

Getting Started Tutorial

Welcome

This tutorial will introduce you to the main functions of your AccountRight software.

You can use this tutorial with the current versions of MYOB AccountRight Standard, MYOB AccountRight Plus, MYOB AccountRight Premier and MYOB AccountRight Enterprise; these products will be referred to as AccountRight software throughout this tutorial.

Viewing this tutorial You can view this tutorial on screen or you can print it. If you are viewing it on screen and the screenshots are too small for you to see the details, you can zoom in using the zoom function () on the Acrobat toolbar.

Working through this tutorial The first part of this tutorial provides an overview of how to set up your AccountRight software and how to navigate through it. The rest of the tutorial is made up of modules that teach you how to do specific tasks.

You can do the modules in order or you can skip to the module you want. However, complete the exercises within each module in the order in which they are presented, as they may build on previous exercises.

You can stop the tutorial at any time and return to it later.

This tutorial has the following modules:

- ['Banking' on page 8](#)
- ['Purchases' on page 15](#)
- ['Sales' on page 20](#)
- ['Jobs' on page 29](#)
- ['Forms' on page 33](#)
- ['Reports' on page 39](#)
- ['Payroll' on page 42](#) (not available in AccountRight Standard).

Your AccountRight company file

The information you enter in your AccountRight software is stored in a file called a *company file*. Your company file contains all the transactions, records and accounts data you enter into your software.

Other information used by your AccountRight software, such as customised reports, letters and templates, is stored in other folders inside the AccountRight software installation folder.

Protecting your company file

As your company file contains your important accounting information, you need to protect it against disk failure, data corruption and theft.

Tools are provided in your software to help protect your company file.

Back up your company file You should back up your company file frequently. Backing up creates a copy of your company file. If your company file is stolen or becomes corrupted, you can restore your latest backup and continue using your company file.

You should save your backups to removable media such as a CD or USB memory stick. Your backups should be stored in a safe place, preferably away from your office.

Don't store your backups on the same hard disk as your company file. If the disk becomes damaged or corrupted you will lose all your records.

To back up your company file, go to the **File** menu and click **Back Up**.

Check your company file for errors You should frequently check that your company file has not become corrupted. Depending on the preferences you have selected, you may be

prompted to verify your company file each time you open it and before you back it up.

You can check your company file for errors at any time by going to the **File** menu and selecting **Verify Company File**.

Optimise your company file As you remove or purge transactions, your company file will have unused areas that once contained these transactions. This may cause your software to run more slowly.

Use the **Optimisation Assistant** to remove the unused areas in your company file and ensure that your software runs as efficiently as possible.

To run the optimisation assistant, go to the **File** menu and select **Optimise Company File**.

The tutorial company file

A tutorial company file has been included with your software for you to use with this Getting Started Tutorial.

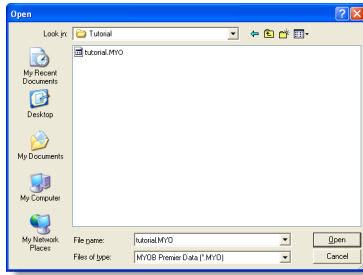
The tutorial company file (tutorial.myo) is located in the **Tutorial** folder which is inside your software installation folder.

NOTE: Make a copy of the tutorial file before you begin Make a copy of the tutorial company file (tutorial.myo) before you start the tutorial. If you make a mistake during one of the exercises, you can start again using the copy of the file.

To start using the tutorial company file

- 1 Start your AccountRight software. The **Welcome** window appears.
- 2 Click **Open your company file**. The **Open** window appears.

- 3 Open the tutorial company file:
 - a Locate and open your AccountRight software installation folder. If you selected the default options during installation, this will be, for example, C:\myob18 or C:\Premier12.



- b Open the **Tutorial** folder.

- c Select **tutorial.myo** and click **Open**. The **Sign-on** window appears.
- 4 In the **User ID** field, type **Administrator**. Leave the **Password** field blank.
- 5 Select the **Single-user access** option and click **OK**. A data verification message appears. To verify the company file data:
 - a Click **Yes**. A warning message appears.
 - b Click **OK**. A message appears asking you if you want to display errors.
 - c Click **Display Errors**. The data verification process starts. When this process is complete, a confirmation message appears.
- 6 Click **OK**. The **Command Centre** window appears. You can now begin using the tutorial company file.

Getting to know your AccountRight software

Command centres

There are eight command centres in your accounting software. They cover functions related to Accounts, Banking, Sales, Time Billing, Purchases, Payroll, Inventory and Card File. Note that AccountRight Standard does not have a Payroll or Time Billing command centre. The **Sales** command centre is shown below.



You can move between command centres by clicking the icons in the top section of the window.

The following functions are available from all command centres:

- **To Do List**—Record and manage tasks that need your attention, such as paying invoices or restocking items when inventory is low.
- **Find Transactions**—View summary information about your accounts, sales, purchases, items, payroll and jobs.
- **Reports**—View a list of the available reports.
- **Analysis**—Analyse key aspects of your business.

Menus

In your software, there are a number of drop-down menus. These are some of the most commonly used menus:

File menu Create and maintain company files and import and export data.

Edit menu Manage transactions, such as editing, deleting and recapping transactions.

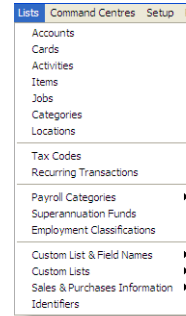
Lists menu Manage the records you enter into your company file, such as accounts, customers, and items.

Setup menu Set preferences, such as security preferences, and enter set up information, such as company information.

Reports menu View reports and create batches of reports.

Help menu Access the online help, check for product updates and learn about other MYOB products and services.

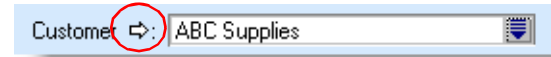
To access these menus, click the menu at the top of the screen and choose a function from the drop-down list. Note that some menu items also contain submenus.



For more information about menus and their functions, see your User Guide.

Selecting and entering data

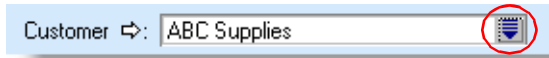
Zoom arrows Zoom arrows are displayed next to various fields. Clicking on a zoom arrow displays more detailed information about a transaction or record.



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

A grey zoom arrow (⇨) indicates that you can display more detailed information about a transaction but that you cannot make any changes to it. If you want to change the information, you can reverse the transaction and re-enter it, or you can change your security preference selection to make all transactions changeable.

Search icons Search icons (🔍) displayed next to various fields allow you to select the record you want from a list containing records you have previously entered, such as customers and shipping methods, or records provided by default.

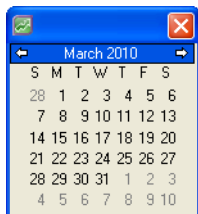


Select columns Select columns allow you to select items from a list. Select columns are indicated by a select icon (☑) located at the top of the list column. You select a required item by clicking in the select column next to it. You can select all listed items by clicking the select icon at the top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

TAB keys Press the TAB key to move to the next field in a window. Press SHIFT+TAB to move to the previous field.

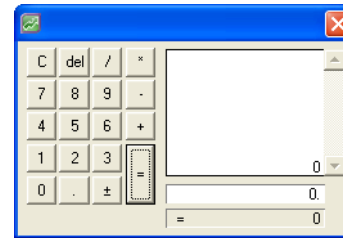
ENTER key You can select a preference to make the ENTER key function in the same way as the TAB key when entering some data. This preference is located in the **Windows** tab of the **Preferences** window.

Calendar A pop-up calendar is available to help you enter dates. To display the calendar, put the cursor in a date field and press either = (equals) or SPACE. Select a date by clicking it or use the arrow keys on your keyboard to select the required date and then press ENTER. The selected date appears in the date field. To close the calendar without selecting a date, press ESC.



Calculator A pop-up calculator is available to help you calculate and enter numbers, including money amounts, item quantities and units. The calculator is available from every window where you enter numeric data.

To display the calculator, press = (equals) or SPACE when the cursor is in a numeric data field. In the calculator, enter your calculation and then press ENTER. The result appears in the numeric data field. To close the calculator without entering any data, press ESC.



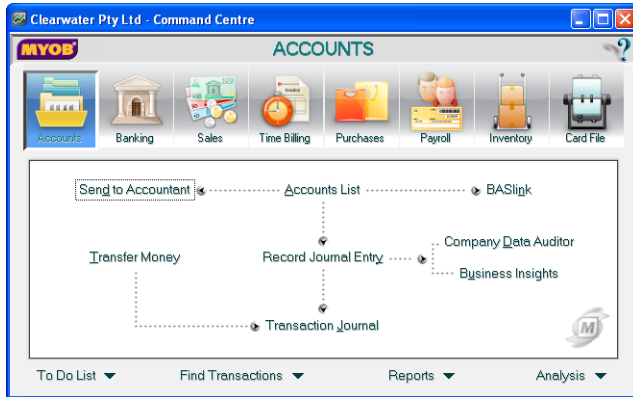
Shortcuts

Keyboard shortcuts You can use keyboard shortcuts to quickly access many of the windows and functions in your software. For example, you can access the **Cards List** window by pressing CTRL-F.

Keyboard shortcuts are displayed next to the window or function in the menus at the top of the screen.

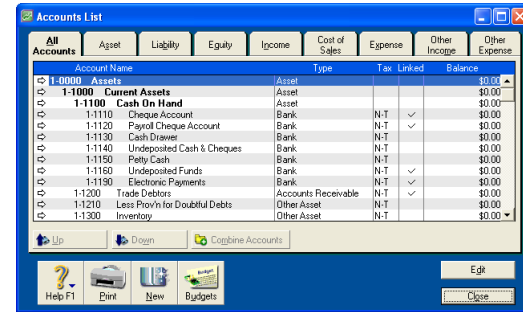
Mouse shortcuts You can right-click in a window to open a shortcut menu containing options that are relevant to the current window.

Setting up accounts



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

Accounts List You can view all the accounts you use for your business in the **Accounts List** window. You can also create new accounts and edit existing accounts.



To display the **Accounts List** window, go to the **Accounts** command centre and click **Accounts List**. The **Accounts List** window appears.

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.

Account classifications and types The accounts list groups accounts into six classifications—Assets, Liabilities, Equity, Income, Cost of Sales and 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.
Liability (2-xxxx)	Other Asset	Other assets you own, such as loans made to others and goodwill.
	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, tax.
Equity (3-xxxx)	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.
Income (4-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	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.

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

	Account Name	Type	Tax	Linked	Balance
Header accounts	1-0000 Assets	Asset			\$31,145.00
	1-1000 Current Assets	Asset			\$26,145.00
Detail accounts	1-1100 Cash On Hand	Asset			\$25,430.00
	1-1110 Cheque Account	Bank	N-T	✓	\$23,945.00
	1-1120 Payroll Cheque Account	Bank	N-T	✓	\$0.00
	1-1150 Petty Cash	Bank	N-T	✓	\$0.00
	1-1160 Undeposited Funds	Bank	N-T	✓	\$1,485.00
	1-1190 Electronic Payments	Bank	N-T	✓	\$0.00
	1-1200 Trade Debtors	Accounts Receivable	N-T	✓	\$715.00
	1-1210 Less Prov'n for Doubtful Debts	Other Asset	N-T		\$0.00
	1-1300 Inventory	Other Asset	N-T		\$0.00
	1-2000 Other Assets	Asset			\$0.00
	1-2100 Deposits Paid	Other Asset	N-T	✓	\$0.00

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 these 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.

Linked accounts Linked accounts are the default accounts that your sales, purchases and inventory transactions are posted to. For example, when you link your Trade Debtors account to track your receivables (the amount of money your customers owe you), you tell your software to post the unpaid balance of each sales transaction to that account.

To view and edit your linked accounts, go to the **Setup** menu and select one of the following from the **Linked Accounts** submenu:

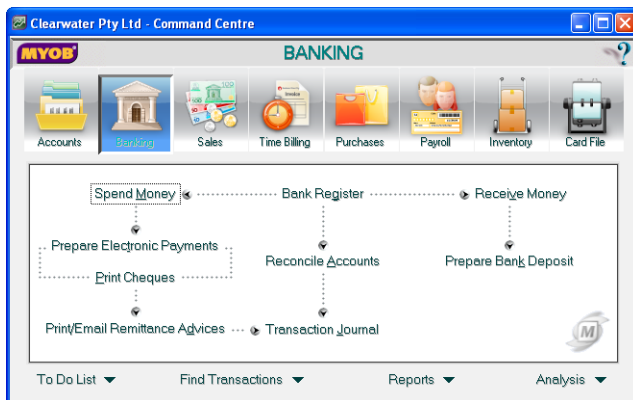
- Accounts & Banking Accounts
- Sales Accounts
- Purchases Accounts
- Payroll Accounts.

The **Sales Linked Accounts** window is shown below.



NOTE: Changing linked accounts If you change a linked account, only future transactions are affected. Transactions that have already been recorded using the previous linked account will not be affected.

Banking



This module shows you how to use the **Banking** command centre to spend and receive money, set up recurring transactions and reconcile your bank accounts.

This module includes the following exercises:

- [Exercise 1: 'Receive money' on page 9](#)
- [Exercise 2: 'Spend money' on page 10](#)
- [Exercise 3: 'Create a recurring transaction' on page 12](#)
- [Exercise 4: 'Reconcile your bank account' on page 13.](#)

Receive Money Use the **Receive Money** window to record miscellaneous cash receipts or to record interest payments. Note that money received from customers for invoice payments should be recorded using the **Sales** command centre.

Spend Money Use the **Spend Money** window to record payments for expenses such as postage or rent. Note that all payments relating to supplier purchase orders and bills should be recorded using the **Purchases** command centre.

Reconcile Accounts The **Reconcile Accounts** function checks the transactions you have entered in your company file against the transactions recorded in your bank statement. Use this function to make sure all of your transactions have been entered accurately.

Bank Register You can enter miscellaneous cash receipts and purchases in the **Bank Register** window. You can also use the **Bank Register** window to receive payments for invoices and pay supplier bills for purchases you have made.

For more information about entering transactions in the Bank Register window, see your user guide or the online help.

Exercise 1: Receive money

In this exercise, you will record a deposit of \$20,000 cash into the business bank account as start-up capital for your business.

- 1 Go to the **Banking** command centre and click **Receive Money**. The **Receive Money** window appears.
- 2 Select the **Deposit to Account** option. Your cheque account is selected automatically.
- 3 In the **Date** field, type 6/9/10 and press TAB. If you receive a date warning, click **OK** to ignore the message.
- 4 In the **Amount Received** field, type 20000 and press TAB.
- 5 Select **Cheque** in the **Payment Method** field.

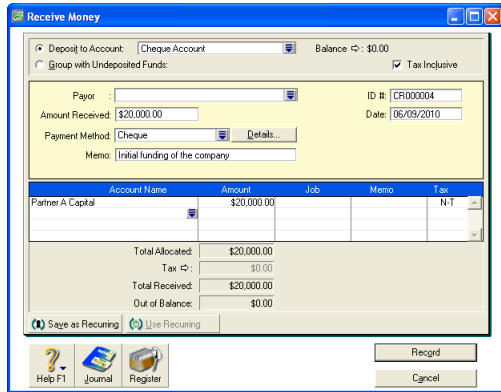
- 6 In the **Memo** field, type Initial funding of the company and press TAB.

Account Name	Amount	Job	Memo	Tax
Total Allocated: \$0.00				
Tax: \$0.00				
Total Received: \$20,000.00				
Out of Balance: \$20,000.00				

- 7 In the **Account Name** column, click the search icon (🔍). The **Select from List** window appears.
- 8 Select **Partner A Capital** from the list of accounts and click **Use Account**.

As this transaction will increase your share of the business, it is appropriate to choose an equity account. The journal entry for this transaction will show that the increase in the balance of the cheque account is a result of Partner A's capital deposit from an equity account.

- Press **TAB**. The **Amount** column displays \$20,000. Note that the N-T tax code is used because no tax is payable on capital investments into the business.



- Click **Record**. The entry is saved and the window is cleared. Note that the balance of the bank account you selected at the top of the window has increased by \$20,000.
- Click **Cancel**. The **Banking** command centre appears.

Review

Let's see how this transaction has affected your accounts.

- Go to the **Banking** command centre and click **Transaction Journal**. The **Transaction Journal** window appears.
- Click the **Receipts** tab.
- In the **Dated From** field, type 1/9/10. In the **To** field, type 30/9/10. Press **TAB**. All transactions recorded between these dates are displayed.

Note that the **Cheque Account** has been debited with \$20,000 and the **Partner A Capital** account has been credited with \$20,000.

Date	ID#	Account	Debit	Credit	Job
06/09/2010		Initial funding of the company			
	CR000004	Cheque Account	\$20,000.00		
	CR000004	Partner A Capital		\$20,000.00	

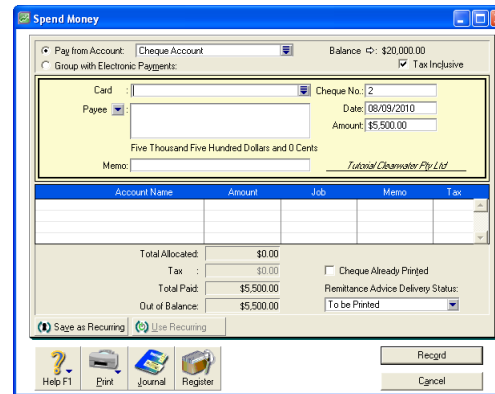
In other words, your company has increased its assets by \$20,000, and your contribution to the company (equity) has increased by \$20,000.

- Click **Close**. The **Banking** command centre appears.

Exercise 2: Spend money

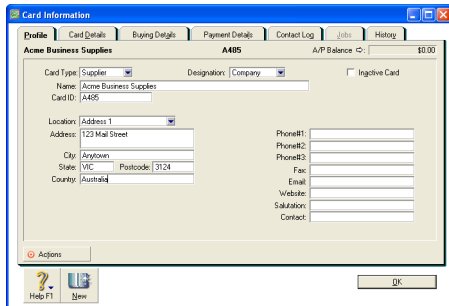
In this exercise you will buy a desk, chair and computer for \$5,500 (including GST) from Acme Business Supplies.

- Go to the **Banking** command centre and click **Spend Money**. The **Spend Money** window appears.
- In the **Date** field, type 8/9/10 and press **TAB**. If you receive a date warning, click **OK** to ignore the message.
- In the **Amount** field, type 5500 and press **TAB**.

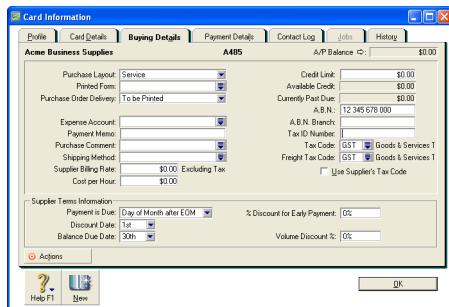


- Create a card for the supplier:
 - In the **Card** field, type Acme Business Supplies and press **TAB**. The **Select from List** window appears.
 - Click **New**. The **Card Information** window appears.
 - Press **TAB**.
 - From the **Card Type** list, select **Supplier**.
 - In the **Card ID** field, type A485.

f Complete the remaining contact details as shown below.



- 5 Enter the supplier's buying details:
 - a Click the **Buying Details** tab.
 - b Enter the supplier's **A.B.N.**, **Tax Code** and **Freight Tax Code** as shown below.

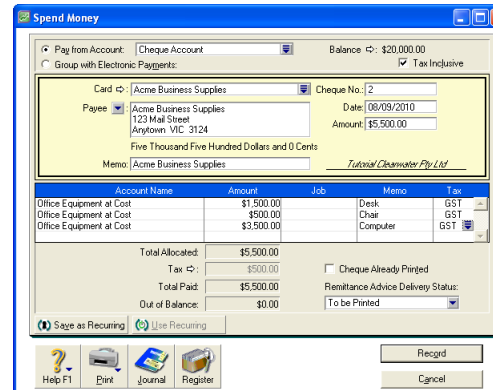


- c Select the **Use Supplier's Tax Code** option.
- d Click **OK**. The **Spend Money** window reappears.

- 6 Press **TAB**. The address of Acme Business Supplies appears in the **Payee** field.
- 7 Enter the purchase details for each item.
Note that you need to enter each item on a separate transaction line. Press **ENTER** to move to the next line.

In this column...	Do this...
Account Name	<ol style="list-style-type: none"> 1 Click the search icon (🔍) and select the Office Equipment at Cost asset account. 2 Click Use Account.
Amount	For the: <ul style="list-style-type: none"> • desk, enter 1500 • chair, enter 500 • computer, enter 3500
Memo	Enter an item description. For example, enter <i>Desk</i> for the desk and so on.
Tax	<ol style="list-style-type: none"> 1 Click the search icon (🔍). The Select From List window appears. 2 Select GST from the list and click Use Tax Code.

When you have entered each item, the window should look like this:



- 8 Click **Record**. The transaction details are recorded in your company file.
Note that the balance of the bank account you selected at the top of the window has decreased by \$5,500.
- 9 Click **Cancel**. The **Banking** command centre appears.

Exercise 3: Create a recurring transaction

In this exercise, you will create and record a recurring transaction for your business's electricity bill. You will set up the transaction so that you will be reminded to record it every three months.

- 1 Go to the **Banking** command centre and click **Spend Money**. The **Spend Money** window appears.
- 2 Select the **Pay from Account** option, then select **Cheque Account** in the adjacent field.
- 3 In the **Card** field, select **XYZ Electricity**.
- 4 In the **Date** field, type 10/9/10 and press TAB. If you receive a date warning, click **OK** to ignore the message.
- 5 In the **Amount** field, type 450 and press TAB.
- 6 In the **Memo** field, type Electricity Bill and press TAB.
- 7 Enter the transaction details as follows:

In this column...	Do this...
Account Name	Select the Electricity expense account.
Amount	Type 450
Memo	Type Electricity Bill
Tax	Select GST as the tax code.

- 8 Click **Save as Recurring**. The **Edit Recurring Schedule** window appears.

Note that the text you entered in the **Memo** field in [step 6 above](#) automatically appears in the **Recurring Transaction Name** field. You can change this if you want.

- 9 In the **Frequency** field, select **Quarterly**.
- 10 In the **Starting On** field, type 10/9/10.
- 11 In the **Remind Administrator to record this transaction** field, select **on its due date**.
- 12 Click **Save**. The **Spend Money** window reappears. You will be reminded every three months to record this transaction.
- 13 Click **Record**. The transaction is recorded and the window is cleared.
- 14 Click **Cancel**. The **Banking** command centre appears.

Exercise 4: Reconcile your bank account

To ensure the accuracy of your business records, you should keep the record of each bank account balance in your company file reconciled with your bank's records.

The frequency with which you need to reconcile your accounts depends on the number of transactions your company processes. Reconciling can help you pick up errors made either by the bank or by the person entering data in your company file.

You can either manually reconcile the transactions recorded in your company file to those listed on your bank statement, or you can import an electronic bank statement into your company file and the transactions will be matched automatically.

Transactions that appear on your statement but which you have not entered into your company file (such as bank charges or interest) will need to be recorded manually.

If you are registered with your bank's online banking service and you can download electronic bank statements from their website, you can use these to reconcile your bank account.

In this exercise, you will reconcile the bank account used in the previous two exercises. An electronic bank statement is provided with this tutorial.

The bank statement provided covers the dates from 1/9/2010 to 30/9/2010. The closing balance is \$14,045 and the statement includes the following four transactions:

- A deposit of \$20,000
- A cheque for \$5,500
- A cheque for \$450
- A bank charge of \$5.

- 1 Go to the **Banking** command centre and click **Reconcile Accounts**. The **Reconcile Accounts** window appears.
- 2 In the **Account** field, click the search icon (🔍). The **Select from List** window appears.
- 3 Select **Cheque Account** from the list of accounts and click **Use Account**.

- 4 In the **New Statement Balance** field, type 14045. This is the closing balance of your account, as shown on your bank statement.

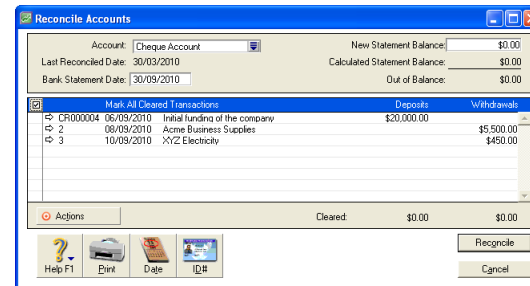
New Statement Balance:

- 5 In the **Bank Statement Date** field, type 30/9/8. This is the last date included on the bank statement.

Bank Statement Date:

- 6 Press TAB. If you receive a date warning, click **OK** to ignore the message.

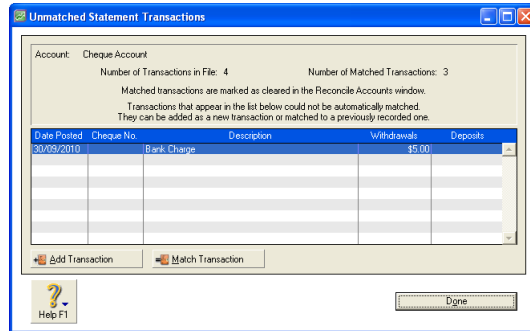
The three transactions you recorded in the previous exercises appear in the list. Note that only transactions dated on or before the **Bank Statement Date** will be displayed.



NOTE: Manual bank reconciliation This exercise uses an electronic bank statement to reconcile your bank account. If you want to reconcile your account using a paper statement, you match each transaction in your bank statement to a transaction in this list. When you find the matching transaction, you reconcile it by clicking in the select column (☑) next to it.

- 7 Click **Actions** then select **Get Statement** from the Actions menu. An MYOB M-Powered message appears.
- 8 Click **Bank File**. The **Open** window appears.

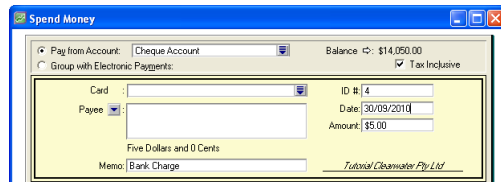
- 9 Locate the **Tutorial** folder and select **ANZ.qif**.
- 10 Click **Open**. The **Get Statement** window appears.
- 11 Click **OK**. The **Unmatched Statement Transactions** window appears.



This window shows that four transactions appeared on the statement, and that three of these were automatically matched to transactions recorded in your company file (a \$20,000 deposit, a payment of \$5,500 for office equipment and a payment of \$450 for an electricity bill).

The window also shows that one transaction, a bank charge of \$5.00, could not be matched to your records. You will now record this transaction in your company file so that your records match the bank's records.

- 12 Select **Bank Charge** from the list of unmatched transactions and click **Add Transaction**. The **Spend Money** window appears.



Most of the transaction details have been filled in automatically. You only need to provide the relevant account details.

- 13 Click in the first row of the **Account Name** column, then click the search icon (🔍). The **Select from List** window appears.
- 14 Select **Bank Charges** and click **Use Account**. The **Spend Money** window reappears.
- 15 Press **TAB**. **\$5.00** appears in the **Amount** column.
- 16 Click **Record**. The **Unmatched Statement Transactions** window appears, displaying the message: 'All of your transactions match!'.
- 17 Click **Done**. Four transactions now appear in the **Reconcile Accounts** window. A tick appears in the **Cleared** column next to each transaction, indicating that they have been reconciled.

	Mark All Cleared Transactions	Deposits	Withdrawals
✓	CR000004 06/09/2010 Initial funding of the company	\$20,000.00	
✓	2 08/09/2010 Acme Business Supplies		\$5,500.00
✓	3 10/09/2010 XYZ Electricity		\$450.00
✓	4 30/09/2010 Bank Charge		\$5.00

Note that the out-of-balance amount is \$0.00. This means that the selected cheque account now reconciles with the bank's records.

- 18 Click **Reconcile** to complete the reconciliation process. The following window appears.



You can click **Print Report** to print the reconciliation report for your records or click **Reconcile** to finish.

- 19 Click **Cancel**. The **Banking** command centre appears.

Purchases



The **Purchases** command centre enables you to record details of your purchases and the payments you make to your suppliers.

This module shows you how to use the **Purchases** command centre to place an order, record a purchase and pay a bill.

This module includes the following exercises:

- **Exercise 1:** 'Order an item' on page 16
- **Exercise 2:** 'Receive items' on page 18
- **Exercise 3:** 'Pay a bill' on page 19.

Types of purchases You can record a purchase transaction as a quote, an order or a bill, or as a Receive Items transaction.

- **Quote**—Quotes are used to keep track of prices offered to you by suppliers. If you decide to make a purchase based on a quote, you can change the quote to an order or a bill.
- **Order**—When you order goods from a supplier, you create a purchase order. Orders do not affect your inventory levels or accounts.

- **Bill**—Once you receive the items and an invoice from the supplier, you convert the order to a bill. Once you have created a bill, you can pay the supplier for the items.
- **Receive Items**—If you receive items that you have not yet been billed for, you can record the receipt of these items using the **Receive Items** purchase type.

Purchase Layouts The purchase layout you choose determines what fields appear in the **Purchases** window. There are four different purchase layouts available: Service, Item, Professional and Miscellaneous.

- **Service**—Use this layout when purchasing services.
- **Item**—Use this layout when purchasing items that you have created an item record for or will create an item record for. When you record the purchase of items using this layout, your inventory levels are affected.
- **Professional**—Use this layout when purchasing services or items that you have not created an item record for. This layout enables you to assign a date to each individual line item on the purchase order or bill.
- **Miscellaneous**—This layout should only be used for adjustments and for purchases where a printed form is not needed.

You can change the purchase layout in the **Purchases** window when you enter a purchase by clicking **Layout**.

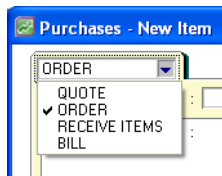
If you want, you can assign a purchase layout to each supplier card so that all purchases from this supplier automatically use this layout.

Purchases Register The **Purchases Register** window enables you to view all of your purchase transactions, including quotes, orders and bills as well as closed bills, debit notes and refunds. To display the **Purchases Register** window, go to the **Purchases** command centre and click **Purchases Register**.

Exercise 1: Order an item

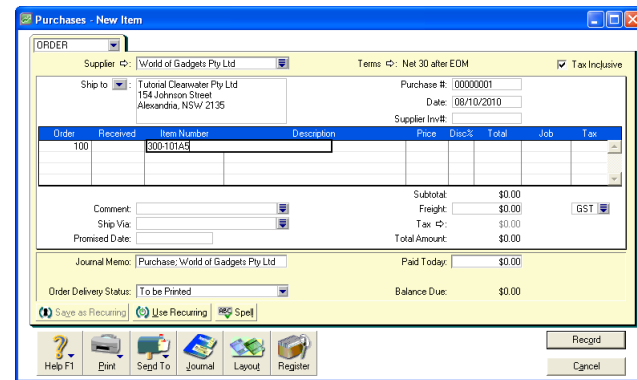
In this exercise, you will place an order for 100 gadgets at \$5.50 each (including GST) from World of Gadgets Pty Ltd. You will also create an item record for 'gadgets', an item you purchase regularly.

- 1 Go to the **Purchases** command centre and click **Enter Purchases**. The **Purchases - New Service** window appears.
- 2 Click the search icon (🔍) next to the **Supplier** field. The **Select from List** window appears.
- 3 Select **World of Gadgets Pty Ltd** and click **Use Supplier**. Your company's address appears in the **Ship To** field.
- 4 Click **Layout**. The **Select Layout** window appears.
- 5 Select **Item** and click **OK**. The **Purchases - New Item** window appears.
- 6 Select **Order** from the menu in the upper left corner of the window.



- 7 In the **Date** field, type 8/10/10 and press TAB. If you receive a date warning, click **OK** to ignore the message.

- 8 In the **Order** column, type 100. This is the number of gadgets you are ordering. Press TAB.
- 9 In the **Item Number** column, type 300-101A5.



- 10 Press TAB. As you do not have a record for this item in your company file, the **Select from List** window appears.
- 11 You need to create the item. To do this:
 - a Click **New**. The **Item Information** window appears, displaying 300-101A5 in the **Item Number** field.
 - b Press TAB. The **Name** field appears.
 - c In the **Name** field, type *Gadgets*.
 - d Select the **I Buy This Item** option. The **Expense Account for Tracking Costs** field appears.
 - e Select the **I Sell This Item** option. The **Income Account for Tracking Sales** field appears.
 - f Select the **I Inventory This Item** option. The **Asset Account for Item Inventory** field appears and the **Cost of Sales Account** field replaces the **Expense Account for Tracking Costs** field.

g Complete the **Profile** tab details as shown:

h Click the **Buying Details** tab and complete the details as shown:

i Click the **Selling Details** tab and complete the details as shown:

j Click **OK**. The **Purchases - New Item** window reappears.

12 Press **TAB**. The **Description** and **Tax** columns are completed automatically.

13 In the **Price** column, type 5.50. This is the price you are paying per **Gadget**.

14 In the **Comment** field, type Please deliver to warehouse.

15 In the **Promised Date** field, type 20/10/2010. This is the date you expect to receive the goods.

16 Click **Record**. The order is recorded.

17 Click **Cancel**. The **Purchases** command centre appears.

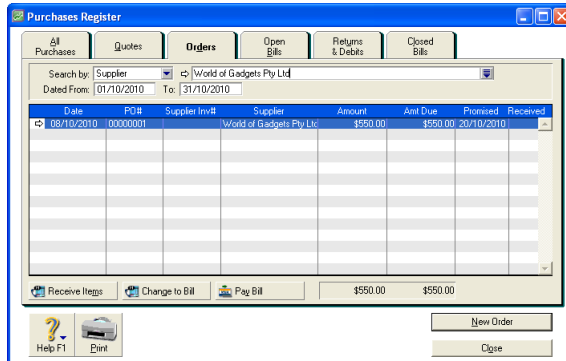
As you are only placing an order, your inventory levels have not yet changed and no money has been exchanged. In the next exercise, you will receive the goods and convert the order to a bill.

Exercise 2: Receive items

Let's say that the 100 gadgets ordered in [Exercise 1: 'Order an item' on page 16](#) are delivered a week later with an invoice from the supplier.

In this exercise, you will receive these items and convert the order into a bill.

- 1 Go to the **Purchases** command centre and click **Purchases Register**. The **Purchases Register** window appears.
- 2 Click the **Orders** tab.
- 3 From the **Search by** list, select **Supplier**.
- 4 Click the search icon (🔍) in the **Supplier** field. The **Select from List** window appears.
- 5 Select **World of Gadgets Pty Ltd** from the list of suppliers and click **Use Supplier**.
- 6 In the **Date From** field, type 1/10/10. In the **To** field, type 31/10/10 and press TAB. All orders made to this supplier between these dates are displayed.

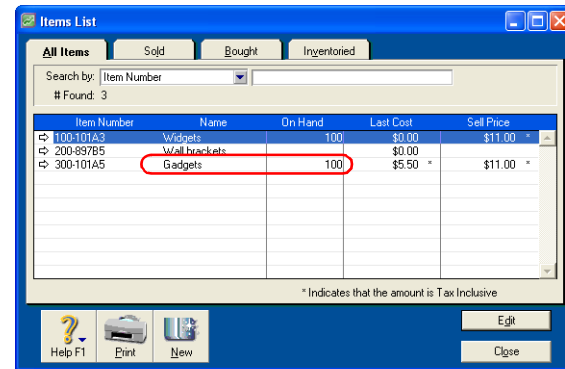


- 7 Select the order to World of Gadgets Pty Ltd and click **Change to Bill**. The **Purchases - New Item** window appears.
- 8 In the **Date** field, type 15/10/10 and press TAB. If you receive a date warning, click **OK** to ignore the message.
- 9 In the **Supplier Inv#** field, type 88943.
- 10 Click **Record**. The order is converted to a bill.
- 11 Click **Cancel**. The **Purchases Register** window reappears.
If you want, you can now view the bill in the **Open Bills** tab of the **Purchases Register** window.
- 12 Click **Close**. The **Purchases** command centre appears.

Review

Let's see how this transaction has affected your items list:

- 1 Go to the **Inventory** command centre.
- 2 Click **Items List**. The **Items List** window appears, showing that you now have 100 gadgets in stock.



Exercise 3: Pay a bill

In this exercise, you will pay for the gadgets you received in [Exercise 2: 'Receive items' on page 18](#).

Let's say you want to pay the \$550 by cheque, one week after you received the gadgets.

- 1 Go to the **Purchases** command centre and click **Pay Bills**. The **Pay Bills** window appears.
- 2 In the **Supplier** field, click the search icon (🔍). The **Select from List** window appears.
- 3 Select **World of Gadgets** from the list of suppliers and click **Use Supplier**. The supplier details and all unpaid bills for this supplier are displayed.
- 4 In the **Date** field, type 22/10/10 and press TAB. If you receive a date warning, click **OK** to ignore the message.
- 5 In the **Amount** field, type 550.
- 6 Click in the **Amount Applied** column of the bill you are paying, then press TAB.

Note that the figures in the **Amount** field and the **Amount Applied** field now match and the **Out of Balance** field displays \$0.00.

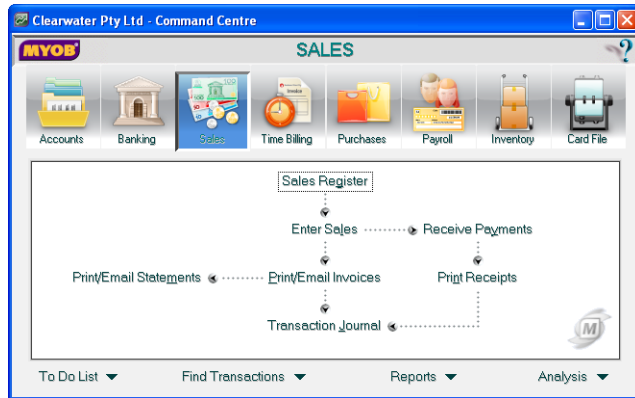
Purchase #	Status	Date	Amount	Discount	Total Owed	Amount Applied
00000001	Open	15/10/2010	\$550.00		\$550.00	\$550.00

Total Applied: \$550.00
Finance Charge: \$0.00
Total Paid: \$550.00
Out of Balance: \$0.00

- 7 Click **Record**. The bill is paid, and the balance of your cheque account is reduced by \$550.
- 8 Click **Cancel**. The **Purchases** command centre appears.

If you want, you can now view this bill in the **Closed Bills** tab of the **Purchases Register** window.

Sales



The **Sales** command centre enables you to record sales of items and services, issue invoices and keep track of what is owed to you.

This module shows you how to use the **Sales** command centre to record sales, create and settle credit notes, receive payments for sales, and pay refunds to your customers.

This module includes the following exercises:

- [Exercise 1: 'Create a quote' on page 21](#)
- [Exercise 2: 'Convert a quote to an invoice' on page 22](#)
- [Exercise 3: 'Sell items' on page 23](#)
- [Exercise 4: 'Create a credit note' on page 25](#)
- [Exercise 5: 'Settle a credit note' on page 26](#)
- [Exercise 6: 'Receive a customer payment' on page 27](#)
- [Exercise 7: 'Pay a refund' on page 28](#)

Types of sales You can record a sales transaction as a quote, an order or an invoice.

- **Quote**—You can use quotes to keep track of prices you have offered to your customers. If a customer decides to make a purchase based on a quote, you can change the quote into an order or an invoice.
- **Order**—When a customer orders goods or services from you but does not receive the goods immediately, you create an order. Orders do not affect your inventory levels or accounts.
- **Invoice**—When you supply goods to a customer, you create an invoice. If an order was created for the transaction, you can change this order to an invoice. Once the customer has received your invoice, they can pay you for the items.

Sales Register The **Sales Register** window contains all of your sales transactions, organised into six categories: All Sales, Quotes, Orders, Open Invoices, Returns & Credits and Closed Invoices. You can view all sales in a particular category by clicking on the appropriate tab of the **Sales Register** window. You can view transaction details by clicking the zoom arrow (⇒) next to the transaction you want to view.

To view the **Sales Register** window, go to the **Sales** command centre and click **Sales Register**.

Items Register The **Items Register** window displays all transactions involving items. When this window is filtered to display a single item, it will show a running balance of the item's inventory levels and value between the specified dates.

To view the **Items Register** window, go to the **Inventory** command centre and click **Items Register**.

Sales Layouts The sales layout you choose determines what fields appear in the **Sales** window.

- **Service**—Use this layout when selling services.
- **Item**—Use this layout when selling items that you have created a record for. When you record the sale of items using this layout, your inventory levels are affected.
- **Professional**—Use this layout when selling services or items for which no item record has been created. This layout enables you to assign a date and account to each individual line item on the invoice.
- **Time Billing**—Use this layout when billing for time and materials, or when selling miscellaneous services to your clients. Time Billing is not available in AccountRight Standard.
- **Miscellaneous**—This layout should only be used for adjustments and for sales where a printed form is not needed.

You can change the sales layout in the **Sales** window when you enter a sale by clicking **Layout**.

If you want, you can set a default sales layout in each customer card so that all sales to this customer will automatically use this layout unless you specify otherwise.

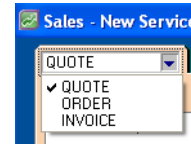
Exercise 1: Create a quote

In this exercise, you will create a quote for the installation of water filters at the Island Way Hotel.

As this quote involves the sale of a service, it is appropriate to use the **Service** layout.

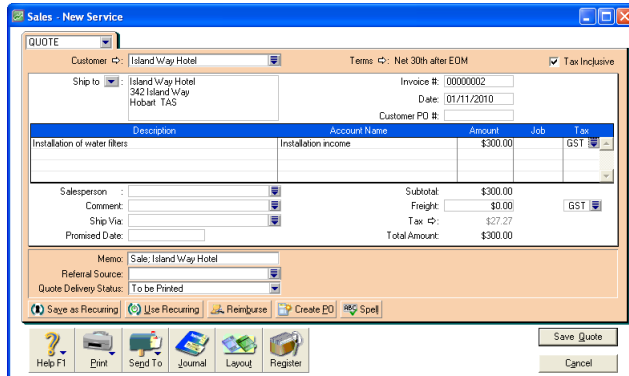
- 1 Go to the **Sales** command centre and click **Enter Sales**. The **Sales** window appears.
- 2 Click **Layout**. The **Select Layout** window appears.

- 3 Select **Service** and click **OK**. The **Sales - New Service** window appears.
- 4 Select **Quote** from the menu in the top left corner of the window.



- 5 In the **Customer** field, click the search icon (🔍). The **Select from List** window appears.
- 6 Select **Island Way Hotel** and click **Use Customer**.
- 7 In the **Date** field, type 1/11/10 and press TAB. If you receive a date warning, click **OK** to ignore the message.
- 8 In the **Description** column, type Installation of water filters and press TAB.
- 9 In the **Account** column, click the search icon (🔍). The **Select from List** window appears.
- 10 Select **Installation Income** from the list of accounts and click **Use Account**. The **Sales - New Service** window reappears.
- 11 In the **Amount** field, type 300.
- 12 In the **Tax** field, click the search icon (🔍). The **Select from List** window appears.

- 13 Select **GST** from the list of tax codes and click **Use Tax Code**. Make sure the **Tax Inclusive** option at the top of the window is selected.



- 14 Click **Save Quote**. The quote is saved.
If you want, you can view this quote in the **Quotes** tab of the **Sales Register** window.
- 15 Click **Cancel**. The **Sales** command centre appears.

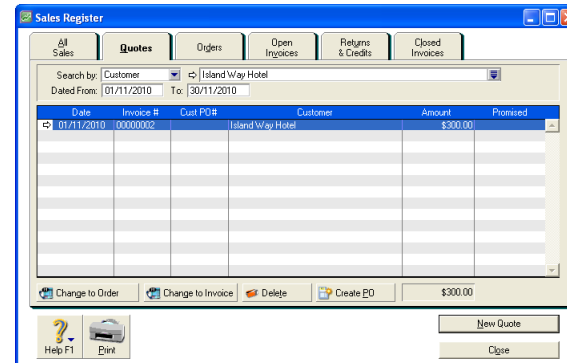
Exercise 2: Convert a quote to an invoice

Based on the quote you created in [Exercise 1: 'Create a quote' on page 21](#), you install the water filters. The customer pays for the installation on the same day.

In this exercise, you will convert the quote you created into an invoice and record the customer's payment.

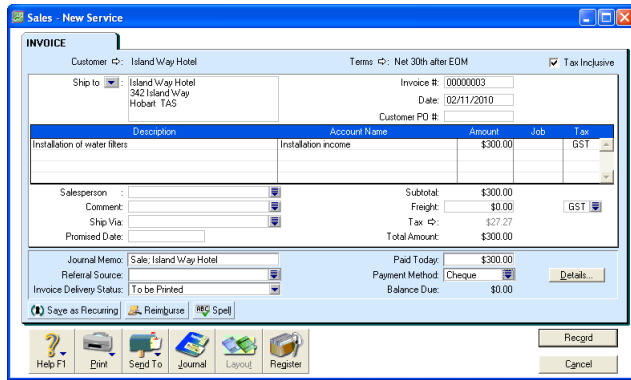
- 1 Go to the **Sales** command centre and click **Sales Register**. The **Sales Register** window appears.
- 2 Click the **Quotes** tab.

- 3 In the **Search by** field, select **Customer**, then click the search icon (🔍) in the adjacent field. The **Select from List** window appears.
- 4 Select **Island Way Hotel** and click **Use Customer**.
- 5 In the **Dated From** field, type 1/11/10. In the **To** field, type 30/11/10. All quotes for this customer between the specified dates appear.



- 6 Select the quote for \$300 to the Island Way Hotel and click **Change to Invoice**. The **Sales - New Service** window appears.
- 7 In the **Date** field, type 2/11/10 and press **TAB**. If you receive a date warning, click **OK** to ignore the message.
- 8 In the **Paid Today** field, type 300.

- In the **Payment Method** field, select **Cheque**.



- Click **Record**. The invoice and payment are both recorded.
 - Click **Cancel**. The **Sales Register** window appears.
- If you want, you can now view the invoice in the **Closed Invoices** tab of the **Sales Register** window.
- Click **Close**. The **Sales** command centre appears.

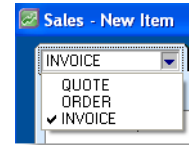
Exercise 3: Sell items

In this exercise, you will sell 65 widgets to Widget Eaters Limited. An item record for widgets has already been set up in your items list and you have 100 widgets in stock.

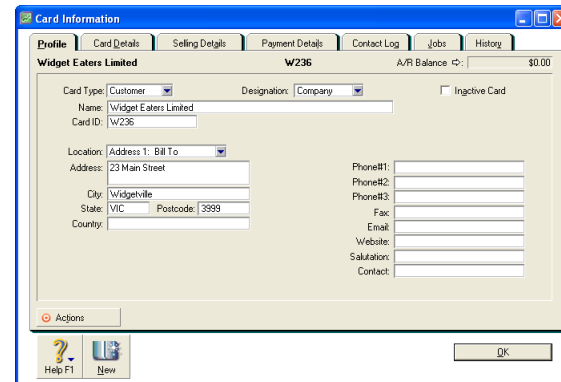
For more information about setting up items for sales and purchases, see [Exercise 1: 'Order an item' on page 16](#).

- Go to the **Sales** command centre and click **Enter Sales**. The **Sales - New Service** window appears.
- Click the **Layout** button. The **Select Layout** window appears.
- Select **Item** and click **OK**. The **Sales - New Item** window appears.

- Select **Invoice** from the menu in the top left corner of the window.



- In the **Customer** field, type `Widget Eaters Limited` and press **TAB**. As you don't have a card for this customer, the **Select from List** window appears.
- Click **New**. The **Card Information** window appears.
- Press **TAB**.
- In the **Card ID** field, type `w236`.
- Complete the remaining contact details as shown below.



- Click **OK**. The **Sales - New Item** window reappears.
- Press **TAB**. The customer's details are displayed.

- 12 In the **Date** field, type 3/11/10 and press TAB. If you receive a date warning, click **OK** to ignore the message.
- 13 In the **Ship** column, type 65. This is the number of widgets you are selling.
- 14 In the **Item Number** field, type 100-101A3 and press TAB. The description field displays **Widgets**.

Note that the **Price**, **Total** and **Tax** fields are completed automatically using information from the **Selling Details** tab of the **Item Information** window.

The screenshot shows the 'Sales - New Item' window. At the top, it says 'INVOICE' and 'Customer: Widget Eaters Limited'. The invoice number is 00000004, dated 03/11/2010. The shipping address is 23 Main Street, Widgeville VIC 3999. The invoice contains one line item: 65 units of 'Widgets' at a price of \$11.00 each, totaling \$715.00. The subtotal is \$715.00, with no freight or tax. The total amount is \$715.00. The window also shows fields for salesperson, comment, ship via, and promised date. At the bottom, there are buttons for 'Record' and 'Cancel', and a toolbar with icons for Help, Print, Send To, Journal, Layout, and Register.

- 15 Click **Record**. The sale is recorded and the window is cleared.
If you want, you can now view this invoice in the **Open Invoices** tab of the **Sales Register** window.
- 16 Click **Cancel**. The **Sales** command centre appears.

Review

Let's see how this transaction has affected your inventory.

- 1 Go to the **Inventory** command centre and click **Items Register**. The **Items Register** window appears.
- 2 In the **Search by** list, select **Item** and click the search icon (🔍) in the adjacent field. The **Select from List** window appears.
- 3 Select **Widgets** and click **Use Item**. The **Items Register** window reappears.
- 4 In the **Dated From** field, type 1/11/10. In the **To** field, type 30/11/10. Press TAB. All transactions affecting the inventory levels of widgets between these dates appear.

Note that after selling 65 widgets, you have 35 widgets remaining in stock, with a total current value of \$175.

The screenshot shows the 'Items Register' window. The search criteria are 'Item' and '100-101A3 Widgets'. The date range is from 01/11/2010 to 30/11/2010. The table below shows one transaction:

Date	Src	ID #	Memo	Quantity	Amount	On Hand	Current Value
03/11/2010	SJ	00000004	Sale Widget Eaters L	-65	\$325.00	35	\$175.00

At the bottom of the window, there are buttons for 'Build Items', 'Adjust Inventory', 'Help F1', 'Print', and 'Close'.

- 5 Click the zoom arrow (⇌) next to the transaction. The **Sales - Edit Item** window appears with the transaction details.
- 6 Click **Cancel**. The **Items Register** window reappears.
- 7 Click **Close**. The **Inventory** command centre appears.

Advanced review

Let's look at the entries this sale has made in your transaction journal.

- 1 Go to the **Sales** command centre and click **Transaction Journal**.
- 2 In the **Dated from** and **To** fields, type 3/11/10 and then press TAB. The debits and credits of the sale you just entered appear:

Date	ID#	Account	Debit	Credit	Job
03/11/2010		Sale: Widget Eaters Limited			
	00000004	Trade Debtors	\$850.00		
	00000004	Trade Debtors	\$85.00		
	00000004	Widget Sales Income		\$650.00	
	00000004	GST Collected		\$65.00	
	00000004	Widgets Cost of Sales	\$325.00		
	00000004	Inventory		\$325.00	

A The **Trade Debtors** account keeps track of money owed to you by customers. This account has been debited twice, once for the amount of the sale and once for the amount of GST collected from the sale.

B The **Widgets Sales Income** account keeps track of the money you have received from selling widgets. This account has been credited for the amount of the sale, excluding GST.

C The **GST Collected** account keeps track of how much GST you have collected. This account has been credited for the amount of GST included in the transaction.

D The **Widgets Cost of Sales** account keeps track of the costs of making sales. The Inventory account keeps track of the value of your inventory items.
The purchase value of the widgets (65 widgets multiplied by the purchase price of \$5.00 = \$325.00) has been transferred from your inventory account to your **Widgets Cost of Sales** account.

- 3 Click **Close**. The **Sales** command centre appears.

Exercise 4: Create a credit note

Let's assume that five of the widgets shipped to Widget Eaters Limited were damaged before they reached the customer.

In this exercise, you will give the customer a credit note for the five damaged widgets.

You create a credit note in the same way as you create a sale. The only difference is that when you create a credit note, you enter the amount as a negative number.

If we use the **Item** sales layout to create the credit note, and enter the returned widgets as a negative number, the damaged widgets will be added back into inventory.

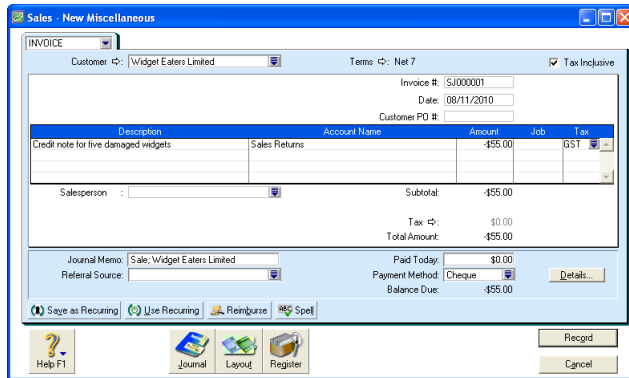
We do not want to do this, so we will create the credit note using the **Miscellaneous** sales layout.

- 1 Go to the **Sales** command centre and click **Enter Sales**. The **Sales - New Service** window appears.
- 2 In the **Customer** field, select **Widget Eaters Limited**.
- 3 Click **Layout**. The **Select Layout** window appears.
- 4 Select **Miscellaneous** and click **OK**. The **Sales - New Miscellaneous** window appears.
- 5 In the **Date** column, type 8/11/10 and press TAB. If you receive a date warning, click **OK** to ignore the message.
- 6 In the **Description** column, type `Credit note for five damaged widgets`.
- 7 Click in the **Account Name** column, press TAB and select **Sales Returns** from the list of accounts, then click **Use Account**.

As this transaction affects your income from sales, it is appropriate to use an income account.

- 8 In the **Amount** column, type -55 and press TAB. This is the total price the customer paid for the damaged widgets (five widgets at \$11.00 each).

- In the **Tax** field, select **GST**.



- Click **Record**. The credit note is created.
If you want, you can now view the credit note in the **Returns & Credits** tab of the **Sales Register** window.
- Click **Cancel**. The **Sales** command centre appears.

Exercise 5: Settle a credit note

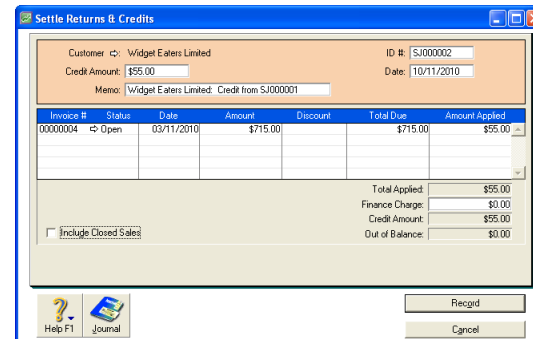
You can choose to settle a credit note by applying it against the customer's outstanding account balance or by paying a refund to the customer.

In this exercise, you will apply the credit note towards the customer's original invoice, which they have not yet paid.

- Go to the **Sales** command centre and click **Sales Register**. The **Sales Register** window appears.
- Click the **Returns & Credits** tab.
- In the **Search by** list, select **Customer**, then select **Widget Eaters Limited** in the adjacent field. All credit notes and returns for this customer appear.

- Select the **\$55 credit note** that you created in the previous exercise and click **Apply to Sale**. The **Settle Returns & Credits** window appears, displaying the customer's unpaid invoice.
- In the **Date** field, type **10/11/10** and press **TAB**. If you receive a date warning, click **OK** to ignore the message.
- Click in the **Amount Applied** column, then press **TAB**. The **Out of Balance** field displays **\$0.00**.

This means that you are applying the full amount of the credit note against this customer's outstanding balance.



- Click **Record**. The credit is applied and the customer's outstanding balance is reduced by **\$55**.
Note that the credit note no longer appears in the **Returns & Credits** tab of the **Sales Register** window, and the balance of the invoice to **Widget Eaters Limited** is reduced by **\$55**.
- Click **Close**. The **Sales** command centre appears.

Exercise 6: Receive a customer payment

You receive a cheque for \$670 from Widget Eaters Limited as payment for the invoice. This is \$10 more than the outstanding balance of the invoice.

In this exercise, you will record the payment and close the invoice. You will also create a credit note for the \$10 overpayment, which will then be refunded to the customer.

- 1 Go to **Sales** command centre and click **Receive Payments**. The **Receive Payments** window appears.
- 2 Select the **Deposit to Account** option. In the adjacent field, select **Cheque Account**.
- 3 In the **Customer** field, select Widget Eaters Limited and Press TAB. The customer's unpaid invoice appears.
- 4 In the **Amount Received** field, type 670.
- 5 In the **Payment Method** field, select **Cheque**.
- 6 In the **Date** field, type 20/11/10 and press TAB. If you receive a date warning, click **OK** to ignore the message.

The screenshot shows the 'Receive Payments' window with the following details:

- Deposit to Account: Cheque Account (Balance: \$13,495.00)
- Customer: Widget Eaters Limited (ID #: CR000006)
- Amount Received: 670.00
- Date: 20/11/2010
- Payment Method: Cheque
- Memo: Payment: Widget Eaters Limited

Invoice #	Status	Date	Amount	Discount	Total Due	Amount Applied
00000004	Open	03/11/2010	\$660.00		\$660.00	670.00

Summary:

- Total Applied: \$0.00
- Finance Charge: \$0.00
- Total Received: \$670.00
- Out of Balance: \$670.00

- 7 Click in the **Amount Applied** column. The amount of \$660.00 appears. Press **DELETE**, then type 670. Press **TAB**. The **Out of Balance** field at the bottom of the window displays \$0.00

Note that even though the payment you received is \$10 more than the total of the outstanding invoice, you need to apply the whole payment to the invoice.

The screenshot shows the 'Receive Payments' window with the following details:

- Deposit to Account: Cheque Account (Balance: \$13,495.00)
- Customer: Widget Eaters Limited (ID #: CR000006)
- Amount Received: 670.00
- Date: 20/11/2010
- Payment Method: Cheque
- Memo: Payment: Widget Eaters Limited

Invoice #	Status	Date	Amount	Discount	Total Due	Amount Applied
00000004	Open	03/11/2010	\$660.00		\$660.00	670.00

Summary:

- Total Applied: \$670.00
- Finance Charge: \$0.00
- Total Received: \$670.00
- Out of Balance: \$0.00

- 8 Click **Record**. A message appears, telling you that a credit note will be created for the overpayment.

The dialog box contains the following text:

MYOB Premier

This payment will result in 1 credit memo. Use Settle Credits to apply the credit to an open receivable or to write a refund cheque.

Buttons: Cancel, OK

- 9 Click **OK**. The credit note is created.

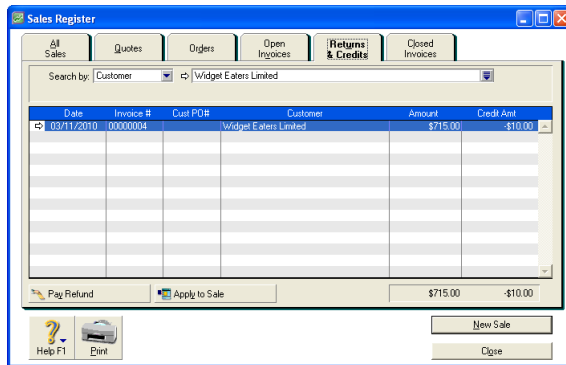
If you want, you can now view the credit note in the **Returns & Credits** tab of the **Sales Register** window.

- 10 Click **Cancel**. The **Sales** command centre appears.

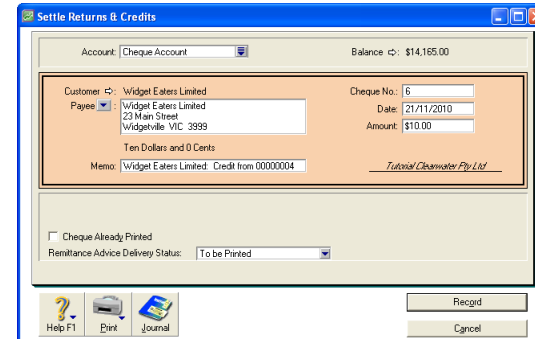
Exercise 7: Pay a refund

You will now refund the \$10 credit by recording a cheque to Widget Eaters Limited.

- 1 Go to the **Sales** command centre and click **Sales Register**. The **Sales Register** window appears.
- 2 Click the **Returns & Credits** tab.
- 3 Select **Customer** from the **Search by** list, then select **Widget Eaters Limited** in the adjacent field. The credit note created in the previous exercise is displayed.

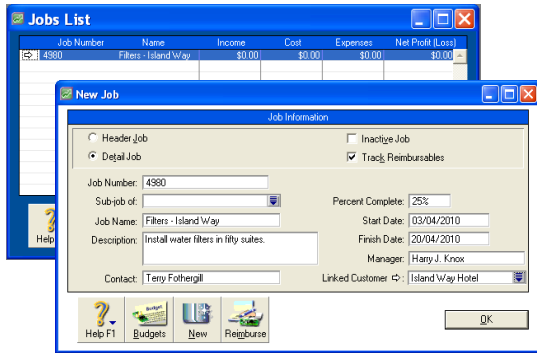


- 4 Select the credit note and click **Pay Refund**. The **Settle Returns & Credits** window appears.
- 5 In the date field, type 21/11/10 and press TAB. If you receive a date warning, click **OK** to ignore the message.



- 6 Click **Record**. The refund is recorded.
- 7 Click **Close**.

Jobs



Jobs can be set up to track income and expenses for individual projects. You can allocate transactions to a job and then view financial details and profit-and-loss statements for individual jobs.

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.

This module shows you how to use the Jobs function to create jobs, assign expenses to a job, and analyse job activity.

This module includes the following exercises:

- Exercise 1: 'Create a job' below
- Exercise 2: 'Allocate an expense to a job' on page 30
- Exercise 3: 'View job activity' on page 32

Jobs List You can view all of your jobs in the **Jobs List** window. To display the **Jobs List** window, go to the **Lists** menu and select **Jobs**.

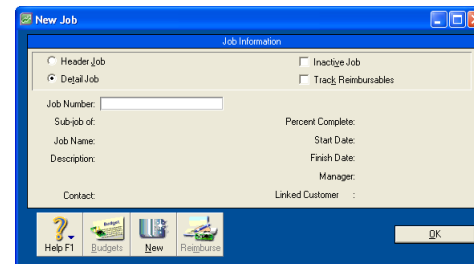
To view and edit information about a job, including start date, finish date, percentage completed and contact details, click the zoom arrow (⇒) next to any job in the **Jobs List** window.

Exercise 1: Create a job

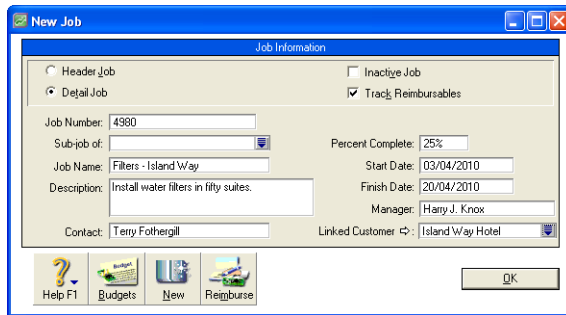
Your company has been hired to install 50 water filters at Island Way Hotel.

In this exercise, you will set up a job to keep track of the income and expenses associated with this installation. You will also track expenses incurred as part of the job, that need to be reimbursed.

- 1 Go to the **Lists** menu and select **Jobs**. The **Jobs List** window appears.
- 2 Click **New**. The **New Job** window appears.



- 3 Select the **Track Reimbursables** option.
- 4 Select the **Detail Job** option.
- 5 Enter the job information:
 - a In the **Job Number** field, type 4980 and press TAB.
 - b In the **Job Name** field, type Filters - Island Way.
 - c In the **Description** field, type Install water filters in fifty suites.
 - d In the **Contact** field, type Terry Fothergill.
 - e Assume the job has been started and type 25 in the **Percent Complete** field.
 - f In the **Start Date** field, type 3/4/10.
 - g In the **Finish Date** field, type 20/4/10.
 - h In the **Manager** field, type Harry J. Knox.
 - i In the **Linked Customer** field, click the search icon (🔍). The **Select from List** window appears.
 - j Select **Island Way Hotel** and click **Use Customer**. The **New Job** window reappears.

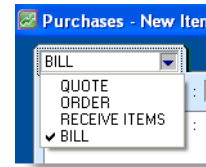


- 6 Click **OK**. The **Jobs List** window reappears, displaying the job you just created.
If you want, you can view and edit the job details by clicking the zoom arrow next to the job in the **Jobs List** window.
- 7 Click **Close**.

Exercise 2: Allocate an expense to a job

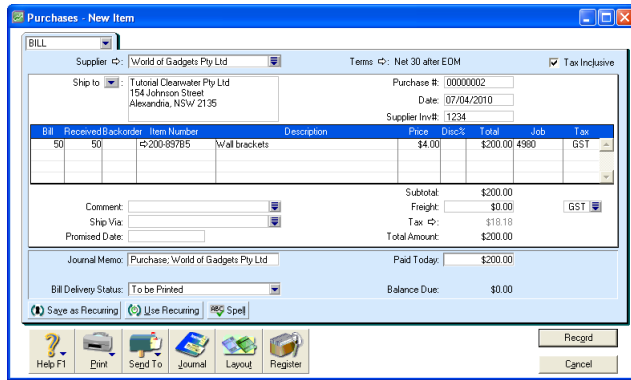
To install the water filters at Island Way Hotel, you have to purchase 50 wall brackets. In this exercise, you will allocate this expense to the installation job.

- 1 Go to the **Purchases** command centre and click **Enter Purchases**. The **Purchases** window appears.
- 2 Select **Bill** from the menu in the top left corner of the window.



- 3 In the **Supplier** field, type World of Gadgets Pty Ltd and press TAB. Your company's address appears in the **Ship to** field.
- 4 Click **Layout**. The **Select Layout** window appears.
- 5 Select **Item** and click **OK**.
- 6 In the **Date** field, type 7/4/10 and press TAB. If you receive a date warning, click **OK** to ignore the message.
- 7 In the **Supplier Inv#** field, type 1234.
- 8 In the **Bill** column, type 50.
- 9 In the **Item Number** field, press TAB. The **Select from List** window appears.
- 10 Select **Wall brackets** and click **Use Item**.
- 11 In the **Price** field, type 4.
- 12 Click in the **Job** column then click the search icon (🔍). The **Select from List** window appears.
- 13 Select **4980** and click **Use Job**. The job number appears in the **Job** column.

14 In the **Paid Today** field, type 200 and press TAB.



15 Click **Record**. As you paid for the items when you recorded the bill, a window appears asking you to verify the details of your payment.

16 Click **OK**.

17 Click **Cancel**. The **Purchases** command centre appears.

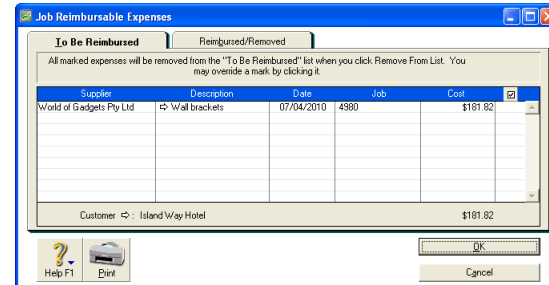
Review

You will now view the list of reimbursable expenses for this job.

1 Go to the **Lists** menu and select **Jobs**. The **Jobs List** window appears.

2 Click the zoom arrow (⇒) next to job 4980. The **Edit Job** window appears.

3 Click **Reimburse**. The **Job Reimbursable Expenses** window appears.



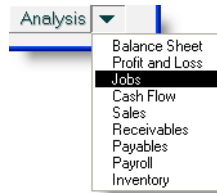
Note that the purchase you just created appears in the **To Be Reimbursed** tab of this window, indicating that you have not yet been reimbursed for this purchase by the customer.

Once you receive the reimbursement payment, click in the select column (☑) next to the expense that has been reimbursed, then click **Remove from List**. The expense disappears. You can then view the expense in the **Reimbursed/Removed** tab of the **Job Reimbursable Expenses** window.

Exercise 3: View job activity

In this exercise, you will use the **Analyse Jobs** window to display a profit-and-loss statement for the job you created earlier.

- 1 In any command centre, click the **Analysis** down arrow, then select **Jobs** from the drop-down menu.



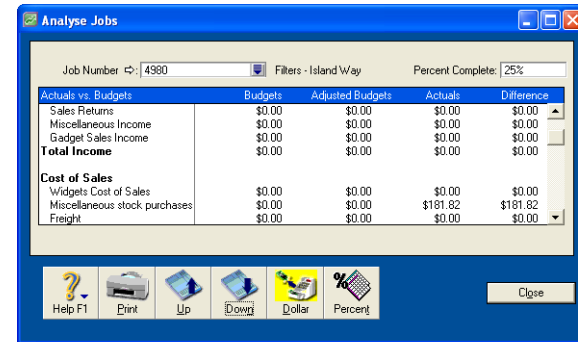
The **Analyse Jobs** window appears.

- 2 In the **Job Number** field, type 4980 and press TAB.

A detailed profit and loss statement for this job appears, listing the actual versus budget information for every account in your accounts list.

Note that you did not enter budget information when you created the job in [Exercise 1: 'Create a job' on page 29](#), so no amounts appear in these columns for this example. For more information about setting budgets for jobs, see your user guide or the online help.

If you want, you can click **Up** to simplify the information so that it shows fewer account levels. To show more account levels, click **Down**.

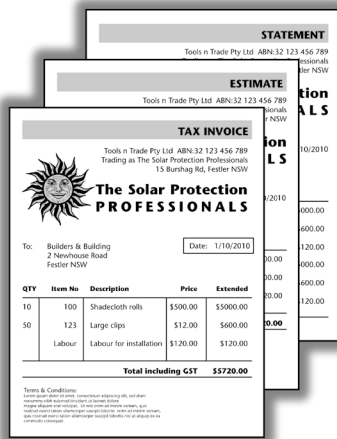


The screenshot shows the 'Analyse Jobs' window with the following data:

Actuals vs. Budgets	Budgets	Adjusted Budgets	Actuals	Difference
Sales Returns	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous Income	\$0.00	\$0.00	\$0.00	\$0.00
Gadget Sales Income	\$0.00	\$0.00	\$0.00	\$0.00
Total Income	\$0.00	\$0.00	\$0.00	\$0.00
Cost of Sales				
Widgets Cost of Sales	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous stock purchases	\$0.00	\$0.00	\$181.82	\$181.82
Freight	\$0.00	\$0.00	\$0.00	\$0.00

- 3 Click **Close**. The **Command Centre** window appears.

Forms



Your printed and electronic invoices, purchases, cheques, statements and mailing labels are called *forms*. You can customise the way your forms look by adding and removing text, adding a logo, or by changing the appearance of the text.

This module shows you how to customise an invoice form by adding custom text, formatting text and adding a logo.

This module includes the following exercises:

- Exercise 1: 'Select a form to customise' on page 34
- Exercise 2: 'Resize and move a field' on page 35
- Exercise 3: 'Add and delete fields' on page 35
- Exercise 4: 'Format text in a field' on page 36
- Exercise 5: 'Add a business logo' on page 36
- Exercise 6: 'Save a form template' on page 37
- Exercise 7: 'Print a form' on page 38

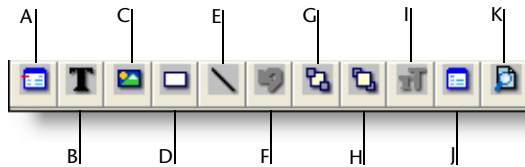
You can have as many different templates as you like for each type of form. For example, you could use one invoice template for your quotes and another for your standard invoices.

NOTE: Form templates When you set up a form template, you should back up or make a copy of the original template file (stored in the **Forms** folder) to avoid accidentally replacing it or losing it.

To access a range of customisable forms, go to the **Setup** menu, click **Customise Forms** and choose the type of form you'd like to customise.

You can also customise forms through command centres. For example, you can customise purchase orders by clicking **Print/Email Purchase Orders** in the **Purchases** command centre.

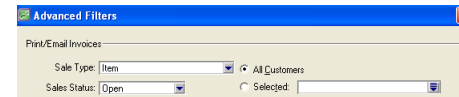
Form customisation tools In the form customisation window, you use the following tool bar to edit the form:



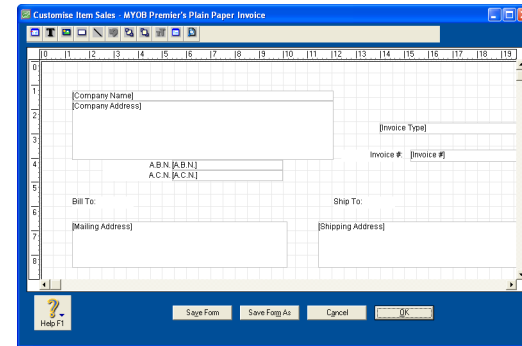
A	Add data	Adds a data field to your form. Data fields are automatically filled in with information from your company file.
B	Add text	Adds a field where you can type text that you want to appear on all forms that use this template.
C	Add a graphic	Adds a graphic to your form.
D	Draw a rectangle	Draws a rectangle.
E	Draw a line	Draws a vertical or horizontal line.
F	Undo	Reverses the last action
G	Send to back	Sends the selected object behind all other objects. The object may be difficult to select or become hidden behind another object.
H	Bring to front	Brings the currently selected object to the front of all other objects. If there are other objects behind it, they may be hidden.
I	Font properties	Changes the font, size and style of the text on your forms.
J	Form properties	Enables you to set margins, page size and background image for your form.
K	Print preview	Displays a preview of your printed form.

Exercise 1: Select a form to customise

- 1 Go to the **Sales** command centre and click **Print/Email Invoices**. The **Review Sales Before Delivery** window appears.
- 2 Click **Advanced Filters**. The **Advanced Filters** window appears.
- 3 In the **Sale Type** field, select **Item**.



- 4 In the **Selected Form for Sale** field, select **AccountRight Plain Paper Invoice**.
- 5 Click **Customise**. The **Customise Item Sales** window appears.



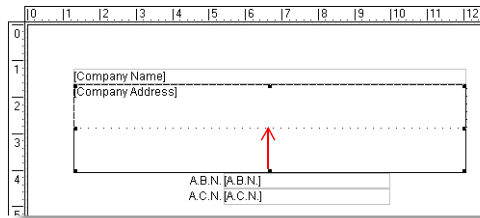
You can now begin customising the form.

NOTE: Do not click Save Form If you click **Save Form**, you will replace the original form template with your customised form. To avoid using your original form templates, save your customised form under a different name by clicking **Save Form As**. For more information, see [Exercise 6: 'Save a form template' on page 37](#).

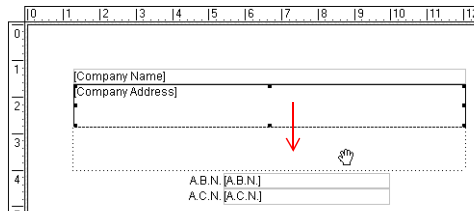
Exercise 2: Resize and move a field

In this exercise you will change the size of a text field and move it to a new position on the page. You can use this process to change the size and position of all text fields on your customised forms.

- 1 Click on the **[Company Address]** field. A black outline appears around the field.
- 2 Locate the small black box at the centre bottom of the **[Company Address]** field. Click and drag this box upwards to reduce the height of the field until it is approximately half its original height.



- 3 Click in the **[Company Address]** field and hold down the mouse button. The pointer changes to a hand (☞).
- 4 Drag the field downwards until it is directly above the **A.B.N.** field, then release the mouse button.



- 5 You will now add and delete fields. Go to [Exercise 3: 'Add and delete fields'](#) below.

Exercise 3: Add and delete fields

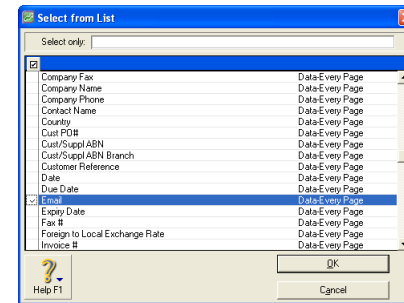
Continuing from the previous exercise, you will now add a field that displays your company's email address and you will delete a field that displays the invoice type.

- 1 Delete a field:
 - a Click the **Invoice Type** field. A black outline appears around the field.



- b Press **DELETE**. The field is deleted and will not appear in your printed invoice.

- 2 Add a field:
 - a Click the data field tool (☐) on the toolbar. The **Select from List** window appears, displaying a list of the fields you can add to your form.



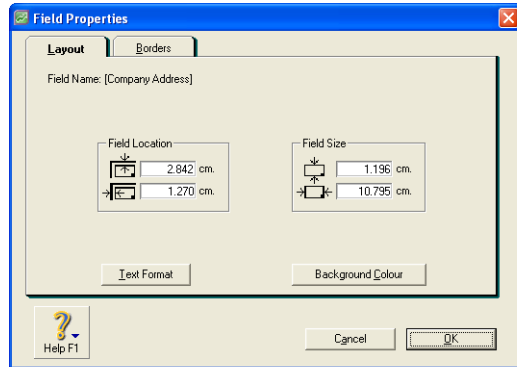
- b Select **Email** and click **OK**. The **Customise Item Sales** window appears, with the **Email** field selected. The field will now appear in your printed form. You can move it and resize it however you wish.

- 3 You will now format text in a field. Go to [Exercise 4: 'Format text in a field'](#) on page 36.

Exercise 4: Format text in a field

Continuing from the previous exercise, we will now format text in a form field.

- 1 Double-click the [**Company Address**] field. The **Field Properties** window appears.




- 2 Click **Text Format**. The **Text Format** window appears.
- 3 Make the following selections to change the size and style of the text that will be shown in the field.

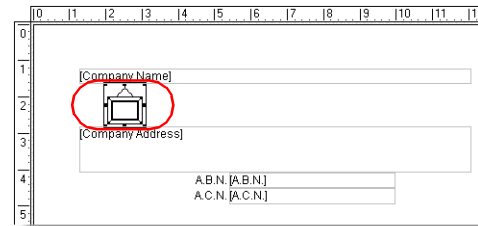


- 4 Click **OK**. The **Field Properties** window reappears.
- 5 Click **OK**. The **Customise Item Sales** window reappears.
- 6 You will now add your business logo to the form. Go to [Exercise 5: 'Add a business logo' below](#).

Exercise 5: Add a business logo

Continuing from the previous exercise, you will add your business logo to the form.

- 1 Click the picture tool () on the toolbar.
- 2 Click anywhere on the form. A picture frame appears on the form.

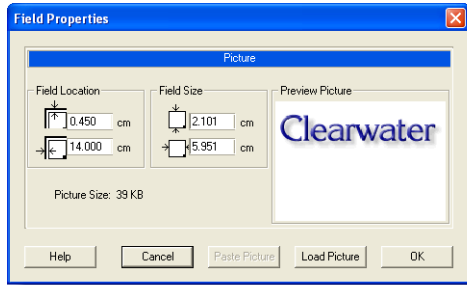


- 3 Double-click the picture frame. The **Field Properties** window appears.

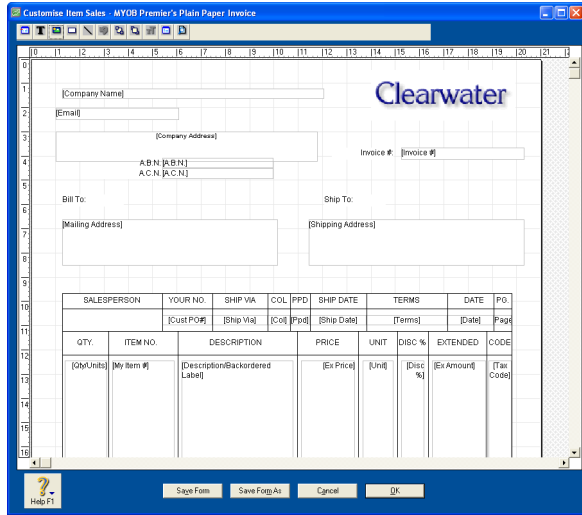
You will *import* a picture into your form. You could also use a graphics program to copy a picture onto your clipboard, then *paste* it into your form by clicking **Paste Picture**.

- 4 Click **Load Picture**. The **Open** window appears.
- 5 Select **clear.bmp**, which is located in the **Tutorial** folder, and click **Open**. The **Field Properties** window reappears, displaying a preview of the picture you are importing.
- 6 Set the position of the picture:
 - a In the top **Field Location** field, type 0.45.
 - b In the bottom **Field Location** field, type 14.

- In the top **Field Size** field, type 2.1. and press TAB. The value in the bottom **Field Size** field is adjusted automatically. This makes sure the picture does not appear stretched.



- Click **OK**. The picture appears on the form.



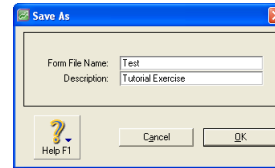
- You will now save your customised form as a template. Go to [Exercise 6: 'Save a form template'](#) below.

Exercise 6: Save a form template

Continuing from the previous exercise, you will now save your customised form to the **Forms** folder on your hard drive. This folder is located in your AccountRight software installation folder (for example, C:\Accounting18\Forms).

NOTE: Do not save your forms to another folder You must save your customised forms to the **Forms** folder. If you save them in another folder, your software will not be able to access them.

- In the **Customise Item Sales** window, click **Save Form As**. The **Save As** window appears.
- In the **Form File Name** field, type **Test**.
- In the **Description** field, type **Tutorial Exercise**.



- Click **OK**. The **Customise Item Sales** window reappears. This form is now the default form for printing item invoices, except for customers who have a different form specified in the **Selling Details** tab of their customer card.
- Click **Cancel**. The **Advanced Filters** window appears. The form you created is displayed in the **Selected Form for Sale** field.



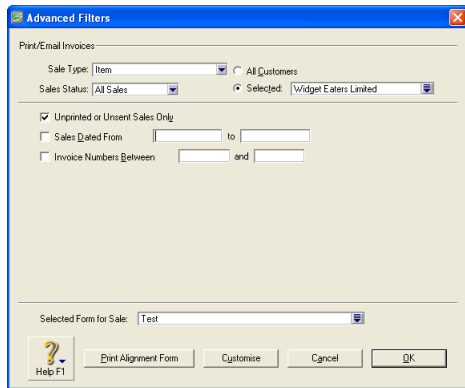
If you want, you can click the search icon (🔍) next to this field to select a different form.

- You will now print a form using the template you just created. Go to [Exercise 7: 'Print a form'](#) on page 38.

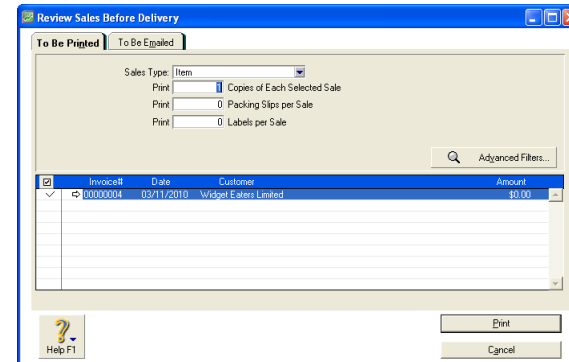
Exercise 7: Print a form

You will now print an invoice using the customised template you created in the previous exercises.

- 1 Go to the **Sales** command centre and click **Print/Email Invoices**. The **Review Sales Before Delivery** window appears.
- 2 Click **Advanced Filters**. The **Advanced Filters** window appears.
- 3 In the **Sales Type** field, select **Item**.
- 4 In the **Sales Status** field, select **All Sales**.
- 5 Click **Selected** and select **Widget Eaters Limited** in the adjacent field.
- 6 In the **Selected Form for Sale** field, select **Test**.

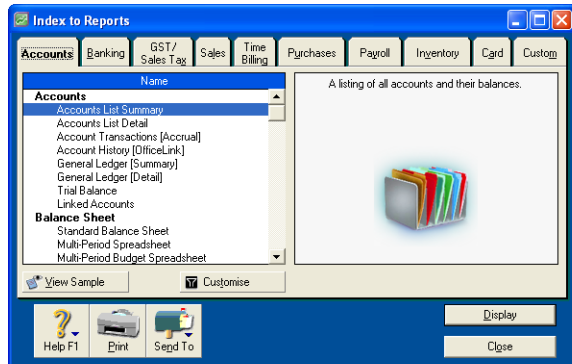


- 7 Click **OK**. The **Review Sales Before Delivery** window reappears. An invoice for a sale to **Widget Eaters Limited** is listed.
- 8 Click in the select column (☐) next to the invoice.



- 9 If you want, you can print the invoice by clicking **Print**. Select your printer options, then click **Print**. Click **Cancel**. The **Sales** command centre appears.

Reports



You can view detailed information about different aspects of your business by generating reports.

This module shows you how to display, customise and email reports.

It includes the following exercises:

- Exercise 1: 'Display a report' below
- Exercise 2: 'Customise a report' on page 40
- Exercise 3: 'Email a report' on page 41

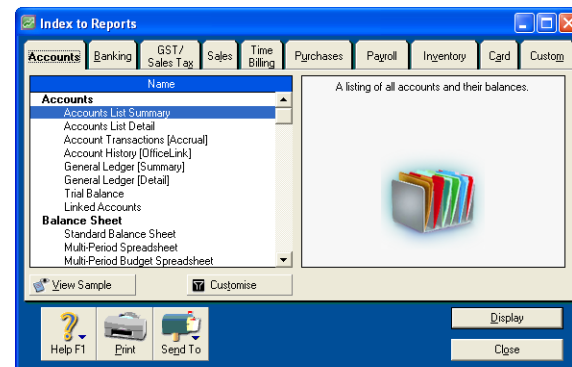
Index to Reports The **Index to Reports** window contains a list of all reports available in your AccountRight software. Reports are organised into the following tabs: Accounts, Banking, GST/Sales Tax, Sales, Time Billing, Purchases, Payroll, Inventory and Card. You can also define custom reports, which are stored in the **Custom** tab.

Note that the Time Billing and Payroll feature is not available in AccountRight Standard, so no corresponding reports are included in the **Index to Reports** window.

Exercise 1: Display a report

In this exercise, you will display a report that lists all of the accounts in your Accounts List and their balances.

- 1 Go to the **Reports** menu and select **Index to Reports**. The **Index to Reports** window appears.
- 2 Click the **Accounts** tab. A list of accounts-related reports appears.

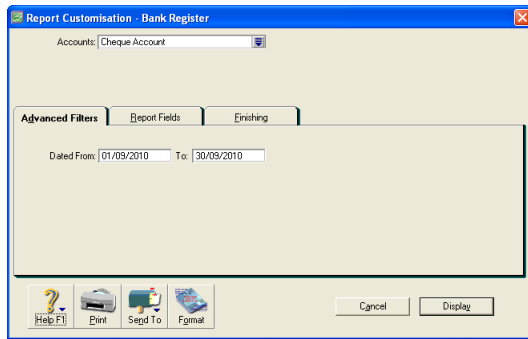


- 3 Select **Accounts List Summary** and click **Display**. The **Report Display** window appears, displaying the **Accounts List Summary** report.
- 4 Click **Close**. The **Index to Reports** window reappears.

Exercise 2: Customise a report

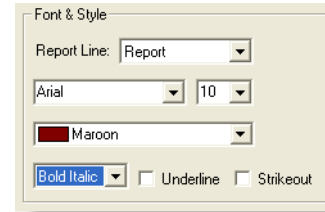
In this exercise, you will customise a report by changing the font and style of the text, selecting which fields to include, and rearranging the layout of the final report.

- 1 Go to the **Reports** menu and select **Index to Reports**. The **Index to Reports** window appears.
- 2 Click the **Banking** tab. A list of banking-related reports appears.
- 3 Select **Bank Register** and click **Customise**. The **Report Customisation - Bank Register** window appears.
- 4 Click the search icon (🔍) next to the **Accounts** field. The **Select from List** window appears.
- 5 Click the select icon (👉) at the top of the left column. All accounts are deselected.
- 6 Select **Cheque Account**, then click **OK**. The **Reports Customisation - Bank Register** window reappears.
- 7 In the **Dated From** field, type 1/9/10. In the **To** field, type 30/9/10.



- 8 Click **Format**. The **Report Format - Bank Register** window appears.

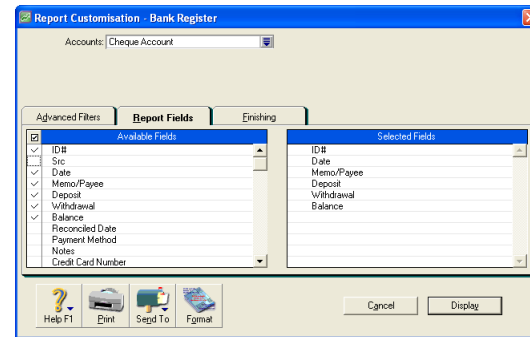
- 9 In the **Report Line** field, select **Report**, then select the following font and styles to use for the report:



Use the preview on the right side of the window to see how your selections will affect the appearance of the final report.

- 10 Click **OK**. The **Report Customisation - Bank Register** window reappears.
- 11 Click the **Report Fields** tab. A list of fields that you can include in the report appears.
- 12 Click in the select column next to **Src** to deselect it.

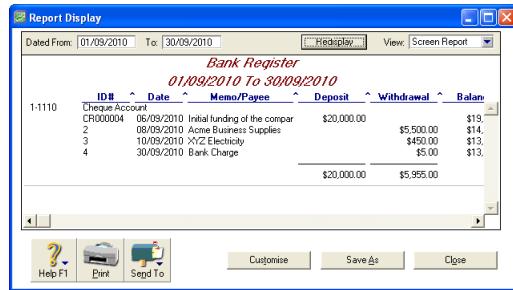
The **Selected Fields** list no longer includes **Src**, and the field will not appear when you display the report.



- 13 Click **Display**. The **Report Display** window appears, displaying the **Bank Register** report.

The report lists all transactions that affected your cheque account for the month of September 2010.

Note that the **Src** column does not appear in the report.



TIP: View original transactions You can view full details of a transaction shown on a report by clicking on the transaction

- 14 Move the **ID#** column:
 - a Position the cursor over the **ID#** heading. The cursor changes to a hand.
 - b Click and drag the **ID#** heading until it is to the right of the **Date** heading, then release the mouse button.

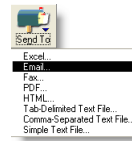
Date	ID#	Memo/Payee	Deposit	Withdrawal	Balance
06/09/2010	CR000004	Initial funding of the compar	\$20,000.00		\$19,800.00
08/09/2010	2	Acme Business Supplies		\$5,500.00	\$14,300.00
10/09/2010	3	XYZ Electricity		\$450.00	\$13,850.00
30/09/2010	4	Bank Charge		\$5.00	\$13,845.00
			\$20,000.00	\$5,955.00	

NOTE: Saving customised reports You can save your customised reports by clicking **Save As** in the **Report Display** window. You can access your custom reports in the **Custom** tab of the **Index to Reports** window.

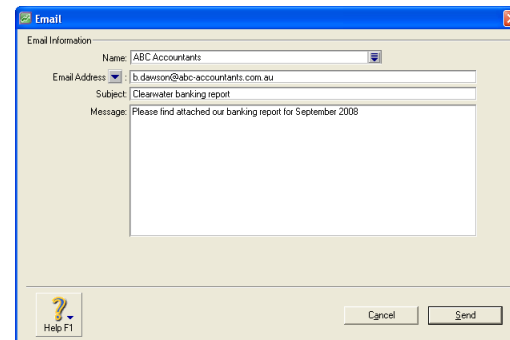
Exercise 3: Email a report

In this exercise, you will email the report to your accountant.

- 1 In the **Report Display** window, click **Send To**, then select **Email**. The **Email** window appears.



- 2 Click the search icon (🔍) next to the **Name** field. The **Select from List** window appears.
- 3 Select **ABC Accountants** and click **Use Card**. The name and email address fields are filled in automatically.
- 4 In the **Subject** field, type **Clearwater banking report**.
- 5 If you want, you can type in the **Message** field to include a short email message with the report.



- 6 As you do not want to email the report, click **Cancel**.
If you wanted to email the report, you would click **Send**.
- 7 Click **Close**. The **Index to Reports** window reappears.
- 8 Click **Close**. The command centre appears.

Payroll

The payroll feature is only available in AccountRight Enterprise, AccountRight Premier and AccountRight Plus.



The **Payroll** command centre enables you to calculate employees' wages, salaries and entitlements, and process pays for both salary and wage earners. You can calculate overtime rates, allowances, tax deductions, employer expenses, superannuation and leave entitlements.

This module shows you how to use the **Payroll** command centre to set up employee records and process a pay run.

This module includes the following exercises:

- Exercise 1: 'Create an employee card' below
- Exercise 2: 'Pay employees' on page 44

Payroll categories An employee's pay is made up of components, called *payroll categories*. These may include wages, entitlements, superannuation and taxes. You assign payroll

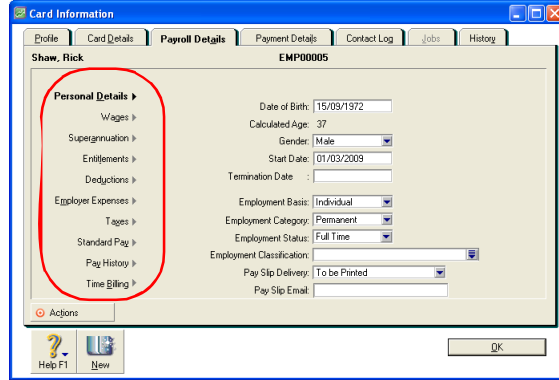
categories to an employee's card, then combine them to calculate the employee's pay.

Exercise 1: Create an employee card

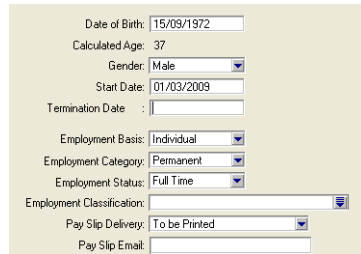
In this exercise, you will create an employee card for a new employee named Rick Shaw. He is a full-time, permanent employee with an annual salary of \$55,000. He is entitled to sick leave and holiday leave and receives superannuation guarantee contributions on top of his annual salary.

- 1 Go to the **Card File** command centre and click **Cards List**. The **Cards List** window appears.
- 2 Click the **Employee** tab.
- 3 Click **New**. The **Card Information** window appears.
- 4 Enter the employee's personal details as shown:

- Click the **Payroll Details** tab. There are a number of views in this tab.

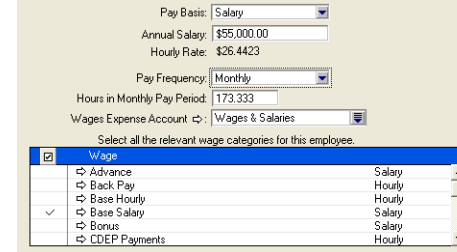


- In the **Personal Details** view, enter the employee's personal information as shown:

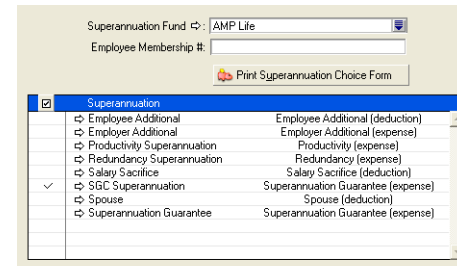


- Click **Wages**. The **Wages** view of the **Payroll Details** tab appears.
- Enter the employee's wage details:
 - In the **Pay Basis** field, select **Salary**.
 - In the **Annual Salary** field, type 55000.
 - In the **Pay Frequency** field, select **Monthly**.

Note that when you select Salary as the pay basis, the Base Salary wage category is selected automatically.



- Click **Superannuation**. The **Superannuation** view of the **Payroll Details** tab appears.
- Enter the employee's superannuation details:
 - In the **Superannuation Fund** field, type AMP Life.
 - Click in the select column () next to **SGC Superannuation** to assign the superannuation guarantee contributions payroll category to the employee's card.



- Click **Entitlements**. The **Entitlements** view of the **Payroll Details** tab appears.
- Click in the select column () to select **Holiday Leave Accrual** and **Sick Leave Accrual**.

Entitlement	Carry Over	Year-to-Date	Total
✓ <input type="checkbox"/> Holiday Leave Accrual	0.000	0.000	0.000
✓ <input type="checkbox"/> Sick Leave Accrual	0.000	0.000	0.000

- 13 Click **Taxes**. The **Taxes** view of the **Payroll Details** tab appears. Note that the **PAYG Withholding** category is automatically selected.

Tax
✓ <input type="checkbox"/> PAYG Withholding

- 14 Click **Standard Pay**. The **Standard Pay** view of the **Payroll Details** tab appears.

The employee's standard pay details are displayed. These values have been calculated using the values you entered and the payroll categories you selected in the **Payroll Details** tab of the employee card.

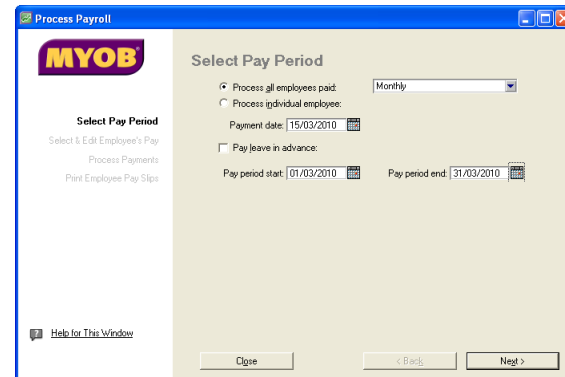
Payroll Category	Hours	Amount	Job
<input type="checkbox"/> Base Salary		\$4,583.33	
<input type="checkbox"/> PAYG Withholding		<Calculated>	
ENTITLEMENTS			
<input type="checkbox"/> Holiday Leave Accrual		<Calculated>	
<input type="checkbox"/> Sick Leave Accrual		<Calculated>	
EMPLOYER EXPENSES			
<input type="checkbox"/> SGC Superannuation		<Calculated>	

- 15 Click the **Payment Details** tab.
 16 In the **Payment Method** field, select **Cheque**.
 17 Click **OK**. The **Cards List** window appears.
 18 Click **Close**. The **Card File** command centre appears.

Exercise 2: Pay employees

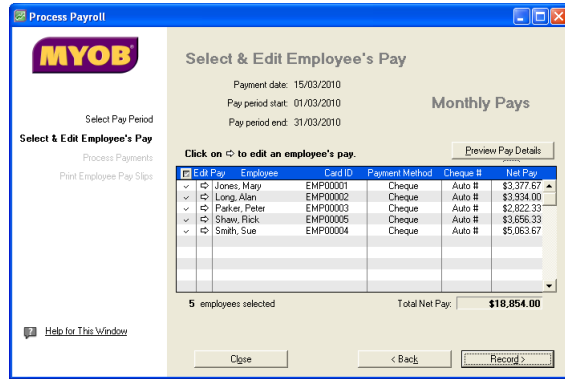
In this exercise, you will process a pay run for five employees. You will adjust one employee's pay to include four hours of overtime.

- Go to the **Payroll** command centre and click **Process Payroll**. The **Process Payroll** assistant appears. The **Process Payroll** assistant is a series of windows that take you through the process of recording your employee pays.
- Select the **Process all employees paid** option, then select **Monthly** in the adjacent field.
- In the **Payment date** field, type 15/3/10.
- In the **Pay period start** field, type 1/3/10. In the **Pay period end** field, type 31/3/10. If you receive a date warning, click **OK** to ignore the message.

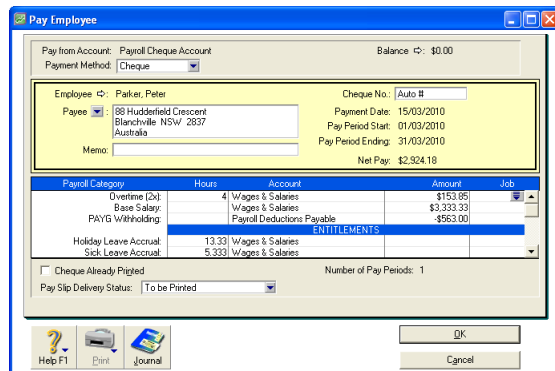


- 5 Click **Next**. The **Select & Edit Employee's Pay** window appears. If you receive a date warning, click **OK** to ignore it.

Note that all employees who are paid monthly have been automatically selected.

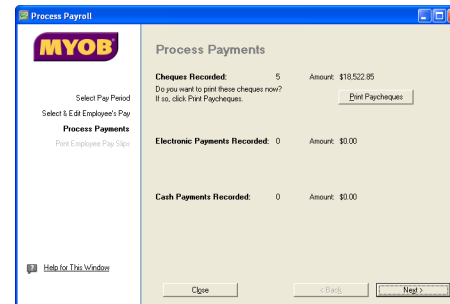


- 6 To record the overtime hours worked by Peter Parker, click the zoom arrow (⇨) next to Peter Parker's name. The **Pay Employee** window appears.
- 7 In the **Hours** column next to the **Overtime (2x)** payroll category, type 4 and press TAB. The **Net Pay** and **PAYG Withholding** amounts are adjusted automatically.

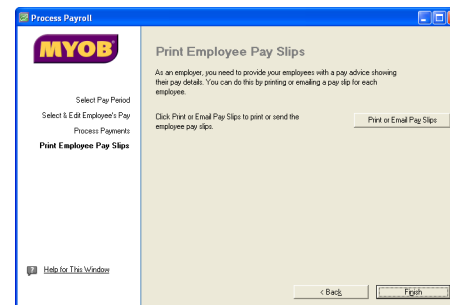


- 8 Click **OK**. The **Select & Edit Employee's Pay** window reappears.

- 9 When you have finished reviewing and editing pay details, click **Record**. A message appears, informing you that five paycheques will be recorded.
- 10 Click **Continue**. The pay run is processed and another message appears informing you that five paycheques were recorded successfully.
- 11 Click **OK**. The **Process Payments** window appears.



- 12 To print the paycheques, you would click **Print Paycheques**. However, for the purposes of this tutorial click **Next**. The **Print Employee Pay Slips** window appears.



- 13 If you want to print or email pay slips for your employees, click **Print or Email Pay Slips**.
 - 14 Click **Finish**.
- You have successfully processed a pay run for five employees.

