, a message appears asking if you want to enter zero amounts. Click **OK** if you want to do this, or **Cancel** if you want to change the amounts.

Reviewing financial information

There are several tools that you can use to review your financial information:

Tool	Description	See
Business Insights	Business Insights enables you to analyse information about your cashflow and current cash position.	below
Analyse Balance Sheet	The **Analyse Balance Sheet** window provides details about your asset, liability and equity accounts in both graphical and ledger views.	page 233
Analyse Profit & Loss	The **Analyse Profit & Loss** window provides detailed information about your Profit & Loss accounts in both graphical and ledger views.	page 233
Analyse Jobs	The **Analyse Jobs** window allows you to view information about your progress on a particular job, broken down by account.	page 233
Financial reports	Financial reports help you review your financial information.	page 234

Business Insights

Business Insights enables you to analyse key financial information using a range of interactive tables and graphs. You can use it to analyse your available cash, cash flow, profit and loss, and the money that you owe suppliers and the money that customers owe you. You can open Business Insights from the **Accounts** command centre.

The **Business Insights** window presents different types of financial information in four summary panels. From each panel, you can open additional windows to analyse information in more detail.

You can sort the information in tables by clicking in the relevant table column heading. For example, you can sort the list of your accounts by account name or type. You can also save a graph as an image so you can print it or insert it into a document. Right-click the graph and click **Save As**, choose where you want to save the image and click **Save**.

Cash position as at today   This panel displays the balances of your bank and credit card accounts and shows the total amount of available cash.

Click **Analyse performance** to view a graph comparing income to expenses each month, a profit and loss graph, and information about your top ten selling items and top ten customers.

You can use this information to:

- **Identify excessive spending**   Compare income against expenses and view the resulting profit or loss over the current financial year.

- **Review your sales performance**   Identify your top ten customers and top-selling items.

- **Check account balances**   Before making a large payment, ensure that the account it is drawn from has sufficient funds.

Cash position estimate   This panel forecasts your cash balance for the current month and for the next two months. The forecasts are based on your current cash balance and the money you will receive or spend in the forecast period. The forecast is calculated by:

- total cash balance to date
- **plus** customer payments and receive money payments (including recurring payments) that are due to be received during the forecast period
- **minus** supplier payments and spend money payments (including recurring payments and paycheques) and standard (non-timesheet) pays that are due to be paid during the forecast period.

Click **Cash analysis** to see how the forecast is calculated.

You can use this information to:

- **Plan your expenditure**   Work out what effect a major purchase or hiring more staff would have on your cash position.
- **Predict cash flow issues**   View a forecast of your cash flow for the coming two months.

Customer and supplier analysis   For more information about analysing sales and purchases, see 'Reviewing your sales information' on page 74 and 'Reviewing your purchases information' on page 97.

To analyse your balance sheet

1   Go to the **Accounts** command centre and click **Analysis**. The **Analyse Balance Sheet** window appears.

2   Click **Filters** and choose the time periods and other criteria you want to view.

3   Click **OK**. The information you selected appears in the **Analyse Balance Sheet** window.

To analyse your profit or loss

1   From any command centre, click the **Analysis** down arrow and select **Profit and Loss** from the menu. The **Analyse Profit & Loss** window appears.

2   Click **Filters** and choose the time periods and other criteria you want to view.

3   Click **OK**. The information you selected appears in the **Analyse Profit & Loss** window.

To analyse your jobs

1   From any command centre, click the **Analysis** down arrow and select **Jobs**. The **Analyse Jobs** window appears.

2   In the **Job Number** field, type or select the job you want to analyse.

3   If you use budgets to track the progress of this job, enter a value in the **Percent Complete** field. The budget amounts are adjusted to represent the percentage of the job completed.

To view financial reports

1 Go to the **Reports** menu at the top of the screen and choose **Index to Reports**. The **Index to Reports** window appears.

2 Click the **Accounts** tab.

There are several account reports that can help you track your financial information. These reports are listed below.

Report	Description
Audit Trail	Reviews changes made to recorded transactions, account details and system settings. Note that before you can track and report changes, you need to activate the audit trail tracking preference. For more information, see 'Audit trail tracking system' on page 235.
Profit & Loss Statement	Shows your profit and loss figures.
Balance Sheet	Reviews your financial position as of the end of a period.
Summary Trial Balance	Identifies amounts incorrectly entered. When reviewing this report, check for: • entries that seem unusually high or low for the account that has been affected • debit amounts for accounts that normally have credit entries and vice versa • unusually high or low ending balances • an unusually high or low number of entries for a specific account.

Report	Description
Balance Sheet Budget Analysis	Lists account balances as at the end of a selected period, along with the budgeted amounts for them. If you've determined that changes need to be made to the amounts you've budgeted for the coming months, you can adjust your budget.
Profit & Loss Budget Analysis	Lists account balances for a selected period, along with the budgeted amounts for them. If you've determined that changes need to be made to the amounts you've budgeted for the coming months, you can adjust your budget.
Statement of Cash Flow	Shows how your cash position has changed over a period of time, what profit you have earned, where you received additional cash, and where your cash was spent.

For information on displaying, customising and printing reports, see Chapter 12, 'Reports,' starting on page 187.

Auditing your records

The following features are available to help you ensure the accuracy of the records in your company file.

Company Data Auditor

The Company Data Auditor allows you to check the accuracy of the records in your company file. You can use this tool to perform maintenance tasks and reconcile bank or credit card accounts.

The Company Data Auditor also checks your transactions for exceptions such as invoices that do not reconcile with your receivables account, future-dated transactions, and audit trail changes. For more information on how to use the Company Data Auditor, see 'Run the Company Data Auditor' on page 238.

Audit trail tracking system

You can track specific transactional, tax, account, payroll [AccountRight Plus only] and system changes made to your company file using an audit trail tracking system. You can then print an **Audit Trail** report which lists all the changes recorded in a specified date range.

To track changes, go to the **Setup** menu, choose **Preferences** and then set the **Use Audit Trail Tracking** preference in the **Security** tab.

The transactional, tax, accounts, payroll [AccountRight Plus only] and system changes that are recorded are outlined below:

Change type	Description
Transactional	• deletion of transaction • change of card selection • change of ID # • change of date • change of amount on any line • change of account on any line • change of item selection • change of job selection.
Tax	• deselection of tax code on any line of a sales or purchase transaction • change of tax code for a sales or purchase transaction • change of tax amount for a sales or purchase transaction • adding transactions with a tax code other than the default code for the selected card or account (invoices only, not orders or quotes) • adding transactions with a changed taxable amount • change of the linked account selection in any of the **Tax Code Information** windows.
Account	• change of the current account number • change of the account's opening balance • addition of a new account • deletion of an account.

Change type	Description
Payroll (AccountRight Plus only)	Changes to the setup of an employee's card, including: • employment category • employment status • termination details • pay basis, pay rate or pay frequency • the default wages expense account • 'Carry Over' entitlements • pay history • tax table • withholding variation rate • extra tax amount • total rebate amount. Changes to the setup of a payroll category include: • **Type of Wages** selection and pay rate • **Type of Entitlement** field • superannuation calculation basis • **Type of Deduction** field or **Deduction Limit** field • **Type of Expense** field and **Expense Limit** field.
System	• Change of the linked account selection in any of the **Linked Accounts** windows • change to the lock periods security preference (this includes changes of the lock period date and the selection/deselection of the preference) • change to the **Transactions CAN'T be Changed; They must be Reversed** preference • change to the **Use Audit Trail Tracking** preference.

16 End-of-period procedures

It is important to ensure that your accounting records are accurate. Reconciling the accounts regularly will assure you and your accountant that your books are complete, accurate and balanced.

Month-end procedures   You should reconcile your company file information with any source documents and resources available to you. For example, each month your bank account can be reconciled with your bank statement, creditors balances can be checked against statements, and customers' balances verified. Typical end-of-month procedures include reviewing your trial balance, reviewing your budgets and cash flow, paying payroll taxes [AccountRight Plus only] and purging information that is no longer needed.

Year-end procedures   End-of-year procedures need to be carried out to prepare your company file for the coming year. These include any adjustments you need to make to your company file so that it agrees with your accountant's final records before you start a new year. If possible, your inventory should be counted, valued and, where necessary, adjusted in your company file. By closing the year in your company file, you are effectively bringing the company file up to date and removing information not required in the new year.

End of payroll year   [AccountRight Plus only] Closing a payroll year includes processing final paycheques, printing payroll reports and preparing payroll forms. You must close the payroll year in the last month of your payroll year or soon after. Otherwise, you will not be able to enter paycheques for the next payroll year.

Month-end procedures

The following is a list of tasks we suggest you complete at the end of each month. Depending on the nature of your business, some of these tasks may not apply to you.

Task		See
1	Run the Company Data Auditor	page 238
2	Reconcile bank accounts	page 57
3	Review reports	page 241

Task		See
4	Report and pay superannuation contributions [AccountRight Plus only]	page 242
5	Report and pay payroll tax [AccountRight Plus only]	page 243
6	Send customer statements	page 243
7	Record depreciation	page 244

Task		See
8	Lodge your activity statement (BAS or IAS)	page 245
9	Lock periods	page 247

Task 1: Run the Company Data Auditor

The Company Data Auditor is a series of windows that guide you through the process of checking and ensuring the accuracy of the records in your company file. You can use the auditor to:

- display basic information about the company file, such as the file name, release number, location, size, lock periods, last backup date, etc.
- perform maintenance tasks, such as back up your company file and set lock periods
- display bank and credit card account details, including the current balance and the date when they were last reconciled
- reconcile your bank and credit card accounts
- check your transactions for exceptions and audit trail changes.

1 Go to the **Accounts** command centre and click **Company Data Auditor**. The **Company File Overview** window appears.
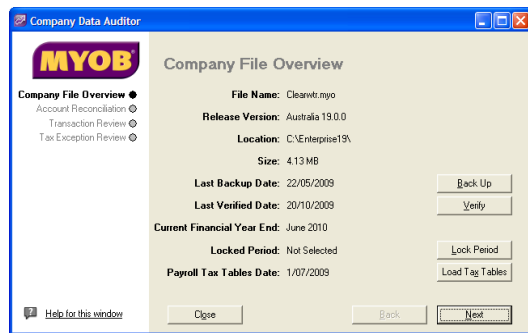
This window shows you:

- the company file name
- the software release number
- the location of the company file
- the size of the company file
- the date on which the company file was last backed up
- the date on which the company file was last verified
- the end month and year of the current financial year
- the locked period date, if one has been specified
- [AccountRight Plus only] the date of the payroll tax tables.

If necessary, you can perform the following maintenance tasks from this window:

To…	Do this…	See
Back up your company file	Click **Backup** and complete the backup procedure.	page 260
Check your company file for errors	Click **Verify** and complete the verification procedure.	page 265
Set the locked periods for your company file	Click **Lock Periods** and select the date defining the locked period (that is, a period for which data cannot be entered).	page 247
Load payroll tax tables [AccountRight Plus only]	Click **Load Tax Tables** and then follow the on-screen instructions for loading tax tables.	

2   When you have completed the required maintenance tasks, click **Next**. The **Account Reconciliation Review** window appears.
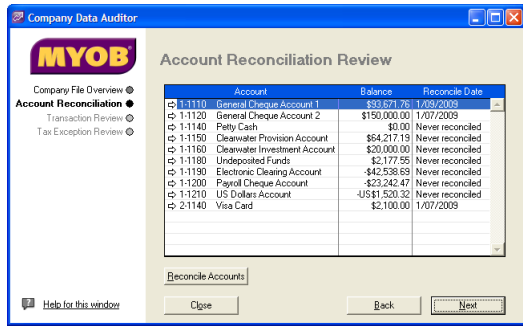
This window shows you:

- your bank and credit card accounts
- the balance of each account
- the date on which each account was last reconciled.

3   If you want to reconcile an account, select the account and click **Reconcile Accounts**. For information on how to reconcile your accounts, see 'Reconciling your bank accounts' on page 57.

4   Click **Next**. The **Transaction Exception Review** window appears.
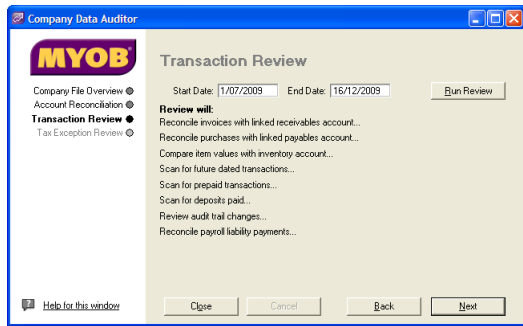
5   Enter the start date and end date of the period you want to review.

6   Click **Run Review** to start the transaction review of the following:

Transaction review	Description
Reconcile invoices with the linked receivables account	The total of all customers balances is compared to the current balance of the linked receivables account. If there is an out-of-balance amount, click **Display** to view the **Receivables Reconciliation Exceptions** report and analyse the details of the report.
Reconcile purchases with the linked payables account	The total of all suppliers balances is compared to the current balance of the linked payables account. If there is an out-of-balance amount, click **Display** to view the **Payables Reconciliation Exceptions** report and analyse the details of the report.
Compare item values with the linked inventory account	The total value of items on hand is compared to the current balance of the linked inventory account. If there is an out-of-balance amount, click **Display** to view the **Inventory Value Reconciliation Exception** report and analyse the details of the report.
Scan for future-dated transactions	The company file is checked for any transactions dated later than the current date. If there are such transactions, click **Display** to view the **Future Dated Transactions** report and analyse the details of the report.

Transaction review	Description
Scan for prepaid transactions	The company file is checked for any prepaid transactions. These transactions include all customer and supplier payments (excluding deposit payments) that have a payment date prior to the date of the invoice or purchase. If there are such transactions, click **Display** to view the **Prepayment Transactions** report and analyse the details of the report.
Scan for deposits paid	The company file is checked for any deposits paid (within the date range specified) on sales orders or purchase orders. If any orders have a payment flagged as a deposit transaction, click **Display** to view the **Deposit Transactions** report and analyse the details of the report.
Review audit trail changes	If you have selected the **Use Audit Trail Tracking [System-wide]** preference, the company file is checked for any transaction, tax, payroll [AccountRight Plus only] accounts and system changes. If any such changes are found, click **Display** to view the **Audit Trail** report and analyse the details of the report.
Check for job exceptions [Cash Transactions]	If you have selected the **Warn if Jobs Are Not Assigned to All Transactions [System-wide]** option in the **Preferences** window, the company file is checked for cash transactions (within the date range specified) that have no job number. If any transactions are detected with no job number, click **Display** to view the **Job Exceptions—Cash Transactions** report and analyse the details of the report.

Transaction review	Description
Check for job exceptions [Invoice Transactions]	If you have selected the **Warn if Jobs Are Not Assigned to All Transactions [System-wide]** option in the **Preferences** window, the company file is checked for sales and purchase transactions (within the date range specified) that have no job number. If any transactions are detected with no job number, click **Display** to view the **Job Exceptions—Invoice Transactions** report and analyse the details of the report.
Reconcile payroll liability payments [AccountRight Plus only]	If you use integrated payroll, the total of payroll liabilities transactions that are unpaid is checked against the balance of the linked accounts payable account Payroll Category. If there is an out-of-balance amount, click **Display** to view the **Payroll Liabilities Reconciliation Exceptions** report and analyse the details of the report.

7   When you have finished viewing and, if necessary, printing the Transaction Review reports, click **Next**. The **Tax Exception Review** window appears.
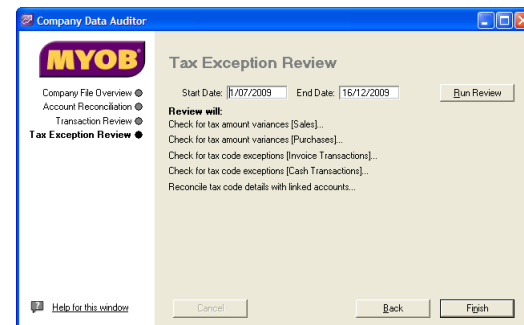
8   Enter the start date and end date of the period you want to review.

9   Click **Run Review** to do the following:

Review task	Description
Check for tax amount variances [Sales]	The company file is checked for variations between the tax amount posted and the tax amount calculated for the tax codes assigned to sales transactions. If a variation is found, click **Display** to view the **Tax Amount Variation** report and analyse the details of the report.
Check for tax amount variances [Purchases]	The company file is checked for variations between the tax amount posted and the tax amount calculated for the tax codes assigned to purchase transactions. If a variation is found, click **Display** to view the **Tax Amount Variation** report and analyse the details of the report.
Check for tax code exceptions [Invoice Transactions]	The company file is checked for sale and purchases transactions without a tax code assigned or where the entered tax code is different to the default tax code. If such a transaction is found, click **Display** to view the **Tax Exemptions—Invoice Transactions** report and analyse the details of the report.
Check for tax code exceptions [Cash Transactions].	The company file is checked for Spend Money and Receive Money transactions without a tax code assigned or where the entered tax code is different to the default tax code. If such a transaction is found, click **Display** to view the **Tax Exemptions—Cash Transactions** report and analyse the details of the report.
Reconcile tax code details with linked accounts	The company file is checked for variances between the balance of the linked tax accounts and the amount of tax that has been collected and paid on transactions. If variances are found, click **Display** to view the **Tax Code Reconciliation Exceptions** report and analyse the details of the report.

10 Click **Finish**. A message appears asking if you would like to print a summary report of the audit findings. Click **Yes** to print the report or click **No** to close the **Company Data Auditor** window without printing the report.

Task 2: Reconcile bank accounts

To ensure the accuracy of your business records, you should keep your record of each bank account balance matched up with your bank's records. For details on reconciling, see 'Reconciling your bank accounts' on page 57.

Task 3: Review reports

There are several reports that we recommend you review at the end of each month. You can use these reports to identify and correct any discrepancies in your records, as well as spot any trends in your business.

Report	Description
Receivables Reconciliation Summary	Lists all your outstanding receivables.
Payables Reconciliation Summary	Lists all your outstanding payables.
Analyse Sales—Customer	Shows your company's sales activity and trends on a month-by-month basis.
Analyse Purchases—Supplier	Displays your company's monthly purchases.
Items List Summary	Lists items on hand and items that need to be ordered.

Report	Description
Audit Trail	Shows changes made to recorded transactions, tax codes, payroll [AccountRight Plus only], account details and system settings. Note that before you can track and report changes, you need to activate the audit trail tracking preference. For more information, see 'Audit trail tracking system' on page 235.
Profit & Loss Statement	Displays your profit and loss figures.
Balance Sheet	Displays your financial position as of the end of a month.
Summary Trial Balance	Use this report to identify incorrectly entered amounts. When reviewing this report, check for: • entries that seem unusually large or small for the account that has been affected • debit amounts for accounts that normally have credit entries, and vice versa • unusually high or low ending balances • an unusually high or low number of entries for a specific account.
Balance Sheet Budget Analysis	Lists account balances as at the end of a selected month, along with the budgeted amounts for them. If changes need to be made to the amounts you've budgeted for the coming months, you can adjust your budget.
Profit & Loss Budget Analysis	Lists account balances for a selected period, along with the budgeted amounts for them. If changes need to be made to the amounts you've budgeted for the coming months, you can adjust your budget.

Report	Description
Statement of Cash Flow	Shows how your cash position has changed over a period of time, what profit you have earned, where you received additional cash, and where your cash was spent.
Cash Flow Worksheet	Enables you to estimate your short-term cash needs. For more information, see 'Analysing your cash flow' on page 63.

NOTE: Create a report batch You may find it useful to create a batch for your month-end reports and print them all in one go. For more information, see 'Printing report batches' on page 189.

Task 4: Report and pay superannuation contributions

AccountRight Plus only

If you have employees, you are required to pay superannuation guarantee contributions at least quarterly. These contributions must be paid within 28 days of making the final contribution for the quarter.

Superannuation guarantee	Cut-off date for superannuation guarantee contributions
1 July–30 September	28 October
1 October–31 December	28 January
1 January–31 March	28 April
1 April–30 June	28 July

You can use reports to view superannuation contributions payable to superannuation funds and use the **Pay Liabilities** feature to record payments. For information, see 'Superannuation reporting' on page 128 and 'Payroll liabilities' on page 127.

Task 5: Report and pay payroll tax

AccountRight Plus only

If your monthly or annual wages are over a certain amount, you may be liable to pay payroll tax. Usually, payroll tax is paid monthly.

You can use the **Payroll Tax** report and the **Accruals by Category (Payroll Tax)** report to view your payroll tax liability. You can access these reports in the **Payroll** tab of the **Index to Reports** window.

- -

NOTE: Filter the Payroll Tax report for the entire month When you produce the **Payroll Tax** report, you should enter the date range for the entire month for which you want to view your payroll tax liability.

- -

Once you have confirmed the amount you need to pay, you can create a **Spend Money** transaction to record the payment.

- -

NOTE: Before you can calculate payroll tax You need to set up your payroll tax information in your company file before you can calculate payroll tax. For information about setting up your payroll tax information, see 'Payroll tax reporting' on page 130.

- -

Task 6: Send customer statements

Most businesses send statements to customers who have outstanding balances at the end of a month. You can print out and send these statements through the post or send them via email.

To print a customer statement

1   Go to the **Sales** command centre and click **Print/Email Statements**. The **Review Statements Before Delivery** window appears.

2   Click the **To Be Printed** tab.

3   In the **Statement Type** field, select the type of statement you want to print.
- **Invoice statements** list all invoices aged as at a specified date.
- **Activity statements** list all sales invoices, payments, and orders with a customer deposit within a specified date range. Activity statements include a running account balance.

4   Specify the statement period.
- If you selected **Invoice** as the statement type, enter an ageing date to display invoices outstanding as at that date. If you want to include only invoices recorded up to the statement date, select the **Only include invoices up to Statement Date** option.
- If you selected **Activity** as the statement type, enter the statement date range in the **From** and **to** fields.

5   Type the number of statements you want to print per customer in the **Print** field.

6   If you want to customise or filter the statement information, or to change the type of form it will be printed on, click **Advanced Filters**. For more information, see 'Advanced filters' on page 199.

7   Click in the select column (⊡) next to the customers you are printing statements for.

8   Click **Print**.

To email a customer statement

1   Go to the **Sales** command centre and click **Print/Email Statements**. The **Review Statements Before Delivery** window appears.

2   Click the **To Be Emailed** tab.

3 In the **Statement Type** field, select the type of statement you want to email.

- **Invoice statements** list all invoices aged as at a specified date.
- **Activity statements** list all sales invoices, payments, and orders with a customer deposit for a specified date range. Activity statements include a running account balance.

4 Specify the statement period.

- If you selected **Invoice** as the statement type, enter an ageing date to display invoices outstanding as at that date. If you want to include only invoices recorded up to the statement date, select the **Only include invoices up to Statement Date** option.
- If you selected **Activity** as the statement type, enter the statement date range in the **From** and **to** fields.

5 Click in the select column (⬚) next to the customers to whom you want to email statements.

6 If you want to change a customer's email address, select the customer's name and then select another address from the the **Email Address** list. Alternatively, type a different address in the **Email Address** field.

7 Type the subject title and message of the email or accept the default subject and message. If you want to change the default message, click **Email Defaults** and make the changes as appropriate.

8 Click **Advanced Filters** to filter and customise the information to be displayed in the customer statement.

You might use advanced filters, for example, if you want to use a different message or subject for different customers. For more information, see 'Advanced filters' on page 199.

9 Click **Send Email**.

Task 7: Record depreciation

Your company's vehicles and equipment lose value each year. Part of the cost of vehicles and equipment can be allocated as an expense to your company each year you benefit from their use. The allocation of the cost of a piece of equipment over its useful life is called *depreciation.*

There are several methods of recording depreciation. Consult your accountant to see which method is best for you.

NOTE: If you depreciate your assets at the end of the financial year, make this step a part of your end-of-year routine. Consult your accountant for information about when to depreciate your assets.

Your software doesn't calculate depreciation automatically, but you can record your depreciation figures with a journal entry.

To record depreciation

Before you can record depreciation for an asset, you need to create an asset account and an expense account for each type of asset you depreciate. You only need to create these accounts once.

1 Create a new asset account for each type of asset you depreciate. Add the words 'Accum Dep'n' (for Accumulated Depreciation) at the end of each new account name. Give the new account a number that allows it to come after its corresponding asset account in the accounts list. For more information on creating a new account, see 'Setting up accounts' on page 27.

In the following example, we have a header account, *Motor Vehicles - Company Vans* numbered 1-2300, and a detail account *Company Vans - At Cost)* numbered 1-2310. We have created a new asset account called *Company Vans - Accum*

Dep'n numbered 1-2320. Notice that the header account shows the current book value of the van.

⇨	**1-2300**	**Motor Vehicles - Company Vans**	Asset			$35,500.00
⇨	1-2310	Company Vans - At Cost	Other Asset	N-T		$35,500.00
⇨	1-2320	Company Vans - Accum Dep'n	Other Asset	N-T		$0.00

2   Create a new expense account. You may want to call it *Depreciation*.

3   Once you've determined your depreciation amounts, make journal entries to credit the new accumulated depreciation asset accounts (for example, the *Company Vans - Accum Dep'n* account) and debit the new depreciation expense account. The accumulated depreciation asset accounts will always have a negative balance to show a reduction in the value of the depreciable assets.
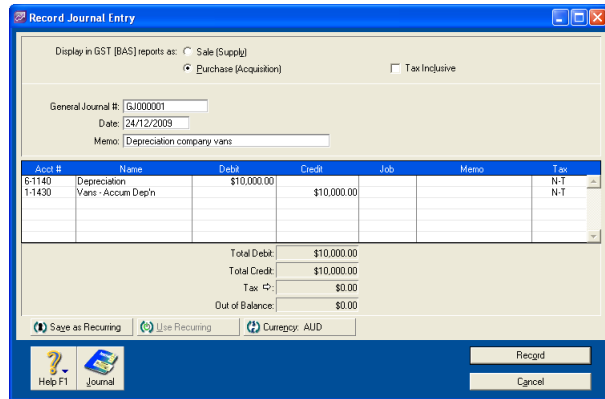
Task 8: Lodge your activity statement (BAS or IAS)

You can use the **BASlink** feature to prepare your Business Activity Statement (BAS) or Instalment Activity Statement (IAS).

Before you begin, you need to set up your activity statement information.

NOTE: Electronic activity statement lodgement   If you plan to lodge your activity statement using the ATO's Electronic Commerce Interface (ECI) or Business Portal software, you need to set up the software on your computer and import your Electronic Certificate from the ATO to that application. For more information, contact the ATO.

To set up your activity statement information

1   Go to the **Accounts** command centre and click **BASlink**. The **BASlink** window appears.

2   Click **BAS Info**. The **BAS Information** window appears.

3   Specify your activity statement information. You need to specify:
   - GST information (such as your accounting basis, reporting frequency and calculation method), if registered
   - PAYG Instalments information, if registered
   - PAYG Withholdings information, if registered.

   For detailed help in this window, click **Help**.

4   Click **OK**.

To prepare your activity statement

1   Go to the **Accounts** command centre and click **BASlink**. The **BASlink** window appears.

2   Select the last month of your reporting period.

3   If you have set up your company file with 13 periods, and want to include the 13th period transactions in your activity statement, select the **Include 13th Period Transactions** option.

4   Click **Prepare Statement**. The **MYOB BASlink** window appears.

NOTE: Using BASlink for the first time   If you are using BASlink for the first time, a window appears with the option to

open the **BASlink Help** window. Click **Yes**, if you need set up assistance.
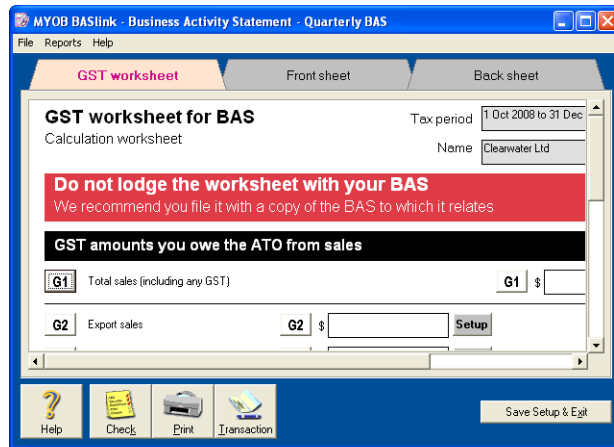
5   Assign tax codes, accounts and payroll categories to activity statement reporting fields.

You only need to do this if you are using BASlink for the first time, or you have added new tax codes, accounts or payroll categories since your last reporting period.

For more information on how to set up BASlink fields, click **Help**.

6   If you are registered for GST, review the GST calculations in the **GST Worksheet for BAS** tab.

a   Click a BAS field label to view a description of the field. For example, click the G1 label (G1) to view a description of the G1 field.

b   If you need to add a tax code to a BAS field, click **Setup** next to the required field.

7   Review the information on the **Front sheet** and **Back sheet** tabs.

a   Click a BAS field label to view a description of the field. For example, click the W1 label (W1) to view a description of the W1 field.

b   If you need to add a tax code to a BAS field, click **Setup** next to the required field.

c   If you need to link an account to a BAS field, click **Link** next to the required field.

8   Click **Check** to check your activity statement for errors. If there are any errors—for example, a field has not been completed or has an invalid amount—an **Error List** appears detailing the error and the field name.

9   If you need a copy of the activity statement for your records (recommended), click **Print**. You can also use the printed statement to copy the field values to the ATO's paper or electronic activity statements.

10 Print the ATO transaction that you need to record in your company file.

a   Click **Transaction** to view a report showing the **Spend Money** or **Receive Money** transaction.

b   Click **Print**.

11 Click **Save Setup & Exit** to save your current BASlink setup and the details of your current activity statement reporting period. A window appears, reminding you to back up your activity statement. Click **Yes**, to create a backup copy of your activity statement details.

To lodge your activity statement with the ATO

Once you have prepared your activity statement information using BASlink, you can lodge your activity statement electronically or by post.

■ **Completing the activity statement manually and sending by post**. Copy the BASlink values to the Business Activity Statement or Instalment Activity Statement sent to you by the ATO. Also send the tax payable to the ATO by the payment due date on the activity statement.

- **Lodging the activity statement electronically**. If you use the ATO's Electronic Commerce Interface (ECI) software or Business Portal, type the BASlink values in the corresponding fields on the electronic version of the activity statement.

To record your activity statement transaction in your company file

1   Go to the **Banking** command centre and click:
     - **Spend Money**, if you are recording a payment to the ATO. The **Spend Money** window appears.
     - **Receive Money**, if you are recording a receipt from the ATO. The **Receive Money** window appears.

2   Enter the details as appears in the transaction you printed at step 10 in 'To prepare your activity statement' on page 246. Note that you should assign the N-T (not reportable) code to all transaction lines.

3   Click **Record**.

Task 9: Lock periods

After you have completed your month-end tasks, you should lock that period using the **Lock Periods** feature. This will prevent anyone from inadvertently making an entry in a period in which you don't want new entries. To do this:

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

2   Click the **Security** tab.

3   Select the **Lock Periods: Disallow Entries Up to and including [System-wide]** option, and select the relevant date.

     This selection places a temporary lock on the date you select and the period before it. If you need to make an entry in a locked period at a later time—for example, you locked 31st of May, and now want to make an entry in April— you can unlock that date in the **Preferences** window.

Starting a new financial year

This section describes the tasks you need to perform at the end of your financial year to prepare your company file for the coming year.

You don't need to close your financial year at any particular time. You can continue to use your company file after the last month of your current financial year.

Complete the tasks listed below to close your financial year and start a new one.

Task		See
1	Complete month-end tasks	page 248
2	Perform a stocktake	page 248
3	Provide information to your accountant	page 248
4	Enter end-of-year adjustments	page 249
5	Back up your company file	page 250
6	Start a new financial year	page 250
7	Optimise and verify your company file	page 250

Task 1: Complete month-end tasks

Make sure you complete each of the month-end tasks. See 'Month-end procedures' on page 237.

Task 2: Perform a stocktake

If you track inventory quantities and values, you should perform a stocktake when all transactions affecting inventory for the financial year have been entered. For more information on how to perform a stocktake, see 'Performing stocktakes' on page 145.

Task 3: Provide information to your accountant

Once you have completed your year-end tasks, you can send your accounting data to your accountant. If your accountant uses MYOB Accountants Office, you can export your accounts list, journal entries, sales and purchases directly to your accountant as a tab-delimited text file. This file can be sent by email or saved to disk.

When you export financial information to MYOB Accountants Office, the **Receivables Reconciliation Exceptions**, **Payables Reconciliation Exceptions** and **Bank Reconciliation** reports are included in the file. If inventory or tax exceptions are found, the **Inventory Value Reconciliation Exceptions**, **Tax Amount Variance** and **Tax Code Exceptions** reports are also included. These reports are designed to alert your accountant to any irregularities in your company file and provide them with supplementary information to analyse your accounts.

You can also export your accounting data to other accounting packages, such as Solution 6 MAS, Ceedata, HandiLedger and CaseWare. For more information about exporting data to these packages, see the Help Centre.

To export to MYOB Accountants Office

1   Go to the **Accounts** command centre and choose **Send to Accountant**. The **Reporting Period** window appears.
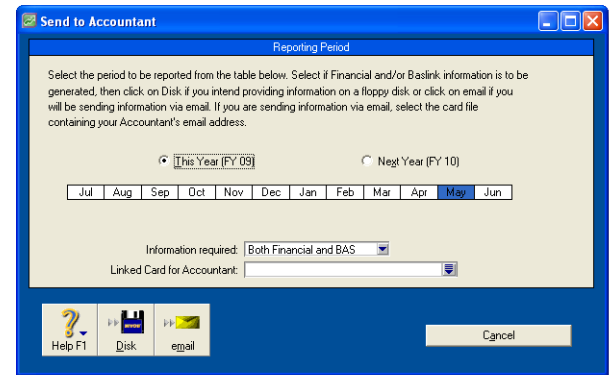
2   Select the month or range of months you want to export. To select a range of months, click and hold the mouse button on the first required month and then drag the cursor over the names of the remaining months.

CAUTION: Choose the reporting months carefully   It is important not to include dates you have included in a previous export because this would result in double-counting your transactions. As a precaution, we recommend that you tell your accountant the periods you have selected.

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3   Select the type of information to be provided from the **Information required** list.

4   Select the method you want to use to send the information.
   - **Email**—If you want to email the file, enter your accountant's card in the **Linked Card for Accountant** field and then click **Email**. The email address entered on the card will be used when the email is created in your email program. The default name for the export file is *companyname*.MYE.

- **Disk**—If you want to save the file to disk and send it by post, click **Disk**. Enter a name and location for the export file in the dialog that appears. The default file name is *companyname*.MYE. You can change the file name if you want but you must retain the '.MYE' extension.

5 Click **Save**.

Task 4: Enter end-of-year adjustments

Your accountant is likely to provide you with a number of adjustments that will need to be entered in your company file as journal transactions. If the adjustments have been provided on paper, you can manually enter them in the **Record Journal Entry** window.

If you send information to your accountant using the **Send to Accountant** feature (see Task 3: Provide information to your accountant), you can import the adjusting journal entries your accountant sends you. For more information, see 'To import from MYOB Accountants Office' below. Make sure your accountant has sent you the journal adjustment file as a text file with a .txt extension.

To record adjustments manually

1 Go to the **Accounts** command centre and click **Record Journal Entry**. The **Record Journal Entry** window appears.

The general journal number and transaction date appear by default. You can change these if necessary.

NOTE: If your company file is set to 13 accounting periods in the financial year, you can assign your adjustments to the 13th period by entering an asterisk (*) before the date, for example, *30/06/2008.

2 [Optional] In the **Memo** field, enter a comment to describe the transaction, for example, Depreciation–Motor Vehicles.

3 Each row of information entered in the scrolling list is a line item. The line item details are identified in the journal adjustments provided by your accountant.

For each line item:

a Type the account number (or name), or select it from the account list.

b In the **Debit** and **Credit** fields, enter the debit or credit amount for the line item.

c [Optional] In the **Job** field, enter the job number for the line item.

d [Optional] In the **Memo** field, enter a description of the line item.

e If necessary, change the default **Tax** code for the account by typing the required tax code or selecting it from the list.

NOTE: Journal entry must be balanced The journal entry cannot be recorded until the **Out of Balance** field is zero.

4 Click **Record** to record the journal entry.

To import from MYOB Accountants Office

1 Go to the **File** menu, choose **AccountantLink**, then **Receive from Accountant** and select **Lists of Accounts**. The following window appears.
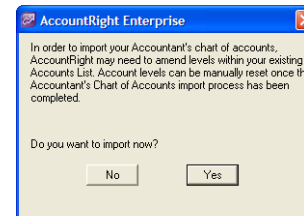
2 Click **OK**. The **Open** window appears.

3 Locate and select the file containing the accounts list sent by your accountant.

4   Click **Open**. The accounts are imported and a message appears, giving you the results of the import. If there are any errors, read the information in the MYOBLOG.TXT file, which is located in the same folder as your company file.

Task 5: Back up your company file

Make a backup of your company file after you have finished entering adjustments and store it in a safe location. See 'Backing up and restoring company files' on page 260.

Make sure you verify the company file as part of the backup process. See 'Checking your company file for errors' on page 265.

Task 6: Start a new financial year

Before starting a new financial year, make sure you have:

- completed tasks 1–5 above
- entered all transactions and adjustments as instructed by your accountant
- checked with your accountant to ensure no further entries are required in the company file for the current year.

If you have done all of the above, you are now ready to start a new financial year.

When you start a new financial year:

- The previous financial year's monthly totals for all accounts are changed to *last year* categories. If *last year* amounts already existed, those amounts will be replaced.
- The balance of your current-year earnings account is transferred to your retained earnings account.
- The balances of your income, cost of sales, expense, other income and other expense accounts are returned to zero.

- Closed sales, closed purchases, paycheque information and journal entries assigned to closed sales and closed purchases are kept or purged according to your selections in the **Start a New Financial Year** assistant.

To start a new financial year

1   Go to the **File** menu, choose **Start a New Year,** and then **Start a New Financial Year**. The **Start a New Financial Year Assistant** appears.

2   Follow the on-screen instructions.

    If you need help in any of the windows, click **Help** and then choose **Help for This Window**.

Task 7: Optimise and verify your company file

Once the Start a New Year procedure is complete, we recommend that you optimise and verify your company file. For more information, see 'Optimising your company file' on page 265.

Starting a new payroll year

Payroll is only available in AccountRight Plus.

You must close the payroll year in the last month of your payroll year or soon after. Otherwise, you will not be able to enter paycheques for the next payroll year.

Do the following tasks to close your current payroll year and start a new one.

Task		See
1	Process the last pays for the year	below
2	Print payroll reports	below
3	Prepare payment summaries	below
4	Back up your company file	page 258
5	Start a new payroll year	page 258
6	Load the latest tax tables	page 258
7	Optimise and verify your company file	page 258

Task 1: Process the last pays for the year

You must make sure that all pays for the payroll year you are about to close have been entered. For more information, see 'Processing your payroll' on page 118.

Task 2: Print payroll reports

Review the following reports to make sure payroll transactions are correct.

- **Payroll Register Detail** report—shows the pay history of your employees.

- **Payroll Activity Summary** report—shows the pay amounts recorded. Note that this report does not include manual adjustments, for example, changes to pay history balances entered in the **Payroll Details** tab of an employee's card.

Task 3: Prepare payment summaries

You can use the Payment Summary Assistant to prepare payment summaries, including Employment Termination Payment (ETP) summaries, for your employees using either preprinted forms available from the Australian Taxation Office (ATO) or plain paper. You can also save a copy of your employee's payment summaries as PDF files, to reprint at a later date.

You can:

- lodge your Individual Non-Business and Employment Termination Payment forms electronically and provide copies to your employees by printing them on plain paper. See page 252

- complete your Individual Non-Business and Employment Termination Payment forms manually using forms provided by the ATO. See page 252

- prepare Labour Hire payment summary forms provided by the ATO. See page 256.

Printing payment summaries on plain paper   Plain paper payment summaries are designed to be printed on A4 plain paper. These forms are approved by the ATO. Payment summaries must be printed clearly. You may want to print a sample payment summary to ensure your printer quality is adequate.

Check the information in the payment summary file you send to the ATO   The Payment Summary Assistant will prompt you to save your payment summary data as an EMPDUPE file. This is the file that you send to the ATO.

Before creating the EMPDUPE file, you can check the information it will contain by viewing the Payment Summaries Verification report.

The Payment Summaries Verification report details the individual payment summaries amounts that will be listed in the EMPDUPE file. We recommend you print the verification report and then compare the amounts to other payroll activity information, for example, with information in the Payroll Activity report.

Payroll category totals, gross amounts and tax withheld amounts, etc., should reconcile between the reports. If they do not, you can go back and adjust these figures before you finalise your payment summaries and create the EMPDUPE file.

Sending the EMPDUPE file to the ATO   The EMPDUPE file can be mailed to the ATO or submitted electronically using the Electronic Commerce Interface (ECI) system. If mailing the EMPDUPE, save it to an ATO accepted storage medium, such as a CD, Zip Disk, or other media. The file must be named EMPDUPE.

To prepare individual non-business payment summaries and ETP summaries

1   Go to the **Payroll** command centre and click **Print Payment Summaries**. The **Payment Summary Assistant** window appears.
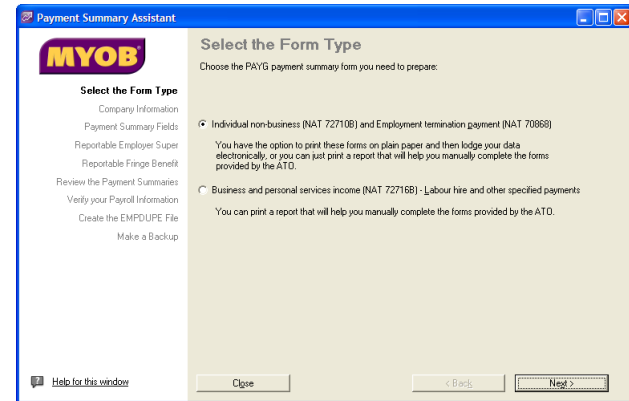
Select the type of payment summary you want to prepare

2   Select the **Individual non-business and Employment termination payment** option, then click **Next**. The **Company Information** window appears.

Enter company information

3   Enter any company information that does not already appear by default, then click **Next**. The **Payment Summary Fields** window appears.
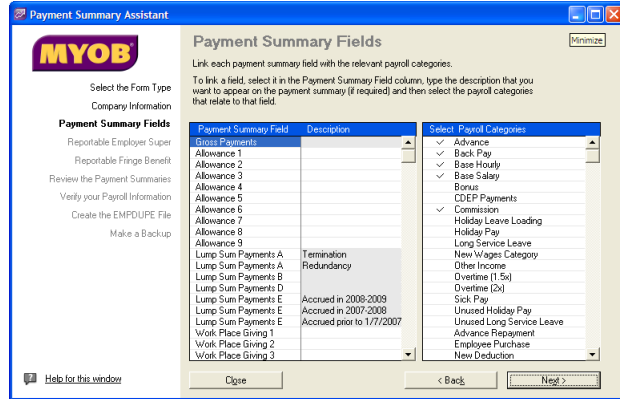
Link payment summary fields to payroll categories

4   Select a payment summary field in the left column and then select all the payroll categories that are reportable in this field in the right column. For example, select **Gross Payments** and then click all the payroll categories that are calculated as part of gross payments, such as base salary, base wages, overtime, holiday pay, backpay, etc.

5   If you are preparing ETP payment summaries:

- -
NOTE: ETP payroll categories   You need to have created and set up ETP payroll categories before completing this step. For more information, see 'Create payroll categories for termination payments' on page 132.
- -

a   Link the ETP fields to the relevant payroll categories. These fields are located at the bottom of the list.

b   Link payroll categories used to record bona fide redundancy, approved early retirement or invalidity payments to the **Lump Sum Payment A Redundancy** field. (For more information, see 'Payroll categories for Lump Sum Payment A payments' on page 132.)

c   Link payroll categories used to record all other Lump Sum Payment A amounts to the **Lump Sum Payment A Termination** field.

d   Repeat for each required field.

6   Click **Next**. The **Reportable Employer Super** window appears.
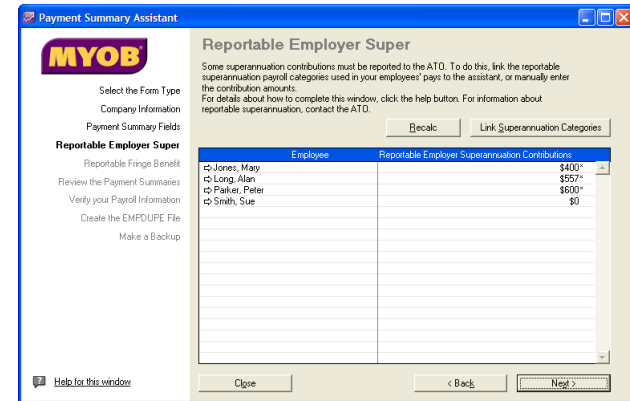
Report superannuation amounts

7 Select the reportable superannuation payroll categories:

   a Click **Link Superannuation Categories**. The **Link Superannuation Categories** window appears, showing a list of your superannuation payroll categories.
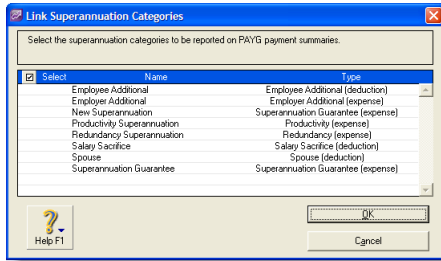
   b Click in the column next to each superannuation category you want to select and click **OK**. The **Reportable Employer Super** window reappears.

   If a selected superannuation category is linked to an employee's pay, an amount appears next to their name in the list.

   c If you want to, you can type a different amount. Note that if you adjust an amount and then reopen the **Link Superannuation Categories** window and then click **OK**, adjusted amounts will reset to the calculated amount.

   d If you manually change an amount in error or if you change an employee's pay details after starting the Payment Summary Assistant, click **Recalc** to recalculate the amounts.

8 Click **Next**. The **Reportable Fringe Benefit** window appears.
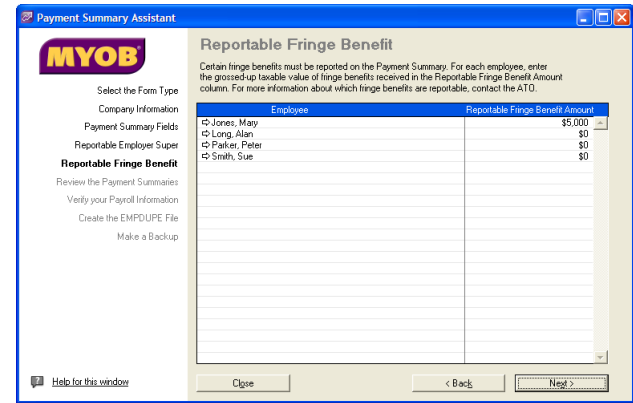
Report Fringe benefit amounts

9 Enter any reportable fringe benefits against the employees whose payment summaries you are preparing, then click **Next**. The **Review the Payment Summaries** window appears.

10 Click the zoom arrow next to an employee's name. The **Employee Payment Summary Information** window appears.

Review the payment summary details

11 Review the details of the amounts in the top section of the window and make any required changes.

12 [ETP summaries only] In the **Employment Termination Payment Additional Information** section of the window enter the payment date and select appropriate options relating to the payment.

13 Click **OK**. The **Review the Payment Summaries** window reappears.

14 Repeat from step 11 above for each employee.

Save or print employee payment summaries.

15 If you want to:

a save payment summaries as PDFs, click in the select column next to the employee's name and click **Save Payment Summaries.**

b print payment summaries for employees, click in the select column next to the employee's name and click **Print Payment Summaries**.

16 Click **Next**. The **Verify your Payroll Information** window appears. A summary of the total individual non-business and ETP amounts is displayed in the window. You can check these amounts against other payroll reports.

Verify your payment summary information

17 If you want to verify your payment summary information before preparing the EMPDUPE file:

a Click **Preview Verification Report** and print the Payment Summaries Verification Report.

b Check that these amounts reconcile with other payroll activity reports before creating the EMPDUPE file. If they don't reconcile, you can go back and adjust them.

18 If you are manually completing the ATO payment summary forms

a Click **Preview Verification Report** and print the Payment Summaries Verification report.

b Click **Close** to close the **Payment Summaries Assistant** and use the Payment Summaries Verification report to complete your ATO forms. You do not need to complete the rest of this procedure.

19 Click **Next**. The **Create EMPDUPE File** window appears.

Create the EMPDUPE file

20 Click **Create EMPDUPE File**. The **Save As** window appears.

21 Select the location to store the EMPDUPE file and click **Save**. A window appears giving you the option to print the Magnetic Media Information form.

- -

NOTE: Print a Magnetic Media Information information form If you are sending an EMPDUPE file to the ATO on magnetic media (for example, on CD-ROM), you will need to include a Magnetic Media Information form. You can print this form by clicking **Print Magnetic Media Form**.

- -

22 Click **Next**. The **Make a Backup** window appears.

Back up your company file

23 If you want to back up your company file:

- **a** Click **Backup**. A window appears with backup options and company file error checking options.
- **b** Select the options you want and click **Continue**. The **Back Up** window appears.
- **c** Select the location to store the backup file and click **Save**. The **Payment Summaries Assistant** closes.

24 If you do not want to back up your company file, click **Finish**. The **Payment Summaries Assistant**.

To print the Labour Hire and Other Specified Payments report

1 Go to the **Payroll** command centre and click **Print Payment Summaries**. The **Payment Summary Assistant** window appears.
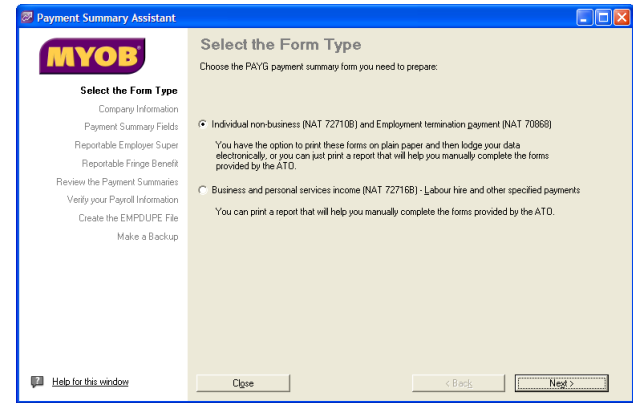
2 Select **Business and Personal Services Income - Labour Hire and other specified payments**.

3 Click **Next**. The **Payment Summary Fields** window appears.
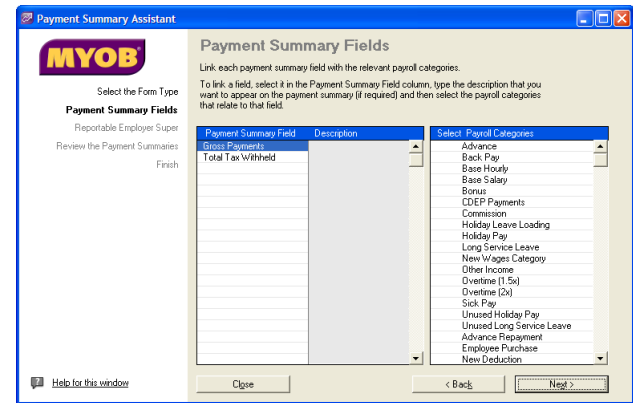
4   Link the Labour Hire and Specified Payments summary fields with your payroll categories.

  a   Select the payment summary field in the list on the left side of the window.

  b   In the list on the right side of the window, click the payroll categories that should appear in the payment summary field you've selected.

5   Click **Next**. The **Reportable Employer Super** window appears.
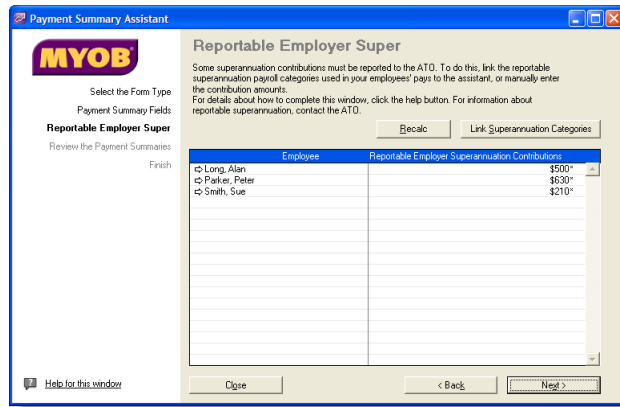
6   Select the reportable superannuation payroll categories:

  a   Click **Link Superannuation Categories**. The **Link Superannuation Categories** window appears, showing a list of your superannuation payroll categories.
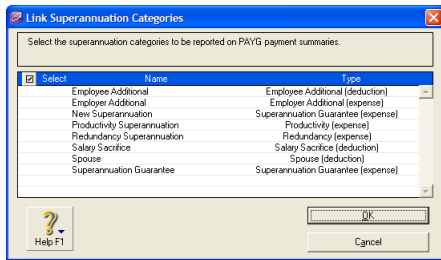
  b   Click in the column next to each superannuation category you want to select and click **OK**. The **Reportable Employer Super** window reappears.

If a selected superannuation category is linked to an employee's pay, an amount appears next to their name in the list.

7   If you want to, you can type a different amount. Note that if you adjust an amount and then reopen the **Link Superannuation Categories** window and then click **OK**, adjusted amounts will reset to the calculated amount.

8   If you manually change an amount in error or if you change an employee's pay details after starting the Payment Summary Assistant, click **Recalc** to recalculate the amounts.

9   Click **Next**. The **Review Payment Summaries** window appears.

10   If you want to view or edit an employee's payment summary information, click the zoom arrow next to the employee. The **Employee Payment Summary Information** window appears.

  a   Make any required changes, such as adding the employee's tax file number

  b   Click **OK**.

- -

NOTE: Print the Labour Hire report   Use the Labour Hire report to help you complete the PAYG payment summary—labour hire and other specified payments (NAT 3282) forms supplied by the ATO. To print the Labour Hire report, click **Print Labour Hire Reports** and then **Print**.

- -

11   Click **Next**. The **Finish** window appears. This window provides general instructions for submitting Labour Hire and Other Specified Payments information to the ATO.

12   Click **Finish** to close the **Payment Summary Assistant** window.

13   Manually transfer the payment summary report information onto the forms provided by the ATO.

Task 4: Back up your company file

Before you start a new payroll year, make sure that you back up your company file. Once the year is closed, detailed payroll information will no longer be available for editing. Backing up your company file allows you to restore a closed payroll year so you can print reports.

For more information, see 'Backing up and restoring company files' on page 260.

Task 5: Start a new payroll year

Starting a new payroll year will:

- clear the payroll history from employee cards
- prevent you from printing payroll reports for the previous year (unless you keep paycheque information when you start a new financial year)
- prevent you from preparing payment summaries for the previous year using the **Payment Summary Assistant** window
- carry over entitlement balances that have the **Carry Remaining Leave Over to Next Year** preference set in the **Entitlement Information** window of the entitlement category
- clear any entitlement balances that do not have the **Carry Remaining Leave Over to Next Year** preference set in the **Entitlement Payroll Category** window of employee cards
- prevent you from editing or deleting pay amounts for the previous year.

To start a new payroll year

1   Go to the **File** menu, choose **Start a New Year**, and then **Start a New Payroll Year**.

2   If you want to create a backup file before purging payroll information, click **Backup** and follow the instructions in the windows that appear.

3   Click **Continue**. Follow the on-screen instructions to complete the process.

Task 6: Load the latest tax tables

Australian tax legislation usually changes at the start of each payroll year. If the tax legislation has changed for the payroll year you are starting, you need to update the tax tables in your company file before processing pays.

- -

NOTE: Receive alerts for tax table updates and software updates   You can register to be alerted about updates to your tax tables, as well as compliance updates and updated versions of your software. For more information, see 'Managing software updates' on page 267.

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1   Go to the **Help** menu and choose **Check for Product Updates** (requires Internet access).

2   If there is a tax table update, follow the on-screen instructions to install it. You then need to load the tax tables in your company file.

3   Go to the **Setup** menu and click **Load Payroll Tax Tables**. The **Load Tax Tables** window appears

4   Click **Load Tax Tables**.

Task 7: Optimise and verify your company file

Once the Start a New Payroll Year procedure is complete, we recommend that you optimise your company file. See 'Optimising your company file' on page 265.

17 Managing user accounts and company files

This chapter explains how you can perform maintenance tasks on your company file (including backing up, restoring and optimising) and how you can control access to your company file using user accounts.

Managing user accounts

If several people enter transactions into the same company file, you can control which command centres, windows and transactions they can access with user accounts.

The ability to limit users' access can help to minimise fraud. For example, you can prevent a person who places orders from suppliers from also being able to pay suppliers, minimising the likelihood of paying false bills.

Restrict access to employee information   User IDs can be set up to restrict access to employee banking and contact information stored in the card file and on reports. You can set broad restrictions, such as disallowing access to the employee card file, or you can set specific restrictions, such as viewing employee banking details.

User accounts   A user can only open a company file by completing the **Sign-on** window. The user must enter a user ID and password to gain access to the user account. Then, whenever a user enters a transaction, it is labelled with the user ID. This allows you to keep track of who entered particular

transactions, which is useful when following up disputes with suppliers or customers, and for pinpointing fraudulent transactions.

Administrator account   The Administrator account is a default user account always present in all company files and cannot be deleted. This special user account is the only one with access to all command centres, functions and windows.

The person logged on as Administrator is able to create, edit and delete ordinary user accounts. For that reason, as soon as you create a company file, you should supply a password for the Administrator account; otherwise, any user can log in and enter, edit and delete transactions without leaving a trace. For information on how to set up a password for the Administrator account, see 'Set a password for the Administrator user ID' on page 32.

To create a user account

1 Start your AccountRight software and click **Open a company file** in the welcome window that appears. The **Open** window appears.

2 Navigate to and select the company file to be opened, and click **Open**. The **Sign-on** window appears.

3 Type Administrator in the **User ID** field, type the administrator's password in the **Password** field, and click **OK**.

Note that if you have not set a password for the Administrator account, leave this field blank.

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

5 In the **Preferences** window, click the **Security** tab and then click **User IDs**. The **User Access** window appears.

6 Click **New** to open the **New User Details** window.

7 Type the user's name in the **User ID** field, then type the password in the **Password** and **Confirm Password** fields.
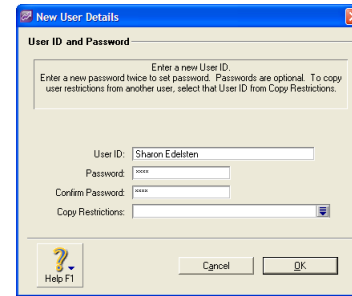
8 If you want to copy the restrictions you've set up for another user, type or select an existing user account in the **Copy Restrictions** field.

9 Click **OK**. The new user account appears in the **User ID** column of the **User Access** window.

10 Click the new user account in the **User ID** column, then click in the **Not Allowed** column next to those command centres or functions to be denied to the user.

11 Click **OK**.

Backing up and restoring company files

Backing up is the copying of a company file to some form of storage medium, such as a CD, different hard disk or other media. You can use the backup function in your software to create a compressed archive file with a .zip extension that takes up less space.

The **Restore** command closes the company file you're currently using, decompresses a backup file so you can use it, and then opens the backup file.

Precautions when backing up   Avoid common mistakes that can cause you to lose backups of company files:

■ **Don't store backups on the same hard disk as the currently used company file.** A single disaster can wipe out all your records.

■ **Make separate backups**. A disk failure can corrupt your data in such a way that you may not notice it during a session. If you accidentally copy some corrupted data over your previous backup file, that backup is no longer valid.

Without a valid backup, you would need to re-create your company file. You can reduce the risk by making separate backups to protect your company data—for example, at the end of each business day.

- **Store backups off site.** Store monthly and yearly backups in a safe place, preferably away from your office. Except for daily rotational backups, do not re-use media.

To make a backup of your company file

1   Go to the **File** menu and choose **Backup**. The **Company File Backup** window appears.
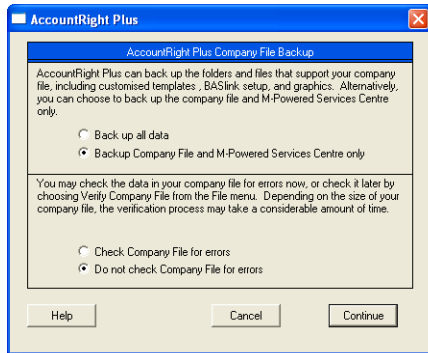
CAUTION: If the backup process does not work   When you installed your software, special software needed for the backup process was also installed. If a message appears when you try to use the **Backup** command, this software may have been removed from the location where it needs to exist. You may need to re-install your software to use this feature. Alternatively, you can contact MYOB Support for help.

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2   Select the type of backup you want.
    - If you want to back up your company file and templates, click **Backup all data**.
    - If you want to back up only your company file and M-Powered Services Centre, click **Backup Company File and M-Powered Services Centre only**.

3   Choose whether to check your company file for errors before making your backup by selecting one of the options.

For more information about checking your company file for errors, see 'Checking your company file for errors' on page 265.

NOTE: Maintaining data integrity   Check for errors so that if you need to revert to a backup, data integrity is ensured.

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4   Click **Continue**.

5   If you selected the **Do not check Company File for errors** option, the **Back Up** window appears. Go to step 7 below.

6   If you selected the **Check Company File for errors** option, the verification process may take several minutes.

    When the verification process has finished, click **OK** in the window that appears. (Note that this window appears whether or not errors have been found in the company file.)

    The **Back Up** window appears.

7   Specify where you want to store the backup file.
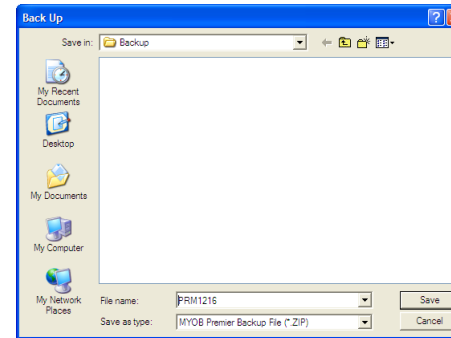
A default filename is assigned.

Default filename	further details
MYO*mmdd*.zip	• *mmdd* is the month and day from your computer's clock • .zip is the file extension and cannot be changed.

8 [Optional] You can change the name of the backup file.

Note that you need to name all your backups with enough information to tell you when they are from and where you were up to in data entry—for example, 'Wednesday, 16.12.09' or 'Backup as of 16.12.09'.

9 Click **Save**. The backup process begins.

10 If you are storing the backup file on a removable storage device, label all your backups with enough information to tell you when they were done and where you were up to in data entry—for example, 'Wednesday, 16.12.09' or 'Backup as of 16.12.09'.

Restoring a backup company file

To restore a backup

1 If the backup file is on a removable disk, insert the disk into the disk drive.

2 Go to the **File** menu and choose **Restore**. The **Select File to Restore** window appears.
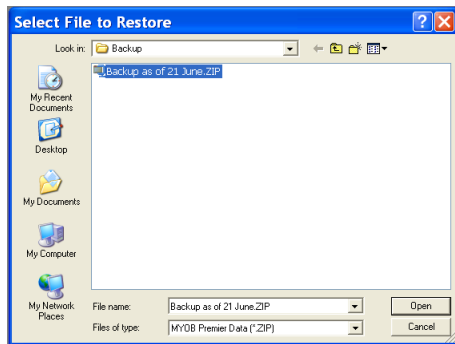
If you have selected the **Prompt for Data Backup When Closing** option in the **Preferences** window (**Security** tab), a window appears asking if you want to back up your company file. If you want to back up your company file now, click **Yes** and follow the prompts; otherwise, click **No**.

3 In the **Restore** window, select the backup file you want to restore and click **Open**.

NOTE: If the backup file is on a removable disk, insert the disk into the disk drive.

4 Select the folder where you want to save the restored file. By default, the restored file will be saved in the same folder as the backup file.

5 Click **Save**. A message appears showing that the company file will be restored to the selected folder.

6 Click **OK** to complete the restore.

When you restore a file that has not been activated, the **Company File Activation** window appears. If you do not need to enter transactions into the restored file, click **I want to mark this file as Read Only** and then click **Continue** to open the file in read-only mode.

If, later, you need to activate the read-only file, go to the **Help** menu and choose **Activate Company File**.

NOTE: Restoring from a CD or DVD If you are restoring a backup file from a CD or DVD, the file will be read-only. To read data from the file, you need to change the file's attributes. To do so, right-click the file, choose **Properties** and deselect the **Read-only** option.

Confirming activated company files

After a company file is activated, once or twice a year you must confirm its activation for the life of the file. The confirmation verifies to MYOB that you are running a legal installation of AccountRight software. When confirmation is due and you attempt to open an activated company file, the **Company File Confirmation** window appears.
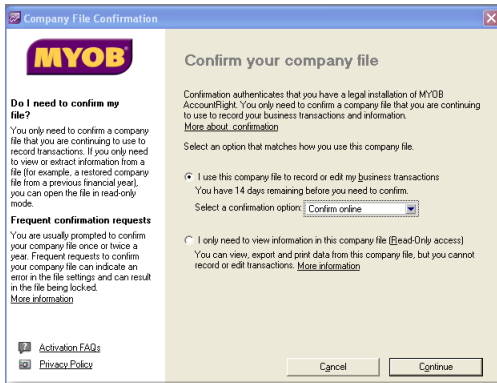
You have a period of grace in which to confirm the company file, indicated under the **Confirm Your Company File** heading.

NOTE: Frequent requests to confirm Under normal circumstances, confirmation occurs once or twice a year. If, after confirming a company file, your software asks you within a short time to confirm it again, see 'Troubleshooting activated company files' on page 264.

If you don't want to confirm immediately, click the **I use this company file to record or edit my business transactions** option, then select **Confirm later** and then click **Continue** to open the file. After the period of grace expires, the company file can be opened only in read-only mode, in which you can still view transactions, print reports or export data, but will not be able to enter any transactions.

NOTE: Confirming a read-only file If you open a company file that is overdue for confirmation in read-only mode, but then change your mind, go to the **Help** menu and choose **Confirm Company File**. The **Company File Confirmation** window appears.

These procedures show you how to confirm an activated company file and set up automatic confirmation:

- 'To confirm a company file online' below.
- 'To confirm a company file by telephone' on page 264.
- 'To set up automatic company file confirmation' on page 264.

To confirm a company file online

1 Ensure you are connected to the Internet.

2 In the **Company File Confirmation** window, click the **I use this company file to record or edit my business transactions** option.

3 Choose **Confirm online** from the list and then click **Continue**. Your serial number and company file code are sent to the MYOB confirmation server, which returns a confirmation code and extends the file activation.

   The **Company File Confirmation – Confirmed** window appears.

4 Click **OK** and in subsequent windows choose the options relevant to your business needs until a command centre appears. The company file has been confirmed and you can continue to enter transactions.

To confirm a company file by telephone

1   In the Company File Confirmation window, click the I use this company file to record or edit my business transactions option.

2   Choose Confirm by phone from the list, then click Continue. The Company File Confirmation – By Phone window appears.

3   Call on the telephone number displayed under the Company File Code field.

4   Follow the instructions to receive your confirmation code.

5   Type the confirmation code in the Confirmation Code field and click Continue.

> **NOTE: Confirmation code used only once**   After you confirm your company file, the confirmation code cannot be used to confirm this or any other company file again. You must get a new confirmation code each time your software requests confirmation.

6   If you have an Internet connection and you prefer your software to perform subsequent confirmations automatically, select the I want to use Automatic Confirmation option.

7   Click OK and respond to subsequent windows until a command centre appears. The company file has been confirmed and you can continue to enter transactions.

To set up automatic company file confirmation

You can set up your software to confirm company files over the Internet automatically.

> **NOTE: Internet connection required**   When your software attempts to confirm the activation of the company file automatically and you are not currently connected to the Internet, a window appears requesting you to connect.

1   Open your company file.

2   Go to the Setup menu and choose Preferences.

3   In the Preferences window, click the Security tab.

4   Select the I Prefer to Use Automated Online Company File Confirmation option and click OK.

From now on, your software confirms the company file automatically and displays a notification of successful confirmation each time.

Troubleshooting activated company files

The activation and confirmation of company files is sensitive to changes of the date in your computer's system clock. In some circumstances, changes in the system date may require you to confirm the company file again.

Note that if you confirm a company file several times within a short period of time, you may be prevented from using the file until you contact MYOB Customer Service.

> **NOTE: Confirmation help**   For more information about the confirmation process, and additional troubleshooting tips, click the 'Activation FAQs' link in the Company File Confirmation window.

Workstations out of synchronisation   If multiple users on different workstations are accessing a company file simultaneously and the dates in the system clocks of one or more workstations differ, you will need to synchronise clocks and confirm the company file the next time you open it.

Servicing your company file

Checking your company file for errors

In addition to having your company file automatically checked for errors before creating a backup, you can check your company file any time you choose.

By checking your company file for errors, you can identify minor problems in the file before they cause serious problems.

To check your company file for errors

1   Go to the **File** menu and choose **Verify Company File**. A confirmation window appears.

2   Click **OK** to confirm that you want to verify your company file. Your company file is scanned for errors. When the file verification process is complete, a message appears describing the results of the process.

If no errors were found, click **OK** to end the verification process.

If your company file is corrupted, you can:
- Attempt to repair the company file by optimising it—see 'Optimising your company file' below—and repeat this procedure to check if the errors have been fixed.
- Restore the company file from your most recent backup—see 'Restoring a backup company file' on page 262.

Optimising your company file

Over time, your company file will grow considerably in size. As you enter transactions, then remove or purge them, the file will have unused areas that once contained these transactions.

These unused areas can affect the efficiency with which operations are performed in the company file. We recommend that you use the Optimisation Assistant to remove the unused areas in the company file and keep your accounting software running efficiently.

To optimise a company file

1   Open the company file to be optimised.

2   Go to the **File** menu, choose **Optimise Company File**. An information window appears.

3   Click **OK** to continue. The **Optimisation Assistant** window appears.

4   Click **Continue**. The **Open an AccountRight Data File** window appears.

5   Locate the company file and click **Open**. The optimisation process begins.

6   When the process is finished, a window will appear, confirming the company file has been optimised.

7   If you want to optimise another company file, click **Continue** and repeat from step 5.

8   Click **Close**.

Purging information that is no longer needed

Purging is the process of removing data from your company file. After you have used a company file for a long time, you will notice that the size of your file has grown considerably. Information such as journal entries, sales, purchases, business contacts, activity slips and sales history figures builds up over time.

If your company file has grown large, you can remove information that is no longer needed to improve your software's efficiency and performance. However, you should be particularly careful about purging transactions that haven't been included in a Business Activity Statement. After transactions are purged, they will no longer appear in any report.

The procedure for purging information applies if you are purging:

■ journal entries (including prior year paycheques)

■ sales

■ purchases

■ business contacts

■ contact logs

■ activity slips [AccountRight Plus only]

■ sales history figures.

Purging activity slips

[AccountRight Plus only] When purging activity slips, note the following:

❖ If you've billed an activity slip on an invoice, you can purge that activity slip only if the invoice on which it was billed has been purged.

To purge information

1 Open the company file to be purged.

2 Create a backup file. See 'Backing up and restoring company files' on page 260.

3 Go to the command centre related to the information you want to purge. The information you can purge is dependent upon the command centre you are in. For example, if you are in the **Sales** command centre, you can only purge closed invoices.

4 Go to **File** menu and choose **Purge [...]**. The **Purge [...]** wizard window appears.

5 Click **Continue** and follow the instructions to complete the purge.

Troubleshooting file-locking problems

When a company file is open, a temporary file called a *lock file* is created in the folder where the company file is stored. This file, called 'Lock000*.flk', keeps track of who is using the company file. When you log out of the company file, the lock file is deleted automatically.

Sometimes, however, the lock file is not deleted. This can happen if your computer crashes or an error causes your company file to close unexpectedly. Lock files can accumulate in the company file folder, resulting in error messages appearing when you try to access your company file again.

To resolve these error messages, you must exit your AccountRight software, open the folder that contains the company file and delete any lock files that it contains. You should then be able to open your company file without an error.

Managing software updates

AccountRight software updates are regularly provided to help you better manage your business and to ensure that your business complies with current government legislation, such as PAYG withholding amounts [AccountRight Plus only].

Software Manager is a web-based tool that notifies you that your software has been updated, and enables you to install the update from the web.

Software Manager alerts notify you when an update is available. You can install the update immediately or download it to your computer to install later. You can also manually check for and install updates at any time.

Before you can use Software Manager, you need to register for software updates.

To register for software updates

You need your 12-digit AccountRight serial number to register for updates.

- -
TIP: Locating your AccountRight serial number   A 12-digit serial number was provided to you when you purchased your software. You can also find your serial number in the **Company Information** window of your company file (go to the **Setup** menu and choose **Company Information**).
- -

1   Make sure you are connected to the Internet.

2   Go to the **Help** menu, choose **Updates** and then choose **Register for updates**. The **Register for Update Alerts** window appears.

3   Enter your 12-digit AccountRight serial number.

4   Click **Register for Updates**.

5   Repeat this procedure on each computer that you run AccountRight on.

To manually install software updates

1   Go to the **Help** menu, choose **Updates** and then **Check for Updates**. The **Software Manager** window appears.
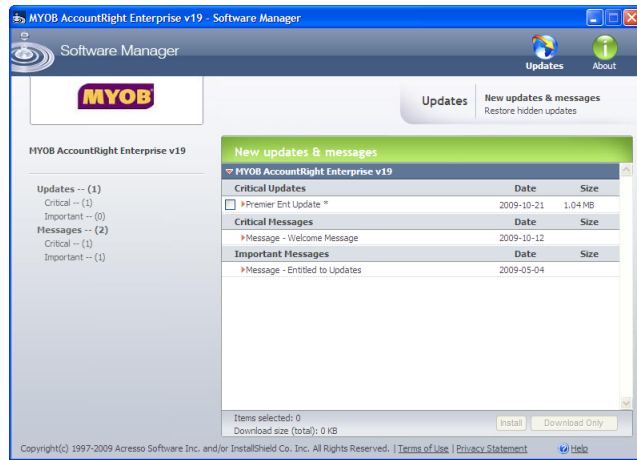
2   Select the update and click:
    - **Install** to install the update immediately.
    - **Download Only** to download the update to your computer to be installed later.

3   Repeat this procedure on each computer that you run AccountRight on.

To check for updates

❖ Go to the **Help** menu and choose **Updates**, then choose **Check for Updates**.

Appendix A: Importing and exporting data

Exporting data

You can take data entered in your company file and use it in other software or in other company files. This process is called *exporting data*.

Some of the types of information you can export are tax codes, accounts, items, general journal entries, inventory adjustments, receive money transactions, spend money transactions, sales, purchases, cards, jobs, activities and activity slips [AccountRight Plus only].

NOTE: Exporting timesheets [AccountRight Plus only] When you export timesheets, only the entries that *don't* have activity slips associated with them are included. You must export activity slips to complete the process.

The data can be exported to a tab-delimited or comma-separated text file.

If your accountant uses MYOB Accountants Office, you can export financial information (including your accounts list, journal entries, BAS information, sales and purchases) directly to MYOB Accountants Office as a tab-delimited text file. This file can be sent by email or saved to disk. For more information, see 'Provide information to your accountant' on page 248.

To export data

1   Go to the **File** menu, choose **Export Data** and then choose the type of data you want to export. The **Export File** window appears.

2   Select the export file format and the type of the first record. For detailed field help, click **Help**, and then choose **Help for This Window**.

3   Click **Continue**. The **Export Data** window appears.

4   Choose the fields you want to export and the order in which you want to export them. To do this, click on the first field you want to export in the **AccountRight** fields column. **Field 1** will appear in the **Export Order** column next to the field you

selected. The field name will appear at the top of the **Export Fields** column on the left side of the window.

Importing data

You can take data entered in other software programs and incorporate it into your company file. You can also incorporate information from one AccountRight company file into another AccountRight company file. This process is called *importing data*.

Some of the types of information you can import are: tax codes, accounts, items, general journal entries, inventory adjustments, receive payments transactions, receive money transactions, spend money transactions, pay bills transactions, sales, purchases, cards, jobs, activities and activity slips [AccountRight Plus only].

- -
NOTE: Importing timesheets [AccountRight Plus only] When you import timesheets, only the entries that *don't* have activity slips associated with them are included. You must import activity slips to complete the process.
- -

The data can be imported from a tab-delimited or comma-separated text file.

5 Repeat the previous step for each field you want to export.

   If you want to remove a field's name from the **Export Fields** column, click its name in the **AccountRight Fields** column. If you want to export all the fields in the order they're shown in the **AccountRight Fields** column, click **Match All**.

6 When you have selected the fields, click **Export**.

7 In the **Save As** window that appears, enter a name and location for the export file and click **Save**. The data is exported and saved as a text file.

If you are importing from Quicken In the Help Centre, choose Importing/Exporting > Importing and Exporting Table of Contents, and click the 'To import QIF' topic.

If you are importing an accounts list If your accountant uses MYOB Accountants Office, you can import an accounts list from it. For more information, see 'Importing an accounts list from MYOB Accountants Office' on page 272.

To import data

Before you start the import process, you will need to export the data you want from the program you've used to create the data. The data you want to import must be in tab-delimited or comma-separated file format.

- -
NOTE: Before you import data you should make a backup of your company file. See 'Backing up and restoring company files' on page 260.
- -

1   Go to the **File** menu, choose **Import Data** and then choose the type of data you want to import. The **Import File** window appears.

2   Select the import file format, the type of the first record, and the method of handling duplicate records. For more information, click **Help** and then choose **Help for This Window**.

3   Click **Continue**. The **Open** window appears.

4   Locate and select the file you want to import and click **Open**. The **Import Data** window appears.
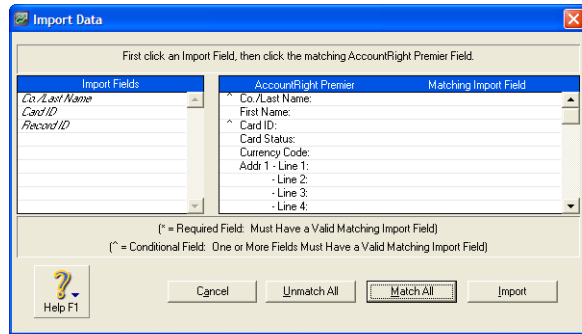
5   Match the import fields with fields in the **AccountRight** fields column. To do this:

a   Click the name of a field in the **Import Fields** column.

b   Click the matching field in the **AccountRight** fields column.

The import field you selected appears in the **Matching Import Field** column.

NOTE: Some fields must be imported   Fields that have an asterisk (*) next to them must have matching import file fields assigned to them.

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c   If all the fields in the import file match those in the **AccountRight Fields** column, click **Match All** to match all fields simultaneously.

6   Click **Import** to import the data. If you get a warning or an error message indicating that the import was not successful, refer to the import log file in your software program folder for a list of errors or warnings. This is a text file—readable by most word processors and text editors—which lists the problems encountered during the import. It is called **MYOBLOG.txt**.

7   Click **OK**.

Importing from MYOB RetailManager or MYOB RetailBasics

If you use MYOB RetailManager or MYOB RetailBasics as your point-of-sale software, you can import information to your AccountRight accounting software.

Some of the types of information you can import are:

■   your supplier details

■   goods received transactions (imported as bills)

■   general journal entries summarising other transactions (such as sales income and cost of sales).

Before you can import your data, you must export the data from RetailManager or RetailBasics as a text file (Retail.txt) and save it in the your AccountRight software program folder. The import file will be detected and the import process will automatically begin when you open your AccountRight company file. Note that if you save the import file in another location, you will need to import it manually.

To import RetailManager or RetailBasics data

1   In your AccountRight software, go to the **Setup** menu and choose **Preferences**. The **Preferences** window appears.

2   Click the **System** tab and select the **I use MYOB RetailManager** option.

3   Click **OK** and exit your AccountRight software.

> **NOTE:**   You only need to set this preference the first time you import from MYOB RetailManager.

4   Start your AccountRight software and open your AccountRight company file. If there are transactions that need to be imported, the import process will occur automatically.

If you get a warning or an error message indicating that the import was not successful, refer to the import log file in your AccountRight software program folder for a list of errors or warnings. It is called **MYOBLOG.txt**.

Importing an accounts list from MYOB Accountants Office

When you create a company file, you can choose to import an accounts list from a file provided by your accountant (see ‘Create a company file’ on page 22). If the file was created by MYOB Accountants Office—with a .txt extension—follow this procedure to import the accounts list. (Ask your accountant for a new file if it does not have a .txt extension.)

Once you have imported an accounts list from MYOB Accountants Office, you can import journal transactions from your accountant. For more information, see ‘Enter end-of-year adjustments’ on page 249.

To import the accounts list provided by your accountant

1   Go to the **File** menu, choose **AccountantLink**, then **Receive from Accountant**, and choose **List of Accounts**. A message appears, informing you that the account levels might be reset.

2   Click **Yes** if you want to continue the import. The **Open** window appears.

3   Select the file containing the accounts list sent by your accountant. The default name of the file is `MYOB_SET.txt`. However, your accountant may have renamed the file.

4   Click **Open** to open the file and begin the import process.

The accounts are imported and a message is displayed, giving you the results of the import. If you get a warning or an error message indicating that the import was not successful, refer to the import log file in your software program folder for a list of errors or warnings. This is a text file—readable by most word processors and text editors—and lists the problems encountered during the import. It is called MYOBLOG.txt.

Glossary

A

account   Something to which transactions are assigned. Accounts in AccountRight software are in one of eight categories:

- Asset
- Liability
- Equity
- Income
- Cost of sales
- Expense
- Other income
- Other expense

Accounts are classified as header or detail. Transactions are assigned directly to detail accounts. Header accounts are used to summarise and group multiple detail accounts. Each account must have a unique number.

account classification   One of the eight accounts groups in the Accounts List: Assets, Liabilities, Equity, Income, Cost of Sales, Expense, Other Income, Other Expense.

account number   The account number identifies an account. Each account must have a unique number.

accounting period   A part of your financial year. AccountRight software treats each calendar month as a separate accounting period. Additionally, AccountRight software provides an optional 13th period for year-end adjustments.

accounts list   Commonly referred to as a chart of accounts, this is a list of all your asset, liability, equity, income, cost of sales, expense, other income and other expense accounts.

accounts payable   What you owe someone else for goods or services delivered. The sum of all accounts payable is recorded as a liability account. Any time you record a purchase in the Purchases command centre, the unpaid balance of the purchase is added to your accounts payable. Every time you pay a bill (using Pay Bills in the Purchases command centre), the amount is subtracted from your accounts payable balance.

accounts receivable   What your customers owe you. The sum of all accounts receivable is recorded as an asset account. Any time you record a sale in the Sales command centre, the unpaid balance of the sale is added to your accounts receivable balance. Every time you enter a customer payment (using the Sales command centre), the amount is subtracted from your accounts receivable balance.

accrual method (basis)   This is a method of accounting which records sales and purchases at the time they're delivered, not at the time they're paid for. This is the opposite of the cash method of accounting.

accrued expenses   These are expenses for goods or services received but not yet paid.

ageing: payables   The number of days between receiving a bill from a supplier and an ageing date (usually today).

ageing: receivables   The number of days between invoicing a customer and an ageing date (usually today).

allocation accounts   In AccountRight software when writing a cheque or recording a payment, the allocation accounts are the expense, income, etc., accounts that balance the transaction.

audit trail   A list of the transactions that make up the balance of an account or accounts.

assets   Assets are things you own. Your bank account is an asset. So is your computer. If someone owes you money, the total owed to you is an asset. Current assets are assets that can be turned into cash within a relatively short period of time (less than a year). Things that take longer to turn into cash, like your factory building, are called fixed assets. Assets normally have a debit balance.

B

bad debt   Money owed to you that is unlikely to be paid. Many businesses create a contra-asset account to approximate the value of their bad debt. That way, they have a clearer picture of the actual value of their assets.

balance   The sum of all the money added to and subtracted from an account.

balance sheet   The balance sheet is a financial snapshot of a company's position at a particular time. A balance sheet lists the company's asset, liability and equity accounts. It is called a balance sheet because the total value of the asset accounts minus the total value of the liability always equals the total of the equity accounts.

bill   The record of a supplier's invoice.

budgets   Expected monthly net activity for an account. Budgets are useful for planning for the future and for analysing actual performance against planned performance.

C

cash drawer   Where the money is kept between leaving the customers' hands and being deposited in the bank. Many businesses set up their cash drawer as a bank account.

cash method (basis)   The opposite of the accrual method of accounting. The cash method records the sale and purchase of goods and services at the time they're paid for, not when they're delivered.

cleared   A withdrawal or deposit is cleared when your bank adjusts your account balance for it.

closed period   An accounting period in which all entries are completed. AccountRight software does not require that you actively close a period. However, in **Preferences** you can prevent accidental posting to a closed (locked) period.

closed purchases   Purchases that have been paid in full.

closed sales   Sales that have been paid in full.

company information   Found in AccountRight software's **Setup** menu, your company information contains your company's name, address, tax information and information about your company's financial year.

contra account   This is an account that normally carries the opposite balance of the accounts of the same type. Assets, for example, normally have a debit balance; a common contra-asset account is the accrued depreciation of an asset. By using a contra account, you can show a company a car that's worth $12,000, by listing the asset at its $15,000 purchase price followed by the -$3,000 balance of the accrued depreciation account.

conversion month   The conversion month is the earliest month in the financial year for which transactions are to be recorded. For example, suppose you purchase your software in October but want to record transactions dated from 1 September. In this case, your conversion month is September. The conversion month determines the opening balances you will enter when you set up your company file.

cost item   The cost of an inventory item. Your software uses average cost. That is, the total cost of all your purchases for a particular item currently on hand divided by the number of items on hand.

cost of sales   Sometimes called *cost of goods sold,* this account type works just like an expense account. The only difference is where it appears on the profit & loss statement. Cost of Sales accounts appear after your income accounts but before your expense accounts. Cost of Sales is subtracted from your income to produce gross profit. Your expenses are subtracted from your gross profit to produce net profit. You are not required to use Cost of Sales accounts.

credit amount   Appears on the right side of the ledger (a debit amount occupies the left side). A credit amount increases the balance of accounts with a credit balance and decreases the balance of accounts with a debit balance. Accounts that normally carry a credit balance are liability, equity and income accounts.

credit invoice   A credit invoice is a sale with a negative balance due. Usually caused by a return or adjustment, a credit invoice is settled by writing a refund cheque or applying the amount to another open invoice.

credit terms   Terms are the agreed upon rules governing the number of days between delivery and payment discounts for early payment and penalties. You can set default terms for all customers.

creditors   A creditor is someone to whom you owe money. See also accounts payable.

current assets   Assets that can be turned into cash within a relatively short time (less than a year) are called current assets. Some of your current assets are your bank accounts, accounts receivable and petty cash. Current assets usually do not lose their value over time. Current assets normally have a debit balance.

current liabilities   Liabilities that become payable within the next year are called current liabilities. When recording a liability that is to be paid over a long period, many accountants split it into two liabilities. The part that is to be paid off within the next year is entered as a current liability; the remaining is entered as a long-term liability.

current year earnings   Current year earnings is an equity account. Its balance equals your income minus cost of sales and expenses. Current year earnings are zero at the beginning of a financial year. Current year earnings are kept as a running total as the financial year progresses. When you start a new financial year, current year earnings are reset to zero when its balance is moved into the account called Retained Earnings.

customer   Someone to whom you sell goods or services. In AccountRight software, you must enter a customer card before you record a sale.

D

debit   Appears on the left side of the ledger (the credit amount occupies the right side); a debit amount increases the balance of accounts with a debit balance and decreases the balance of accounts with a credit balance. Accounts that normally carry a debit balance are assets and expense accounts.

debit purchase   A debit purchase is a purchase with a negative balance due. Usually caused by a return or adjustment, a debit purchase is settled by recording a supplier's refund cheque or applying the amount to another open bill.

debtors   A debtor is someone who owes you money. See also accounts receivable.

deposits from customers   Advances received for goods or services not yet delivered. Customer deposits are kept in a liability account.

deposits to suppliers   Advances paid to suppliers for goods or services not yet delivered.

depreciation   The expense allocation of the cost of an asset over a period of time. Most accountants create a contra-asset account to track the depreciation of an asset. See also contra account. A typical depreciation transaction credits the contra asset account and debits a depreciation expense account. Depreciation is most often recorded as a general journal entry.

detail accounts   An account to which transactions can be assigned.

discount early payment   The amount taken off the balance due in return for payment within an agreed number of days.

discount volume purchase   The amount taken off an item's cost because of a special supplier or customer arrangement.

discount days   Discount days are the number of days from a sale or purchase within which full payment of the balance due entitles the payee to a discount.

double-entry accounting   A method of bookkeeping in which every entry is balanced by another entry. Correct double-entry accounting always provides a balanced set of books; that is, the total value of your asset accounts minus the total of your liability accounts will equal the total of your equity accounts.

E

earnings   Income minus cost of sales and expenses. See also current year earnings.

entitlements   Hours that accumulate on paycheques; used to pay special wages, such as holiday or sick pay.

equity   This is a company's net worth. The equity of a company equals its assets minus its liabilities. Equity is an account type in AccountRight software. Equity accounts usually carry a credit balance. Some common equity accounts are current year earnings, retained earnings and shareholder's equity.

expense   A cost associated with running a business. Expense is an account type in AccountRight software. Expense accounts usually carry a debit balance.

F

finance charge   The amount added to an outstanding balance as a penalty for late payment.

financial statements   The balance sheet and income (profit & loss) statement. The balance sheet is your company's financial picture at a particular time. The income statement shows your company's financial performance over a period of time.

financial year   The 12-month period you use to define your accounting year. Your software does not require that it match the calendar year. Your software also provides an optional 13th period for making year-end adjustments that you do not want to affect a particular month.

fixed assets   Fixed assets are assets that have a relatively long life. Your buildings, cars and computers are fixed assets. Fixed assets are usually depreciated; that is, they lose some of their value as you use them.

G

general journal   A journal used to record miscellaneous transactions not entered in other journals, for example, year-end adjustments and depreciation expense.

general ledger   This is where all your account information—sales, purchases, inventory, cash in, cash out—come together. You draw your financial statements (balance sheet and income statement) from the general ledger.

gross profit   Gross profit is your income minus cost of sales.

H

header account   A header account in AccountRight software is used to group similar detail accounts. You cannot post a transaction to a header account.

historical balance   The balance of an account prior to converting your records to your software. You are not required to enter historical balances in your software. Enter them only if you wish to compare a current month's activity to the activity for the same month last year.

I

identifiers   A one-letter code used to sort and select cards in the card file. You can assign up to 26 identifiers to a card.

income   Revenue from the sale of goods or services. Income is an account type in AccountRight software. Income accounts usually carry a credit balance.

income statement   Also called a profit & loss statement, the income statement shows your company's performance over a period of time. An income statement begins with income. It then subtracts cost of sales to produce a gross profit. Expenses are subtracted from gross profit to produce operating profit. 'Other income' accounts are added to operating profit and 'other expense' accounts are subtracted from operating profit to produce net profit.

inventory   Physical items kept for possible sale to a customer. Most accountants record an inventory's value in a current asset account.

invoice   The written record of a sale.

item   A unit in your items list. An item can be physical inventory, like a widget or a pair of shoes, or it can be non-physical, like an hour of your time.

J

job   A job is work for which you wish to track income and expenses. In AccountRight software, a job can be a profit centre, a product line, a project or any other subset of your business that requires a separate income statement.

journal   A journal is a tool for organising your accounting entries. All entries are grouped into one of six journals: general, disbursements, receipts, sales, purchases or inventory.

L

liability   Liabilities are things you owe. Your working capital loan is a liability. Your accounts payable, what you owe someone for a purchase, is also a liability. Liabilities that are due within the next year are called current liabilities. When a liability is not due for more than a year, it is called a long-term liability. Liabilities normally have a credit balance.

line item   The information entered in one row of the scrolling list for a transaction (sale, purchase, nominal journal entry).

linked account   Linked accounts are what AccountRight software uses to post your inventory, sales and purchase transactions to the proper account. When, for example, you link your receivables account, you are telling AccountRight software which account to post the balance due from a sale.

long-term liability   Something you owe that does not have to be paid for at least a year.

M

miscellaneous purchases   Miscellaneous purchases are used in AccountRight software to record non-item purchases that do not require a printed purchase order.

miscellaneous sales   Used in AccountRight software to record non-item sales that do not require a printed invoice.

N

net income   Net income (net profit or loss) is the total of all income accounts minus the sum of your expense and cost of sales accounts.

net profit   The total of all income accounts minus the sum of your expense and cost of sales accounts. Also called *net income*.

Number of Days after EOM   A setting to indicate that the payment due date and early payment discount date are based on a set number of days after the end of the month.

O

open bill   A purchase with an outstanding balance due.

open sale   A sale with an outstanding balance due.

opening balance   The balance of an account as at the start of the first day of your conversion month.

operating profit   This is your profit before considering Other Income and Other Expense.

other expenses   An account type used to record expenses that are not directly related to your company's operations, such as loan interest, fines, etc. 'Other expense' accounts usually have a debit balance.

other income   An account type used to record income that is not directly related to your company's operations, such as interest income. 'Other income' accounts usually have a credit balance.

out of balance   When the total credit amount does not equal the total debit amount in a transaction, it is out of balance. AccountRight software does not allow you to record an out-of-balance transaction.

P

payables   What you owe someone else for items or services delivered. See also accounts payable.

profit & loss statement   See income statement.

profit centre   A subset of your business for which you want to track income and expenses. In AccountRight software profit centres are called 'jobs'.

promised date   The date a pending sale or pending purchase is due to be delivered. If a pending sale is not delivered as of its promised date, a reminder is posted to your To Do List.

purging   The act of erasing old data. Your software allows you to purge journal entries, closed sales, closed purchases and contact logs.

R

recap transaction   A function that lets you look at a journal entry before it is recorded. Recap transaction is particularly useful for those transactions, like invoices and bills, for which the journal entry is not immediately obvious.

receivables   What someone else owes you for items or services delivered. See accounts receivable.

reconciling   The process of checking that your records agree with your bank's records.

recurring transaction   An accounting entry that is made periodically, such as weekly payroll, monthly rent, etc.

restoring   The process of reopening a backup company file.

retained earnings   Money from previous years earnings that has been left in the company. At the end of a financial year any money earned (or lost) during the financial year is transferred to retained earnings. Retained earnings are recorded in an equity account.

revenue   Income from the sale of goods or services. Revenue is recorded in an income account in AccountRight software. Income accounts usually carry a credit balance.

S

settle a credit invoice   When someone returns something, and you record an invoice that has a negative balance due, it is called a credit invoice. Paying off this negative amount is called settling a credit invoice.

settle a debit purchase   When you return something to a supplier, and you record a purchase with a negative balance due, it is called a debit purchase. Paying off this negative amount is called settling a debit purchase.

standard pay   The current values of an employee's payroll details (wages, superannuation, entitlements, deductions, employer expenses and taxes) that are automatically used when processing the employee's pay.

supplier   Someone from whom you buy goods or services. In AccountRight software you must enter a supplier card before you can record a purchase. See also accounts payable.

T

terms   Terms are the agreed upon rules governing the number of days between delivery and payment, discounts for early payment and penalties for late payment.

transaction   An entry in AccountRight software that affects the balance of accounts.

trial balance   This is a report showing all the activity for an account or accounts within a selected date range. It shows the balance of the account at the beginning of the date range, the activity within the date range, and the balance at the end of the date range. A trial balance is useful for checking your entries prior to doing your period-end processing.

U

undeposited funds account   The linked account into which individual cash-receipts transactions are recorded when not credited directly to cheque or credit card accounts. Amounts from individual transactions in the undeposited funds account are grouped together. When deposited, they are recorded as a single bank deposit transaction on the bank or credit card statement.

user IDs   A unique identification code assigned to each user of the company file. Each user must enter an ID. User IDs are the basis for the software's security system, and can be used to keep track of the actions of each person who performs tasks that affect the company file.

V

verifying   The process of checking a company file for errors to detect minor inconsistencies in the file before they cause serious problems.

W

wildcard   A character used to further define search criteria in reports. Your software uses the asterisk (*) and the question mark (?) as wildcards.

Z

zoom arrow   An icon that allows a user to review, or "zoom to" more detailed information about a specific topic, such as a transaction.

Index

A

account levels, to track financial information 225

Account Opening Balances window 30

account types 26

accountant
receiving accounts list from 249 272
receiving adjustments from 249
sending data to 248

AccountantLink
receiving accounts list from accountant 249 272
sending data to Accountants Office 248

Accounting 101 guide 9

accounting periods
number of 22

AccountRight updates 31 267

accounts
adding 27
adjusting to reflect work in progress 164
assigning tax codes to 168
budgets for 229
changing 169
classifications 26
for statement of cash flows 28
combining 172
creating 27
deleting 171

detail 27
entering opening balances 29
exporting 269
finding 169
grouping, detail 28
header 27
importing 270
indenting 28
list of 23
new 27
numbering 26
opening balances
bank accounts 29
reconciling 57
for the first time 41
transfer money between 55
types of 26

Accounts List window 27

accounts payable
analysing 97
paying 99
reconciling accounts at
month-end 239
year-end 239
reports 97
reviewing 97

accounts receivable
analysing 75
payments 54 76
reconciling 239

accrual accounts
setting up for items received without a supplier bill 93

Actions menu 14

activation of company files 24
circumstances requiring 24
confirming activation
automatically 264
by telephone 264
over the Internet 263
troubleshooting 264

activities
billing rates, setting 155
changing 157
creating time billing 156
definition 156
deleting 157
exporting 269 270
inactivating 157

Activities List window 156

Activity Information window 156

activity slips
adjusting book value of work in progress 164
changing 161
creating
multiple 160
single 158
to pay an employee 159
deleting 161
exporting 269 270
finding 161
including in employee's pay 120
multiple 160
reviewing 161
single 158
timer, create using 159

adjustments
entering in 13th period 22 249
importing from accountants 249
making year-end 249

administrator account
passwords 32
purpose of 259
See also user accounts

ageing, setting up periods 98

analyse payables 97

Analyse Payables window 98

Analyse Receivables window 75

Analyse Sales window 75

Analysis menu (command centres) 14

arrows 16

assets accounts 26

ATM, withdrawals 61

audit trail 235

auditing company file information 238

Auto-Build Information window 144

Auto-Build Inventory window 145

auto-building items 144

Automatically Adjust Base Hourly or Base Salary Details 107

average cost of an item 141