

# User Guide

AccountRight Enterprise v19  
AccountRight Premier v19  
AccountRight Plus v19  
AccountRight Standard v19

Serial number

Technical support

Visit [myob.co.nz](http://myob.co.nz)

User Guide feedback

Email your feedback and suggestions to [manuals@myob.com](mailto:manuals@myob.com)



## MYOB New Zealand Ltd

Website: [myob.co.nz/](http://myob.co.nz/)

© MYOB Technology Pty Ltd 2010

All rights reserved.

### Disclaimer

Information supplied by the member companies of the MYOB group (whether in user documentation and other literature, video or audio material, training courses, websites, advice given by staff, or provided by other means) is intended only to illustrate general principles, and may not be complete, accurate or free of error. As accounting standards, taxation requirements, legislation and the circumstances of individual businesses vary widely, this information cannot be considered authoritative and may not apply to your specific situation. You should obtain competent advice from a qualified accounting, taxation, information-technology or legal professional before acting on such information. To the extent permitted by law, member companies of the MYOB group are not liable for any special, consequential, direct or indirect damages arising from loss of function, profits or data resulting from your application of such information. In the event that any of the above limitations are found to be unenforceable, the MYOB member company's liability is limited to the return of any fees or monies paid for the purchase of the product or service.

### Trademarks

MYOB<sup>®</sup>, MYOB Accountants Office<sup>®</sup>, MYOB AccountEdge<sup>®</sup>, MYOB AccountEdge<sup>®</sup> Network Edition, MYOB AccountRight<sup>™</sup>, MYOB AccountRight Standard<sup>™</sup>, MYOB AccountRight Plus<sup>™</sup>, MYOB AccountRight Premier<sup>™</sup>, MYOB AccountRight Enterprise<sup>™</sup>, MYOB Accounting<sup>™</sup>, MYOB Accounting Plus<sup>™</sup>, MYOB BusinessBasics<sup>™</sup>, MYOB Cashbook<sup>™</sup>, MYOB ODBC DeveloperPack<sup>™</sup>, MYOB ODBC Direct<sup>™</sup>, MYOB Premier<sup>™</sup>, MYOB Premier Enterprise<sup>™</sup>, MYOB RetailBasics<sup>™</sup>, MYOB RetailManager<sup>™</sup>, MYOB WebConnect<sup>™</sup>, Accountants Office<sup>®</sup>, AccountEdge<sup>®</sup>, Accounting Plus<sup>™</sup>, BusinessBasics<sup>™</sup>, ODBC DeveloperPack<sup>™</sup>, ODBC Direct<sup>™</sup> Premier<sup>™</sup>, Premier Enterprise<sup>™</sup>, RetailBasics<sup>™</sup>, RetailManager<sup>™</sup> and WebConnect<sup>™</sup> are trademarks or registered trademarks of MYOB Technology Pty Ltd and their use is prohibited without prior consent.

Adobe<sup>®</sup>, Acrobat<sup>®</sup>, Acrobat Reader<sup>®</sup>, Adobe Reader<sup>®</sup>, PDF<sup>™</sup>, and PostScript<sup>®</sup> are trademarks or registered trademarks of Adobe Systems Incorporated. AddressBook, Apple<sup>®</sup>, iMac, AirPort, iCal, Macintosh<sup>®</sup>, and QuickTime<sup>®</sup> are registered trademarks of Apple Inc. MobileMe<sup>SM</sup> is a service mark of Apple Inc. Mac and the Mac logo are trademarks of Apple Inc., used under licence. QuickTime<sup>®</sup> and the QuickTime logo are registered trademarks of Apple Inc. Brio Intelligence and Hyperion Intelligence are trademarks or registered trademarks of Hyperion Solutions Corporation. Google Maps<sup>™</sup> card links included with permission.

Crystal Reports<sup>®</sup> is a registered trademark of Crystal Decisions, Inc. in the United States or other countries. FlexNet Connect<sup>®</sup> is a registered trademark of Flexera Software<sup>™</sup> Inc. Google Maps<sup>™</sup> card links included with permission. MasterCard<sup>®</sup> is a registered trademark of MasterCard International Inc.

Microsoft, Access, Excel, Internet Explorer, .Net Framework, Office, Outlook, Smart Tags, Windows and Word are registered trademarks or trademarks of Microsoft Corporation in the United States or other countries. Quicken<sup>®</sup> and QuickBooks<sup>®</sup> are registered trademarks of Intuit Inc. SM2DGraphView Copyright 2002-2008 Snowmint Creative Solutions LLC snowmintcs.com/. VISA<sup>®</sup> is a registered trademark of Visa International Service Association. RightNow CX<sup>®</sup> is a registered trademark of RightNow Technologies Inc. Sentry Spelling Checker Engine for Windows, copyright Wintertree Software Inc.

Other products mentioned may be service marks, trademarks or registered trademarks of their respective owners.

### Writers

Suchitra Govindarajan, Naomi Hall, Merrin Hughes, Claire Mahoney, Rachael Mullins, Kylie Nicholson, Steven Rao, Ron Tierney, John Wilson.

## MYOB AccountRight Software Licence Agreement

*IMPORTANT—READ THIS CAREFULLY BEFORE USE. This is the Software Licence Agreement (Agreement). As you have purchased the Product (consisting of the User Documentation and the installation CD or other media containing the Software), following notification of the Licence you are now legally bound by its conditions. HOWEVER, if the Licence Agreement contains anything of which you were not aware prior to purchasing the Product or do not agree to be bound by, DO NOT INSTALL THE SOFTWARE but return the Product to the reseller in its entirety and a full refund of the purchase price will be made. By installing the Software and keeping the Product you are confirming that you have purchased the Product subject to this Licence and are bound by its provisions.*

*TRIAL VERSION SOFTWARE LIMITATION. If you use this Software on a trial basis prior to purchase, then additional restrictions govern its use. The Trial Version is intended to be used only for evaluation purposes and whilst you may create your own company data files ("Company Files") you will have access to your Company Files only for a period of 90 days from the date of creation of each Company File. Thereafter, you will be able to access the Company Files created by you only upon your purchase of the full version of the Software product licence. Upon your purchase of the full version of the Software product licence, the restrictions in this paragraph (Trial Version Software Limitation) shall no longer apply, but you acknowledge that your use of the full version of the Software product licence will be conditioned on your agreeing to the terms of the Software Licence Agreement accompanying the full version of the Software product licence.*

### 1 Scope of Licence

MYOB Technology Pty Ltd (the Publisher), through its local publishers and distribution agents, hereby grants to you, the original purchaser, a paid-up, personal, non-exclusive and non-transferable Licence to use the Software and the User Documentation only in the region, territory or country specified on

the packaging, or in New Zealand, subject to the terms and conditions of this Agreement.

- a **Activation of Company Files** You must register the Product and activate the company files you create or upgrade with the Software. You are entitled to activate up to five (5) new or upgraded company files. If required, you can obtain additional activations by contacting MYOB New Zealand Ltd.
  - i) **New Company Files** You may only access each new company file you create for 90 days without registering the Product and activating the company file. After 90 days each new company file will become read-only until you activate it.
  - ii) **Upgraded Company Files** You may only access each company file you upgrade from Accounting v.12 (or earlier), Accounting Plus v.6 (or earlier) or AccountEdge v.2 (or earlier) for 30 days without activating the company file. After 30 days each upgraded company file will become read-only until you activate it. Note that for upgrading from Premier v.8 (or later), Accounting v.14 (or later), Accounting Plus v.14 (or later) or AccountEdge v.4 (or later), your company file needs to be confirmed as usual.
- b **Number of Users** If you have purchased:
  - i) a **Single User Software** Licence then you may use the Software on only one computer that you own or operate at a single physical location in respect of company files you have activated. You may transfer the Software from one such computer to another that you own or operate provided that you do not use or permit the usage of the Software on more than one computer or computer terminal at a time. In event of an upgrade or Product exchange the Licence hereby granted shall automatically transfer to the new version or Products.
  - ii) a **Multi-User Software** Licence then you may use the Software on only one computer network that you own or operate at a single physical location and only then in respect of company files created and activated by you or by another licensed user. You may transfer the Software from one computer to another that you own or operate on this network provided that you do not use or permit the usage of the Software on more than the licensed number of computers or computer terminals at a time, nor permit the usage of the Software on more than one network at any one time, nor permit the Software to be used in respect of company files that you have not activated or have not been created by you or by another licensed user.
- c **Number of Users** At any given time, you or your related entities may only launch and simultaneously run the number of Software runtime instances equivalent to or less than the number of Licences you have purchased and open and simultaneously work with only the same number of company files, which must be created and activated by you or your related entities.
- d **Updates and Upgrades** In the event of an upgrade, update or product exchange, the Licence hereby granted shall automatically transfer to the new version or product. All rights in respect of the original Product shall lapse and no further use of these shall be permitted.

- e **Portable or Home Computer and Archive Copies** You may make a copy of the Software and install it on either a portable computer or a computer located in your home provided that the copy is for your own exclusive use and is not operated simultaneously with the original of the Software. Otherwise you may not copy or duplicate the Software, except as necessary solely for archival purposes, Software error verification, or to replace defective storage media, provided you keep the original and the copies. You may not alter, decompile or disassemble the Software. You may make copies of the User Documentation up to but not exceeding the number of multi-user Licences you have purchased.
- f **Transfers** You may not sub-license, lease, rent or lend the Software or the User Documentation or otherwise transfer any of your rights under this Agreement. Subject to the prior written consent of the Publisher and the agreement of the transferee to be bound by the terms of this Agreement, you may permanently transfer the Software (together with any backup copies you have made) and the User Documentation. However, you may not retain any copies of either the Software or the User Documentation.
- g **Term** The Licence granted in this Agreement is effective until terminated. You may terminate it at any time by destroying the Software and User Documentation, together with all copies, or by returning them to the Publisher. If you fail to meet the ongoing obligations accepted by you at the time of registration (if applicable) or if you fail to comply with any term or condition of this Agreement, this Licence will terminate and, upon any such termination, you agree to destroy the Software and User Documentation, together with all copies, or to return them to the Publisher. Termination of this Licence shall be in addition to and not in lieu of any other remedies available to the Publisher.
- h **Protection and Security** You agree to use your best endeavours and to take all reasonable steps to safeguard the Software to ensure that no unauthorised person has access to the Product and that there is no unauthorised copying or distribution of the Software or User Documentation.

## 2 Limited Warranty & Disclaimer

The Publisher warrants that the media on which the Software is recorded and the User Documentation provided with it are free from defects in materials and workmanship under normal use for a period of 90 days from the date of your original purchase. Except for the limited warranty described above, the Software is sold 'as is', and you are assuming the entire risk as to its quality and performance. It is your responsibility to verify the results obtained from the use of the Software.

If during the 90-day limited warranty period, you discover physical defects in the media on which the Software was recorded or in the User Documentation, the Publisher will replace them at no charge to you, provided you return the item to be replaced with proof of purchase to the Publisher. THIS IS YOUR SOLE REMEDY. IN NO EVENT WILL THE PUBLISHER BE LIABLE TO ANY PERSON FOR ANY DIRECT, INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL OR SIMILAR DAMAGES, EVEN IF THE PUBLISHER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Some jurisdictions do not allow the exclusion or limitation of implied warranties or of liability for incidental or consequential damages, so the above limitations or exclusions may not apply to you. This warranty gives you specific legal rights and you may also have other rights that vary from state to state. In the event that any of the above limitations or exclusions are held to be unenforceable, the Publisher's total liability shall not exceed the amount of the Licence fee you paid.

### **3 Entire Agreement**

This Licence constitutes the entire agreement between the Publisher and the Licensee and any prior representations, statement or undertaking howsoever made are expressly cancelled. No amendment or modification to this Licence shall be valid unless it shall be in writing and signed by an authorised representative of the Publisher.

# Contents

<b>1 Introduction</b> .....	<b>9</b>		
Learning about your software .....	9		
Where to start.....	11		
Exploring your AccountRight software .....	12		
<b>2 Setting up your company file</b> .....	<b>19</b>		
Overview .....	19		
Create a company file.....	20		
Activate the company file.....	22		
Set up accounts .....	24		
Enter account opening balances .....	27		
Set up preferences .....	28		
Set up software management .....	29		
Set a password for the Administrator user ID.....	29		
<b>3 Advanced setup</b> .....	<b>31</b>		
Overview .....	31		
Set up sales.....	32		
Set up purchases.....	33		
Set up electronic payments.....	34		
Do an initial bank reconciliation.....	36		
Create item records .....	39		
Enter your inventory opening balances .....	40		
<b>4 Banking</b> .....	<b>43</b>		
Receiving money .....	43		
Preparing a bank deposit .....	45		
Spending money .....	46		
Entering transactions in the Bank Register window.....	49		
Electronic payments.....	50		
Transferring money between accounts.....	51		
Tracking petty cash expenses.....	52		
Reconciling your bank accounts.....	53		
Importing statements .....	55		
Recording miscellaneous transactions .....	56		
Credit card transactions .....	57		
			Analysing your cash flow.....
			58
<b>5 Sales</b> .....	<b>61</b>		
Creating a customer card.....	61		
Entering sales.....	63		
Recording sales with insufficient on-hand quantity.....	68		
Changing the status of a sale .....	70		
Reviewing your sales information .....	71		
Receiving payments .....	73		
Printing payment receipts .....	75		
Credit control .....	75		
Customer credits.....	78		
Dealing with a customer who is also a supplier .....	81		
Accounting for bad debts.....	82		
<b>6 Purchases</b> .....	<b>83</b>		
Creating a supplier card.....	83		
Entering purchases.....	85		
Receiving items without a supplier bill .....	89		
Creating a purchase order from a sale .....	92		
Changing the status of a purchase .....	93		
Reviewing your purchase information .....	94		
Paying bills.....	96		
Recording and settling supplier debits.....	98		
Adding finance charges paid to suppliers .....	101		
<b>7 Billing for time</b> .....	<b>103</b>		
Overview .....	103		
Setting time billing preferences.....	104		
Setting billing rates .....	105		
Creating activities .....	106		
Creating activity slips .....	108		
Reviewing and changing activity slips .....	110		
Creating time billing invoices.....	111		
Work in progress.....	113		

<b>8 Inventory</b> .....	<b>115</b>	Adding and editing elements .....	182
Creating items .....	115	<b>14 Contact management</b> .....	<b>187</b>
Making inventory adjustments.....	118	Creating a card .....	187
Inventory locations .....	120	Keeping in touch with your contacts.....	188
Building items.....	122	Grouping your contacts .....	193
Performing stocktakes .....	124	Synchronising AccountRight cards with Microsoft Outlook	
Reviewing your inventory information.....	126	contacts.....	195
Setting item prices.....	128	Customising cards.....	201
Customising inventory.....	129	Reviewing your contact information.....	203
<b>9 International transactions</b> .....	<b>133</b>	<b>15 Financial control</b> .....	<b>205</b>
About the multiple-currency feature .....	133	Tracking financial information.....	205
Setting up multiple currencies .....	134	Reimbursable expenses .....	209
Exchange rates .....	137	Budgets .....	211
Tracking currency gains and losses.....	138	Auditing your records .....	214
Miscellaneous transactions.....	140	Reviewing financial information .....	215
<b>10 Lists</b> .....	<b>143</b>	<b>16 End-of-period procedures</b> .....	<b>219</b>
Adding a record.....	143	Month-end procedures .....	219
Setting up GST codes .....	144	Starting a new financial year .....	228
Finding a record .....	146	<b>17 Managing user accounts and company files</b> .....	<b>233</b>
Changing a record.....	147	Managing user accounts .....	233
Inactivating or reactivating a record.....	148	Backing up and restoring company files.....	235
Deleting a record.....	148	Confirming activated company files.....	238
Combining records.....	149	Servicing your company file .....	240
<b>11 Transactions</b> .....	<b>153</b>	Special considerations for networked company files.....	242
Finding a transaction .....	153	Managing software updates.....	245
Changing or deleting a transaction.....	156	<b>A Importing and exporting data</b> .....	<b>247</b>
Reversing a transaction .....	158	Exporting data .....	247
Recurring transactions.....	159	Importing data.....	248
<b>12 Reports</b> .....	<b>165</b>	<b>B Networking company files</b> .....	<b>251</b>
Producing reports.....	165	Preparing company files for multiple users .....	251
Printing report batches .....	167	Setting up the network hardware.....	252
Customising reports.....	169	Setting up a company file folder on a Windows host.....	253
<b>13 Forms</b> .....	<b>175</b>	Accessing the shared company file from a workstation.....	255
Finding forms .....	175		
Sending forms .....	176		
Customising forms.....	179		

Glossary .....	259
Index.....	267





# 1 Introduction

In this *User Guide*, the term AccountRight refers to MYOB AccountRight Standard, MYOB AccountRight Plus, MYOB AccountRight Premier and MYOB AccountRight Enterprise. Note that some chapters of the user guide apply only to AccountRight Premier and AccountRight Enterprise, such as International Transactions.

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

---

## Learning about your software

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

### Manuals

The following manuals are provided as PDFs on the AccountRight installation CD. Note that you need a PDF viewer to view the manuals.

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

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

The user guide is not intended to be exhaustive. It is complemented by the online help (see '[Help Centre](#)' on [page 10](#)), which covers *all* the functions of your software.

If you purchased AccountRight or AccountRight Plus, some of the features in AccountRight Premier or AccountRight Enterprise—for example, international transactions—will not be relevant to you.

**Release Notes** The *Release Notes* are provided for existing users of AccountRight software. They explain how to upgrade your software and describe new features and software changes.

### To view the manuals

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

## Help Centre

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

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

### To use the online help version

- 1 Open your company file.
- 2 Go to the **Setup** menu and choose **Preferences**. The **Preferences** window appears.
- 3 Select the **I Prefer to Use Help From the Internet, Rather than My Computer** option and click **OK**.

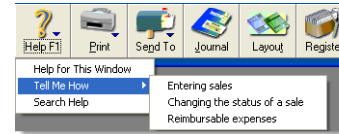
### To display the Help Centre

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

### Help in AccountRight windows

Opening help in a window—other than command centre windows—displays descriptions or procedures relevant to that window.

Click **Help (F1)** and choose **Help for This Window, Tell Me How, or Search the Help**.

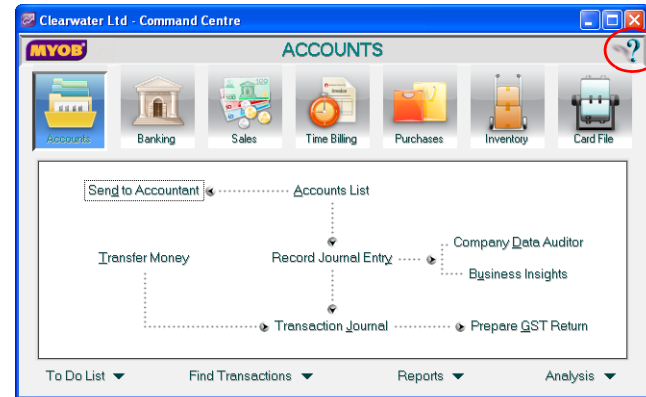


These options are described below.

Select...	If you want to....
Help for This Window	find out about the window, including field descriptions, and links to related topics, tips and procedures.
Tell Me How	display a list of topics that relate to the window.
Search the Help	locate topics by keywords.

### Help in Command centres

The main windows are known as *command centres*. You can view help for a command centre by clicking the help icon (?) located in the top right corner of each command centre.



The Help Centre displays a description of the command centre and its various functions.

For more information on command centres, see [‘Command centres’ on page 12](#).

## Show Me How new feature demonstration movies

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

The movies in this release show you how to:

- view a financial summary of your business using Business Insights
- perform tasks using the **Actions** menu
- get a map of, and directions to, a contact’s address in Google Maps

- find relevant information in the Help Centre
- manage AccountRight software updates.

### To view Show Me How movies

- 1 Go to the **Help** menu, choose **What’s New in this Release** and then choose **New Feature Movies**. A list of available movies appears in your browser.
- 2 Click the movie you want to view.

## Services menu

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

---

## Where to start

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

Option	Description
Open your company file	Select this option to open a company file once it has been created.
Create new company file	Create a company file for your business. See <a href="#">‘Create a company file’ on page 20</a> .
Explore the sample company	Experiment with a sample company’s data and learn how to use your software.

Option	Description
What’s New in this version	Learn about the new features in this version of your software.
Exit	Close your software.

## Experiment with sample data

Before you create a new company file, we recommend that you experiment with a sample company’s data.

## To explore the Clearwater company file

- ❖ Start your software and, in the **Welcome** window, click **Explore the sample company**. A command centre window appears.

A Command Centre window is always displayed on your computer screen when a company file is open. Notice that the name of the sample company, Clearwater Ltd., appears at the top of the window.

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

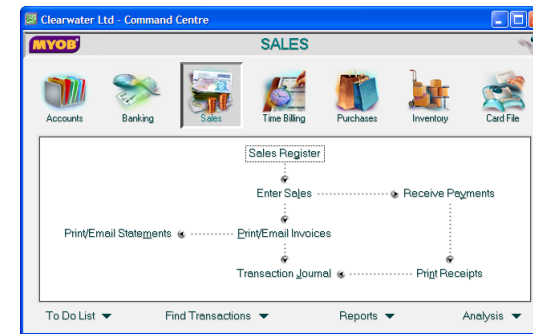
# Exploring your AccountRight software

You should become familiar with the following tools and aids:

Tool	See
Command centres	below
Actions menu	page 13
Calendar (date entry)	page 13
Business calendar	page 14
Calculator	page 14
Zoom arrows	page 15
Search icons	page 15
Select columns	page 15
Mouse shortcuts	page 15
Shortcut keys	page 15
Default screen font	page 16
Spell-check	page 17

## Command centres

In AccountRight Plus, AccountRight Premier and AccountRight Enterprise, which all have the Time Billing feature, there are seven command centres. The following shows the **Sales** command centre.



Each command centre contains a row of icons in the top section of the window. These icons allow you to quickly switch between command centres.

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

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

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

There are two ways to select an option:

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

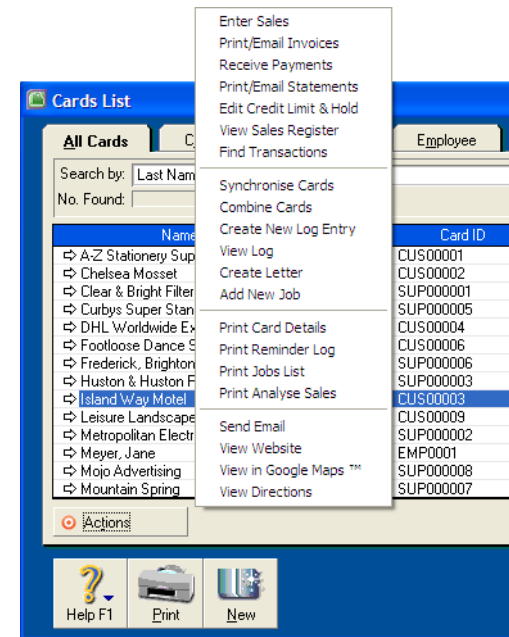
## Actions menu

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

When you click **Actions** (🔍 Actions) in one of these windows, a menu of associated tasks is displayed. For example, if you select a

customer card in the **Cards List** window and click **Actions**, you can print invoices, create a sale, or view reminder logs. If you click **Actions** in the **Reconcile Accounts** window, you can import your bank statement, transfer money, or record journal entries without exiting the window to access these functions.

The following shows the tasks available if you select a customer card and click **Actions**.

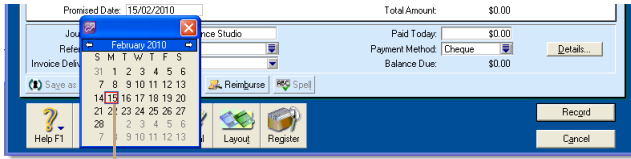


## Calendar (date entry)

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

To display the calendar, put the cursor in a date field and press either = (equals) or the SPACEBAR on your keyboard. Select a date by clicking it, or by using the arrow keys on your keyboard and then pressing ENTER. The selected date appears in the date field.

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



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

## Business calendar

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

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

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

## To set up your business calendar

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

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

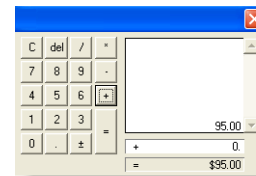
- 2 If you want to mark a specific day as closed, click the date in the calendar.

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

- 3 Add any important events that occur during the month in the **Important Dates** section.
- 4 If you want to change other months in the business calendar, click the arrows at the top of the calendar.
- 5 Click **OK** to close the business calendar.

## Calculator

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



## Zoom arrows

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

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

A **grey zoom arrow** (⇒) allows you to display more detailed information about a transaction, but the information is read-only (that is, it cannot be changed). If you want to change the information, you need to reverse the transaction and re-enter it (see [‘Reversing a transaction’ on page 158](#)). Alternatively, you can change your security preference selection to make all transactions changeable (see [‘Set up preferences’ on page 28](#)).

## Search icons

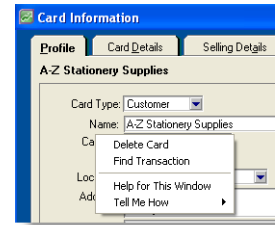
**Search icons** (🔍) displayed next to various fields allow you to open selection lists containing records that you have previously entered, such as customers and shipping methods, or records provided by default.

## Select columns

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

## Mouse shortcuts

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



## Shortcut keys

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

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

Menu	Command	Shortcut keys
Command Centres (All)	To Do List	CTRL+T
	Find Transactions	CTRL+Y
Command Centres > Accounts	Command Centre	CTRL+1
	Record Journal Entry	CTRL+G
Command Centres > Banking	Bank Register	CTRL+K
	Command Centre	CTRL+2
	Spend Money	CTRL+H
	Receive Money	CTRL+D
	Command Centres > Sales	Command Centre
	Enter Invoices	CTRL+J
	Receive Payments	CTRL+B
Command Centres > Time Billing [Not available in AccountRight Standard]	Command Centre	CTRL+4
Command Centres > Purchases	Command Centre	CTRL+5
	Enter Purchases	CTRL+E
	Pay Bills	CTRL+ M
Command Centres > Inventory	Command Centre	CTRL+7
Command Centres > Card File	Command Centre	CTRL+8
	Cards List	CTRL+F
Reports	Index to Reports	CTRL+I

Menu	Command	Shortcut keys
Window	Refresh All	F5
Help	Help	F1
We also support the following shortcut key combinations:		
	Close Window	CTRL+F4
	Next Window	CTRL+F6 or CTRL+TAB
	Cycle Task	ALT+TAB or ALT+ESC

## Default screen font

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

**CAUTION:** If you change the default font Ensure that the new font size is appropriate to your monitor's resolution. Some typefaces and sizes may cause windows to be displayed incorrectly.

If you work in a multiuser environment and change the font, the changes affect only your computer, not other users on your network.

### To change the default screen font

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

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

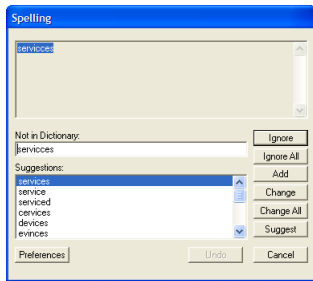


# Spell-check

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

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

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



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

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

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

## To set spelling preferences

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

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



# 2 Setting up your company file

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

## Overview

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

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

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

**Advanced tasks** Once you have completed the essential tasks, you can start recording transactions. However, if you need to use the advanced features of this software, (such as the sales or inventory features) you will need to do further setup tasks. These tasks are covered in [Chapter 3, 'Advanced setup', starting on page 31](#).

Task	See
1 <a href="#">Create a company file</a>	<a href="#">page 20</a>
2 <a href="#">Activate the company file</a>	<a href="#">page 22</a>
3 <a href="#">Set up accounts</a>	<a href="#">page 24</a>
4 <a href="#">Enter account opening balances</a>	<a href="#">page 27</a>
5 <a href="#">Set up preferences</a>	<a href="#">page 28</a>
6 <a href="#">Set up software management</a>	<a href="#">page 29</a>
7 <a href="#">Set a password for the Administrator user ID</a>	<a href="#">page 29</a>

# Create a company file

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

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

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

Before you start:

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

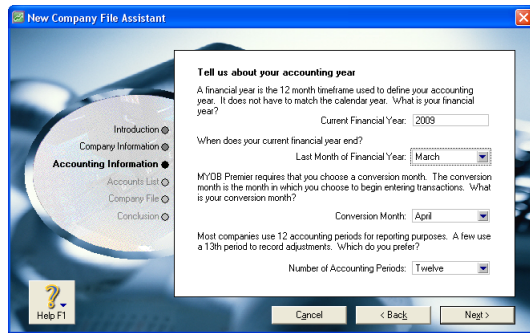
You need to know...	Description
The number of accounting periods in your financial year	You can choose to have 12 or 13 accounting periods. A 13th period is a period for recording entries which you do not want included in the accounting figures for a particular month. For example, you can use it to record year-end adjustments that are attributed to all months. If in doubt, choose 13 periods.
The default list of accounts that you want to start with	Accounts are the categories that you will allocate each of your transactions to. When you create a company file, you need to select a default list of accounts. You can: <ul style="list-style-type: none"><li>• <b>start with an accounts list provided in the software.</b> You can select a predefined accounts list suitable for your business.</li><li>• <b>import a list of accounts.</b> You can import an accounts list from another company file or one that has been provided by your accountant or MYOB Approved Partner.</li><li>• <b>build your own list.</b> You can start with an accounts list that has the minimum accounts required by your software and then add to it.</li></ul> Note that you can modify your accounts list after creating your company file.

## To create a new company file

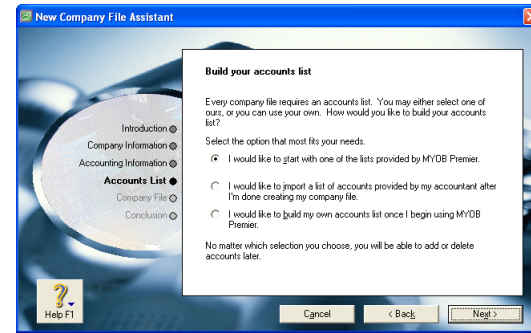
- 1 Start your AccountRight software. A welcome window appears.
- 2 Click **Create new company file**. The introduction page of **New Company File Assistant** appears.
- 3 Click **Next**. The **Company Information** page appears.

- 4 Enter your business contact and registration details. If available, also enter your software serial number.
- 5 Click **Next**. The **Accounting Information** page appears.
- 6 Enter your financial year details and conversion month.

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

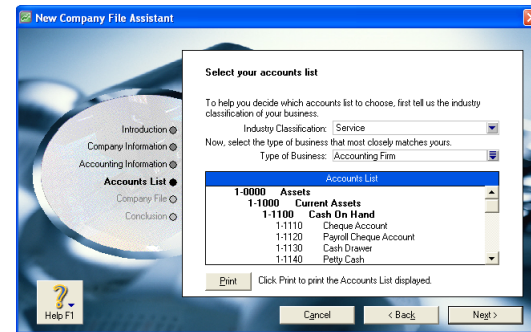


- 7 Click **Next**. A confirmation page appears.
- 8 Check the financial year and conversion month and then click **Next**. The **Accounts List** page appears.
- 9 Select the default accounts list you want to start with.



If you choose to...	Continue with...
start with an accounts list provided in the software	<a href="#">step 10</a>
import a list of accounts	<a href="#">step 12</a>
build your own list	<a href="#">step 12</a>

- 10 Click **Next**. An accounts list selection page appears.
- 11 Select the type of industry and business that best matches your own business.



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

- 12 Click **Next**. The **Company File** page appears.
- 13 If you want to change you company file name and location:
  - a Click **Change**. The **New** window appears.

**NOTE: [AccountRight Enterprise users] Sharing a company file on a network** If multiple users will be accessing the company file simultaneously, you can save the new company file to a shared public folder on the host computer so that it's accessible to everyone in the network. For instructions on how to share a company file on a network, see 'Networking company files' on page 251 or your user guide.

- b Select the required location.

- c If necessary, type a new file name.
  - d Click **Save**. The **Conclusion** page appears.
  - e Continue with [step 15 below](#).

**NOTE: Restricted access to the Program Files folder in Windows Vista and Windows 7** User Account Control (UAC) is a security feature in Windows Vista and Windows 7. If UAC is active, files saved in the **Program Files** folder can only be opened by the Windows user who saved the files. If other users need to access your company file, do not save it in this folder. For more information about User Account Control, see Windows help.

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

---

## Activate the company file

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

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

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

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

After activating a file, you must confirm the company file once or twice a year, that is, extend its activation throughout its working life. For more information, see '[Confirming activated company files](#)' on page 238.

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

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

## Activating after purchasing additional workstation licences [AccountRight Premier and AccountRight Enterprise only]

When you purchase your software, the licence allows one user to access a company file. If you extend your licence to support additional simultaneous users, you must activate your company file for these additional licences. See '[Managing user accounts](#)' on page 233.

## Before you begin

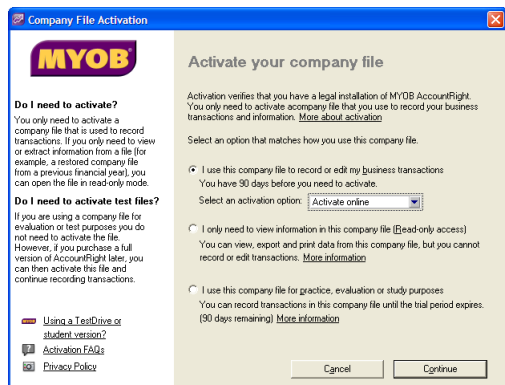
Before you can activate a company file, you need to:

- **know your product serial number.** If you didn't enter your serial number when creating the company file, you will need to enter it during the activation process. You can find your serial number on the software CD sleeve.
- **register your software.** Registration identifies you as the licenced user of the software and enables MYOB to contact you if there are any issues with your software. See the *Getting Started* guide for information about registering your software.

## To activate a company file

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

The **Company File Activation** window appears.



- 2 Click **I use this company file to record or edit my business transactions**, then choose an activation option:

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

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

# Set up accounts

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

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

**NOTE: Do you need to complete this task?** If your accountant or MYOB Approved Partner has provided you with a company file, this task may have been completed for you. In this case, go to [‘Enter account opening balances’](#), on page 27

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

If you selected to import a list of accounts, you should import this list now.

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

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

Account classifications and types are described in the following table.

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



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

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

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

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

	Account Name	Type	GST	Linked	Balance
Header accounts	1-0000 Assets	Asset			\$518,500.50
	1-1000 Current Assets	Asset			\$536,535.50
	1-1100 Cash On Hand	Asset			\$395,660.50
Detail accounts	1-1110 Cheque Account	Bank	N-T	✓	\$274,325.50
	1-1120 Payroll Cheque Account	Bank	N-T		\$15,375.00
	1-1130 Cash Drawer	Bank	N-T		\$0.00
	1-1140 Petty Cash	Bank	N-T		\$2,000.00
	1-1160 Undeposited Funds	Bank	N-T	✓	\$16,920.00
	1-1190 Electronic Clearing Account	Bank	N-T	✓	-\$3,140.00
	1-1200 Trade Debtors	Accounts Receivable	N-T	✓	\$230,875.00
	1-1210 Less Prov'n for Doubtful Debts	Other Asset	N-T		\$0.00
	1-2000 Other Assets	Asset			\$150.00
	1-2100 Prepayments	Other Asset	N-T		\$0.00
	1-2200 Deposits Paid	Other Asset	N-T	✓	\$150.00

Note that:

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

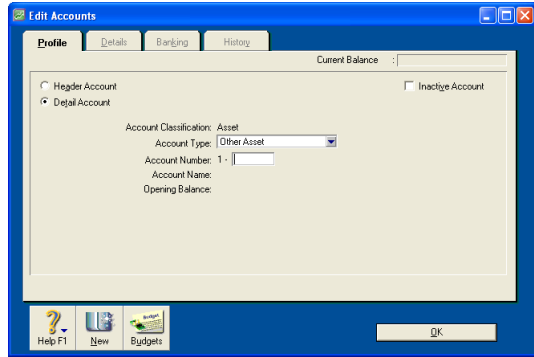
How you group your accounts can affect how totals and subtotals are calculated on reports. For more information about how to set up accounts for financial reporting, see '[Tracking financial information](#)' on page 205.

## Setting up accounts

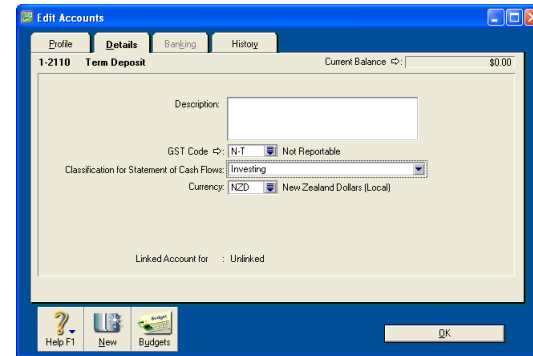
If you want to...	See
Create an account	<a href="#">page 26</a>
Delete an account	<a href="#">page 148</a>
Change the details of an account	<a href="#">page 147</a>
Group detail accounts with a header account	<a href="#">page 27</a>
Import an accounts list	<a href="#">page 248</a>

## To create an account

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



- 3 If you want to create a header account, select the **Header Account** option.
- 4 Select the account type from the **Account Type** list. The **Account Classification** field changes according to the selection you make. For more information on account classifications, see '[Account classifications and types](#)' on [page 24](#).
- 5 Enter a four-digit number for the account in the **Account Number** field. The number must be unique within each account classification.
- 6 Press **TAB** and type a name for the account.
- 7 Click the **Details** tab.



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

Classifying the accounts allows you to generate a statement of cash flows. This report shows how your cash position has changed over time, profit earned and where your cash was spent. If you're unsure about which classification to use, consult your accountant or an MYOB Approved Partner.
- 11 If you are creating a bank or credit card account, and you want to keep a record of your bank account details, click the **Banking** tab and enter your account details.
- 12 [Detail accounts only] If you want to enter historical balances, complete the **Last FY** column on the **History** tab. That way you can compare the current financial year's monthly account balances with those of the corresponding months last year.

- 13 [Detail accounts only] If you want to set up a budget:
  - a Click **Budgets**. The **Prepare Budgets** window appears.
  - b Type the budget amounts in the monthly columns.
  - c Click **Close**.

For more information, see '[Budgets](#)' on page 211.

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

## To group detail accounts with a header account

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

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

---

## Enter account opening balances

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

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

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

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

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

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

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

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

- the bank account balance that appears on your balance sheet or trial balance reports as at the day prior to your conversion date. For example, if your conversion date is 1 April 2010, this is the bank account balance as at 31 March 2010.  
  
These reports can be provided by your accountant, or, if you were previously using another accounting software, printed using that software.
- the cashbook balance of the account as at the end of the day prior to your conversion date. You can calculate your cashbook balance by taking into account the transactions not yet cleared by your bank as at the conversion date and the balance that appears on your bank statement at that date.

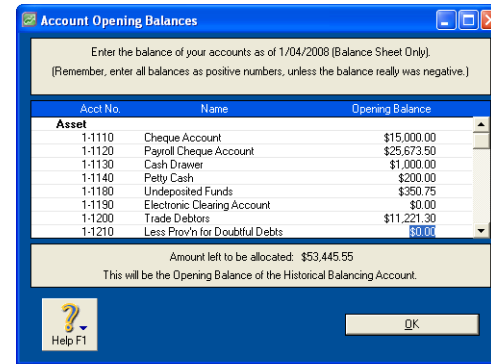
For example, assume that \$500 worth of deposits and \$1000 worth of payments were unrepresented as at your conversion date (that is, they had not appeared on a bank statement). The cashbook balance would be calculated as shown below:

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

### To enter opening balances

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

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



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

## Set up preferences

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

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

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

You can set up your preferences using the:

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

Some preferences you should consider choosing include:

- **Use Audit Trail Tracking** If you want to keep a record of transactional, GST, account and system changes, select this option. This is useful if more than one person will be entering

transactions into your file. For more information about audit trail tracking, see ['Auditing your records' on page 214](#).

- **Transactions CAN'T be Changed; They Must be Reversed** If you don't want to allow users to edit or delete transactions, select this option. If they want to change or delete a transaction, they will need to do so by recording a reversal transaction. For more information, see ['Reversing a transaction' on page 158](#).
- **I Deal in Multiple Currencies** [AccountRight Premier and AccountRight Enterprise only] If you want to enable multi-currency accounting, select this option. For more information about working with multiple currencies, see ['International transactions' on page 133](#).

---

## Set up software management

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

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

For more information about how to set up and use Software Manager, see ['Managing software updates' on page 245](#).

---

## Set a password for the Administrator user ID

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

A user ID is the means for:

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

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

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

## To set a password for the Administrator user ID

- 1 Start your AccountRight software and click **Open your company file** in the welcome window that appears.
- 2 In the **Open** window, select the company file to be opened, and click **Open**. The **Sign-on** window appears.
- 3 Click **Change Password**.
- 4 In the **Change Password** window, leave the **Existing Password** field blank, type the password in both the **New Password** and **Confirm Password** fields.



- 5 Click **Record**.

---

### NOTE: Will more than one person access your company file?

If you want to restrict other users from accessing certain features or information, you can create additional user IDs and specify their access restrictions. For more information, see ['Managing user accounts'](#) on page 233.

---

# 3 Advanced setup

When you have created a company file and completed the essential set up tasks (see [‘Setting up your company file’ on page 19](#)), you can start recording transactions in your company file. However, if you want to use the advanced features of your software (such as tracking amounts you owe or the quantity of items sold), you need to complete additional setup tasks. This chapter details the additional tasks.

## Overview

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

### What features do you want to use?

The following table provides some examples of different setup requirements.

Your needs	Setup required
Basic	If you only want to use your software to fulfil basic accounting requirements (such as reporting tax payable or producing a year-end balance sheet), you may only need to do an initial bank reconciliation for each of your bank accounts. Reconciling accounts helps ensure the integrity of the information you record in your company file (see <a href="#">‘Do an initial bank reconciliation’ on page 36</a> ).

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

## When did your business start operating?

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

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

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

## Advanced tasks

You may not need to do every task. An introduction to each task is given to help you determine whether you need to do the task and, if so, what information you will need.

Task	See
1 <a href="#">Set up sales</a>	<a href="#">below</a>
2 <a href="#">Set up purchases</a>	<a href="#">page 33</a>
3 <a href="#">Set up electronic payments</a>	<a href="#">page 34</a>
4 <a href="#">Do an initial bank reconciliation</a>	<a href="#">page 36</a>
5 <a href="#">Create item records</a>	<a href="#">page 39</a>
6 <a href="#">Enter your inventory opening balances</a>	<a href="#">page 40</a>

## Set up sales

You can use the sales features to:

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

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



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

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

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

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

## Optional sales setup tasks

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

Task		See
Customise forms	Change the appearance of the default invoice and statement forms.	<a href="#">page 179</a>
Import cards	Import customer information from: <ul style="list-style-type: none"><li>• another AccountRight company file</li><li>• another accounting system</li><li>• a spreadsheet</li><li>• a text file.</li></ul>	<a href="#">page 248</a>
Synchronise customer records with Outlook	Synchronise your customer records with your contact records in Microsoft Outlook.	<a href="#">page 195</a>
Create job records	Create job records to track the progress and profitability of the work you do for your clients.	<a href="#">page 207</a>
Group cards	Use identifiers and custom lists to group the cards of customers who have similar attributes.	<a href="#">page 193</a>

---

## Set up purchases

You can use the purchases features to:

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

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

Before you start using the purchases features, you should enter the following information into your company file:

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

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

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

## Optional purchases setup tasks

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

Task		See
Customise forms	Change the appearance of the default purchase orders and other forms.	<a href="#">page 179</a>
Import cards	Import supplier information from: <ul style="list-style-type: none"> <li>• another AccountRight company file</li> <li>• another accounting system</li> <li>• a spreadsheet</li> <li>• a text file.</li> </ul>	<a href="#">page 248</a>
Synchronise supplier records with Outlook	Synchronise your supplier card records with your contact records in Microsoft Outlook.	<a href="#">page 195</a>
Group cards	Use identifiers and custom lists to group the cards of suppliers who have similar attributes.	<a href="#">page 193</a>

## Set up electronic payments

You can pay your suppliers and employees electronically by creating an electronic payment file and sending it to your bank for processing.

**NOTE: Do you need to complete this task?** If you want to pay your suppliers and employees electronically using your software, you need to set up this feature.

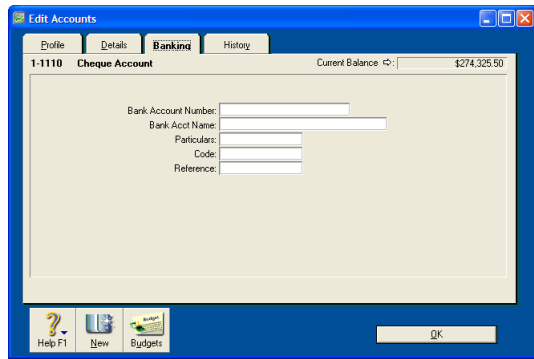
Before you can create an electronic payment file, you need to do the following tasks.

Task		See
1	<a href="#">Record your bank account details</a>	<a href="#">page 35</a>
2	<a href="#">Set up a clearing account</a>	<a href="#">page 35</a>
3	<a href="#">Record the bank details of suppliers</a>	<a href="#">page 35</a>
4	<a href="#">Record the bank details of employees</a>	<a href="#">page 36</a>

## Task 1: Record your bank account details

### To record your bank details

- 1 Go to the **Accounts** command centre and click **Accounts List**. The **Accounts List** window appears.
- 2 Select a bank account (that is, an account with a **Bank** or **Credit Card** type) you use for electronic payments.
- 3 Click **Edit**. The **Edit Accounts** window appears.
- 4 Click the **Banking** tab.



- 5 In the **Bank Account Number** and **Bank Acct Name** fields, enter your bank account details. Copy this information exactly as it appears on your bank statement or chequebook.
- 6 Click **OK** to return to the **Accounts List** window.
- 7 Repeat from [step 2 above](#) for each bank account you want to use to make electronic payments.

## Task 2: Set up a clearing account

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

Check your accounts list for an account named 'Electronic Clearing Account'. If it doesn't exist, you need to create it.

**CAUTION: Do not use a normal bank account** A clearing account must be an account with a **Bank** or **Credit Card** type, but it should not be a normal bank account. For information on creating an account, see '[Setting up accounts](#)' on page 25.

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

### To set up a clearing account

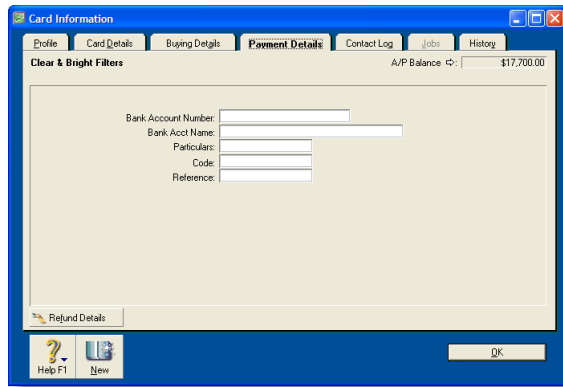
- 1 Go to the **Setup** menu, choose **Linked Accounts** and then **Accounts & Banking Accounts**. The **Accounts & Banking Linked Accounts** window appears.
- 2 In the **Bank Account for Electronic Payments** field, type or select the **Electronic Clearing Account**.
- 3 Click **OK**.

## Task 3: Record the bank details of suppliers

### To record the bank details of suppliers

- 1 Go to the **Card File** command centre and click **Cards List**. The **Cards List** window appears.
- 2 Locate a supplier you pay electronically and click **Edit**. The **Card Information** window appears.

- 3 Click the **Payment Details** tab.



- 4 In the **Bank Account Number** and **Bank Acct Name** fields, type the supplier's bank account details.
- 5 In the **Particulars**, **Code** and **Reference** fields, enter the default details that will help the supplier identify your payments on their bank statements. If required, you can change these details when entering a payment.
- 6 Click **OK** to return to the **Cards List** window.
- 7 Repeat from [step 2 above](#) for each supplier you pay electronically.

## Task 4: Record the bank details of employees

### To record the bank details of employees

- 1 Go to the **Card File** command centre and click **Cards List**. The **Cards List** window appears.
- 2 Click the **Employee** tab, locate an employee you want to pay electronically and then click **Edit**. The **Card Information** window appears.
- 3 Click the **Payment Details** tab.
- 4 In the **Bank Account Number** and **Bank Acct Name** fields, type the employee's bank account details.
- 5 In the **Particulars**, **Code** and **Reference** fields, enter the default details that will help the employee identify your payments on their bank statements. If required, you can change these details when entering a payment.
- 6 Click **OK** to return to the **Cards List** window.
- 7 Repeat from [step 2 above](#) for each employee you pay electronically.

---

## Do an initial bank reconciliation

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

If your business traded prior to your conversion month and you have uncleared banking transactions as at the first day of your conversion month, you need to do an initial bank reconciliation. Uncleared banking transactions are withdrawals and deposits that have not been cleared by your bank as at the start of your conversion month.

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

To do an initial bank reconciliation:

Task		See
1	Identify uncleared withdrawals and deposits	below
2	Record uncleared withdrawals and deposits	below
3	Reconcile	page 38

## Task 1: Identify uncleared withdrawals and deposits

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

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

## Task 2: Record uncleared withdrawals and deposits

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

## To enter uncleared withdrawals

- 1 Go to the **Banking** command centre and click **Spend Money**. The **Spend Money** window appears.
- 2 In the **Pay from Account** field, type or select the bank account you want to reconcile.
- 3 In the **Cheque No.** field, enter a reference number for the withdrawal.
- 4 In the **Date** field, type the first day of your conversion month. For example, if your conversion month is April 2010, enter 01/04/10.
- 5 In the **Amount** field, type the amount of the withdrawal.
- 6 In the **Acct No.** field, type or select the bank account you want to reconcile. This must be the account entered in [step 2 above](#).
- 7 In the **GST** field, select the **N-T** tax code.
- 8 Enter details of the withdrawal in the **Memo** field.

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

## To enter uncleared deposits

- 1 Go to the **Banking** command centre and click **Receive Money**. The **Receive Money** window appears.
- 2 In the **Deposit to Account** field, type or select the bank account you want to reconcile.
- 3 In the **Date** field, type the first day of your conversion month. For example, if your conversion month is April 2010, enter 01/04/10.
- 4 In the **Amount Received** field, type the deposit amount.
- 5 In the **Acct No.** field, type or select the bank account you want to reconcile. This must be the account entered in [step 2 above](#).
- 6 In the **GST** field, select the **N-T** tax code.
- 7 Enter details of the deposit in the **Memo** field.

Receive Money

Deposit to Account: 1-1110 Cheque Account Balance: \$272,975.50  
Group with Undeposited Funds:  GST Inclusive:

Payor: ID No.: CR000009  
Amount Received: \$500.00 Date: 1/04/2010  
Payment Method: Details...  
Memo: Uncleared deposit 20/3/10

Acct No.	Name	Amount	Job	Memo	GST
1-1110	Cheque Account	\$500.00			N-T

Total Allocated: \$500.00  
GST: \$0.00  
Total Received: \$500.00  
Out of Balance: \$0.00

Save as Recurring:  Use Recurring:

Help F1 Journal Register Record Cancel

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

## Task 3: Reconcile

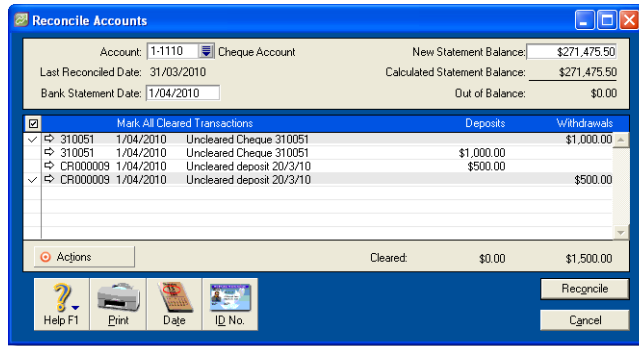
### To reconcile the account

- 1 Go to the **Banking** command centre and click **Reconcile Accounts**. The **Reconcile Accounts** window appears.
- 2 In the **Account** field, select the bank account you want to reconcile.
- 3 In the **New Statement Balance** field, enter the closing bank balance as at the day prior to your conversion month (for example, if your conversion month is April 2010, the closing balance as at 31/03/2010).
- 4 In the **Bank Statement Date** field, enter the first date of your conversion month. (For example, if your conversion month is April 2010, enter 01/04/10.) Your uncleared transactions appear.

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

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

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



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

## Create item records

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

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

Item records enable you to view the sales and purchase history of the products you sell or use in production. You can determine which items are your best sellers and what you have in stock.

This can help you identify sales trends and reorder items before you run out.

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

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

For more information about creating item records, see ['Creating items' on page 115](#).

## Optional inventory setup tasks

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

Task		See
Import items	Import item information from: <ul style="list-style-type: none"><li>• another AccountRight company file</li><li>• another accounting system</li><li>• a spreadsheet</li><li>• a text file.</li></ul>	<a href="#">page 248</a>
Set up pricing levels	Customise item pricing according to customer status and sales quantities.	<a href="#">page 130</a>

Task		See
Create locations	[AccountRight Enterprise only] If you hold inventory at several locations, you can keep track of item quantities held at each location.	<a href="#">page 120</a>
Group items using custom lists	Group and sort items by assigning attributes to your items from custom lists you define.	<a href="#">page 131</a>
Create custom fields	Set up fields to record additional information about your inventory items.	<a href="#">page 132</a>

---

## Enter your inventory opening balances

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

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

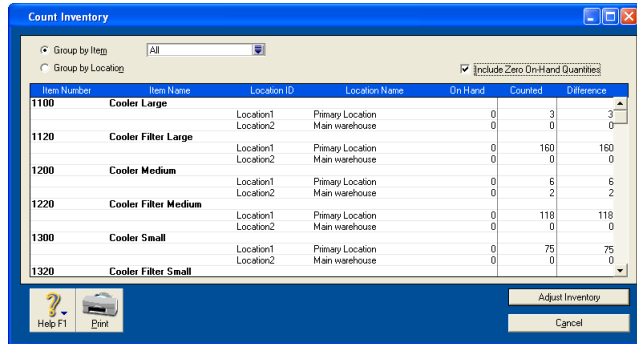
### To print the inventory count sheet

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



## To enter opening on hand inventory items and values

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



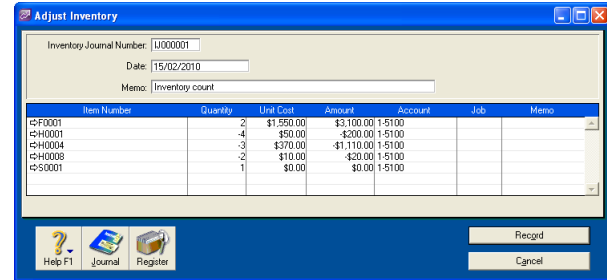
- 5 When you have entered all your item quantities, click **Adjust Inventory**. The **Adjustment Information** window appears asking you to choose a default adjustment (expense) account.

Note that when you are entering opening on-hand balances, you don't need to enter a default expense account.

- 6 Click **Continue**. The window that appears depends on whether you have entered an opening balance for your stock asset account (see '[Enter account opening balances](#)' on [page 27](#)).

- If you entered a stock opening balance, the **Adjust Inventory** window appears.
- If you did not enter a stock opening balance, the **Opening Balance Check** window appears. Click **Opening Balances** and then click **Adjust Balances**. The **Adjust Inventory** window appears.

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



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

**NOTE:** Do not change the account number in the **Account** column. The selection you made at [step 6 above](#) determines the default account used to record your opening balances.

- 9 Click **Record**. The value of each item in the list is updated. You can print the **Items List Summary** report to check your inventory status. For more information on printing reports, see '[Reports](#)' on [page 165](#).



# 4 Banking

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

You can record the details of any number of bank and credit card accounts. If you are familiar with a manual multi-column cashbook system, you can think of your company file as having the capacity to run multiple cashbooks with an infinite number of columns.

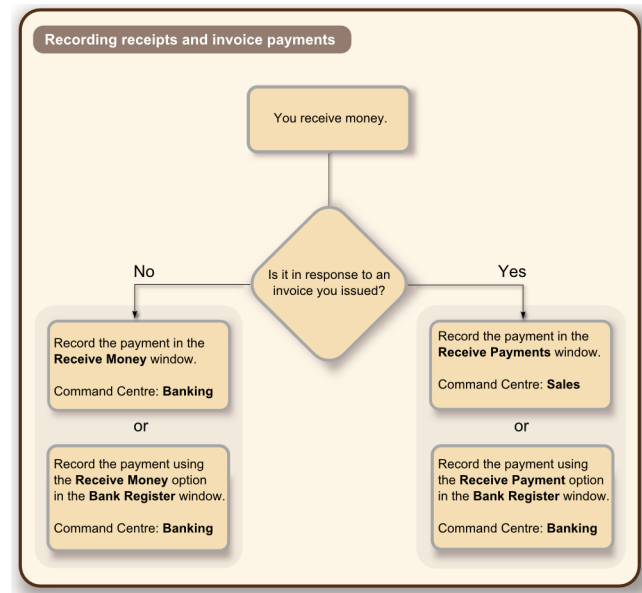
## Receiving money

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

The **Receive Money** window lets you record more details about the receipt and allocate it to more than one account. This is the procedure covered in this section. If you want to use the **Bank Register** window—which lets you record a receipt with minimum details—see ‘[Entering transactions in the Bank Register window](#)’ on page 49.

If you want to record payments for sales entered in the **Sales** command centre, you will need to enter the payment using the **Receive Payments** window, or by selecting the **Receive Payment** transaction type in the **Bank Register** window. For more information, see ‘[Receiving payments](#)’ on page 73.

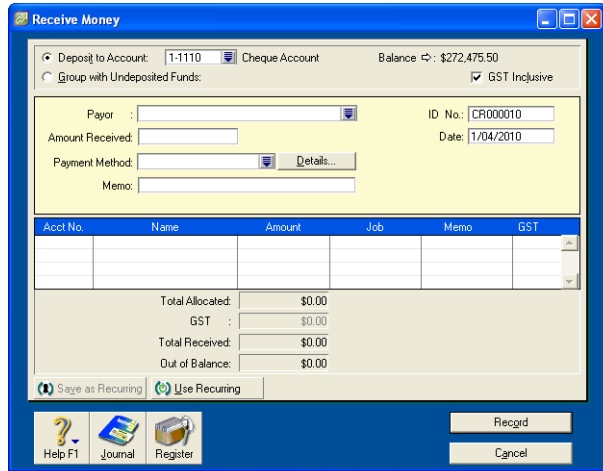
The options for recording receipts and invoice payments are summarised in the following diagram.



**Printing payment receipts** You can print payment receipts for transactions that you enter in the **Receive Money** and **Bank Register** windows. For more information, see [‘Printing payment receipts’ on page 75](#).

### To record money you receive

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



- 2 Choose one of the following options:
  - **Deposit to Account**—In the **Deposit to Account** field, type or select the required bank account.
  - **Group with Undeposited Funds**—Choose this option if you want the deposit to be recorded in the undeposited funds account. After you have grouped all the deposit transactions you want, you can make one bank deposit for all the undeposited funds. For more information, see [‘Preparing a bank deposit’ on page 45](#).
- 3 If the deposit amount includes GST, select the **GST Inclusive** option.
- 4 In the **Payor** field, type or select the payor’s name.

- 5 In the **Amount Received** field, type the amount received.
- 6 Type the date of the payment.
- 7 [Optional] Select the payment method in the **Payment Method** field.
- 8 If you want to record additional details about the payment, such as a cheque number, click **Details** and record the details in the **Applied Payment Details** window that appears.
- 9 [Optional] Type a detailed comment in the **Memo** field to help you identify the payment later.
- 10 Allocate the amount to the appropriate account or distribute it to a number of accounts.

Acct No.	Name	Amount	Job	Memo	GST
3-1110	Partner A Capital	\$30,000.00			N-T

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

- 11 If you want to view or change the GST amounts assigned to the transaction, click the zoom arrow (⇌).

**TIP: Save the deposit as a recurring transaction** If you want to store the deposit as a recurring transaction click **Save as Recurring**. In the **Edit Recurring Schedule** window, enter the necessary information and click **Save**. For more information, see [‘Recurring transactions’ on page 159](#).

- 12 Click **Record**.

# Preparing a bank deposit

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

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

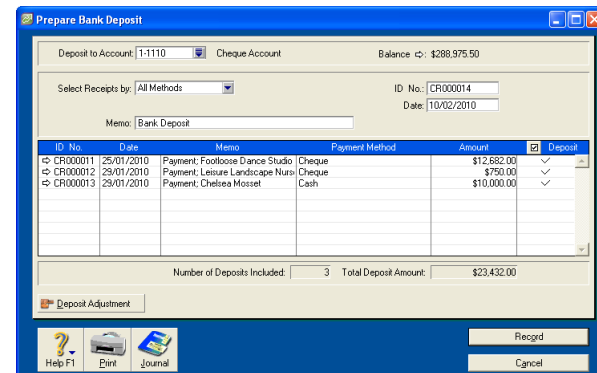
**NOTE: Don't group payments made directly to your bank account** Payments deposited directly into your bank account (for example a customer payment made by direct credit), need to be posted to the bank account that received the payment. You do not need to group these payments.

## To prepare a bank deposit

- 1 Go to the **Banking** command centre and click **Prepare Bank Deposit**. The **Prepare Bank Deposit** window appears.
- 2 In the **Deposit to Account** field, type or select the account into which the funds selected in the **Prepare Bank Deposit** window will be deposited.
- 3 If you want to group payments by payment method:
  - a Select the payment method in the **Select Receipts by** field.
  - b Type or select one or more payment types in the adjacent field that appears.
- 4 Type a date to display undeposited funds up to and including that date.
- 5 Type a description in the **Memo** field to help you identify the payment later.

- 6 Select the receipts you want to include in the bank deposit by clicking in the **Deposit** column next to the transaction.

If you want to select or deselect all receipts, click the select icon () at the top of the **Deposits** column.



- 7 [Optional] If you need to enter an adjustment transaction—for example, to record credit card transaction fees—click **Deposit Adjustment**. The **Bank and Deposit Adjustments** window appears.

- 8 Complete the fields in this window as follows:
  - a Type the fees and cash back and/or the adjustment amount.
  - b Type the date and an ID number.
  - c Select an expense account for the fees and cash-back entry and/or an income account for adjustment amounts.
  - d Type a memo and other information, as necessary.
  - e Click **Record**. If you need to record additional adjustments or fees, click **Deposit Adjustment** again.
- 9 Click **Record** to record the transaction.

## Spending money

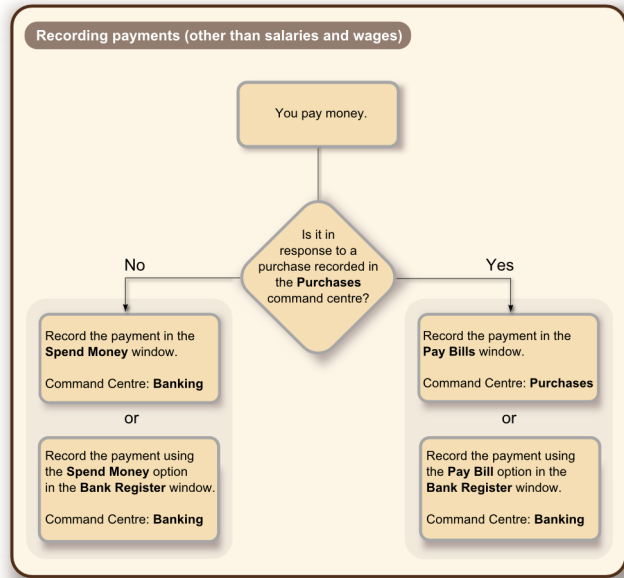
In your software, the term *spending money* refers specifically to recording payments for transactions for which purchases have not been created. These include equity drawings, paying wages and salaries, bank charges, paying telephone bills and so on. These types of payments can be entered in the **Spend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

The **Spend Money** window lets you record more details about the payment and allocate the payment to more than one account. This is the procedure covered in this section. If you want to use the **Bank Register** window—which lets you record a payment with minimum details—see [‘Entering transactions in the Bank Register window’ on page 49](#).

If you want to make payments for purchases entered in the **Purchases** command centre, you will need to enter the payment using the **Pay Bills** window, or by selecting the **Pay Bill** transaction type in the **Bank Register** window. For more information, see [‘Paying bills’ on page 96](#).

If you pay suppliers or employees electronically, you need to set up your accounts and cards in a particular way. See [‘Set up electronic payments’ on page 34](#).

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



There are two ways to record money you spend:

- in the **Spend Money** window
- in the **Bank Register** window.

The **Spend Money** window lets you record more details about the payment and allocate the payment to more than one account. This is the procedure covered in this section. If you want to use the **Bank Register** window—which lets you record a payment with minimum details—see ‘[Entering transactions in the Bank Register window](#)’ on page 49. Note that you cannot group transactions for electronic payment using the **Bank Register** window.

## To record money you spend

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

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

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

- 3 If the payment is GST inclusive, select the **GST Inclusive** option.
- 4 Fill in the information in the cheque area of the window, just as you would if you were writing a paper cheque. Enter the payee card, cheque number, amount, memo, etc.

- 5 If you are paying the supplier or employee electronically, enter the information that will identify you to your payee in the **Particulars**, **Code** and **Reference** fields.
- 6 If you want to change the default payee address, type or select the payee's address in the **Payee** field.
- 7 Allocate the payment to the appropriate account.

A	B	C	D	E
Acct No	Name	Amount	Job	Memo
6-2200	Electricity	\$400.00		
				GST
				\$

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

- 8 If you want to allocate the payment to more than one account, repeat [step 7 above](#). You would do this, for example, when paying for the purchase of a number of different items: postage, magazines, stationery, etc.
- 9 If you want to view or change the GST amounts assigned to the payment, click the zoom arrow (⇌) next to the GST field in the bottom half of the window.

- 10 If you want to assign the transaction to a particular category, select a category from the **Category** list. For more information about categories, see [‘Categories’ on page 206](#).

- 11 If you are paying by cheque and have already written a cheque, select the **Cheque Already Printed** option.
- 12 If you want to send remittance advice in a batch, select an option from the **Remittance Advice Delivery Status** list.

After you have recorded a number of payments, say, the day's payments, you can print or email remittance advices in a batch.

For more information, see [‘Sending forms’ on page 176](#).

- 13 If you want to preview the remittance advice or cheque for this transaction, click **Print** and then choose **Preview Cheque** or **Preview Remittance Advice**. Note that the transaction is recorded before it is displayed.
- 14 If you want to print a cheque or remittance advice now, click **Print** and select the form type you want to print. Note that the payment is recorded before it is printed.

**TIP: Save the payment as a recurring transaction** If you want to store the payment as a recurring transaction, click **Save as Recurring**. In the **Edit Recurring Schedule** window, enter the necessary information and click **Save**. For more information, see [‘Recurring transactions’ on page 159](#).

- 15 Click **Record**.



# Entering transactions in the Bank Register window

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

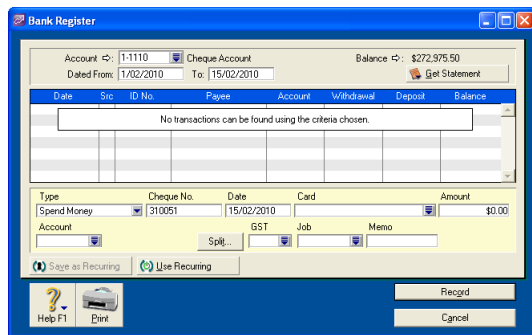
The main advantages of using the **Bank Register** window instead of using transaction windows such as **Spend Money**, are speed and convenience. For example, you can record a customer payment, pay a bill and then write a cheque without having to open multiple windows and switch between them. As transactions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

## Importing your online bank and credit card statements

You can also use the **Bank Register** window to import your bank and credit card statements. If a statement contains any transactions that you have not entered, you can add them quickly in the **Bank Register** window. For more information, see ['Importing statements' on page 55](#).

## To enter a transaction in the Bank Register window

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



- 2 In the **Account** field, type or select the bank or credit card account that will be used for this transaction.
- 3 In the lower part of the window, select the type of transaction from the **Type** list.
- 4 Enter a transaction reference:
  - If you select **Pay Purchase**, **Spend Money** or **Enter Purchase** from the **Type** list, enter a cheque number (or other transaction reference) in the **Cheque No** field.
  - If you select **Receive Payment**, **Receive Money** or **Enter Sale** from the **Type** list, enter a transaction reference in the **ID No** field.
- 5 In the **Date** field, type or select the date of the transaction.
- 6 In the **Card** field, type or select the card for this transaction.
- 7 In the **Amount** field, type the total amount of the transaction, including GST.
- 8 If you want to allocate the amount to only one account, type the account number in the **Account** field.

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

You can also use the **Split** button to:

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

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

- 9 If you are entering a sale or purchase, select the appropriate GST code in the **GST** field.
- 10 [Optional] Assign the payment to a job by entering the job code in the **Job** field. This is not available for **Pay Bills** and **Receive Payment** transactions.
- 11 If you want to record the purpose of the transaction, type a description in the **Memo** field.
- 12 [Optional] If you use categories and want to assign the transaction to a category, select a category from the

**Category** list. This is not available for **Pay Bills** and **Receive Payment** transactions.

**TIP: Save the transaction as recurring** If you want to store the transaction as a recurring transaction, click **Save as Recurring**. In the **Edit Recurring Schedule** window, enter the necessary information and click **Save**. (This option is available only for Spend Money and Receive Money transactions.) For more information, see '**Recurring transactions**' on page 159.

- 13 Click **Record**.

## Electronic payments

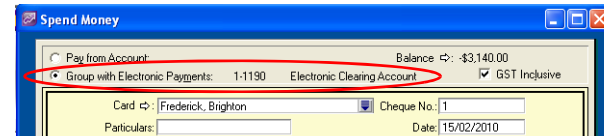
You can make electronic payments by preparing an electronic payment file and sending the file to your bank for processing (for example, using online banking software provided by your bank). Contact your bank for more information on how to send electronic payment files for processing.

Electronic payment files contain the payment information for your bank to process, including your bank details, your payees' bank details and the amounts you want to pay.

**Setting up electronic payments** Before you can prepare an electronic payment file, you need to complete the electronic payment setup tasks. For more information, see '**Set up electronic payments**' on page 34.

**Paying suppliers or employees electronically** You record payments you want to make electronically in the **Spend Money** window or the **Pay Bills** window. You cannot record electronic payments in the **Bank Register** window.

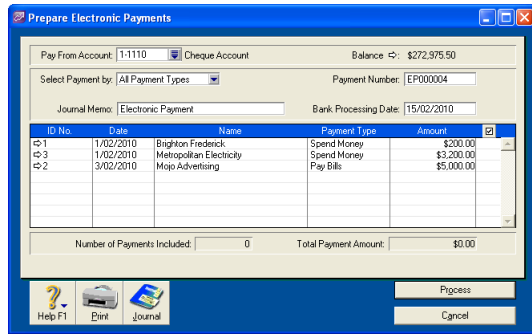
When recording payments, you need to specify that the payment is to be made electronically by selecting the **Group with Electronic Payments** option.



### To prepare an electronic payment

- 1 Go to the **Banking** command centre and click **Prepare Electronic Payments**. The **Prepare Electronic Payments** window appears.
- 2 In the **Pay From Account** field, select the bank account from which you are paying.
- 3 If you want to select a payment by payment type, select the type in the **Select Payment By** field.
- 4 In the **Bank Processing Date** field, type or select the date you want the payment to be processed.

- Click the select column (☑) next to the payments you want to process.



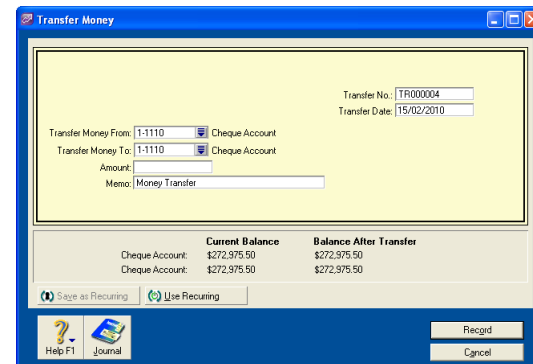
- Click **Process**. A window appears, informing you that the transaction will be recorded before the bank file is created.
- Click **OK**. The **Save As** window appears.
- Select the destination folder for the electronic payment file and click **Save**. The payment information is saved as a file that you can send to your bank for processing.

## Transferring money between accounts

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

### To transfer money between accounts

- Go to the **Accounts** command centre and choose **Transfer Money**. The **Transfer Money** window appears.



- In the **Transfer Date** field, type a date for the transfer.
- In the **Transfer Money From** field, type or select the account from which the funds will be paid.

- 4 In the **Transfer Money To** field, type or select the account into which the funds will be paid.
- 5 In the **Transfer No.** field, enter a word or phrase to describe the transfer. That way you will know the transaction isn't an actual cheque when you view it in a list or on a report.
- 6 In the **Amount** field, type the amount to be transferred.
- 7 [Optional] Type a transaction description in the **Memo** field.

**TIP: Save the transaction as recurring** If you want to store the transaction as a recurring transaction, click **Save as Recurring**. In the **Edit Recurring Schedule** window, enter the necessary information and click **Save**. For more information, see '[Recurring transactions](#)' on page 159.

- 8 Click **Record**.

## Tracking petty cash expenses

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

Check your accounts list for an account named 'Petty Cash'. If it doesn't exist, you need to create it. For information on creating an account, see '[Set up accounts](#)' on page 24.

### To transfer money to your petty cash account

- 1 Go to the **Accounts** command centre and click **Transfer Money**. The **Transfer Money** window appears.
- 2 In the **Transfer Money From** field, type or select the account from which the funds will be paid.
- 3 In the **Transfer Money To** field, type or select the petty cash account.

- 4 In the **Amount** field, type the amount to be transferred.

	Current Balance	Balance After Transfer
Cheque Account:	\$272,975.50	\$272,825.50
Petty Cash:	\$2,000.00	\$2,150.00

- 5 Click **Record**.

**NOTE: Replenishing your petty cash account** You can replenish your petty cash account the same way.

## To allocate expenses to the petty cash account

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

- 1 Go to the **Banking** command centre and click **Spend Money**.
- 2 In the **Account** field, type or select the petty cash account.
- 3 Enter the date and amount of the expense. Enter the expense as a line item and allocate it to the relevant expense account (in this example, the Office Supplies account).

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

Acct No.	Name	Amount	Job	Memo	GST
6-2600	Office Supplies	\$100.00			S

Total Allocated: \$100.00  
GST: \$11.11  
Total Paid: \$100.00  
Out of Balance: \$0.00

- 5 Click **Record**.

## Reconciling your bank accounts

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

If you are reconciling your bank account for the first time, see '[Do an initial bank reconciliation](#)' on page 36.

### To reconcile your bank account

- 1 Go to the **Banking** command centre and click **Reconcile Accounts**. The **Reconcile Accounts** window appears.
- 2 In the **Account** field, type or select the account you want to reconcile.
- 3 In the **New Statement Balance** field, type the closing balance that appears on the statement your bank sent you.

- 4 In the **Bank Statement Date** field, type or select the closing date that appears on your bank statement and then press TAB. Only unreconciled transactions dated on or before that date are displayed.

Mark	All Cleared Transactions	Deposits	Withdrawals
☐	CR000009 1/02/2010 Payment: Footloose Dance Studio	\$1,200.00	
☐	310051 3/02/2010 Metropolitan Electricity		\$550.00
☐	310052 3/02/2010 Brighton Frederick		\$856.00
☐	310053 5/02/2010 Mountain Spring		\$8,572.00
☐	CR000010 15/02/2010	\$11,000.00	

Cleared: \$0.00  
Out of Balance: \$1,722.00

- 5 If you want to import bank statement data electronically, click **Actions** and choose **Get Statement**. For more information, see ‘[Importing statements](#)’ on page 55.
- 6 For each entry on your bank statement, select the corresponding transaction by clicking in the select column (☑) next to it. The amount in the **Calculated Statement Balance** field is updated.
- 7 If there are entries on the statement relating to bank charges or bank interest and the entries do not appear among the transactions on the **Reconcile Accounts** window, you need to manually add these transactions.
  - a Click **Actions** and choose **Bank Entry**. The **Bank and Deposit Adjustments** window appears.
  - b Fill in the appropriate transaction details and click **Record**. The **Reconcile Accounts** window reappears.
- 8 Click **Reconcile**. A window appears indicating whether your account is reconciled or out of balance.
  - **If your account is reconciled**, you can print the **Reconciliation** report by clicking **Print** (recommended). Once the report is printed, the **Reconcile Accounts** window appears. Click **Reconcile** again to complete the reconciliation process. If you don’t want to print the report, simply click **Reconcile**. The transactions you marked are considered cleared and won’t appear in the **Reconcile Accounts** window the next time you display it.
  - **If your account is out of balance**, the window will indicate the amount your account is out of balance, and provide you with a few ideas as to why this may have occurred.

### To correct an unreconciled account

- 1 Check the following:
  - Did you type the correct figure in the **New Statement Balance** field? Note that you must enter the closing balance from your bank statement, not the opening balance.

- Did you type the correct date (that of the closing balance from your bank statement) in the **Bank Statement Date** field? An incorrect date may prevent some transactions from appearing in the list.
- Did you select all the transactions that appear on the bank statement? If not, some transactions might not have been accounted for in the reconciled balance.
- Did you select a transaction that doesn’t appear on your bank statement? If so, you need to deselect it.
- Did you record all bank charges and bank interest entries that appear on the bank statement? If not, you need to record them and select them for reconciliation.

- 2 Repeat the reconciliation procedure.

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

-----  
**NOTE: Identifying deleted transactions** If you set the **Use Audit Trail Tracking** preference, you can use the **Audit Trail** report to search for deleted transactions. This preference must be set before deleted transactions will appear in the report.  
 -----

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

## Undoing an account reconciliation

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

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

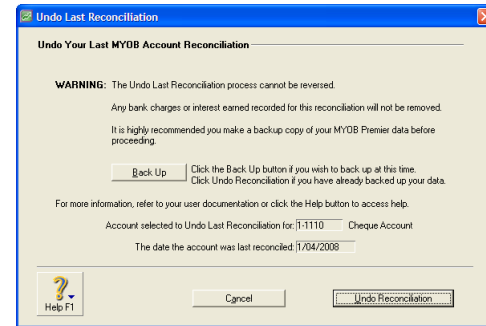
When you undo an account reconciliation, you need to reconcile each transaction again and reprint your reconciliation reports.

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

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

## To undo an account reconciliation

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



- 4 Click **Undo Reconciliation**. A confirmation window appears.
- 5 Click **OK**. The **Reconcile Accounts** window reappears.

## Importing statements

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

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

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

## To import your statement

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

- 1 Go to the **Banking** command centre and click **Bank Register**. The **Bank Register** window appears.
- 2 In the **Account** field, type or select the account that corresponds to the bank or credit card statement.
- 3 Click **Actions**, then choose **Get Statement**. The **Open** window appears.

- 4 Locate the downloaded statement file and then select it.
- 5 Click **Open**. The **Get Statement** window appears.
- 6 Click **OK**. The statement transactions are automatically matched with the transactions in your company file, using the cheque number and amount as the matching criteria. If:
  - there are any unmatched transactions, the **Unmatched Statement Transactions** window appears. Go to [step 7 below](#).
  - all your transactions match, that's it. These transactions will be marked as cleared in the **Reconcile Accounts** window. You can ignore the rest of this procedure.
- 7 Choose what you want to do with the unmatched transactions.
  - If you want to match a transaction, select the transaction and click **Actions** and choose **Match Transaction**. The **Match Transaction** window appears, listing the uncleared transactions in your company file for the specified account. Select the transaction that you want to match with the

statement transaction and click **Match**. The transaction will be marked as cleared.

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

- 8 Repeat [step 7 above](#) for each uncleared transaction you want to add or match.

-----  
**CAUTION: Match or add all transactions** We recommend you finish adding or matching every transaction in the unmatched transaction list before you click **Done**. If you re-open the statement file, the original list of unmatched transactions reappears in the **Unmatched Statement Transactions** window.  
 -----

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

---

## Recording miscellaneous transactions

### To void a cheque

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

Follow the steps below to void a cheque that you have not recorded in your software. If you want to make changes to a cheque you have already recorded, see '[Changing or deleting a transaction](#)' on [page 156](#).

- 1 Go to the **Banking** command centre and click **Spend Money**. The **Spend Money** window appears.
- 2 Choose the cheque account from which you want to void the cheque.
- 3 In the **Cheque No** field, type the number of the cheque you want to void.
- 4 Leave the **Amount** and account allocation fields blank.
- 5 Click **Record**, then click **OK** to confirm that you want to void the cheque.



## To record ATM withdrawals

- 1 Go to the **Banking** command centre and click **Spend Money**. The **Spend Money** window appears.
- 2 Select the account from which you withdrew money.
- 3 In the **Cheque No** field, enter a non-numeric word or phrase to describe the withdrawal. That way you will know the

transaction isn't an actual cheque when you view it in a list or in a report. This will also allow you to skip the transaction when you print a range of numbered cheques.

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

---

## Credit card transactions

Before you record credit card purchases, you need to create a credit card liability account for each credit card you will use. Name the accounts VISA, American Express, etc. These accounts will keep track of the amount owed to the credit card provider. For information on creating an account, see ['Setting up accounts' on page 25](#).

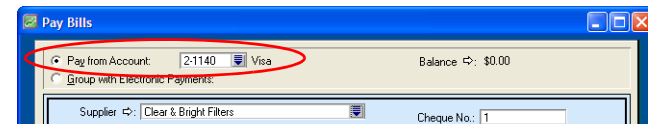
### Recording a payment for a credit card purchase

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

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

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

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



For more information on recording payments, see:

- ['Spending money' on page 46](#)
- ['Entering transactions in the Bank Register window' on page 49](#)
- ['Paying bills' on page 96](#).

### Recording payments to credit card providers

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

## To record a payment to a credit card provider

- 1 Go to the **Banking** command centre and click **Spend Money**. The **Spend Money** window appears.
- 2 In the **Pay from Account** field, type or select the bank account you want to use to make this payment.
- 3 In the **Card** field, type or select the credit card provider's name.
- 4 Type or select the payment date in the **Date** field.

- 5 Type the amount you want to pay.
- 6 Type a comment in the **Memo** field to provide a brief description of the payment you are recording.
- 7 In the scrolling list area of the **Spend Money** window, type or select the liability account you've created to track purchases made with this credit card.
- 8 Click **Record** to record the payment to the credit card provider.

---

## Analysing your cash flow

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

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

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

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

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

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

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

-----  
**NOTE:** You can also review and forecast the performance of your business by using the Business Insights feature. For more information on Business Insights, see '[Reviewing financial information](#)', on page 215.  
-----

## To review your cash flow

- 1 In any command centre, select **Cash Flow** from the **Analysis** list. The **Cash Flow Worksheet** window appears.
- 2 Select the bank or credit card account that you want to analyse from the **Bank Account** list.
- 3 In the **Days to Look Ahead** field, type the number of days for which you want to analyse your cash needs and then press ENTER.

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

---

**NOTE:** If you accept the default number in the **Days to Look Ahead** field and no transactions appear, press TAB to refresh the contents of the window.

---

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

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

- 5 Click **Analyse Cash Needs**.

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

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

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



# 5 Sales

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

## Creating a customer card

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

### To create a customer card

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

- 6 Enter a code to identify this customer in the **Card ID** field. For more information, see '[Card identification codes](#)' on page 201.
- 7 Enter contact details for the customer.

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

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

If you want to...	See
insert a picture	<a href="#">page 202</a>
assign identifiers to the card	<a href="#">page 193</a>
assign an attribute from a custom list	<a href="#">page 194</a>
enter additional information in a custom field	<a href="#">page 201</a>

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

A Selling information	The selections you make here will be used, by default, on quotes, orders and invoices that you create for this customer. You can override these selections when recording the sale.
B GST information	The customer's GST information is entered here. If the customer's GST status takes precedence over that of the item or service being sold, click the <b>Use Customer's GST Code</b> preference. See <a href="#">'Setting up GST codes' on page 144</a> .
C Credit terms	The credit terms you entered earlier appear here by default. You can override them here for this customer. The credit terms entered here are used as the default terms for all sales to the customer, but can be changed at any time.

- Click the **Payment Details** tab and select the method of payment your customer will use to pay you.
- [Optional] Click the **Jobs** tab and create new codes for each job you have started or are about to start for the customer. For more information about jobs, see ['Jobs' on page 207](#).
- [Optional] Click the **History** tab and type the dollar value of the sales made prior to your conversion month. You can also type or select the date that the contact became a customer.
- Click **OK** to close the **Card Information** window.

# Entering sales

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

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

You can enter a sale in:

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

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

**Bank Register window** Entering a sale in the **Bank Register** window is a fast way to enter a sales transaction. However, you can enter less detail about the sale than if you entered it in the **Sales** window. For more information, see '[Entering transactions in the Bank Register window](#)' on page 49.

## Entering a sales transaction

Complete the following steps to enter a sales transaction:

Task		See
1	<a href="#">Enter information about the customer</a>	<a href="#">below</a>
2	<a href="#">Choose the type of sale</a>	<a href="#">page 64</a>
3	<a href="#">Enter items or services you are selling</a>	<a href="#">page 64</a>
4	<a href="#">Enter additional sales information</a>	<a href="#">page 66</a>
5	<a href="#">Complete the sale</a>	<a href="#">page 66</a>

### Task 1: Enter information about the customer

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

-----  
**NOTE: Customer credit limits and accounts on hold** You may not be able to record sales for customers who have exceeded their credit limit or whose account has been placed on hold. For more information, see '[Credit control](#)' on page 75.  
-----

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

3 Complete the fields as described in the table below:

The screenshot shows a software window titled 'Customer' with the following fields and labels:

- Customer:** A/Z Stationery Supplies
- Ship to:** A/Z Stationery Supplies, 22 Lambton Quay, Wellington, New Zealand. Label **A** points to the dropdown arrow.
- Terms:** 5% 1 Net 30 after EDM. Label **B** points to the field.
- Invoice No.:** 00000001
- Date:** 4/02/2008
- Customer PO No.:** (empty field)
- GST Inclusive:** (checked checkbox). Label **D** points to the checkbox.

- A** If you want to change a customer's delivery address, click the down arrow next to the **Ship to** field and select another address from the customer's card. Alternatively, type the address in the **Ship to** field.
- B** Click the zoom arrow ( $\rightleftarrows$ ) to change the credit terms for this sale only. Note that if you want to change the credit terms for all future sales to this customer, you must make that change on the **Selling Details** tab of the customer's card.
- C** If the customer gave you a purchase order for this transaction, enter that purchase order number here.
- D** If you are entering prices that include GST, select the **GST Inclusive** option. If you are entering prices that exclude GST, deselect this option. Do not change this setting after you enter an amount in the **Amount** column.

## Task 2: Choose the type of sale

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

1 Check if the default layout is appropriate.

There are five layouts: Service, Item, Professional, Time Billing (not available in AccountRight Standard) and Miscellaneous. The layout determines what fields appear on the **Sales** window.

To change the default layout:

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

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

- 2 Click the down arrow ( $\downarrow$ ) in the top left corner of the window and choose the status of the sale: Quote, Order or Invoice.

## Task 3: Enter items or services you are selling

The scrolling list in the middle of the **Sales** window is where you enter details of what you are selling. In this area you will enter item numbers, activity ID numbers (not available in AccountRight Standard), descriptions, account numbers (or names depending upon your selection in the **Preferences** window) and other information to describe your transaction.

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

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



### Item sale

Ship	Backorder	Item Number	Description	Location	Price	Disc%	Total	Job	GST
	4	H0002	Bottles	Location1	\$18.75		\$75.00		S
A	B	C	D	E	F	G	H	I	J

A	Ship	The quantity to be delivered.
B	Backorder	The quantity of the item to be placed on backorder. An order for this amount will be created automatically when you click <b>Record</b> .
C	Item Number	Press TAB and select an item number from your item list.
D	Description	A description of the item appears automatically. You can change this if you want. If you want to check spelling in this field, click <b>Spell</b> . For more information, see ' <a href="#">Spell-check</a> ' on page 17.
E	Location	[AccountRight Enterprise only] If you sell this item from multiple locations, select the location where the item will be sold from. For more information, see ' <a href="#">Inventory locations</a> ' on page 120.
F	Price	The price of the item appears automatically. You can change the price if you want.
G	Disc%	[Optional] Enter a volume discount as a percentage.
H	Total	The total price of the items is calculated automatically.
I	Job	[Optional] Type or select a job number here to assign a line item to a specific job. For more information about jobs, see ' <a href="#">Jobs</a> ' on page 207.
J	GST	The GST code that is linked to the item (or allocation account for service sales) appears here automatically. You can change it or delete it if necessary.

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

### Service sale

Description	Acct No.	Amount	Job	GST
Initial consultation	4-1100	\$55.00		S
A	B	C	D	E

A	Description	Description of the goods or services sold. If you want to check spelling in this field, click <b>Spell</b> . For more information, see ' <a href="#">Spell-check</a> ' on page 17.
B	Acct No. or Name	The account to which to allocate the sale.
C	Amount	The amount you are charging for this sale.
D	Job	[Optional] Select a job number here to assign a line item to a job. For more information about jobs, see ' <a href="#">Jobs</a> ' on page 207.
E	GST	Type or select a GST code for the line item.

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

You can add lines, headers and subtotals to invoices to make it easy to separate and subtotal different groups of line items on one invoice. For more information, see '[Adding and deleting transaction lines, subtotals and headers in sales transactions](#)' on page 67.

-----

## Task 4: Enter additional sales information

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

The screenshot shows the bottom section of a sales window. Fields are labeled with letters A through H:

- A:** Salesperson, Comment, Ship Via, Promised Date
- B:** Invoice Delivery Status
- C:** Journal Memo
- D:** Freight
- E:** Freight GST
- F:** GST (with zoom arrow)
- G:** Paid Today
- H:** Payment Method (with Details button)

Summary values shown: Subtotal: \$100.00, Freight: \$0.00, GST: \$11.11, Total Amount: \$100.00, Paid Today: \$0.00, Payment Method: Cash, Balance Due: \$100.00.

A	Optional fields	Enter optional information, such as the name of the salesperson, a comment, shipping method and the promised date of goods or services.
B	Invoice Delivery Status	If you want to print or email the invoice in a batch, select the required delivery method from the list. For more information, see <a href="#">‘Sending forms in a batch’ on page 177</a> .
C	Journal Memo	The journal memo is generated automatically. You can change this if you want.
D	Freight	Type the freight charges.
E	Freight GST	Type or select the GST code for the freight charges.
F	GST	Click the zoom arrow (⇨) if you want to view or change the GST amounts assigned to the sale.
G	Paid Today	Type an amount here to indicate how much money the customer paid you at the time of the sale or, if you are creating an order, how much money the customer gave you as a deposit.
H	Payment Method	Type or select the payment method. Click <b>Details</b> if you want to enter details about the payment. For example, if you are being paid by credit card, you can record the credit card number and expiry date.

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

## Task 5: Complete the sale

There are several ways to complete the transaction.

**TIP: Save the sale as a recurring sale** Click **Save as Recurring**. In the **Edit Recurring Schedule** window, enter the necessary information and click **Save**. For more information, see [‘Recurring transactions’ on page 159](#).

- If you want to record the sale without printing or sending it, click **Record** (for a sales quote, click **Save Quote**).
- If you want to record the sale and create a purchase order, click **Create PO**. The quote or order is recorded and the **Purchases** window appears. For more information, see [‘Creating a purchase order from a sale’ on page 92](#).
- If you want to record the sale and print, send or save it as a PDF, complete the relevant procedure below.

To...	Do this...
Print	Click <b>Print</b> and choose: <ul style="list-style-type: none"> <li>• <b>Pre-printed Invoice</b> to use the default sales form.</li> <li>• <b>Select Another Form</b> to choose a different sales form.</li> </ul>
Print preview	Click <b>Print</b> and choose <b>Preview</b> to preview the sales form for this transaction. Note that the transaction will be recorded before the form is displayed.

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

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

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

### To insert a blank line

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

### To insert a header

You can group several line items by inserting a header.

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

- 2 Go to the **Edit** menu and choose **Insert Header**. A blank line will appear in the scrolling list with the cursor positioned in the **Description** column.
- 3 Type the text for the header. The text appears in grey.

Description	Acct No.	Amount	Job	GST
Initial consultation	4-1100	\$95.00		\$
CONSULTATION				

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

### To insert a subtotal

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

Description	Acct No.	Amount	Job	GST
Initial consultation	4-1100	\$95.00		\$
Second consultation	4-1100	\$90.00		\$
SUBTOTAL		\$185.00		

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

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

# Recording sales with insufficient on-hand quantity

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

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

## Build, buy or backorder items

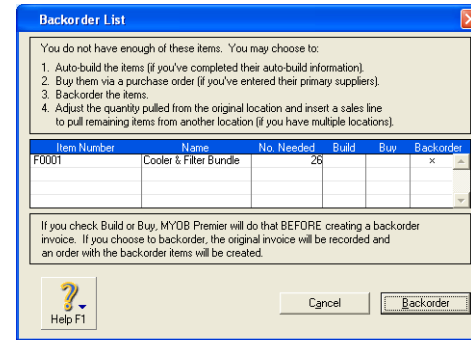
When you attempt to record a sales invoice with an insufficient on-hand quantity, the **Backorder List** window appears. In this window, you need to build or buy the required quantity or create a customer sales order (backorder) for the unavailable quantity, before you can record the sale.

**Before you begin** Before you can auto-build an item in the **Backorder List** window, you need to set up your item details. For more information, see [‘Auto-building items’ on page 122](#).

If you want to record a purchase using this window, you need to enter a default supplier for the item. For more information, see [‘Creating items’ on page 115](#).

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

- 1 Go to the **Sales** command centre and click **Enter Sales**. The **Sales** window appears.
- 2 Enter the details of a sale. For more information, see [‘Entering sales’ on page 63](#).
- 3 Click **Record**. If you have insufficient on-hand quantities of an item, the **Backorder List** window appears.



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

- 4 Decide what you want to do:

To...	Do this...
Auto-build items	<ol style="list-style-type: none"><li>1 Click in the <b>Build</b> column next to the item you want to auto-build and then click <b>Build</b>. The <b>Auto-Build Items</b> window appears.</li><li>2 Click <b>Build Items</b>. The <b>Build Items</b> window appears.</li><li>3 Click <b>Record</b> to build the finished item.</li></ol>
Record a purchase	<ol style="list-style-type: none"><li>1 Click in the <b>Buy</b> column next to the item you want to purchase and then click <b>Buy</b>. The <b>Enter Purchase</b> window appears.</li><li>2 Select <b>Purchase</b> as the status in the top left corner and complete the purchase.  For information about completing the purchase, see <a href="#">‘Entering purchases’ on page 85</a>.</li></ol>

To...	Do this...
Record a sales order	<ol style="list-style-type: none"> <li>1 Click in the <b>Backorder</b> column next to the item you want to place on backorder.</li> <li>2 Click <b>Backorder</b>. The <b>Sales</b> window reappears with the <b>Ship</b> and <b>Backorder</b> columns adjusted. A sales order is recorded for the item when you record the invoice.</li> </ol>

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

- 5 Complete the sale. For more information, see '[Complete the sale](#)' on page 66.

## Allow negative on-hand quantities and values

### *AccountRight Enterprise only*

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

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

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

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

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

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

- 1 Go to the **Setup** menu and choose **Preferences**. The **Preferences** window appears.
- 2 Click the **Inventory** tab and select the **Allow the Sale of Items with Insufficient On-Hand Quantities** option.

# Changing the status of a sale

The following sale types can be changed:

Sale type	Can change to...	See
Quote	order invoice	<a href="#">below</a>
Order	invoice	<a href="#">below</a>
Invoice	The status of an invoice cannot be changed.	

If you want to change several orders simultaneously, see '[To change the status of several orders to invoices](#)' [below](#).

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

## To change a quote to an order or invoice

- 1 Go to the **Sales** command centre and click **Sales Register**. The **Sales Register** window appears.
- 2 Click the **Quotes** tab and select the required quote.
- 3 If you want to change the quote:
  - to an order, click **Change to Order**
  - to an invoice, click **Change to Invoice**.The **Sales** window appears with the new status. Three new fields also appear: **Paid Today**, **Payment Method** and **Balance Due**.
- 4 Make any necessary changes to these and other fields. For example, you might want to change the transaction date to today's date.
- 5 Click **Record**. The new order or invoice is created.  
The original quote will remain in the **Sales Register** window unless you have indicated in the **Sales** tab of the **Preferences**

window that you want quotes to be deleted once they are changed to orders or invoices.

## To change an order to an invoice

- 1 Go to the **Sales** command centre and click **Sales Register**. The **Sales Register** window appears.
- 2 Click the **Orders** tab.
- 3 Select the required order.
- 4 Click **Change to Invoice**. The **Sales** window appears.
- 5 Review and update the information in the **Sales** window as necessary. For example, you might want to change the transaction date to today's date.
- 6 Click **Record**. The new invoice is created and the original order is removed.

## To change the status of several orders to invoices

- 1 Click **To Do List** from any command centre. The **To Do List** window appears.
- 2 Click the **Orders** tab to display a list of all your orders. If you want to view the details of a specific order, click the zoom arrow (↔) to the left of the customer's name.
- 3 Select the orders you want to change to invoices by clicking in the select column (☑).
- 4 Click **Record as Actual**. A window appears, requiring you to enter a date for the selected transactions. This is the date that the transactions will be recorded in your sales journal.
- 5 Enter a transaction date and click **OK**.

# Reviewing your sales information

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

Tool		See
Business Insights	Use Business Insights to analyse sales and customer information.	<a href="#">below</a>
To Do List	The <a href="#">To Do List</a> displays all open sales, recurring sales and orders sorted by overdue dates.	<a href="#">page 72</a>
Analyse Receivables	The <a href="#">Analyse Receivables</a> window displays ageing information for all open invoices.	<a href="#">page 72</a>
Analyse Sales	The <a href="#">Analyse Sales</a> window provides a graphical snapshot of your sales activities.	<a href="#">page 72</a>
Sales reports	Sales reports help you keep track of your sales activities.	<a href="#">page 72</a>
Sales history	Sales history lets you view seven years of sales for an item, a customer or an employee.	<a href="#">page 73</a>
Sales Register	The <a href="#">Sales Register</a> window gives you a complete picture of your sales activity—open and closed invoices, orders, quotes, returns, credits and so on.	<a href="#">page 154</a>
Find Transactions	<a href="#">Find Transactions</a> helps you find individual sales transactions quickly.	<a href="#">page 154</a>
Transaction Journal	The <a href="#">Transaction Journal</a> lists journal entries of your sales and other transactions.	<a href="#">page 155</a>

## To view sales information using Business Insights

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

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

## To analyse sales using Business Insights

- 1 Go to the [Accounts](#) command centre and click [Business Insights](#). The [Business Insights](#) window appears.
- 2 View the [Customers who owe me money](#) panel.  
This panel shows the total you are owed and details of each overdue customer payment (based on their invoiced credit terms), including the number of days overdue.
- 3 Click [Analyse customers](#) to view graphs and information about the money your customers owe you and the payment history of each customer.

You can use this information to:

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

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

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

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

- 1 Click **To Do List** in any command centre. The **To Do List** window appears.
- 2 Click the **A/R** tab. A list of all unpaid sales appears.  
The **Overdue** column shows the number of days an invoice is overdue. (A negative number in the **Overdue** column indicates that the payment is not yet due.) The number of days an invoice is overdue is calculated by checking the original date of the invoice, comparing it to today's date and looking at the customer's credit terms.
- 3 If you want to send a collection letter to customers with overdue payments:
  - a Select those customers by clicking in the select column () next to the customer's name.
  - b If you have installed OfficeLink, click **Mail Merge** to create the letter directly in your word processor. Otherwise, click **Disk**, choose a file format and click **Save**.

### To analyse your receivables

- 1 In any command centre, click the **Analysis** down arrow (▼) and select **Receivables** from the menu. The **Analyse Receivables** window appears.
- 2 Click **Filters** and choose the periods and any other criteria for which you want to view receivables information.

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

### To analyse your sales activities

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

- 1 In any command centre, click the **Analysis** down arrow (▼) and select **Sales** from the menu. The **Analyse Sales** window appears.
- 2 Click **Filters** and choose the sales figures, periods and other criteria you want to view sales activity for.
- 3 Click **OK**. The information you selected appears in the **Analyse Sales** window.
- 4 Select the display options in the **Analyse Sales** window to view charts showing your sales activities.

### To view sales reports

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

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

For information on customising and printing your reports, see ['Reports' on page 165](#).



## To view sales history

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

- 1 Display the **Item Information** window for an item or the **Card Information** window for a customer or an employee.
- 2 Click the **History** tab. The **History** tab displays a total of seven years of sales history for the item or card: the five years

preceding the current financial year (as displayed in the **Company Information** window), the current financial year and the next year.

**NOTE: Employee sales history** To record an employee's sales history, that employee must be selected as the salesperson in the **Sales** window when the sale is recorded.

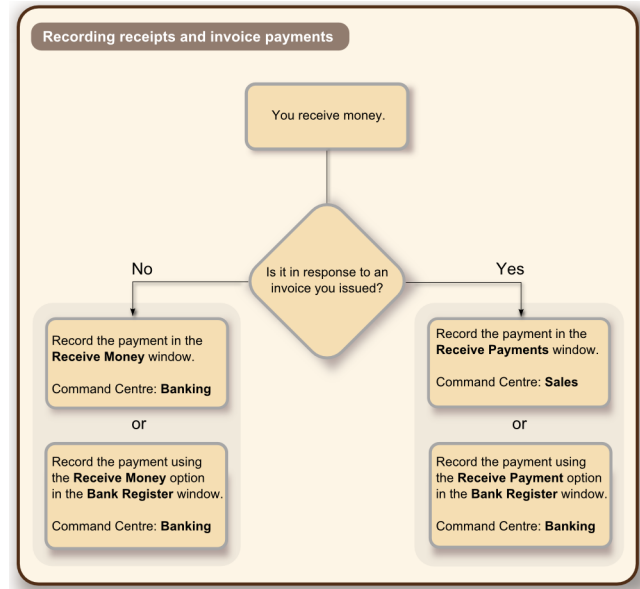
## Receiving payments

When customers make payments against invoices you have issued to them, you record the payments in the **Receive Payments** window. You can record the payments against one or more of the customer's outstanding invoices. If you don't want to create an invoice for a customer, you can enter their payment in the **Receive Money** window. See '[Receiving money](#)' on page 43.

You can also record payments from your customers in the **Bank Register** window. If you are recording several customer payments and don't want to record detailed information (such as payment methods and discounts) for each payment, you can use the **Bank Register** window to save you time. For more information, see '[Entering transactions in the Bank Register window](#)' on page 49.

**NOTE: Customer payments at point of sale** If a customer pays part of the invoice amount at the time of purchase, you can type the payment amount in the **Paid Today** field of the invoice. See '[Enter additional sales information](#)' on page 66.

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



## To record payments against invoices

- Go to the **Sales** command centre and click **Receive Payments**. The **Receive Payments** window appears.
- Choose the account that will be used to record the customer payment:
  - Deposit to Account** Select this option and select the required bank account.
  - Group with Undeposited Funds** Select this option if you want the deposit to be recorded in the undeposited funds account. After you have grouped all the deposit transactions you want, you can then make a bank deposit.
- In the **Customer** field, type or select the customer's name.

If you have no record of any sales to this customer, a message window appears. Make sure you've selected the correct customer then click **OK**.

- In the **Amount Received** field, type the amount received from the customer.
- If you want to record the payment method, select the method in the **Payment Method** field. Click **Details** if you want to enter further details about the payment. For example, if you are being paid by credit card, you can record the credit card number and expiry date.
- [Optional] Change the memo and payment date.
- You can change the ID number that is automatically generated. However, we recommend that you use the default number to make sure you don't use duplicate IDs.
- In the scrolling list in the bottom half of the window, indicate which sales to apply the payment to by entering amounts in the **Amount Applied** column. If the customer is paying a deposit for an order, look for the word **Order** in the **Status** column.

Invoice No.	Status	Date	Amount	Discount	Total Due	Amount Applied	
00000198	Open	2/01/2010	\$250.00	\$50.00	\$200.00	\$200.00	
00000199	Open	4/01/2010	\$54.00		\$54.00	\$54.00	
00000200	Order	1/01/2010	\$700.00		\$700.00	\$700.00	
						Total Applied:	\$954.00
						Finance Charge:	\$0.00
						Total Received:	\$954.00
						Out of Balance:	\$0.00

A                      B    C    D

- Discount** If you intend to offer an early-payment discount for a sale, assign the discount to the appropriate invoice in this column. Note that you won't be able to assign a discount to an invoice that is not being settled in full. If you want to give the customer a discount, you can give them a customer credit. For more information, see ['Customer credits' on page 78](#).
- Amount Applied** Enter how much of the customer payment you want to apply to each sale in this column.
- Finance Charge** If part of the payment was used to pay finance charges, type the finance charge amount here. For more information, see ['Finance charges paid by customers' on page 77](#).
- Out of Balance** The amount you apply in the **Amount Applied** column accumulates in the **Total Applied** field. The **Total Applied** amount (plus finance charges) must equal the amount in the **Amount Received** field, and the **Out of Balance** amount must be zero before you can record the transaction.

If a customer overpays, you should still enter the amount received. The full payment should be entered in both the **Amount Received** field and the **Amount Applied** column in the scrolling list. When you record the payment, a credit invoice for the overpaid amount is created automatically.

This can either be refunded to the customer or applied to a future invoice. For more information, see ['Settling credits' on page 80](#).

- Click **Record** to record the customer payment.

---

# Printing payment receipts

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

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

Receipt transactions for which receipts cannot be printed are:

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

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

## To print payment receipts

- 1 Go to either the **Sales** or **Banking** command centre and click **Print Receipts**. The **Review Receipts Before Printing** window appears.
- 2 If you print receipts on pre-printed stationery, type the number of the first receipt in the **Number of First Receipt in Printer** field.
- 3 Type the number of receipts you want to print in the **Print** field.
- 4 If you want to filter the information to be displayed on the customer receipt, click **Advanced Filters**. For more information, see [‘Advanced filters’ on page 178](#).
- 5 Click in the select column () next to each receipt you want to print.
- 6 Click **Print**.

For more information about printing and customising forms, see [‘Forms’ on page 175](#).

---

# Credit control

You can control credit by:

- setting and enforcing customer credit limits. See [‘Credit limits’ on page 76](#).
- placing customer accounts on hold. See [‘Credit holds’ on page 77](#).

- adding finance charges to customer statements. See [‘Finance charges paid by customers’ on page 77](#).

## Credit limits

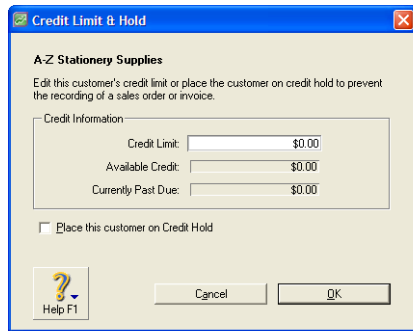
A credit limit is the maximum amount of credit you allow a customer to charge to their account. You can set a default credit limit for all new customers (see 'Set up sales' on page 32) or set a specific credit limit for a single customer.

To enforce credit limits, you can set your preferences to:

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

### To set or change the credit limit for a single customer

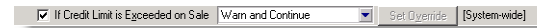
- 1 Go to the **Card File** command centre and click **Cards List**. The **Cards List** window appears.
- 2 Click the **Customer** tab and select the customer for whom you want to set a credit limit.
- 3 Click **Actions** and choose **Edit Credit Limit & Hold**. The **Credit Limit & Hold** window appears.



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

### To receive a warning when a customer exceeds the credit limit

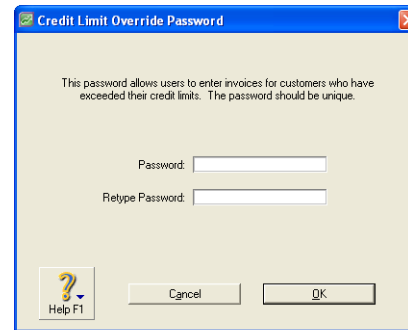
- 1 Go to the **Setup** menu and choose **Preferences**. The **Preferences** window appears.
- 2 Click the **Sales** tab.
- 3 Select the **If Credit Limit is Exceeded on Sale** preference and choose **Warn and Continue** from the list.



- 4 Click **OK**.

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

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



- 5 Type an override password and password confirmation.
- 6 Click **OK**. The **Preferences** window appears.

**NOTE: Changing the credit limit override password** If you are logged into your company file as Administrator, you can change the credit limit override password in the **Credit Limit Override Password** window. To open this window, choose **Preferences** from the **Setup** menu, click the **Sales** tab and then click **Set Override**.

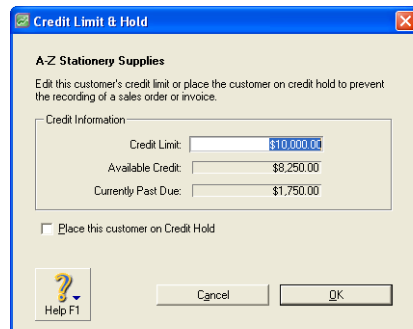
- 7 Click **OK** to close the **Preferences** window.

## Credit holds

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

### To place a customer on credit hold

- 1 Go to the **Card File** command centre and click **Cards List**. The **Cards List** window appears.
- 2 Click the **Customer** tab and select the customer that you want to place on credit hold.
- 3 Click **Actions** and choose **Edit Credit Limit & Hold**. The **Credit Limit & Hold** window appears.



- 4 Select the **Place this customer on Credit Hold** option.

- 5 Click **OK**. The **Card Information** window appears.
- 6 Click **OK** to return to the **Cards List** window.

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

## Finance charges paid by customers

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

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

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

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

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

## Adding finance charges to customer statements

If you want a finance charge owed by a customer to show on their statement, select the **Add Finance Charges to Amount Due** option in the **Advanced Filters** window. For more information about customer statements, see [‘Send customer statements’ on page 224](#).

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

## Recording finance charges paid by a customer

When your customer pays the finance charge, type the amount in the **Finance Charge** field of the **Receive Payments** window. For more information, see [‘Receiving payments’ on page 73](#).

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

## Deleting finance charges

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

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

---

# Customer credits

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

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

## Recording credits

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

- **Reverse an existing sale.** Use this method if the customer has paid for the entire sale.

- **Manually create a credit.** Use this method if you are crediting the customer for part of a sale.

## To reverse a sale

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

- 1 Find and display the invoice. See [‘Finding a transaction’ on page 153](#).

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

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

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

### To manually create a credit for a non-item sale

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

**TIP: Create an account for tracking sales returns** Before you manually create a credit of this type for the first time, you may want to create an account for tracking sales returns and allowances. Make sure this account is an income account. See 'Set up accounts' on page 24.

- 1 Go to the **Sales** command centre and click **Enter Sales**. The **Sales** window appears.
- 2 Type or select the customer you are creating a credit for.
- 3 Select the **Invoice** status from the drop-down list in the top left corner of the window.
- 4 Click **Layout**, choose **Miscellaneous** and click **OK**.
- 5 In the **Description** column, enter a description of the credit for your records.
- 6 Select the account to be credited. This is normally an income account called 'Sales Returns and Allowances'.

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

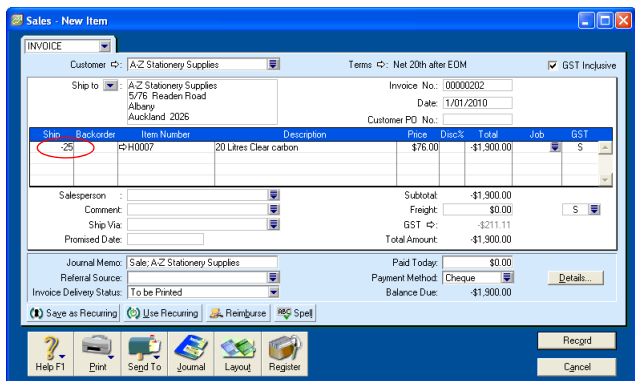
The screenshot shows the 'Sales - New Miscellaneous' window. At the top, it displays 'INVOICE' and 'Customer: A/Z Stationery Supplies'. The 'Invoice No.' is S1000003, 'Date' is 1/01/2010, and 'Customer PO No.' is blank. The 'Terms' are 'Net 20th after EOM' and 'GST Inclusive' is checked. Below this is a table with columns: Description, Acct No., Name, Amount, Job, and GST. The first row contains 'Credit for services', '4-1100', 'Income - Service', '-\$100.00', and 'N-T'. The 'Amount' field is circled in red. Below the table, 'Subtotal' is -\$100.00, 'GST' is \$0.00, and 'Total Amount' is -\$100.00. At the bottom, 'Paid Today' is \$0.00, 'Payment Method' is 'Cheque', and 'Balance Due' is -\$100.00. There are buttons for 'Record' and 'Cancel' at the bottom right.

- 8 Click **Record**. A credit appears in the **Returns & Credits** tab of the **Sales Register** window.

### To manually create a credit for an item sale

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

- 1 Go to the **Sales** command centre and click **Enter Sales**. The **Sales** window appears.
- 2 Type or select the customer you are creating a credit for.
- 3 Select the **Invoice** status from the drop-down list in the top left corner of the window.
- 4 Click **Layout**, choose **Item** and click **OK**.
- 5 In the **Ship** column, type the number of items being returned as a negative number. The costs of the items appear as negative amounts.



- Click **Record**. A credit appears in the **Returns & Credits** tab of the **Sales Register** window.

## Settling credits

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

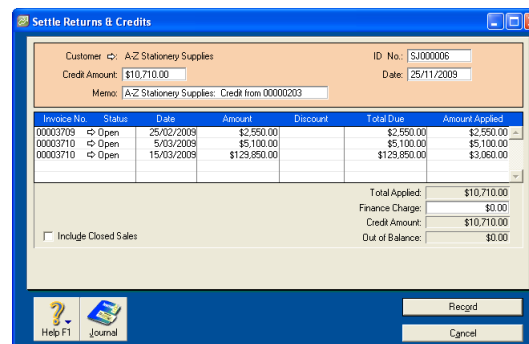
- **Apply the credit to an open invoice.** Applying the credit to one or more of the customer's open invoices reduces the amount the customer owes you. See '[To apply a customer credit to an open invoice](#)' below.
- **Record a refund.** If the customer does not have any open invoices, you can record a refund payment for the amount of the customer credit. See '[To record a refund payment](#)' on [page 81](#).

### To apply a customer credit to an open invoice

- Go to the **Sales** command centre and click **Sales Register**. The **Sales Register** window appears.
- Click the **Returns & Credits** tab. A list of credits appears.
- If the credit you want to settle is not showing, select **Customer** from the **Search By** list to display a credit for a particular customer. Type or select the customer's name in

the adjacent field and then press **TAB**. A list of credits for that customer appears.

- Select the credit you want to apply and click **Apply to Sale**. The **Settle Returns & Credits** window appears, listing all open invoices assigned to the customer.
- Enter the amounts you want to apply to one or more open invoices in the **Amount Applied** column.



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

- Enter an amount in the **Finance Charge** field if you want to apply part of a customer credit to any unpaid finance charges the customer may have accrued.
- Click **Record** to apply the credit.



## To record a refund payment

- 1 Go to the **Sales** command centre and click **Sales Register**. The **Sales Register** window appears.
- 2 Click the **Returns & Credits** tab. A list of customer credits appears.
- 3 If the credit you want to settle is not showing, select **Customer** from the **Search By** list. Type or select the customer's name in the adjacent field and then press TAB. A list of credits for that customer appears.
- 4 Select the credit you want to refund and click **Pay Refund**. A refund cheque for the amount of the credit appears in the **Settle Returns & Credits** window.

Account: 1-1110 Cheque Account Balance: \$288,975.50

Customer: Island Way Motel Cheque No.: 310052

Payee: Island Way Motel Date: 14/02/2010

89 Island Way Amount: \$750.00

Island Bay

Seven Hundred and Fifty Dollars and 0 Cents

Memo: Island Way Motel. Credit from 00003704

Remittance Advice Delivery Status: To be Printed

Buttons: Record, Cancel, Help F1, Print, Journal

- 5 In the **Account** field, type or select an account.

For example, if you're paying a credit card refund and you group all your credit card sales, choose your undeposited funds account.

- 6 If you want to, change other information in the window, such as the transaction date.
- 7 If you are paying by cheque and you have already written it, select the **Cheque Already Printed** option.
- 8 Specify how you want to send a remittance advice by selecting a delivery option from the **Remittance Advice Delivery Status** list.
- 9 Click **Record**.

---

## Dealing with a customer who is also a supplier

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

Before you can record contra payments, you need to create a bank account called Contra Suspense. For more information, see ['Set up accounts' on page 24](#).

## To record contra payments

- 1 Record a payment from the customer.
  - a In the **Receive Payments** window, click **Deposit to Account** and type or select the Contra Suspense account.
  - b In the **Customer** field, type or select the customer's name.
  - c Type the amount that you are offsetting against an invoice and click **Record**.
- 2 Record a payment made to the supplier:

- a In the **Pay Bills** window, type or select the Contra Suspense account in the **Pay from Account** field.
- b In the **Supplier** field, type or select the supplier's name.
- c Type the amount that you need to offset against a purchase.

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

---

## Accounting for bad debts

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

Before writing off a bad debt, create a Bad Debt expense account in your accounts list. For more information, see [‘Set up accounts’ on page 24](#).

### To write off a bad debt

- 1 Go to the **Sales** command centre and click **Enter Sales**. The **Sales** window appears.
- 2 Enter customers details.
- 3 Click **Layout** and choose **Miscellaneous**, then click **OK**.
- 4 In the **Description** field, type a description of the transaction.
- 5 In the **Acct No.** field, type or select the account for Bad Debts.

- 6 If you account for bad debts by posting a provision to an asset account (for example, the Provision for Bad Debts asset account), you can select that account.
- 7 In the **Amount** field, type the bad debt amount as a negative number.
- 8 In the **Tax** field, type or select the required tax code.
- 9 Click **Record**.
- 10 In the **Settle Returns & Credits** window, apply the credit against the customer's original open invoice. To do this, see [‘Customer credits’ on page 78](#).

# 6 Purchases

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

## Creating a supplier card

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

### To create a supplier card

- 1 Go to the **Card File** command centre and click **Cards List**. The **Cards List** window appears.
- 2 Click **New**. The **Card Information** window appears.
- 3 Select **Supplier** from the **Card Type** list.
- 4 Select the designation of the card: company or individual.
- 5 Type the name of the supplier and press TAB. Additional fields appear.
- 6 Enter a code to identify this supplier in the **Card ID** field. For more information, see '[Card identification codes](#)' on [page 201](#).

- 7 Enter contact details for the supplier.

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

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

If you want to...	See
insert a picture	<a href="#">page 202</a>
assign identifiers to the card	<a href="#">page 193</a>
assign an attribute from a custom list	<a href="#">page 194</a>
enter additional information in a custom field	<a href="#">page 201</a>

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

The screenshot shows the 'Card Information' window for 'Romsy & Romsy Accountants' (ID: RRA123). The window has several tabs: Profile, Card Details, Buying Details (selected), Payment Details, Contact Log, Jobs, and History. The 'Buying Details' tab is active, showing various fields for purchase layout, expense account, payment memo, and supplier terms. Callout A points to the 'Purchase Layout' section, callout B points to the 'GST' section, and callout C points to the 'Supplier Terms Information' section.

**A Buying information** The selections you make here will be used, by default, on quotes, orders and bills that you create for this supplier. You can override these selections when recording the purchase.

**B GST information** The supplier's GST information is entered here. If the supplier's GST status takes precedence over that of the item or service being sold, click the **Use Supplier's GST Code** preference. See '[Setting up GST codes](#)' on [page 144](#).

**C Credit terms** The credit terms you entered earlier appear here by default. You can override them here for this supplier. The credit terms entered here are used as the default terms for all purchases from the supplier, but can be changed at any time.

- [Optional] Click the **History** tab and type the dollar value of the purchases made prior to your conversion month. You can also type or select the date that the contact became a supplier.
- Click **OK** to close the **Card Information** window.

# Entering purchases

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

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

An accounts payable transaction is not recorded when you record a received items transaction. You can only record a received items transaction in the item layout, and only against an order.

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

You can enter a purchase in:

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

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

**Bank Register window** Entering a purchase in the **Bank Register** window is a fast way to enter a purchase transaction. However, you can enter less detail about the purchase than if you entered it in the **Purchases** window. For more information, see '[Entering transactions in the Bank Register window](#)' on page 49.

## Entering a purchase transaction

Task	See
1	<a href="#">Enter information about the supplier</a> <a href="#">below</a>
2	<a href="#">Choose the type of purchase</a> <a href="#">page 86</a>
3	<a href="#">Enter the items or services you are purchasing</a> <a href="#">page 86</a>
4	<a href="#">Enter additional information about the purchase</a> <a href="#">page 87</a>
5	<a href="#">Complete the purchase</a> <a href="#">page 88</a>

### Task 1: Enter information about the supplier

- 1 Go to the **Purchases** command centre and click **Enter Purchases**. The **Purchases** window appears.
- 2 In the **Supplier** field, type or select the supplier's name. The terms shown in the **Purchases** window are the terms recorded in the supplier's card.

- Complete the fields as described in the table below.

Supplier: Clear & Bright Filters		Terms: Net EOM after EOM	<input type="checkbox"/> GST Inclusive
Ship to: Clearwater Ltd 25 Spring Street Wellington	Purchase No.: 00000253	Date: 10/02/2010	Supplier Inv No.:

- Click the zoom arrow (⇌) to alter the terms for this purchase only. If you want to change the credit terms for all future purchases to this supplier, you must make that change on the **Buying Details** tab of the supplier's card.
- Type the purchase order number or accept the default in the **Purchase No.** field.
- If the supplier gave you an invoice number, enter it in the **Supplier Inv No.** field.

- If you are entering prices that include GST, select the **GST Inclusive** option. Do not change this setting after you enter an amount in the **Amount** column.

## Task 2: Choose the type of purchase

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

- Check whether the default layout is appropriate.
 

There are four layouts to choose from: service, item, professional and miscellaneous.

To change the default layout:

  - Click **Layout**. The **Select Layout** window appears.
  - Choose the layout you want to use and click **OK**.

- Select the status in the top left corner of the window: **Quote**, **Order**, **Receive Item** or **Bill**. Note that **Receive Item** only appears if you chose Item layout.

## Task 3: Enter the items or services you are purchasing

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

One row in the scrolling list is one *line item* of the transaction. You can enter as many line items for a purchase as you want.

The fields that appear in the scrolling list differ according to the type of purchase you are creating.

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

Item layout

Bill	Received	Backorder	Item Number	Description	Location	Price	Disc%	Total	Job	GST
4			CH0001	Bottle Adjustment Unit	Location1	\$158.00		\$632.00		S
A	B	C	D	E	F	G	H	I	J	K

- Bill** The quantity of items you have been invoiced for.
- Received** This field is read-only. It displays the quantity of items received. For more information, see ['Recording items received without a supplier bill' on page 90](#).
- Backorder** The quantity of the item to be placed on backorder. An order for this amount will be created automatically when you click **Record**.
- Item Number** Pressing TAB here displays the item list from which you can choose the item being purchased.

E	Description	A description of the item appears automatically. You can change this if you want. If you want to check spelling in this field, click <b>Spell</b> . For more information, see ' <a href="#">Spell-check</a> ' on page 17.
F	Location	[AccountRight Enterprise only] If you store this item in more than one location, select the location where the item will be received. For more information, see ' <a href="#">Inventory locations</a> ' on page 120.
G	Price	The price of the item appears automatically. You can change this if you want.
H	Disc%	[Optional] The volume discount as a percentage.
I	Total	The total price is calculated automatically. If you change the price, the <b>Disc%</b> field is updated to show the discount applicable.
J	Job	[Optional] Selecting a job number here assigns the line item to a specific job. For more information about jobs, see ' <a href="#">Specific job-tracking tasks you can accomplish include:</a> ' on page 207.
K	GST	The GST code that is linked to the item (or allocation account for service purchases) appears here automatically. Change or delete it if necessary.

The following illustration describes the fields for a purchase with a **Service** layout and a **Purchase** status. This also applies to the Professional and Miscellaneous layouts.

#### Service layout

Description	Acct No.	Amount	Job	GST
Bilboard design	6-1100	\$675.00		S

A	Description	A description of the service being purchased. If you want to check spelling in this field, click <b>Spell</b> . For more information, see ' <a href="#">Spell-check</a> ' on page 17.
---	-------------	---

B	Acct No. or Account Name	The account to assign to the purchase. Pressing <b>TAB</b> here displays the accounts list from which you can choose an account. This should be an expense or cost of sales account. You should <i>not</i> select your payables account for ordinary purchases.
C	Amount	The amount you have been invoiced.
D	Job	[Optional] Selecting a job number here assigns the line item to a specific job. For more information about jobs, see ' <a href="#">Specific job-tracking tasks you can accomplish include:</a> ' on page 207.
E	GST	The GST code that is linked to the item (or allocation account for service purchases) appears here automatically. Change or delete it if necessary.

**NOTE: Add lines, subtotals and headers to purchases** You can add lines, headers and subtotals to purchases to make it easy to separate and subtotal different groups of line items on one bill. See '[Adding lines, subtotals and headers to purchases](#)' on page 88.

## Task 4: Enter additional information about the purchase

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

A	Optional fields	Enter optional details, such as a comment, shipping method and the date the goods or services were promised.
B	Freight	Type any charges for freight.

C	Freight GST	Select the GST code for the freight charges.
D	GST	If you want to change the GST amount of the purchase, click the zoom arrow (⇔).
E	Journal Memo	The journal memo is generated automatically. You can change it if you want.
F	Bill Delivery Status	If you want to print or email the purchase in a batch, select the required delivery method from the list. For more information, see <a href="#">‘Sending forms’ on page 176</a> .
G	Paid Today	Type an amount here to indicate how much money you paid at the time of the purchase or, if you are creating an order, how much money you gave as a deposit.

## Task 5: Complete the purchase

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

**TIP: Save purchase as recurring** If you want, you can save the purchase as a recurring purchase so that you can use it again in the future. Click **Save as Recurring**. In the **Edit Recurring Schedule** window, enter the necessary information and click **Save**. For more information, see [‘Recurring transactions’ on page 159](#).

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

To...	Do this...
Print	Click <b>Print</b> and choose: <ul style="list-style-type: none"> <li>• <b>Pre-printed P.O.</b> to use the default form.</li> <li>• <b>Select Another Form</b> to choose a different purchases form.</li> </ul> <p>Note that you cannot print purchases with the miscellaneous layout.</p>
Print preview	Click <b>Print</b> and choose <b>Preview</b> to preview the purchases form for this transaction. Note that the transaction will be recorded before the form is displayed.
Email	Click <b>Send To</b> and choose <b>Email</b> . Review and make entries in the <b>Email</b> window and click <b>Send</b> . The email, which will include a PDF (Portable Document Format) attachment, will be sent to the outbox of your default email software. Send the email from your email software.
Fax	Click <b>Send To</b> and choose <b>Fax</b> . A window from your fax software appears. Send the fax, using your fax software as you normally do.
Save as PDF	Click <b>Send To</b> and choose <b>Disk</b> . In the window that appears, enter a name and location for the PDF file and click <b>Save</b> .

## Adding lines, subtotals and headers to purchases

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

### To insert a blank line

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



## To insert a header

You can group several line items by inserting a header.

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



A screenshot of a table with columns: Description, Acct No, Amount, Job, and GST. The first row is a header row with the text 'DESIGN' in grey. Below it are two rows of data: 'Billboard design' with Acct No 6-1100 and Amount \$675.00, and 'Landscape design' with Acct No 6-1100 and Amount \$1,500.00. The GST column contains '\$' for all rows.

Description	Acct No	Amount	Job	GST
DESIGN				
Billboard design	6-1100	\$675.00		\$
Landscape design	6-1100	\$1,500.00		\$

- 4 Press TAB to complete the header entry.

## To insert a subtotal

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



A screenshot of a table with columns: Description, Acct No, Amount, Job, and GST. It shows three rows of data: 'Billboard design' with Acct No 6-1100 and Amount \$675.00, 'Landscape design' with Acct No 6-1100 and Amount \$1,500.00, and a 'Subtotal' row with Amount \$2,175.00. The GST column contains '\$' for all rows.

Description	Acct No	Amount	Job	GST
Billboard design	6-1100	\$675.00		\$
Landscape design	6-1100	\$1,500.00		\$
Subtotal		\$2,175.00		\$

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

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

---

# Receiving items without a supplier bill

If you receive items from a supplier and have not been billed for them, you may not know the actual amount payable to the supplier. However, if you inventory these items, you will need to add them to your on-hand inventory before you can sell them. But, as you don't know the amount payable, you shouldn't record an amount owed to the supplier at this time.

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

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

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

## Setting up an accrual account for items received without a supplier bill

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

If the account does not exist, you need to create it. The account should be a liability account named, for example, AP Accrual - Inventory. For information on creating an account, see 'Setting up accounts' on page 25.

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

### To link an account for items received

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

## Recording items received without a supplier bill

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

### To record items received against an order

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

- 2 Click the **Orders** tab. A list of orders appears.
- 3 Select the required order.
- 4 Click **Receive Items**. The **Purchases** window appears with the **Receive Item** status.

Ordered	To Date	Receive	Item Number	Description	Price	Disc%	Total	Job	GST
			CF0001	Cooler & Filter Bundle	\$12.00				\$

Total Units: 0      Subtotal: \$0.00  
Comment:      Freight: \$0.00      S  
Ship Via:      GST: \$0.00  
Promised Date:      Total Amount: \$0.00

Journal Memo: Purchase: Mountain Spring      Applied to Date: \$0.00  
Order Delivery Status: To be Printed      Balance Due: \$0.00

- 5 In the **Receive** field, type the item quantity received.
- 6 [AccountRight Enterprise only] If you keep items in more than one location, type the location where you received the items in the **Location** field, or select it from the list. Note that the **Location** field only appears if you have set up multiple locations.
- 7 Click **Record**. The items are recorded in your inventory and the original order is updated with the number of items received.
- 8 If the total number of items in the **Received** and **To Date** columns of an item receipt is greater than the quantity in the **Ordered** column, a message appears. You can:
  - **Update Order**—Update your original order by the difference between the quantity of the original order and the total received (the quantities in the **Receive** column plus the quantity in the **To Date** column).
  - **New Order**—Create a new order for the difference between the quantity of the original order and the total

quantity received (the quantities in the **Receive** column plus the quantity in the **To Date** column).

- **Cancel**—Return to the **Receive Item** window without updating or creating any orders.
- 9 When you receive the supplier's bill, you need to change the order to a bill. For more information, see ['Changing the status of a purchase' on page 93](#).

### To create an order when you record items received

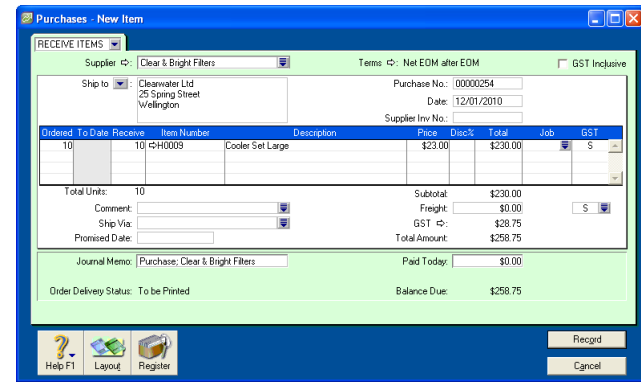
If there is no purchase order for the items received, you can create an order when you record the receipt.

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

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

- 2 In the **Supplier** field, type the supplier's name, or select it from the list.
- 3 If the **Item** layout does not appear:
  - a Click **Layout**. The **Select Layout** window appears.
  - b Select **Item** and then click **OK**.
- 4 Select **Receive Items** from the status list in the top-left corner of the window.
- 5 Type the purchase date and your order number.

- 6 In the **Ordered** field, type the quantity you ordered. This can be more than the quantity received.
- 7 In the **Receive** field, type the quantity received.
- 8 In the **Item Number** field, type the number of the item received, or select it from your items list.
- 9 [AccountRight Enterprise only] If you keep items at multiple locations, type or select the location where you received the items in the **Location** field.
- 10 In the **Price** field, type the estimated price for the items.



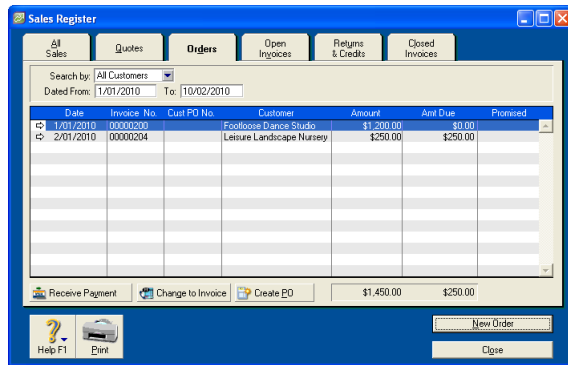
- 11 Click **Record**. The items are recorded in your inventory and a purchase order is created with the number of items received. When you receive the supplier's bill, you need to change the order to a purchase. For more information, see ['Changing the status of a purchase' on page 93](#).

# Creating a purchase order from a sale

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

## To create a purchase order from a sale

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



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

# Changing the status of a purchase

The status of the following purchase types can be changed.

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

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

If you want to change several orders to bills simultaneously, see '[To change several orders to bills](#)' [below](#).

## To change a quote to an order or a bill

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

you want quotes to be deleted once they are recorded as orders or bills.

## To change an order to a bill

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

## To change several orders to bills

- 1 Click **To Do List** from any command centre. The **To Do List** window appears.
- 2 Click the **Orders** tab to display a list of all your orders.
- 3 If you want to view details about a specific order, click the zoom arrow (⇨) to the right of the supplier's name.
- 4 Select the orders you want to change to purchases by marking the select column () against each one.
- 5 Click **Record as Actual**.
- 6 In the window that appears, enter a date for the selected transactions. This is the date that the transactions will be recorded in your accounts.
- 7 Click **OK**.

# Reviewing your purchase information

You can use these tools to review your purchases information.

Tool		See
Business Insights	Use Business Insights to analyse purchases and supplier information.	<a href="#">below</a>
To Do List	The <b>To Do List</b> displays all open purchases, recurring purchases and orders, sorted by due date.	<a href="#">page 95</a>
Analyse Payables	The <b>Analyse Payables</b> window provides details of your purchase activities.	<a href="#">page 95</a>
Purchase reports	Purchase reports help you keep track of your purchase activities.	<a href="#">page 95</a>
Purchase history	Purchase history lets you view seven years of purchase history for an item or a supplier.	<a href="#">page 95</a>
Find Transactions	The <b>Find Transactions</b> window helps you find purchase transactions quickly.	<a href="#">page 154</a>
Purchases Register	The <b>Purchases Register</b> gives you a complete picture of your purchase activity—open and closed purchases, orders, quotes, returns and so on.	<a href="#">page 154</a>
Transaction Journal	The <b>Transaction Journal</b> lists journal entries of your purchases and other transactions.	<a href="#">page 155</a>

## To view purchases information using Business Insights

Business Insights presents a summary of your purchases information, including which suppliers you owe money to and how much is overdue. You can also see how much you owe

suppliers for each ageing period, as well as view your purchases history with your suppliers.

To find information specific to your needs, sort the table columns by clicking a column heading. For example, you can find the most overdue supplier payments or the largest overdue amounts.

- 1 Go to the **Accounts** command centre and click **Business Insights**. The **Business Insights** window appears.
- 2 View the **Suppliers I need to pay** panel.

This panel shows the total payments you owe suppliers and details of each overdue supplier payment (based on their credit terms), including the number of days overdue.

- 3 Click **Analyse suppliers** to view graphs and information about the money you owe suppliers and the payment history of each supplier.

You can use this information to:

- **Keep on top of your supplier payments** Identify which supplier payments are due or which suppliers you owe the most money to.
  - **Negotiate a payment or discount with a supplier** View your payment history with the supplier, such as the average number of days it takes you to pay them.
- 4 If you want to save a graph as an image so you can print it or insert it into a document, right-click the graph and click **Save As**. Choose where you want to save the image and click **Save**.

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

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

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

- 1 Click **To Do List** in any command centre. The **To Do List** window appears.
- 2 Click the **A/P** tab. A list of all unpaid purchases appears.  
The **Overdue** column shows the number of days a payable is overdue (a negative number in the **Overdue** column indicates that the payment is not yet due). The number of days a purchase is overdue is calculated by checking the original date of purchase, comparing it to today's date and looking at your credit terms with the supplier.

## To analyse payables

The **Analyse Payables** window allows you to view detailed information about how much you owe suppliers and how long you have owed them. This analysis is based on all purchases and payments recorded in your company file.

- 1 Go to the **Purchases** command centre and click **Analysis**. The **Analyse Payables** window appears.
- 2 Click **Filters**. The **Ageing Date** window appears.
- 3 Set your filters in the **Ageing Date** window and click **OK**.
- 4 Select the required view of the **Analyse Payables** window:
  - The **Summary** view displays all the money that you owe suppliers, totalled by supplier.
  - The **Supplier Detail** view displays all the money that you owe the supplier selected in the **Supplier Detail** field.
  - The **Purchase Detail** view displays all the transactions assigned to the purchase selected in the **Purchase Detail** field.

The information in this window is based on the entries you made above in the **Ageing Date** window, and the selections you made in the **Ageing** fields in the **Reports & Forms** view of the **Preferences** window.

## To view purchase reports

There are several purchase reports that can help you track your purchase activity. For example, you can run a **Payables Reconciliation Summary** report to analyse your payables at a given date. The **Analyse Purchases Items Spreadsheet** report shows you the items which are costing you the most money.

- 1 Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.
- 2 Click the **Purchases** tab. A list of purchase reports appears. For more information on reports, see '**Reports**' on page 165.

## To view purchase history

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

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

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

# Paying bills

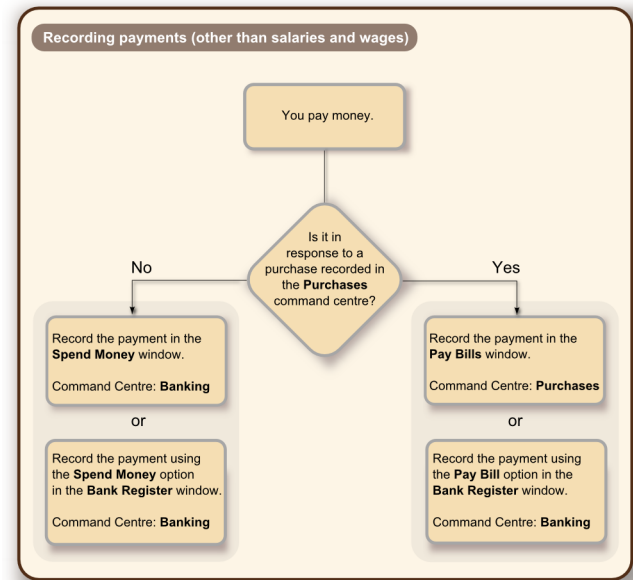
If you have recorded a purchase, you pay the supplier in the **Pay Bills** window. In this window you can record the payments to one or more of your outstanding bills.

You can also make payments to suppliers in the **Bank Register** window, especially if you have several purchases to pay and do not need to record detailed information for each payment. When you use the **Bank Register** window to make supplier payments, the entire payment is automatically allocated to the oldest purchase first. For more information, see [‘Entering transactions in the Bank Register window’ on page 49](#).

You can pay several outstanding bills at once in the **To Do List** window. For more information, see [‘To pay several bills at once’ on page 98](#).

If you pay your suppliers electronically—that is, by sending an electronic payment file to your bank for processing—you need to complete the electronic payment setup tasks (see [‘Set up electronic payments’ on page 34](#)).

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



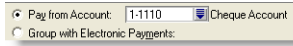
## To pay bills

- 1 Go to the **Purchases** command centre and click **Pay Bills**. The **Pay Bills** window appears.
- 2 Specify how the payment is to be made.
  - If you are paying the supplier electronically—that is, if you will be generating an electronic payment file for this payment—select the **Group with Electronic Payments** option.





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



- 3 In the **Supplier** field, type or select the supplier's name.

**NOTE: If you receive an alert message** If you have outstanding supplier debits with this supplier, a message may appear. You will have the opportunity to settle the supplier debits immediately or at a later date. See '[Settling supplier debits](#)' on page 99.

- 4 In the **Amount** field, type the total amount paid.
- 5 [Optional] Change the memo and payment date.
- 6 In the scrolling list in the bottom half of the window, indicate which purchases are covered by the payment by entering amounts in the **Amount Applied** column.

Purchase No.	Status	Date	Amount	Discount	Total Owed	Amount Applied
00000256	↔ Open	24/01/2010	\$562.50		\$562.50	
00000257	↔ Open	30/01/2010	\$1,350.00	\$67.50	\$1,282.50	
						Total Applied: \$0.00
						Finance Charge: \$0.00
						Total Paid: \$0.00
						Out of Balance: \$0.00

Include Closed Purchases  
 Cheque Already Printed  
 Remittance Advice Delivery Status: To be Printed

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

**B Discount** If you are taking an early-payment discount for a purchase, assign the discount to the appropriate purchase in this column. Note that you cannot assign a discount to a purchase that you are not settling in full. If this is the case and you want to record a discount that the supplier has given you, you can create a supplier debit. See '[Settling supplier debits](#)' on page 99.

**C Amount Applied** The amount of the payment you want to apply to each purchase. The amounts you apply in this column are accumulated in the **Total Applied** field.

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

**E Out of Balance** The **Out of Balance** amount must be zero before you can record the transaction. This field will show an amount if there is any variance between the **Total Paid** amount and the **Amount** field in the top half of the window. If this happens, correct the amounts in the **Amount Applied** and **Finance Charge** fields.

- 7 If you are recording a cheque payment and the cheque has already been written, or if you are recording a transaction that doesn't require a printed cheque (such as a petty-cash payment or Internet payment), select the **Cheque Already Printed** option.
- 8 If you want to send remittance advice in a batch, select an option from the **Remittance Advice Delivery Status** list. After you have recorded a number of payments, say, the day's payments, you can print or email remittance advices in a batch. For more information, see '[Forms](#)' on page 175.
- 9 If you want to preview the remittance advice or cheque for this transaction, click **Print** and then choose **Preview Cheque** or **Preview Remittance Advice**. Note that the transaction is recorded before it is displayed.
- 10 If you want to print a cheque or remittance advice now, click **Print** and select the form type you want to print. Note that the payment is recorded before it is printed.

11 Click **Record**.

**Paying bills electronically** Once you have recorded the bill payments you want to pay electronically, you can prepare the electronic payment file for your bank to process. For more information, see '[Electronic payments](#)' on page 50.

### To pay several bills at once

You can pay several outstanding bills at once in the **To Do List** window. The linked account for paying bills will be used for all supplier payments made from this window.

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

- 2 Click the **A/P** tab. A list of all unpaid purchases appears.
- 3 If you want to view details about a specific purchase, click the zoom arrow (↔) next to the purchase.
- 4 Click in the select column () next to each bill you want to pay.
- 5 Click **Pay Bills**.
- 6 In the window that appears, enter a date for the selected transactions. This is the date that the transactions will be recorded in your accounts.
- 7 Click **OK** and then click **Close**.

---

## Recording and settling supplier debits

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

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

### Recording supplier debits

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

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

### To reverse an existing purchase

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

- 1 Find and display the purchase. For more information, see '[Finding a transaction](#)' on page 153.
- 2 Go to the **Edit** menu and choose **Reverse Purchase**. A supplier debit appears in the **Purchases** window.
- 3 If you want, you can make some changes to the supplier debit (such as changes to the date and memo), but you can't change the accounts, amounts and quantities that are associated with the debit.
- 4 Click **Record Reversal**.

## To manually create a debit for an item purchase

- 1 Go to the **Purchases** command centre and click **Enter Purchases**. The **Purchases** window appears.
- 2 In the **Supplier** field, type the supplier's name or select it from the list.  
  
The terms and ship-to address shown in the **Purchases** window are the details recorded in the supplier's card.
- 3 Select **Bill** from the top left corner of the window.
- 4 Click **Layout**, select **Item** and then click **OK**.
- 5 In the **Bill** field, type the quantity of the item you are returning as a negative number.
- 6 In the **Item Number** field, type the item number or select it from the list. The cost of the item is displayed as negative amount in the **Total** field.
- 7 Click **Record**.

## To manually create a debit for a non-item purchase

**TIP: Tracking purchase returns and allowances** Before you create a supplier debit for the first time, you may have to create an account for tracking purchase returns and allowances. Make sure the new account is an expense account. See '[Set up accounts](#)' on [page 24](#).

- 1 Go to the **Purchases** command centre and click **Enter Purchases**. The **Purchases** window appears.
- 2 In the **Supplier** field, type the supplier's name or select it from the list.  
  
The terms and ship-to address shown in the **Purchases** window are the details recorded in the supplier's card.
- 3 Select **Bill** from the top left corner of the window.
- 4 Click **Layout**, select **Miscellaneous** and then click **OK**.
- 5 In the **Description** field, type the reason for the supplier debit.

- 6 In the **Acct No.** field, type the account number to be debited or select it from the list. This is normally an expense account called **Purchases Returns**.
- 7 In the **Amount** field, type the amount of the debit as a negative amount.
- 8 Click **Record**.

## Settling supplier debits

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

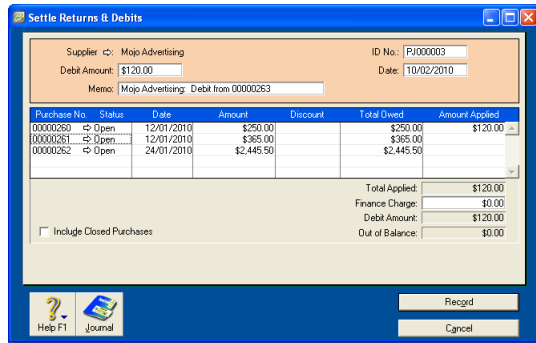
- Apply the debit to an unpaid purchase. Use this method to apply the supplier debit to one or more of your unpaid purchases from the supplier.
- Receive a refund. Use this method to record the receipt of a refund cheque from the supplier.

## To apply a supplier debit to an unpaid purchase

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

If the **Apply Supplier Payments Automatically to Oldest Purchase First** preference is selected in the **Purchases** view of the **Preferences** window, amounts will appear next to the oldest purchase in the **Amount Applied** column. However, you can apply the debit amount to any one transaction or you can split it over any of the transactions in the list.

Remember that the total amount you apply in the **Amount Applied** column must equal the amount that appears in the **Debit Amount** field.

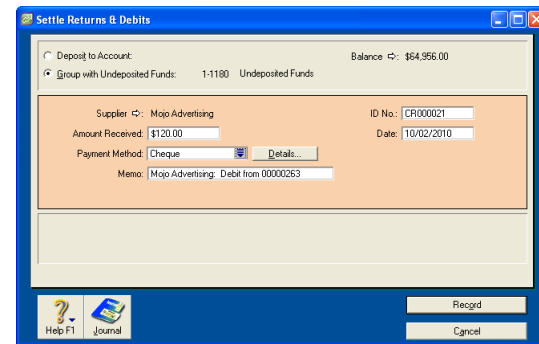


- If you want to apply part of the supplier debit to any unpaid finance charges you have accrued, type an amount in the **Finance Charge** field.
- Click **Record** to apply the supplier debit.

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

## To record a refund cheque

- Go to the **Purchases** command centre and click **Purchases Register**. The **Purchases Register** window appears.
- Click the **Returns & Debits** tab.
- Locate and select the debit that is being refunded and click **Receive Refund**. A refund cheque for the amount of the supplier debit appears in the **Settle Returns & Debits** window.



- Click **Record** to record the refund cheque.

---

# Adding finance charges paid to suppliers

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

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

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

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

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

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

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



# 7 Billing for time

*Time billing is not available in AccountRight Standard.*

The time billing feature allows you to track the time spent by employees and suppliers to complete tasks and services (activities) for clients and customers. You can also track incidentals (such as items used) to complete the work.

---

## Overview

Time billing is suitable for businesses that predominantly sell time (such as accountants and lawyers) and businesses that sell both time and items (such as interior designers and mechanics).

You can establish billing rates based on the activity itself, such as consulting at \$40 per hour and photocopying at 10 cents per copy. You can also establish billing rates based on an hourly charge-out rate for a particular employee or customer. For example, employee John Smith's hourly consulting rate may be \$60 per hour and subcontractor Acme Industries' charge-out rate may be \$80 per hour. You can even set an underlying cost to the activity where, for example, you estimate that the cost to employ John Smith is \$45 per hour and Acme is \$60 per hour.

An activity can be chargeable or non-chargeable. The ability to track non-chargeable activities can be very useful for businesses that want to record costs such as entertainment, which generally cannot be charged to the customer. The activities can be entered individually or grouped together on activity slips. The information can be adjusted quickly to generate time billing invoices, ready to send to your customers. Any items that you have sold to your customers can also be included with the activities in a single time billing invoice.

Time billing reports can be filtered to give you just the information you want. These reports monitor how you and your staff spend your time and whether it is spent profitably.

# Setting time billing preferences

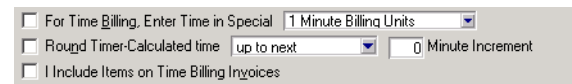
You need to set preferences before you start billing for time:

Preference	Description
Special billing units	Special billing units is a useful feature for organisations that need to track billable time in units of 1, 6, 10, 12, 15 or 30 minutes. The unit of time you specify here will be the default billing unit when you create hourly activity slips. For example, you can specify six-minute time billing units, where an hour would be 10 billing units of time. Any activity slips you have already created will be updated to use the special billing unit of time.
Rounding time in time billing	<p>Time billing allows you to set a preference for how you want units of time to be rounded when you use the timer.</p> <p>Choose to round <b>up to next</b>, <b>down to previous</b> or <b>to nearest</b>. For example, if you have chosen <b>up to next</b> and are using 30-minute billing units, 10 minutes would be rounded up to 30 minutes on an activity slip. As another example, if you have chosen <b>to nearest</b> and are using 30 minute billing units, 15 minutes would be rounded up to 30 minutes on an activity slip.</p> <p>If you are not using a special billing unit of time—that is, you are billing in hours—you can specify the rounding increment. For example, if you want to round the actual time you clock using the timer up to the next minute, choose <b>up to next</b> and type 1 in the <b>Minute Increment</b> field. That way, if you clock 21 minutes and 32 seconds of an activity, 22 minutes will be entered automatically in the <b>Units</b> field.</p> <p>Note that if you have specified a special time billing unit and a rounding rule, the <b>Minute Increment</b> field here is redundant and therefore not displayed.</p>

Preference	Description
Including items on time billing invoices	<p>If you select the <b>I Include Items on Time Billing Invoices</b> option in the <b>Preferences</b> window, you can include items on your time billing invoice and charge your customers for both activities and items on a single invoice. If this preference is marked, the selection list that appears when entering a time billing invoice includes both your activities and items.</p> <p>Note that only items for which you have selected the <b>I Sell This Item</b> option in the <b>Item Information</b> window can be included on a time billing invoice.</p>

## To set time billing preferences

- 1 Go to the **Setup** menu and choose **Preferences**. The **Preferences** window appears.
- 2 Click the **System** tab.



- 3 Select the required time billing preferences and options.
- 4 Click **OK**.



# Setting billing rates

You can set billing rates that will automatically appear when you create an activity slip. The billing rate can be set for the customer, employee, supplier, or for the activity itself. You can still override these rates when you create the activity slip.

For example, for an activity such as the time spent photocopying, you might use a flat rate for all customers, in which case you would use the activity's billing rate. For other activities, you might charge the customer according to the employee who performed the activity, the billing rate depending on factors such as the expertise and experience of the employee.

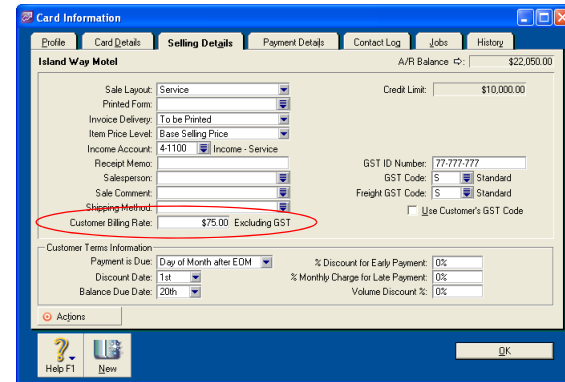
## To set a billing rate for an activity

You can set up a billing rate for each activity regardless of the customer you are billing or the employee or supplier who performed the activity. The billing rate for an activity is set in the **Activity Information** window. See ['Creating activities' on page 106](#).

## To set a billing rate for a customer

You can set up billing rates for customers on their cards. This option is useful if you perform the same activities for multiple customers and want to charge each customer a different rate.

- 1 Display the **Card Information** window for the relevant customer and click the **Selling Details** tab.
- 2 Enter the hourly billing rate, excluding tax, for the customer in the **Customer Billing Rate** field.



- 3 Click **OK**.

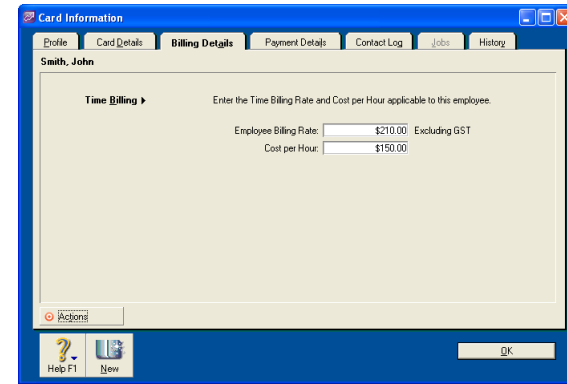
To set the activity to use the customer's billing rate, see ['Creating activities' on page 106](#).

## To set a billing rate for a supplier or employee

You can set a billing rate for an employee or supplier on their card. This option allows you to bill an activity at different rates according to the employee or supplier performing the activity. You can also track the costs associated with having the activity performed. This is particularly useful if you are subcontracting work to a supplier.

- 1 Display the **Card Information** window of the supplier or employee.
- 2 Set the rate.

For...	you need to...
A supplier card	<ol style="list-style-type: none"> <li>1 Click the <b>Buying Details</b> tab.</li> <li>2 In the <b>Supplier Billing Rate</b> field, type the hourly billing rate excluding GST, for the supplier.</li> <li>3 In the <b>Cost per Hour</b> field, type the hourly cost to you of having this activity performed.</li> </ol>
An employee card	<ol style="list-style-type: none"> <li>1 Click the <b>Billing Details</b> tab.</li> <li>2 In the <b>Employee Billing Rate</b> field, type the hourly billing rate excluding GST, for the employee.</li> <li>3 In the <b>Cost per Hour</b> field, type the hourly cost to you of having this activity performed.</li> </ol>



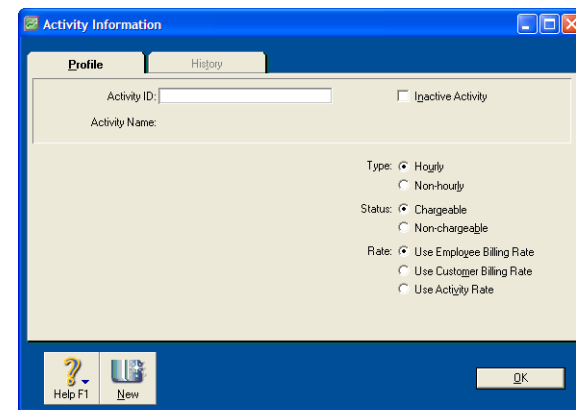
- 3 Click **OK**.

## Creating activities

The term *activity* is used to describe a task or service provided by your business for which you can track costs and bill customers using time billing invoices. Activities are primarily defined by their type—hourly or non-hourly—and whether they are chargeable or non-chargeable.

### To create an activity

- 1 Go to the **Time Billing** command centre and click **Activities List**. The **Activities List** window appears.
- 2 Click **New**. The **Activity Information** window appears.



- 3 In the **Profile** view, type a unique identification code for the activity in the **Activity ID** field and press TAB.
- 4 In the **Activity Name** field, type a name for the activity.
- 5 Enter a description of the activity in the **Description** field.
- 6 If you want the description of the activity (instead of the activity name) to appear on time billing invoices, select the **Use Description on Sales** option.
- 7 Select the type of activity (Hourly or Non-hourly) and status (Chargeable or Non-chargeable) of the activity by selecting the relevant options:

For this type...	And this status...	Do this...
Hourly	Chargeable	Choose the billing rate you want to use. The rate is the price you charge for one unit of the activity. You can either: <ul style="list-style-type: none"> <li>• use the hourly rate you set up on the card for the customer, supplier or employee, or</li> <li>• specify a rate for this activity only, by typing the rate in the <b>Activity Rate</b> field.</li> </ul>
Hourly	Non-Chargeable	Go to <a href="#">step 10 below</a> .
Non-hourly	Chargeable	Enter a unit of measurement in the <b>Unit of Measurement</b> field and activity rate in the <b>Activity Rate</b> field.
Non-hourly	Non-Chargeable	Type the unit of measurement in the <b>Unit of Measurement</b> field and then go to <a href="#">step 10 below</a> .

The default unit of measurement for hourly activities is **Hour**. If you specified a special billing unit of time in the **System** view of the **Preferences** window, this field will still be displayed as Hour, but time will be billed according to the special billing unit.

- 8 In the **Income Account** field, type or select the account you want to use to track the income you receive for this activity.
- 9 In the **GST Code When Sold** field, type or select the GST code that you want to appear as the default when you create a sales invoice for this activity.
- 10 Click **OK**. The new activity is listed in the **Activities List** window.

### To change, inactivate or delete an activity

- To change details of an activity, see [‘Changing a record’ on page 147](#).
- To inactivate an activity, see [‘Inactivating or reactivating a record’ on page 148](#).
- To remove an activity from your records, see [‘Deleting a record’ on page 148](#).

# Creating activity slips

Activity slips are used to record time-based activities performed for a customer and form the basis for the invoices that you send your customer. You can invoice the full amount for the activity or invoice part of it, leaving the balance for a later date.

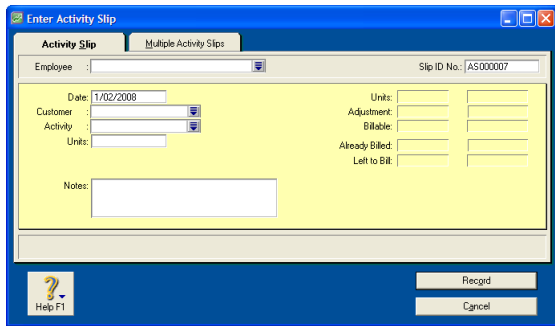
Time billing gives you the following options for creating an activity slip:

- a single activity slip, which allows you to enter the most detail about the activity slip
- multiple activity slips, which allows you to enter multiple activity slips at once, while not entering quite as much detail for each.

When you create an activity slip, you can select two cards: one for the employee or supplier who performed the activity for your company and the other for the customer for whom your company performed the activity. If you are creating an activity slip for a chargeable activity, you must enter both cards.

## To create an activity slip

- 1 Go to the **Time Billing** command centre and click **Enter Activity Slip**. The **Enter Activity Slip** window appears.



- 2 Enter details about the activity such as the employee name, the customer name and the number of units to be charged.

**NOTE: Units refers to time billing units** The **Units** field shows time billing units as you have set them up in the **Preferences** window [**System** tab]. Therefore, if you are using billable units of 15 minutes, you need to enter four units to make one hour.

- 3 In the **Adjustment** fields, enter any adjustments to the hours or the amount of the activity. You need to enter adjustment units or amounts as negative numbers if you want to indicate fewer hours or a lesser amount.

**NOTE: If you change the view, the activity slip will be recorded** If you click the **Multiple Activity Slips** tab while creating an activity slip and you entered the minimum required information in the **Activity Slip** view, the activity slip will be recorded before the new tab appears.

- 4 In the **Already Billed** field, enter any hours or amounts you have already billed the customer for.

For example, if you have billed the customer for part of this activity, either enter the number of hours already billed (and the amount field will automatically update) or the amount you have already billed them. Your entry is subtracted from the hours and amounts in the **Billable** fields. The total units and amount that haven't been billed appear in the **Left to Bill** fields.

**NOTE: Billing an activity slip** 'Billing' an activity slip means recording a time billing invoice for the activity slip. If you enter units or an amount in the **Already Billed** fields, the amount won't appear in the sales journal or in the activity's history. It will only be recorded for the activity slip.

- 5 Click **Record**. The activity slip is now recorded and will appear on reports.

If you entered a chargeable activity on the activity slip, the activity becomes available for billing in the **Prepare Time Billing Invoice** window.

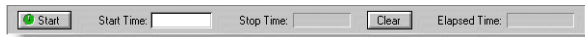
### To create an activity slip using the timer

The **Enter Activity Slip** window has a timer that allows you to record the time you spend performing an activity. When you have completed the activity, the information is already in the **Enter Activity Slip** window, eliminating extra data entry.

The timer appears on activity slips for hourly activities only.

To use the timer, you must leave the **Enter Activity Slip** window open until completion of the activity. You can still use other programs or access other windows during this time.

- 1 Go to the **Time Billing** command centre and click **Enter Activity Slip**. The **Enter Activity Slip** window appears.
- 2 Enter the employee or supplier name, date and customer name.
- 3 In the **Activity** field, type or select an hourly activity. The timer fields appear at the bottom of the window.



- 4 Click **Start** to start the timer. If you don't enter a start time in the **Start Time** field, your computer's current system time appears, and the timer starts incrementing the time in the **Elapsed Time** field.

**NOTE: Entering a start time that is before the current system time** If you enter a start time earlier than the current system time, the difference between the entered start time and the system time will be added to the elapsed time measured by the timer. For example, if you entered 8:00 a.m. in the **Start Time** field and then clicked **Start** at 9:00 a.m., the **Elapsed Time** field will display 1:00:00 and the time measured by the timer will be added to that amount.

Leave the **Enter Activity Slip** window open as you perform the activity.

- 5 When you have completed the activity or want to pause the timer, click **Stop**. The current system time appears in the **Stop Time** field. The number of billing units corresponding to the elapsed time appears automatically in the **Units** field.

You can edit the start and stop times if you want. The entries in the **Actual Units** and **Elapsed Time** fields will be updated automatically.

You can round your timer entries in the **Units** field automatically. See ['Rounding time in time billing' on page 104](#).

- 6 If you want to resume timing an activity, click **Start** again. The entry in the **Stop Time** field will be cleared. The timer will continue incrementing, starting from your current elapsed time.
- 7 When you have completed the timed activity, click **Record**.

If you entered a chargeable activity on the activity slip, the activity becomes available for billing in the **Prepare Time Billing Invoice** window.

### To reset the timer

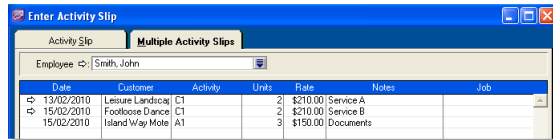
- ❖ Click **Clear** at any time to clear the **Elapsed Time**, **Start Time**, **Stop Time** and **Units** fields.

## Creating multiple activity slips

In addition to being able to create single activity slips, you can also create multiple activity slips simultaneously. In the **Multiple Activity Slips** tab of the **Enter Activity Slip** window, one line in the list represents one activity slip. Although this view limits the amount of detail you can enter on the activity slip, you can view any activity slip in the **Activity Slip** view and enter more detail at a later stage.

## To create multiple activity slips

- 1 Go to the **Time Billing** command centre and click **Enter Activity Slip**. The **Enter Activity Slip** window appears.
- 2 Click the **Multiple Activity Slips** tab.
- 3 In the **Employee** (or **Supplier**) field, type or select the name of the employee (or supplier) performing the activity. Any historical activity slips you have already created for the employee or supplier are listed, with each line representing a single activity slip.



- 4 On the first blank line, enter details of the activity slip you want to create.
- 5 Press TAB or click **Record** to record the activity slip and move the insertion point to the next line where you can begin creating a new activity slip.

-----  
**NOTE: Activity slips are recorded on a line-per-line basis**

Once you have entered an activity slip and pressed TAB to move to the next line, the activity slip is recorded. If you click **Cancel** after moving to the next line, the previous activity slip is still recorded. A white zoom arrow (⇒) displayed next to an activity slip indicates that the activity slip has been recorded.

-----

- 6 Repeat from **step 4 above** for each activity slip you want to create.
- 7 When you have recorded all the activity slips you want, click **Cancel** to close the window.

---

## Reviewing and changing activity slips

You can review, change or delete activity slips.

### To review an activity slip

- 1 Go to the **Time Billing** command centre and click **Activity Log**. The **View Activity Log** window appears.
- 2 Enter the name of the employee or supplier who performed the activity and, if you know it, the date range within which the activity was created. All activities that match the criteria are listed.
- 3 If you want to display information about the activity slip, click the **Diary View** tab and the **Detail View** tab.
- 4 If you want to view the activity slip in the **Enter Activity Slip** window, click the zoom arrow (⇒) next to it.

### To change an activity slip

- 1 Find the activity slip you want to change in the **View Activity Log** window and then click **Edit**. The **Enter Activity Slip** window appears.
- 2 Make the required changes either in the **Activity Slip** view or the **Multiple Activity Slips** view and click **OK** or **Record**.

### To delete an activity slip

You can only delete an activity slip that has not been billed.

- 1 Find and select the activity slip you want to delete in the **View Activity Log** window. See '**To review an activity slip**' above.
- 2 Go to the **Edit** menu and choose **Delete Activity Slip**.

# Creating time billing invoices

There are two ways of creating a time billing invoice:

- In the **Prepare Time Billing Invoice** window. This is the recommended method, because the full details of activities and activity slips are recorded. See [‘To create a time billing invoice using the Prepare Time Billing Invoice window’ below](#).
- In the **Sales** window. Use this method if you don’t need to record details of activities and activity slips or track work in progress. See [‘To create a time billing invoice using the Sales window’ on page 112](#).

## To create a time billing invoice using the Prepare Time Billing Invoice window

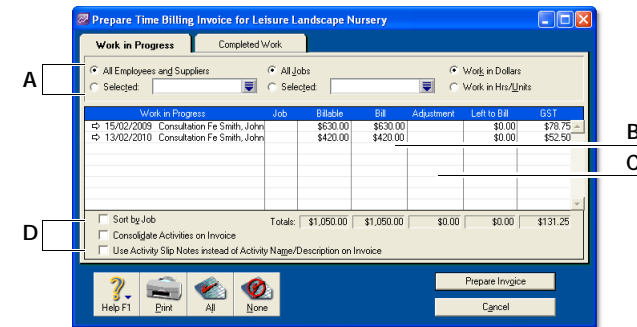
The **Prepare Time Billing Invoice** window allows you to enter and adjust the billing information for activity slips. As you make changes in this window, your activity slip records are updated automatically.

- 1 Go to the **Time Billing** command centre and click **Prepare Time Billing Invoice**. The **Time Billing Customers** window appears.

**NOTE: Including items on time billing invoices** If you charge your customers for both activities and items on a single invoice, you need to select the **I Include Items on Time Billing Invoices** option in the **Preferences** window. See [‘Setting time billing preferences’, on page 104](#)

- 2 Find and select the customer for whom you want to create a time billing invoice and click **OK**. The **Prepare Time Billing Invoice** window appears, listing all the open activity slips for the selected customer.

- 3 Enter the billing details.



- A Use these filters to find the required activity slips.
- B Enter the amount or number of hours you want to bill for each activity slip here. Any activity slip with 0.00 units or \$0.00 in the **Left to Bill** column is considered billed in full.
- C Enter any adjustments you want to make in this column.
- D Select the relevant option if you want to:
  - sort activity slips according to job number
  - consolidate all activity slips with the same activity and job number on the invoice
  - print the activity slip notes on the invoice.

- 4 Click **Prepare Invoice**. The **Sales - New Time Billing** window appears, displaying the details of the time billing invoice.

- 5 If you invoice for items, enter the following details for each item:
  - the date in the **Date** field
  - the quantity being sold in the **Hrs/Units** field
  - the item number in the **Activity** field or press TAB and select the item from the list of items and activities that appears
  - the price of the item in the **Rate** field
  - [optional] the job number
  - the appropriate GST code.

**NOTE: Entering items on this invoice** If you have selected the **I Include Items on Time Billing Invoices** option in the **Preferences** window, you can also enter items on this invoice. See [‘Including items on time billing invoices’ on page 104.](#)

- 6 If you want to group and subtotal the items and activities separately on the invoice, you can do so by inserting headers, blank lines and subtotals. For more information, see [‘Adding and deleting transaction lines, subtotals and headers in sales transactions’ on page 67.](#)
- 7 Enter additional information about the sale, such as the salesperson, referral source and shipping.
- 8 Complete the invoice in any of the following ways.
  - Record the invoice. Click **Record** to record the invoice without printing.
  - Print and record the invoice. Click **Print** and then choose the form you want to use for this invoice. For more information about printing invoices, see [‘Sending forms’ on page 176.](#)
  - Save the invoice as a recurring template. Click **Save as Recurring**. Enter the necessary information about the template in the **Edit Recurring Schedule** window and click **Save**. For more information about recurring transactions, see [‘Recurring transactions’ on page 159.](#)

Note that no activity slips are created when you use the recurring sale in the future. Also, recording the recurring sale will not update the activity slips you used to create the invoice in the **Prepare Time Billing Invoice** window.

## To create a time billing invoice using the Sales window

**NOTE: Activities billed using this procedure will not appear in most time billing reports** No activity slip records will be created if you use this method to create a time billing invoice. Most time billing reports are based on activity slip records, therefore, if you want to print time billing reports, you should create activity slips (see [page 108](#)) and then use the **Prepare Time Billing Invoice** window to create the invoice (see [‘To create a time billing invoice using the Prepare Time Billing Invoice window’ on page 111.](#))

- 1 Go to the **Sales** command centre and click **Enter Sales**. The **Sales** window appears.
- 2 In the **Customer** field, type or select the customer to invoice.
- 3 Click **Layout**. The **Select Layout** window appears.
- 4 Select the **Time Billing** layout and then click **OK**.
- 5 For each billable activity enter:
  - the date the activity was performed in the **Date** field
  - the number of units or hours being billed in the **Hrs/Units** field
  - the activity name or press TAB in the **Activity** field and select the required activity from the list
  - the rate charged for a single unit or hour of the activity in the **Rate** field
  - [optional] the job number
  - the appropriate GST code.
- 6 If you are including items on the invoice, enter:
  - the date in the **Date** field
  - the quantity being sold in the **Hrs/Units** field
  - the item number in the **Activity** field or press TAB and select the item from the list of items and activities that appears
  - the price of the item in the **Rate** field
  - [optional] the job number
  - the appropriate GST code.



- 7 If you want to group and subtotal the items and activities separately on the invoice, you can do so by inserting headers, blank lines and subtotals.

For more information, see [‘Adding and deleting transaction lines, subtotals and headers in sales transactions’ on page 67](#).

- 8 Enter additional information about the sale, such as the salesperson, referral source and shipping.

- 9 Complete the invoice in any of the following ways:

**TIP: Save the invoice as a recurring template.** Click **Save as Recurring**. Enter the necessary information about the template in the **Edit Recurring Schedule** window and click **Save**. For more information about recurring transactions, see [‘Recurring transactions’, on page 159](#). Note that no activity slips will be created when you use the recurring sale in the future.

- Record the invoice. Click **Record** to record the invoice without printing.
- Print and record the invoice. Click **Print** and select the form layout you want to use for this invoice. For more information about printing invoices, see [‘Sending forms’ on page 176](#).

---

## Work in progress

Work you have done for your clients that you haven’t billed yet is called work in progress. Work in progress is indicated on activity slips by a value other than zero in the **Left to Bill** field.

Your accounting records will only reflect a sales transaction when you bill the activities. However, some accountants consider that, from an accounting perspective, your clients owe you for your work in progress even if you haven’t yet billed your clients for it.

If your work in progress routinely represents a significant amount of money, you should consider adjusting your accounting records to reflect it. Consult your accountant for advice on how to do this.



# 8 Inventory

The inventory feature enables you to track the quantity and value of the items you buy, sell and build. You can:

- compensate for inventory variations. For example, you may find that, from time to time, your recorded inventory levels differ from what is on the shelves. These variations can be caused by data-entry errors, spoilage and theft, etc.
- revalue your inventory. Sometimes the quantity of items recorded may be correct, but their values are incorrect. For example, a range of items may become outdated.
- track the assembly of individual items into finished items. Many retailing and manufacturing businesses combine a number of inventory items to create finished items. For example, a retailer may combine a bottle of perfume, lotion and bath salts to make up a gift pack.

## Creating items

Before you begin to track your inventory, you need to create a record for each item of the inventory. An item can be:

- a physical unit that your company may buy, sell or inventory
- a service that your company wants to include on item invoices, for example, 'Shipping' or 'Handling'.

When you create an item record, you can choose to buy, sell or inventory the item. These selections determine what functions you can use the item with. For example, if you want to include a service item on an invoice (such as installation), you need to specify that you sell the item.

An item that you inventory is an item whose quantities and values you want to track. Maintaining an accurate record of on-hand levels of these items requires you to do regular maintenance tasks. For example, you need to record inventory adjustments to write off damaged items or to record a stocktake.

Select...	For...
I Buy this Item	Items or services you want to include on an item purchase order. This includes items that are not for resale, and for which you don't need to track quantities and values. For example, items for office use only. It can also include raw materials you use as components to build other inventory items.
I Sell this Item	Items or services you want to include on an item invoice.
I Inventory this Item	Items you buy or sell and whose quantity and values you want to track. It can also include intermediate goods used in the production process, such as parts used to manufacture finished goods.

**Inventory opening balances** If you have existing on-hand quantities of inventory items, you need to record the opening inventory level for each item. For more information, see [‘Enter your inventory opening balances’ on page 40](#).

### To create an item

- 1 Go to the **Inventory** command centre and click **Items List**. The **Items List** window appears.
- 2 Click **New**. The **Item Information** window appears.
- 3 In the **Item Number** field, type a unique identifier and press **TAB**.

**TIP: Use the backslash character for service items** The backslash character (\) serves a special purpose: any item number that begins with a backslash **won't** appear on printed forms. This is useful for service-type items (such as labour) for which you don't want to print an item number on the invoice.

- 4 In the **Name** field, type the name of the new item.

**TIP: Copy From** To copy another item's information to this item record, click **Copy From** and choose the item whose information you want to copy from the list. All information for that item will be copied to the current item record except the item number, name, supplier number, auto-build information and history information.

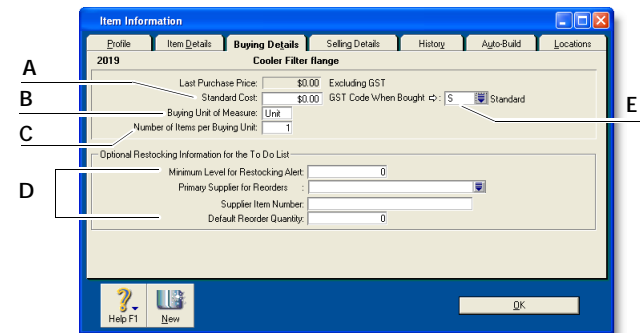
- 5 Specify whether you buy, sell or inventory this item by selecting the relevant options.

As you select the options, fields appear next to them. These fields change according to the combination of selections you make.

- 6 Enter the appropriate accounts in the fields that appeared during the previous step.

Account	Description
Cost of Sales Account	Type or select the account you want to use to track the costs associated with producing this item.
Income Account for Tracking Sales	Type or select the account you want to use to record the income you receive from the sale of this item.
Asset Account for Item Stock	Type or select the account you want to use to record the total value of this item.
Expense Account for Tracking Costs	Type or select the account you want to use to record costs associated with purchasing this item.

- 7 If you want to check the spelling in the **Name** field, click **Spell**. For more information, see [‘Spell-check’ on page 17](#).
- 8 Click the **Buying Details** tab. The **Buying Details** view of the **Item Information** window appears.



A [Optional] Type the standard cost of an item. If you want to use the standard cost price as the default price, select **Use Standard Cost as the Default Price on Purchase Orders and Bills** preference in the **Preferences** window (**Inventory** tab).

B Type the unit of measure (such as 'each' or 'unit') by which you purchase the item. The buying unit is printed on the purchase order. For example, if you buy eggs by the carton unit, when you order five units in a purchase you are ordering five cartons.

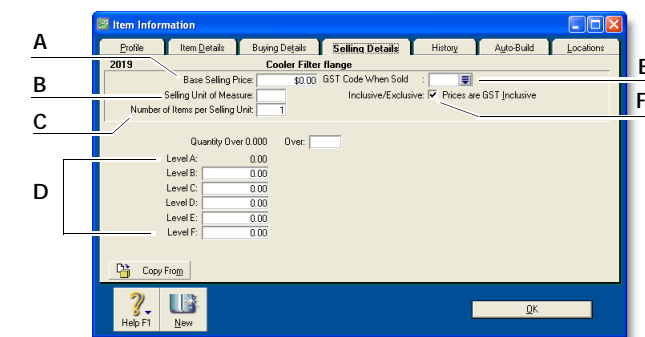
C If you track on-hand quantities and values for this item, type the number of items that comprise a single buying unit. This is the number that is added to your on-hand inventory for every buying unit. For example, if you buy eggs by the carton unit but want to track their purchase individually, enter 12 as the number of items per buying unit. When you order one carton unit, your inventory item is updated by twelve items. If you leave this field blank, the value defaults to one.

D Enter the restocking information:

- Type the minimum level of this item you want to keep in your inventory. When the quantity drops below this level, a re-order reminder appears in the **To Do List**.
- Type or select the supplier from whom you usually re-order this item.
- Type the supplier's number for the item.
- Type a re-order quantity for the item. If you have set a minimum quantity for a re-ordering alert, you can create an order for the items easily using the **Stock Alert** tab in the **To Do List**. The default quantity showing on the order will be taken from this field.

E Choose the GST code you want to use when you purchase this item. Note that you can override the GST code when you record the purchase.

9 If you sell this item, click the **Selling Details** tab. The **Selling Details** view of the **Item Information** window appears.



A Type the retail price of one selling unit.

B Type the selling unit of the item (such as 'each' or 'unit'). You can type up to five characters. The selling unit is printed on the item invoice. If, for example, you sell by the six-pack, when you sell five units, you will be selling five six-packs.

C If you track on-hand quantities and values for this item, type the number of items that comprise a single unit in this field. This is the number that is subtracted from your on-hand inventory for every selling unit. For example, if you sell by the six-pack, enter 6 as the number of items per selling unit. When you sell one six-pack, your inventory is reduced by six items.

D You can set pricing levels for different kinds of customers. See ['Creating custom price levels' on page 130](#).

E Select the GST code you want to use when you sell this item. Note that you can override the GST code on invoices.

F If you want to indicate that the prices on the **Selling Details** tab are GST inclusive, select the **Prices are GST Inclusive** option. If the prices are GST exclusive, deselect this option.

10 Click the **Items Details** tab and enter additional information about the item.

11 [AccountRight Enterprise only] If this item is stored in more than one location, click the **Locations** tab and specify the default location for buying and selling the item.

12 Click **OK**.

## Average Cost, Last Cost and Standard Cost

**Average Cost** is calculated as the total cost of an item (the total amount you have paid to purchase the item or the cost entered when you transferred the item into stock) divided by the number of units of that item you have on hand.

**Last Cost** is the most recent purchase price for the item.

**Standard Cost** can be used instead of the last purchase price as the default price on purchases. To use the standard cost price as the default price, select **Use Standard Cost as the Default Price on Purchase Orders and Bills** option in the **Preferences** window (**Inventory** tab).

## Making inventory adjustments

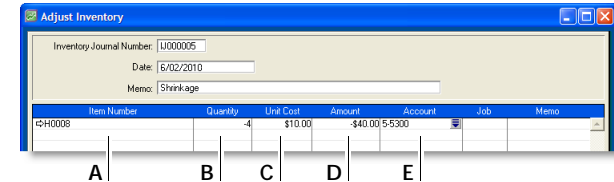
From time to time you may need to adjust item quantities and values. For example, if your inventory gets damaged, you may have to write-off some of your inventory or revalue it.

This section explains how to make an adjustment to one or a few items. If you need to update the quantities of several items, see ['Reviewing your inventory information' on page 126](#).

**NOTE: Print the Items List Summary report** When making inventory adjustments, you may find it useful to print the **Items List Summary** report. This report displays on-hand quantities and values of your items.

### To make an inventory adjustment

- 1 Go to the **Inventory** command centre and click **Adjust Inventory**. The **Adjust Inventory** window appears.
- 2 Enter details of the adjustment.



The screenshot shows the 'Adjust Inventory' window. It has a title bar with a blue background and standard window controls. Below the title bar, there are several input fields: 'Inventory Journal Number' with the value '1/000005', 'Date' with '6/02/2010', and 'Memo' with 'Shrinkage'. Below these fields is a table with the following columns: 'Item Number', 'Quantity', 'Unit Cost', 'Amount', 'Account', 'Job', and 'Memo'. The first row of the table contains the following data: 'H0008', '-4', '\$10.00', '\$40.00', '5-5300', and empty cells for 'Job' and 'Memo'. Below the table, there are five vertical lines labeled 'A', 'B', 'C', 'D', and 'E' corresponding to the columns 'Item Number', 'Quantity', 'Unit Cost', 'Amount', and 'Account' respectively.

- A Type or select the item number for the item you want to adjust. To do this, click in the **Item Number** column, press **TAB** and then select the item from the list that appears.
- B Type the quantity by which you want to increase or decrease the quantity held. Only enter the quantity variation. Type the quantity in inventory units, not buying or selling units. If you enter a positive number, that number is added to your on-hand inventory. If you enter a negative number, that number is subtracted from your on-hand inventory.
- C The average cost of the item appears by default. The average cost is normally calculated as the total cost of the item divided by the number of units on hand, but if these are new items, enter their purchase cost.

D The **Amount** field displays the quantity multiplied by the unit cost. If you change it, the unit cost is recalculated automatically.

E The allocation account is usually a cost of sales or expense account.

3 Click **Record** to save the inventory adjustment.

## Examples of inventory adjustments

The following are some examples of inventory adjustments.

**Example 1** In the following example, the inventory adjustment will increase the number of units on hand by two and the total value of the items on hand by \$700.

Item Number	Quantity	Unit Cost	Amount	Account	Job	Memo
☛F0001	2	\$350.00	\$700.00	5-5100		

**Example 2** In the following example, the inventory adjustment will decrease the number of units on hand by two and the total value of the items on hand by \$200.

Item Number	Quantity	Unit Cost	Amount	Account	Job	Memo
☛F0001	-2	\$100.00	\$200.00	5-5100		

**Example 3** In the following example, the inventory adjustment will increase the number of items on hand by two but will not adjust the total value of the items. The average cost of the items will decrease as a result of this adjustment.

Item Number	Quantity	Unit Cost	Amount	Account	Job	Memo
☛F0001	2	\$0.00	\$0.00	5-5100		

**Example 4** In the following example, the inventory adjustment will increase the total value of the items on hand by \$120 but will not change the number of items on hand. The average cost of the items will increase as a result of this adjustment.

Item Number	Quantity	Unit Cost	Amount	Account	Job	Memo
☛F0001	0	\$0.00	\$120.00	5-5100		

# Inventory locations

*The Inventory locations feature is only available in AccountRight Enterprise*

If you hold inventory at several locations, you can keep track of item quantities held at each location by recording:

- the location at which a purchased item is received (see [‘Creating a supplier card’ on page 83](#))
- the location from where a sold item is shipped (see [‘Entering sales’ on page 63](#))
- the movement of items between locations (see [‘Recording inventory movements between locations’ on page 121](#)).

The locations feature is optional. If you don’t track inventory quantities and values, or all your inventory is held at one location, there’s no need for you to use this feature.

---

**NOTE: Primary location** The primary location is automatically created in your company file. When you set up multiple locations, your existing stock is assigned to this location. You can change the primary location ID and name, if you want, but you cannot delete it. For instructions on how to move items from the primary location to another location, see [‘Recording inventory movements between locations’ on page 121](#).

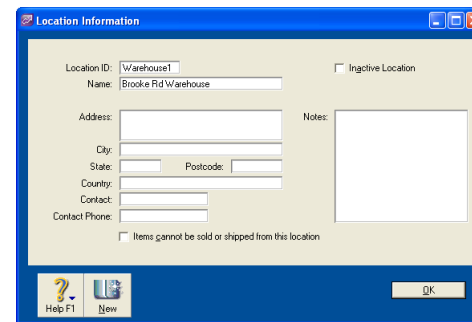
---

If you do want to use multiple locations, you need to create a record for each inventory location. When you create one or more locations, a **Location** field is added to the **Purchases** and **Sales** windows. When you record an item purchase or sale, you can enter the receiving or selling location for the item in this field.

You can specify a default receiving and selling location for your items. For more information see [‘Creating items’ on page 115](#).

## To create inventory locations

- 1 Go to the **Inventory** command centre and click **Locations**. The **Locations List** window appears.
- 2 Click **New**. The **Location Information** window appears.
- 3 In the **Location ID** field, type an identifier (of up to ten characters) for the new location and press TAB.

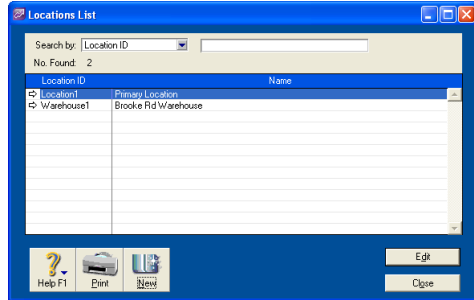


- 4 Type the name and address of the location and contact details.
- 5 If you do not receive items at or sell items from this location (for example, if this location is your storage warehouse), select the **Items cannot be sold or shipped from this location** option.

If you select this option, you can only move items to and from this location by using the **Move Items** feature.



- Click **OK**. The new location appears in the **Locations List** window



- Click **Close**.

## Recording inventory movements between locations

You use the **Move Items** window to record the movement of inventory between your locations.

Although a transaction is not created when you move inventory items, you can display the **Item Movement Audit Trail** report to view the details of inventory movements.

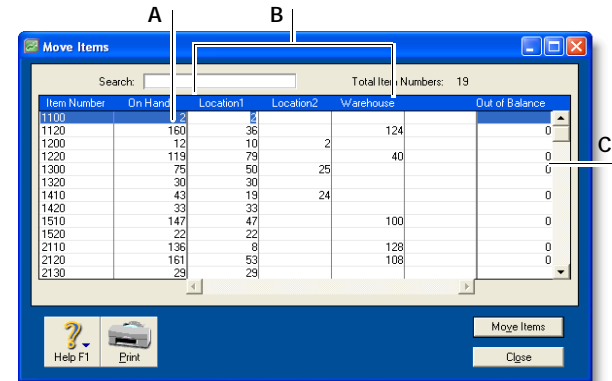
### To record inventory movements

- Go to the **Inventory** command centre and click **Move Items**. The **Move Items** window appears with a list of all your items, on-hand quantities and locations.

**NOTE: Moving items using the Item Information window**

You can also record an item movement by clicking **Move Items** in the **Location** view of the **Item Information** window. The **Move Items** window appears with the location details for that item.

- Select the item you want to move. You can locate an item by scrolling the list or by typing the item number in the **Search** field.
- Record the quantities held at each location.



- The **On Hand** column shows the total quantity available in your inventory across all locations.
- Type the quantity held at each location. Increase the quantity for locations receiving items and reduce the quantity for locations where items are moved from.
- The value in the **Out of Balance** field must be zero before you can record the movement. That is, the amount in the **On Hand** column for the item must be equal to the sum of the amounts in your location columns.

- Repeat **step 3 above** for each item you want to move.
- Click **Move Items** to record the movements.

# Building items

*Building items* is the process of taking two or more items, known as *components*, to make up another item, known as a *finished item*.

You do this by *transferring* the stock quantities of the components to that of the finished item. For example, you could transfer the stock quantities of timber and fabric (component items) to furniture (the finished items).

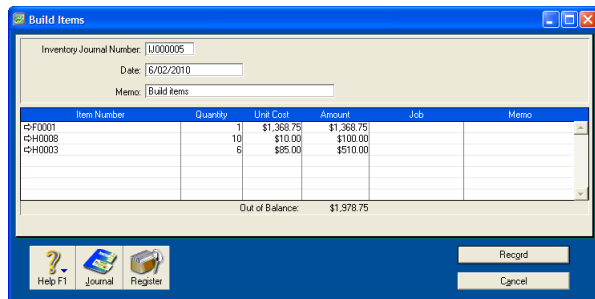
You can build items in two ways:

- manually, for a one-off transfer of stock. See '[To build items manually](#)' below.
- automatically, for a transfer you make repeatedly. See '[Auto-building items](#)' below.

Note that before you can build a finished item, you need to create an item record for it.

## To build items manually

- Go to the **Inventory** command centre and click **Build Items**. The **Build Items** window appears.
- Type or select the item numbers of the finished item you want to make and the component items you want to transfer.



- Type the transfer quantity. Type a positive number for the finished item (this number is added to your on-hand inventory). Type a negative number for the component items (this number is subtracted from your on-hand inventory).

The value in the **Out of Balance** field must be zero before you can record the transaction. That is, in the **Amount** column the amount for the finished item must be equal to the sum of the amounts for the components.

- [AccountRight Enterprise only] If you store an item at multiple locations, select the location where the item is held. Note that this field only appears if you use more than one location in your company file. (See '[Inventory locations](#)' on page 120.)
- Enter the unit cost of each item to be included in the build.
- Click **Record** to save the inventory transfer.

The built item is automatically added to your on-hand inventory and the component items are subtracted from your on-hand inventory.

## Auto-building items

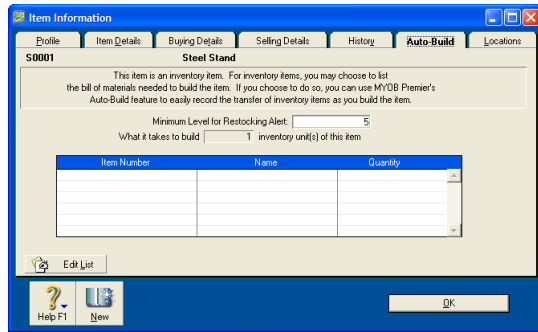
For items that you build often, you can use the Auto-Build function to automatically build the finished items.

Before you can build a finished item using the Auto-Build function, you need to define what items are needed to build the item.

**TIP: Auto-build from the To Do List** You can also auto-build items using the **To Do List**. (In the **Stock Alert** view of the **To Do List**, select the items you want to build and click **Order/Build**.)

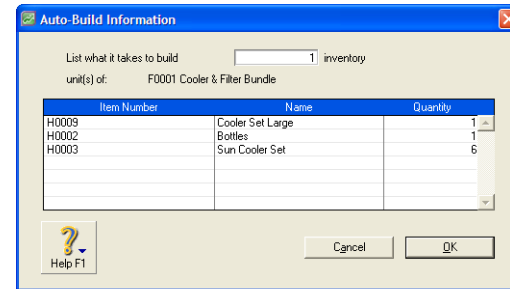
## To define an Auto-Build item

- 1 Go to the **Inventory** command centre and click **Items List**. The **Items List** window appears.
- 2 Click the zoom arrow (⇒) next to the item you want to build. The **Item Information** window appears.
- 3 Click the **Auto-Build** tab.



- 4 In the **Minimum Level for Restocking Alert** field, type the minimum level of the item you want to have on hand.
- 5 Click **Edit List**. The **Auto-Build Information** window appears.
- 6 In the **List what it takes to build** field, type the number of inventory units you want to be made.

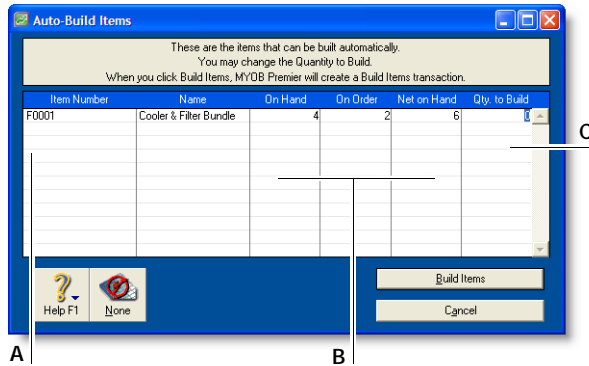
- 7 Enter the details of each of the components required to build the item.
  - a Click in the **Item Number** column and press TAB. Your items list appears.
  - b Select the component item required to build the new finished item and then click **Use Item**. The details of the component appear in the **Item Number** and **Name** columns.
  - c In the **Quantity** column, type the number of component items required to build the specified quantity of the finished item.
  - d Repeat from **step a** for each component required to build the new finished item.



- 8 Click **OK** when you have entered all the components.
- 9 Click **OK** and then click **Close** to return to the **Inventory** command centre.

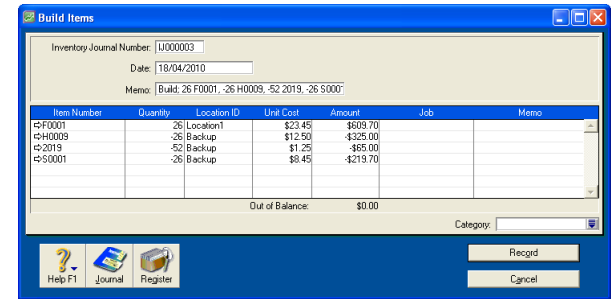
## To auto-build an item

- 1 Go to the **Inventory** command centre and click **Auto-Build Items**. The **Auto-Build Items** window appears.



- A This column displays all items that you have designated as finished items.
- B The **On Hand**, **On Order** and **Net on Hand** columns show the current levels of your finished items.
- C Type the number of finished items you want to build.

- 2 In the **Qty. to Build** column, type the quantity of finished items you want to build. (Click **None** if you want to change all numbers in this column to zero.)
- 3 Click **Build Items**. The **Build Items** window displays the details of the transfer that will occur when the finished item is built.



- 4 Review the entries in this window to make sure that the quantities, unit costs and total inventory values are correct. Note that the quantities of the components in the list appear as negative numbers, while the quantities of the finished items in the list are shown as positive numbers.
- 5 Click **Record** to save the build item transaction and update your inventory.

## Performing stocktakes

When you set up your company file, you can enter your opening inventory quantities using the **Count Inventory** window. You can also use the **Count Inventory** window to make adjustments to item quantities during regular stocktakes or any time you find discrepancies between the actual quantities of items on hand and your records of those quantities.

Each inventory adjustment must be allocated to an account so your accounting records accurately reflect the reasons why your inventory needed adjusting. For example, you can use an expense account called 'Shrinkage/Spoilage' to track natural loss or theft of items.

## Before you perform a stocktake

- [AccountRight Enterprise only] Make sure you record any inventory movements between locations before counting your inventory. For more information, see [‘Inventory locations’ on page 120](#).
- Make sure you record any inventory transfers before counting your inventory. Otherwise, a missing inventory item that was used to build another item will be accounted for as an expense, such as loss or shrinkage. For more information, see [‘Building items’ on page 122](#).
- Count the actual items in your inventory. You can print the **Inventory Count Sheet** report, which lists all your inventory items, and manually record quantities on it.

**NOTE: Inventory-count filtering options** You can print the **Inventory Count Sheet** either by clicking **Print** in the **Count Inventory** window or from the **Index to Reports** window, where you can also set report filters.

## To perform a stocktake

- 1 Go to the **Inventory** command centre and click **Count Inventory**.  
The **Count Inventory** window lists all the items and their current on-hand quantities. Quantities are inventory units, not buying units or selling units. For example, if you buy soft drinks by the six-pack and store it by the can, a quantity of 24 in the **On Hand** column means you have 24 *cans* in your inventory, rather than 24 *six-packs*.
- 2 [AccountRight Enterprise only] If you store inventory at multiple locations, select the way you want to group your items. You can group items by item number or by location.
- 3 [AccountRight Enterprise only] If you store inventory at multiple locations and you need to record a quantity for an item that previously had no recorded on-hand quantity, select the **Include Zero On-Hand Quantities** option.

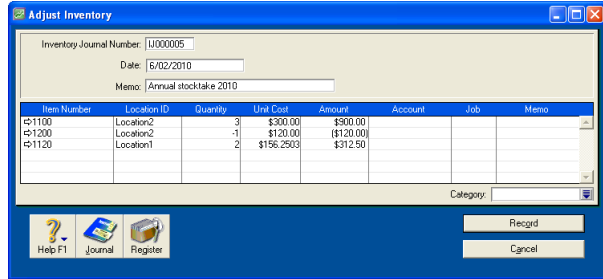
- 4 In the **Counted** column, type the actual quantities of the items. Any discrepancy between the counted quantity and the on-hand quantity appears in the **Difference** column.

Item Number	Item Name	Location ID	Location Name	On Hand	Counted	Difference
1100	Cooler Large	Location1	Primary Location	2	3	1
		Location2	Secondary warehouse	0	0	0
		Warehouse	Main warehouse	0	0	0
1120	Cooler Filter Large	Location1	Primary Location	160	146	-14
		Location2	Secondary warehouse	0	0	0
		Warehouse	Main warehouse	0	0	0
1200	Cooler Medium	Location1	Primary Location	10	10	0
		Location2	Secondary warehouse	2	2	0
		Warehouse	Main warehouse	0	0	0
1220	Cooler Filter Medium	Location1	Primary Location	119	120	1
		Location2	Secondary warehouse	0	0	0
		Warehouse	Main warehouse	0	0	0

- 5 Click **Adjust Inventory**. If there are differences between on-hand and counted values, the **Adjustment Information** window appears.  
If you use the same account to track adjustments for all items, you can select a default adjustment account for tracking the adjustments you entered in the **Count Inventory** window. This saves you having to enter an account on every line of the inventory adjustment. This account should be an expense account such as Shrinkage/Spoilage. It should not be your inventory asset account.
- 6 Click **Continue**. The **Adjust Inventory** window appears, displaying a line item for each adjustment you entered in the **Count Inventory** window in [step 4 above](#).
- 7 If you didn't enter a default adjustment account in [step 6 above](#), enter the accounts you want to use to track the change in each item's quantity in the **Account** column for each line item.  
If you entered a default adjustment account, that account appears in the **Account** column for each line item.

8 [Optional] Add a reason for the adjustment in the **Memo** field (for example, Annual stocktake 2008).

9 Click **Record**.



## Reviewing your inventory information

The following tools help you review your inventory information.

Tool		See
To Do List	Displays an alert for items that need to be purchased or built.	<a href="#">page 127</a>
Analyse Inventory	Gives you a list of all your items, including the number on hand, the number committed and the number on order. [AccountRight Enterprise only] If you use multiple locations for items, you can group the items by number or location.	<a href="#">page 127</a>
Inventory reports	<b>Inventory reports</b> help you keep track of your item quantities and value.	<a href="#">page 127</a>
View history	You can view the sales and purchase transaction histories of an item or supplier for seven years.	<a href="#">page 128</a>

Tool		See
Find Transactions	<b>Find Transactions</b> helps you find inventory transactions.	<a href="#">page 154</a>
Items Register	Gives you a list of your inventory transfers, adjustments, sales and purchases for all items, or it can be filtered to show the history of a single item.	<a href="#">page 155</a>
Transaction Journal	Lists journal entries of your inventory transactions.	<a href="#">page 155</a>

## To view a list of all items that need to be built or purchased

The **Stock Alert** view of the **To Do List** displays all items that need to be built or purchased to fulfil customer orders.

In this window, you can:

- automatically record a transaction for the items that you need to buy or build
- change the details of an order or auto-build transaction.

- 1 Click **To Do List** from any command centre. The **To Do List** window appears.
- 2 Click the **Stock Alert** tab. A list of all items that need to be ordered or built appears. The **On Hand** column shows the quantity of each item actually on hand. The **On Order** column shows the quantity of each item already on order. The **Committed** column shows the quantity of an item on order or backorder for customers.
- 3 If you want to automatically order or build items:
  - a Click the select column () next to each item you want to build or order and then click **Order/Build**. A date window appears, displaying the current date.
  - b If you want to, enter a different date and click **OK**.  
An order will automatically be created for the items that need to be purchased. The restocking information entered in the **Buying Details** tab of the **Item Information** window is used to determine the supplier and quantity to order or the items to build.
- 4 If you want to change the details of an order or auto-build transaction, click the **Order** or **Build** zoom arrow (⇌) next to the item. Complete the transaction in the window that appears.

## To analyse inventory

The **Analyse Inventory** window lets you view detailed information about how much inventory you have on hand, what is committed, what is on order and what is available. This analysis is based on all sales and purchases recorded in your company file.

- 1 Go to the **Inventory** command centre and click **Analysis**. The **Analyse Inventory** window appears.
- 2 Choose the required view of the **Analyse Inventory** window. The **Summary** view displays all inventoried items, while the **Item #** view displays all the customer and supplier orders for a selected item.
- 3 [AccountRight Enterprise only] If you use multiple locations to store your inventoried items, the **Group by Item** view displays all inventoried items grouped by the item number. The **Group by Location** view displays all inventoried items grouped by location, while the **Item Number** view displays all the customer and vendor orders for a selected item.

## To view inventory reports

There are several reports that you can generate to keep track of your inventory. The following are some of the reports you may find useful. For more information on reports, see [‘Reports’ on page 165](#).

- **Analyse Inventory Summary** report. The summary and detailed versions of this report can serve as your order book. You can view a list of all your sales orders and purchase orders for all or selected items.
- **Items List Summary** report. This report shows information about your items including their on-hand quantities and total value. The **Items List Summary** report also shows an item’s current average cost price, which is important to know when making inventory adjustments. You can use this report to compare your total inventory value to the total of your inventory asset accounts.
- **Price Summary** report. This report lists your item prices, and is useful for sending to your customers. You can convert this report to HTML and post the price list on an internet site.

## To view sales and purchases history for an item

- 1 Go to the **Inventory** command centre and click **Items List**. The **Items List** window appears.

- 2 Click the zoom arrow (⇌) next to the item you want to view. The **Item Information** window appears.
- 3 Click the **History** tab. The **History** view displays the purchase and sales history for the item for seven years: five past years, the current year and the next year.

## Setting item prices

You can quickly change the default selling prices of the items you sell using the **Set Item Prices** window.

You can still change an item's price at the point of sale, which will override the default price for that sale only.

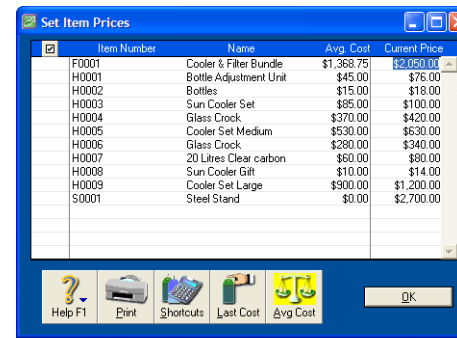
### Average Cost and Last Cost

**Average Cost** is calculated as the total cost of an item (the total amount you have paid to purchase the item or the cost entered when you built an item) divided by the number of units of that item you have on hand.

**Last Cost** is the most recent purchase price for the item.

### To change the price of an item

- 1 Go to the **Inventory** command centre and click **Set Item Prices**. The **Set Item Prices** window appears.



Item Number	Name	Avg. Cost	Current Price
F0001	Cooler & Filter Bundle	\$1,368.75	\$2,050.00
H0001	Bottle Adjustment Unit	\$45.00	\$76.00
H0002	Bottles	\$15.00	\$18.00
H0003	Sun Cooler Set	\$85.00	\$100.00
H0004	Glass Crock	\$370.00	\$420.00
H0005	Cooler Set Medium	\$530.00	\$620.00
H0006	Glass Crock	\$280.00	\$340.00
H0007	20 Litres Clear carbon	\$60.00	\$80.00
H0008	Sun Cooler Gilt	\$10.00	\$14.00
H0009	Cooler Set Large	\$900.00	\$1,200.00
S0001	Steel Stand	\$0.00	\$2,700.00

If an item is not listed, it means that you haven't selected the **I Sell This Item** option on the **Profile** tab of the **Item Information** window.

- 2 Click in the **Current Price** column of an item and enter a new price. Do this for each item price you want to change.

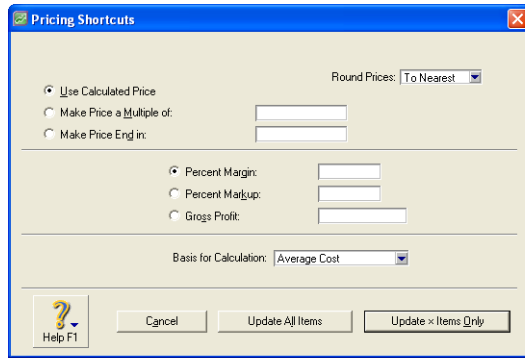
You can enter prices with up to four decimal places. On the invoice, the price is multiplied by the quantity sold and the result is rounded to two decimal places.

- 3 Click **OK**.



## To update the prices of multiple items at once

- 1 Go to the **Inventory** command centre and click **Set Item Prices**. The **Set Item Prices** window appears.
- 2 Click the select column () next to the items that require a price update.
- 3 Click **Shortcuts**. The **Pricing Shortcuts** window appears.



- 4 Indicate how you want the price rounded, the basis for calculating the price and so on.  
For example, if you want to mark up the items' prices by 10%, select the **Percent Markup** option and type 10 in the adjacent field.
- 5 If you want to:
  - update the items you marked in [step 2 above](#), click **Update x Items Only**
  - update the prices of all items, click **Update All Items**.

---

## Customising inventory

You can customise inventory using the following options:

- **Custom price levels** You can set up to six price levels for an item and then assign one of these levels to a particular customer. You could, for example, have one price level for casual customers, another for irregular customers, another for regular small-spend customers, another for regular high-spend customers and so on. You can also specify up to five price breaks for each price level. You can then charge, say, all your regular customers increasingly lower prices if they purchase larger and larger quantities of the item.

- **Custom fields** You can ensure certain information is always recorded for an item, in the fields such as 'Warranty', 'Serial Number' and 'Voltage'. Use these fields for information that you *don't* need to use as report filters.
- **Custom lists** You can record information about an item and then run reports based on the custom lists. For example, if you are running a trailer-rental business, you might have custom lists of colour, type and location. This means you could run a report to include only 'blue cage' trailers at the 'Main Street' station.

## Creating custom price levels

You can customise your pricing according to customer status and sales quantities.

For example, a level-three customer might pay \$140 for a single quantity of the item, but if they purchase five units of the item, they will only have to pay \$100 each for them. A level-four customer might be charged \$150 and \$110 respectively.

**NOTE: Volume discounts** The volume in the **Volume Customer Discount** field in a customer's card applies in addition to the quantity-break price levels you set up.

To set custom price levels, you can give each level a name and then specify a price for each level for each quantity break.

### To name your price levels

[Optional] If you don't give names to price levels, default names will be used (Level A, Level B and so on).

- 1 Go to the **Lists** menu, choose **Custom List & Field Names** and then **Price Levels**. The **Custom List and Field Names** window appears.
- 2 Enter names for the price levels as you want them to appear in the **Selling Details** tab of the **Item Information** window.
- 3 Click **OK**.

### To specify price levels and quantity breaks for an item

- 1 Go to the **Inventory** command centre and click **Items List**.
- 2 Select the item and click **Edit**. The **Item Information** window for the item appears.
- 3 Click the **Selling Details** tab.

The base selling price you entered for this item in the upper section of the **Selling Details** view appears at Level A (or whatever name you have chosen for this field).

- 4 In the remaining fields (Levels B to F, or whatever you chose to name them), type the selling price of this item. Make an entry for each price level you want to use.
- 5 If you want to specify quantity breaks for a price level:
  - a Enter the first quantity break in the first **Over** field and enter a price for orders over the quantity break.
  - b In the next **Over** field, type the new quantity break. Assign a price for this quantity break for each price level.
  - c Continue to enter up to five quantity breaks and assign up to six price levels. Note that each quantity break must be greater than the previous quantity break and less than the next.

The screenshot shows the 'Item Information' window for item H0005, 'Cooler Set Medium'. The 'Selling Details' tab is active. The 'Base Selling Price' is \$630.00. The 'Selling Unit of Measure' is 'Unit' and 'Number of Items per Selling Unit' is 1. The 'Quantity Over' table is as follows:

Quantity Over	0.000	Over: 10	Over: 50	Over: 100	Over: 150
Standard Price:	630.00	625.00	620.00	615.00	600.00
Dealer Price:	625.00	620.00	615.00	600.00	595.00
QC Price:	620.00	615.00	600.00	595.00	590.00
Master Dealer Price:	615.00	600.00	595.00	590.00	585.00
Discounted Price:	600.00	595.00	590.00	585.00	580.00
Long Term Customer:	595.00	590.00	585.00	580.00	575.00

- 6 Click **OK**.

### To assign a price level to a customer

- 1 Go to the **Card File** command centre and click **Cards List**. The **Cards List** window appears.
- 2 Locate the customer card you want to assign a price level to and click the zoom arrow (⇌) next to it.
- 3 Click the **Selling Details** tab.

- In the **Item Price Level** field, select the price level you want to assign to the customer.  
If you don't assign one of the six price levels, the item's base selling price is used instead.
- Click **OK**.
- Click **Close**.

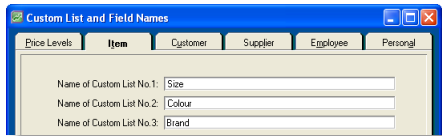
## Creating custom lists

You can create three custom lists that you can use to sort and group your inventory items.

An example of a custom list is 'Colour,' in which you could create list entries of 'yellow', 'red', 'green' and 'purple.' When you create or edit an item, you can assign it one of these colours. When you run an inventory report, such as the **Analyse Inventory Summary** report, you can choose to include only red items in the report.

### To name a custom list

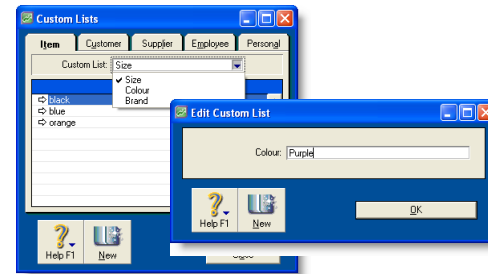
- Go to the **Lists** menu, choose **Custom List & Field Names**, and then click **Items**. The **Custom List and Field Names** window appears.



- Enter a name for each custom list you want to create and click **OK**. These custom-list names now appear on the **Items Details** tab of the **Item Information** window.

### To create a custom list entry

- Go to the **Lists** menu, choose **Custom Lists** and then **Items**. The **Custom Lists** window appears.
- Select the custom list for which you want to make entries in the **Custom List** field.
- Click **New** and type the name of a list entry. For example, if you have a colour list, you would enter a colour, such as *Purple*.



- Click **OK**.
- Repeat from **step 3** until you have created all your list entries.
- Click **Close** to close the **Custom Lists** window.

### To assign a custom list entry to an item

- Go to the **Inventory** command centre and click **Items List**.
- Click the zoom arrow (⇌) to the left of the item. The **Item Information** window appears.
- Click the **Item Details** tab.
- Select the entry you require from the appropriate custom list.
- Click **OK**.

## Custom lists and inventory reports

You can generate reports using your custom lists as report filters. For example, you can generate a report that includes only those items with a certain list entry, such as the colour 'red'. For more information on setting report filters, see ['Select the data to be printed' on page 169](#).

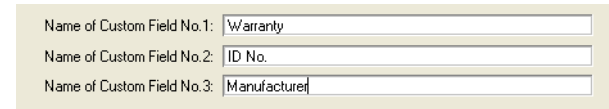
**Printing custom list entries on your purchase orders and invoices** You can customise your invoices and purchases to include custom lists. For more information, see ['Forms' on page 175](#).

## Creating custom fields

The three custom fields can be used to record additional information about your items. Examples of how you might name custom fields are 'Warranty', 'ID No.' and 'Manufacturer'. However, unlike custom lists, custom fields cannot be used to filter inventory reports.

### To name a custom field

- 1 Go to the **Lists** menu and choose **Custom List & Field Names** and then **Items**. The **Custom List and Field Names** window appears.
- 2 In the **Name of Custom Field** fields, type the new field names and click **OK**.



Name of Custom Field No.1:	Warranty
Name of Custom Field No.2:	ID No.
Name of Custom Field No.3:	Manufacturer

These field names will appear on the **Item Details** tab of the **Item Information** window for all items.

**Printing custom field entries on your purchase orders and invoices** You can customise your invoices and purchases to include the custom fields. For more information on customising forms, see ['Forms' on page 175](#).

# 9 International transactions

*International transactions (multiple currencies) are only available in AccountRight Premier and AccountRight Enterprise.*

You can enter transactions in a number of currencies in addition to your local currency, the New Zealand dollar. You can record transactions in pounds, euros, yen or any other currency you use when buying and selling goods and services. You can also track overseas bank accounts and foreign assets and liabilities.

---

## About the multiple-currency feature

If you deal in multiple currencies, it's important to track the effects of currency exchange fluctuations on your business. Your software provides detailed reports to help you manage both unrealised gains and losses (potential changes in the value of overseas transactions) and realised gains and losses (the actual changes in the value of your assets, liabilities and equity that occur when you exchange foreign currency for New Zealand dollars).

The multiple-currencies feature is optional. If all your business is conducted with customers and suppliers in New Zealand dollars, there's no need for you to use this feature. If you do want to use the multiple currencies feature, you need to set a preference.

You will also have to perform a number of setup tasks described in this chapter. For example, you need to set up special accounts to track the transactions you make in each currency. If, for instance, you plan to make sales in euros, you will need to create a separate receivables account for your sales to customers in Europe.

Every foreign-currency account you create requires a companion account, known as an *exchange account*, to track changes in the value of the transactions assigned to the account. Only balance sheet accounts—asset, liability and equity accounts—can be assigned a foreign currency. All other types of accounts are tracked using New Zealand dollars.

Your local currency, the New Zealand dollar, is automatically set up for you. As this currency is used to determine the value of all other currencies, it cannot be deleted and its exchange value is fixed at 1. Before you begin entering transactions, you need to specify the appropriate currency for all your overseas customers and suppliers. To ensure accurate records, and speed up transaction entry, only one currency can be selected for each customer or supplier card. An additional customer or supplier card must be created for each foreign currency used.

# Setting up multiple currencies

Before you can record transactions for multiple currencies, complete the following setup tasks.

Task		See
1	Select the multiple currency preference option	below
2	Set up records for foreign currency	below
3	Create accounts to track foreign-currency transactions	below
4	Assign accounts to foreign currencies	page 136
5	Assign currencies to foreign customers and suppliers	page 136

Once the setup is complete, you can enter foreign-currency transactions the same way you enter transactions based on local currency.

## Task 1: Select the multiple currency preference option

- 1 Go to the **Setup** menu and choose **Preferences**. The **Preferences** window appears.
- 2 In the **System** view, select the **I Deal in Multiple Currencies** option [**System** tab].

**NOTE: This selection cannot be undone** Once you begin entering foreign-currency transactions, you cannot deselect this option.

- 3 Click **OK** to prepare your company file for multiple currencies.
- 4 Click **OK** to close the **Preferences** window.

## Task 2: Set up records for foreign currency

The following currencies have been set up for you already: Hong Kong dollar, Australian dollar, Canadian dollar, European Union euro, Great Britain pound, Japanese yen and United States dollar.

If you do business in any other currency, you need to create a record for the currency.

- 1 Go to the **Lists** menu and choose **Currencies**. The **Currencies List** window appears.
- 2 Click **New**. The **Currency Information** window appears.
- 3 Enter details of the currency such as a code, name and current exchange rate. For detailed field help, click **Help** and choose **Help for This Window**.
- 4 Click **OK** and then **Close**.

## Task 3: Create accounts to track foreign-currency transactions

In order to track transactions in a foreign currency, you must create accounts that use that currency. You cannot use the same accounts that you use for your local currency transactions because your currency and other currencies rarely trade at par with one another (that is, one New Zealand dollar rarely buys exactly one monetary unit in any other currency).

**NOTE: Accounts that can be assigned foreign currency** Only balance sheet accounts—asset, liability and equity accounts—can be assigned a foreign currency. All other types of accounts are tracked using Australian dollars.

For every foreign currency account you create, you need a linked exchange account. For example, if you create a yen cheque account, you need a yen exchange account. Together, these accounts allow the foreign currency amount and the local currency equivalent to be viewed in your balance sheet.

When you create a foreign-currency account, you can let your software create the linked exchange account, or you can specify one yourself.

The following section describes the accounts you need to create.

### If you make foreign sales

Following is a list of the accounts you are likely to need if you accept payment from customers in a foreign currency.

- Asset account for tracking receivables (for instance, 'Receivables Accounts Euro'). This account must be assigned the foreign currency and not your local currency.
- Bank account where customer receipts in the foreign currency will be deposited. This can be your local currency account if your bank accepts deposits in other currencies.
- Liability account for deposits received (if you allow customers to make deposits on orders). This account can be assigned the currency code for either the foreign currency or your local currency.

---

**NOTE: Grouping with undeposited funds** Only receipt transactions that are in your local currency can be grouped with undeposited funds. Therefore, you can only use your New Zealand dollar currency account as the linked account for undeposited funds.

---

### If you make foreign purchases

Following is a list of accounts you are likely to need if you make payments to suppliers in a foreign currency:

- Liability account for tracking payables (for instance, 'Payables Accounts Euro'). This account must be assigned the foreign currency and not your local currency.
- Bank account that will be used to pay debts in a foreign currency. This can be your local currency account if your bank writes cheques for you in other currencies.
- Asset account for deposits paid (if you make deposits on orders). This account can be assigned the currency code for either the foreign currency or your local currency.
- Liability account for import duties collected (if you're required to pay duty on goods you import). This account can be assigned the currency code for either the foreign currency or your local currency.

### If you track unrealised gains and losses

If you plan to track unrealised gains and losses, you need to create an income account for this purpose. You may want to name it 'Unrealised Currency Gain/Loss' or something similar. We recommend that you consult your accountant to determine whether your business needs to track unrealised gains and losses and, if it does, the most appropriate way for it to do so. See ['Tracking currency gains and losses' on page 138](#) for more information.

### Additional accounts

Depending on your business, you may need to create additional accounts to track foreign bank accounts, assets held overseas and the like. If you are unsure about the accounts, ask your accountant or an MYOB Approved Partner.

## Task 4: Assign accounts to foreign currencies

- 1 Go to the **Lists** menu and choose **Currencies**. The **Currencies List** window appears.
- 2 Click the zoom arrow (⇒) next to the currency you want to assign to one or more accounts. The **Currency Information** window appears.
- 3 Select the required tab. Click:
  - the **Receivable Accounts** tab if customers pay you in this currency
  - the **Payable Accounts** tab if you pay bills in this currency.
- 4 Enter the relevant accounts in the appropriate fields. In the bottom section of the window, select the options that apply to your business. As you select options, additional fields will appear and you can enter the accounts you will use to track various parts of your transactions such as discounts. For detailed field help, click **Help** and choose **Help for This Window**.
- 5 Click **OK**.
- 6 Repeat this procedure for each currency you want to assign to the relevant accounts, then click **Close**.

## Task 5: Assign currencies to foreign customers and suppliers

The currency used to make a transaction is determined by the currency assigned to the customer card or supplier card you are using.

A card can only use a single currency so if you deal with a customer or supplier in multiple currencies, you will need to create a separate card for each currency.

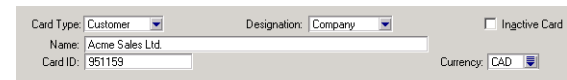
---

**NOTE: A card with transactions** You can't change the currency of a card that you have already used in transactions. You will need to create a new card for the customer or supplier.

---

Any transactions recorded for a customer or supplier card will be in the currency linked to the card.

- 1 Go to the **Card File** command centre and click **Cards List**. The **Cards List** window appears.
- 2 Click the zoom arrow (⇒) next to the required card to display the **Card Information** window.
- 3 In the **Profile** tab, type or select the currency you want to assign to the card in the **Currency** field. (The local currency is selected by default.)



The screenshot shows a dialog box titled 'Card Information'. It contains the following fields and controls:

- Card Type:** A dropdown menu with 'Customer' selected.
- Designation:** A dropdown menu with 'Company' selected.
- Inactive Card:** An unchecked checkbox.
- Name:** A text field containing 'Acme Sales Ltd.'
- Card ID:** A text field containing '951159'.
- Currency:** A dropdown menu with 'CAD' selected.

- 4 Click **OK**.
- 5 Repeat this procedure for each card that you want to assign a foreign currency, then click **Close**.



# Exchange rates

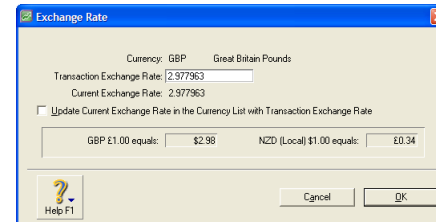
When you record a foreign currency transaction, you can either use the default exchange rate for the currency or enter a new rate for that transaction.

## To edit the default exchange rate

- 1 From any command centre, go to the **Lists** menu and select **Currencies**. The **Currencies List** window appears.
- 2 Select the currency entry you want to modify and click **Edit**. (Alternatively, click the zoom arrow(⇨) next to the currency name.)  
The **Currency Information** window (the **Currency Profile** view) appears.
- 3 Modify the fields as required and click **OK**.
- 4 Click **Close** to exit the **Currencies List** window.

## To change the exchange rate in a transaction window

- 1 Open a foreign currency transaction window. You can record foreign currency transactions in the following windows:
  - **Sales, Receive Payments** and **Sales Register (Settle Returns & Credits** view)
  - **Purchases, Pay Bills**, and **Purchases Register (Settle Returns & Debits** view)
  - **Spend Money, Receive Money, Reconcile Accounts** and **Transaction Journal (General** view).
- 2 Calculate the exchange rate first using the **Currency Calculator**. See '[Using the Currency Calculator](#)' below.
- 3 Click **Rate**. The **Exchange Rate** window appears.



- 4 Type the new exchange rate in the **Transaction Exchange Rate** field.  
This will only affect the transaction that is currently displayed.
- 5 If you want to change the exchange rate for all future transactions that use this currency, select the **Update Current Exchange Rate in the Currency List with Transaction Exchange Rate** option.
- 6 Click **OK**.

## Using the Currency Calculator

If you receive a payment for a foreign currency invoice in your local currency, you can use the **Currency Calculator** to calculate the exchange rate based on the foreign and local amounts, or to calculate the foreign amounts based on the local amounts and the exchange rate.

You can access the **Currency Calculator** from any window: go to the **Help** menu and choose **Currency Calculator**.

---

# Tracking currency gains and losses

Whenever you have a foreign bank account, changes in the currency exchange rates between that country and your home country can cause the value of your foreign currency to fluctuate. When your local currency weakens relative to the foreign currency, the value of your foreign account increases, creating a currency gain. When your local currency strengthens, your foreign account experiences a loss in real value. Your software can track these fluctuations.

Gains or losses in the value of a foreign account are considered unrealised while the money is still sitting in the foreign account. Conversely, when the money is withdrawn from the account, either by using it to pay for a purchase or by converting it to local currency, the gain or loss is considered realised.

## Tracking realised currency gains and losses

Realised currency gains and losses on sales and purchases are tracked differently to realised currency gains and losses on deposits and withdrawals.

For realised gains or losses on sales and purchases, a posting is made automatically to the Currency Gain/Loss account.

For realised currency gains and losses on transfers—deposits and withdrawals—you need to make a general journal entry to the Currency Gain/Loss account.

When you activate the multiple-currency feature, a Currency Gain/Loss account is created automatically.

-----  
**NOTE: Large foreign currency exposure** If you have a large foreign currency exposure, you may require a more detailed analysis than posting to a single Currency Gain/Loss account provides. In this case, we recommend that you consult your accountant for further advice about managing your foreign currency exposure.  
-----

## Sales and purchases

At the time a currency gain or loss is realised, that is, when a payment is received or made, an automatic posting is made to the Currency Gain/Loss account and to the exchange account for the foreign currency.

The **Currency Realised Gain/Loss** report lists the currency gains and losses that have been posted automatically through sales and purchases during the month for foreign-currency transactions.

### Example

You sell goods to a British customer for \$180 New Zealand at an exchange rate of 1.8 dollars to the pound. Your AccountRight software records the sale at \$180 and records the £100 as owed by the British customer. Your AccountRight software posts £100 to the British receivables account, \$80 to the British receivables exchange account and \$180 to the sales account.

The following month the British customer pays their account by depositing £100 into your British bank account, but the exchange rate has changed from 1.8 to 1.5 dollars to the pound. The deposit is valued at \$150.

You originally made a sale of £100 that at the time was worth \$180. When you received payment, it was worth only \$150. Therefore, the \$30 difference is a realised currency *loss*, and will be posted to the British receivables exchange account and to the Currency Gain Loss account.

5/02/2010 Payment: East London Stores				
CR000010	1-1110	Cheque Account	\$100.00	
CR000010	1-1110	Cheque Account	\$50.00	
CR000010	1-2222	GBP Receivable Account		\$100.00
CR000010	1-2223	GBP Exchange Account		\$50.00
CR000010	1-2223	GBP Exchange Account		\$30.00
CR000010	4-9999	Currency Gain Loss	\$30.00	

## Transfers

Currency gains and losses that occur through the transfer of funds need to be recorded by a general journal entry.

At the end of the month, you can look at the value of your foreign accounts and use the Currency Calculator (from the [Help](#) menu at the top of the screen) to calculate their true values in local currency at that time.

You can then create a general journal entry where losses are posted as credits to the exchange account with a corresponding debit to your Currency Gain/Loss account. Gains are posted as debits with a corresponding credit to your Currency Gain/Loss account.

### Example

Say the original balance in your British bank account is zero and you then transfer \$180 New Zealand at an exchange rate of 1.8 dollars to the pound into your British bank account. Your AccountRight software converts the \$180 to £100 and deposits it into your British bank account.

Using your AccountRight software's dual account system, £100 is posted to the British bank account, and \$80 to the British bank exchange account.

The following week you withdraw that £100 from the bank at an exchange rate of 1.5 dollars to the pound. Your AccountRight software values the withdrawal at \$150. You put £100 into the account that at the time was worth \$180. When you withdrew the £100 from the account, it was worth only \$150. Therefore, the \$30 difference is a realised currency *loss*.

If you looked at your balance sheet, you would see a zero value for the British bank account, but \$30 remaining in the British bank *exchange* account. You need to post the \$30 in the exchange account to your Currency Gain/Loss account.

## Unrealised currency gains and losses

An unrealised gain or loss is a potential gain or loss at any point in time between the recorded sale or purchase and the receipt or issue of payment. No automatic postings are made to track unrealised gains or losses on foreign currency transactions.

Not all businesses need to track unrealised currency gains or losses. You should check with your accountant to determine whether your business needs to track them.

The [Currency Unrealised Gain/Loss](#) report lists the gain or loss made on each foreign currency. You can then use this information to make adjustment postings to each of your foreign currency accounts for your balance sheet and also to a profit & loss account.

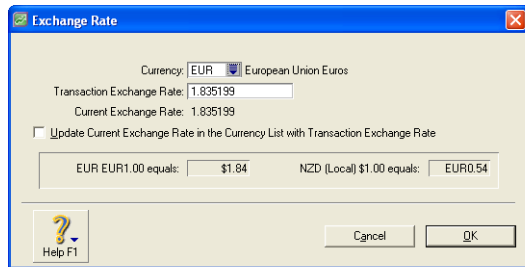
# Miscellaneous transactions

## Transferring funds to a foreign account

You may want to transfer funds from a local-currency account to a foreign account. This is easily done through the **Spend Money** window.

**NOTE:** You cannot use the **Transfer Money** window to transfer funds to a foreign account.

- 1 Go to the **Banking** command centre and click **Spend Money**. The **Spend Money** window appears.
- 2 Click **Currency**. The **Exchange Rate** window appears.
- 3 Select the relevant foreign currency and enter the exchange rate.



- 4 Click **OK**. The **Spend Money** window reappears.
- 5 In the **Pay from Account** field, type or select the local currency bank account from which the amount is being withdrawn.
- 6 Enter the date, amount, payee and memo.
- 7 In the **Account No.** (or **Name**) column, type or select the foreign account into which you want to make the deposit.
- 8 Click **Record**.

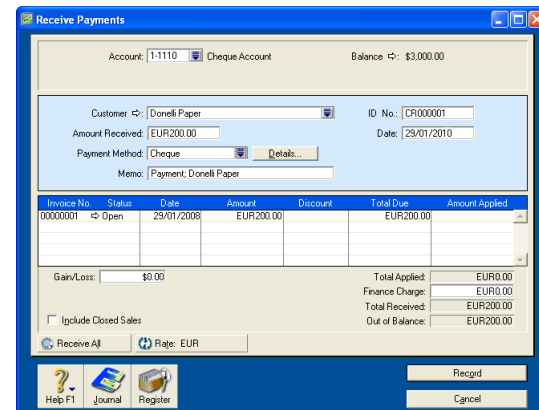
## Entering foreign-currency transactions in a local account

You can enter foreign-currency transactions in a local-currency account. For example, you can accept a cheque from a customer in euros and bank it in a dollar bank account.

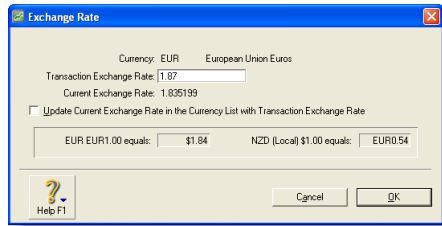
**Example** You have received a cheque from your customer, Donelli Paper, for 200 Euros against an outstanding invoice, and you want to bank it in your local-currency account. Let's also assume the exchange rate has changed from 1.84 to 1.87 since you made the original sale.

To bank Donelli Paper's cheque, you would do the following:

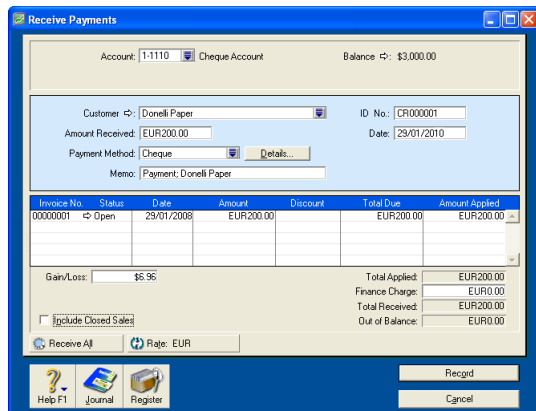
- 1 Go to the **Sales** command centre and click **Receive Payments**. The **Receive Payments** window appears.
- 2 Type or select the customer in the **Customer** field. Details of Donelli Paper's purchase appears in the window.



- 3 In the **Deposit to Account** field, type or select your local-currency account.
- 4 Click **Rate**. The **Exchange Rate** window opens.
- 5 In the **Transaction Exchange Rate** field, change the rate from 1.84 to 1.87.



- 6 Click **OK**. The **Receive Payments** window reappears.
- 7 In the **Amount Received** field, type 200. It appears as EUR200.00.
- 8 Click in the **Amount Applied** column and then press TAB. The **Out of Balance** field displays EURO.00. The **Gain/Loss** field shows the gain or loss (in local currency) as a result of the new exchange rate. This amount is posted to a currency gain/loss account.



- 9 Click **Record**.

## Reconciling accounts containing foreign transactions

When you are reconciling your bank statement, the foreign currency transaction amounts listed in your statement will often not match those listed in your company file. This is because the exchange rate used by the bank is different from the rate used in your company file at the time of the transaction.

There are two methods by which you can reconcile accounts containing foreign transactions:

- If you have your security preferences set to allow records to be changed, click the zoom arrow (⇌) next to the transaction in the **Reconcile Accounts** window to display the original transaction. Click **Rate** and change the exchange rate to match the bank statement.
- If you have the security preferences set so that records cannot be changed, click the zoom arrow (⇌) next to the transaction and, from the **Edit** menu, choose **Reverse [...]** **Transaction**. Then, re-enter the transaction with the correct exchange rate.



# 10 Lists

Your company file consists of different types of records—customers, accounts, recurring transactions and so on. Records of the same sort are grouped into *lists*.

Lists help you to keep track of the customers that owe you money, the items that you sell, the accounts or items being used and so on. Lists can be modified to suit your requirements. For example, you can modify account and job levels to alter how they appear in reports. You can also inactivate records you use infrequently to keep your lists short and up to date.

Lists can be used in a number of ways. For example, you can use a combination of custom lists, identifiers, contact logs and email addresses to create a list of customers who have contacted you in the past six months. You can then create a PDF file of your current price list and email it to those customers.

---

## Adding a record

Lists are made up of individual records. For example, each item in your **Items List** is a record, as is each job in your **jobs list**. You can add as many records as you want to a list.

To add this type of record...	See
Account	<a href="#">page 24</a>
Card	
• Customer	<a href="#">page 61</a>
• Supplier	<a href="#">page 83</a>
• Employee or Personal	<a href="#">page 187</a>
Time billing activity [Not available in AccountRight Standard]	<a href="#">page 106</a>

To add this type of record...	See
Item	<a href="#">page 115</a>
GST code	<a href="#">page 144</a>
Recurring transaction	<a href="#">page 159</a>
Foreign currency [AccountRight Premier and AccountRight Enterprise only]	<a href="#">page 134</a>
Category	<a href="#">page 206</a>
Job	<a href="#">page 207</a>

---

## Adding records using Easy-Add

You can create new records easily using the **Easy-Add** feature. Accounts, cards, categories, comments, custom list items, jobs, referral sources and shipping methods can be added to your lists when entering transactions.

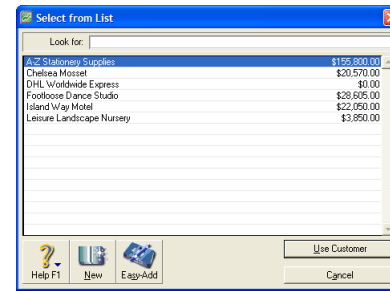
**NOTE: Easy-Add is not available in some transaction windows**

In windows such as **Spend Money**, the type of card you want to create is not immediately obvious, so the **Easy-Add** button is not available.

### To create a record using Easy-Add

Let's assume you want to add a customer card while entering a sale.

- 1 In the **Sales** command centre, click **Enter Sales**. The **Sales** window appears.
- 2 Type the customer's name and press TAB. If there is no card for this customer, the **Select from List** window appears.



- 3 Click **Easy-Add**. A new customer card is added to your **cards list**. You can now complete your task using the new card.

---

## Setting up GST codes

GST codes are used to track GST paid to or by your business. Each GST code represents a particular type of GST, and is used to calculate GST on your transactions.

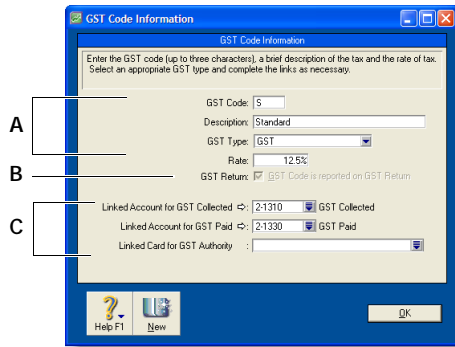
Your company file has an extensive list of GST codes that can be used in a variety of situations—for example, when doing business with overseas customers, when tracking capital acquisitions and so on. In addition, you can create an unlimited number of GST codes.

### To create a GST code

- 1 Go to the **Lists** menu and choose **GST Codes**. A list of all the GST codes that are already set up for you is displayed.
- 2 Click **New**. The **GST Code Information** window appears.
- 3 In the **GST Code** field, type a code (up to three characters) for the new tax and press TAB.



4 Complete the other fields in this window.



- A Enter a description, type and rate.
- B If the GST code is zero-rated, select the **GST Code is Reported on GST Return** option. Deselect this option for exempt GST codes.
- C Select the linked account for GST collected and another for GST paid. These fields are only available for some GST types. Select a card, if applicable.

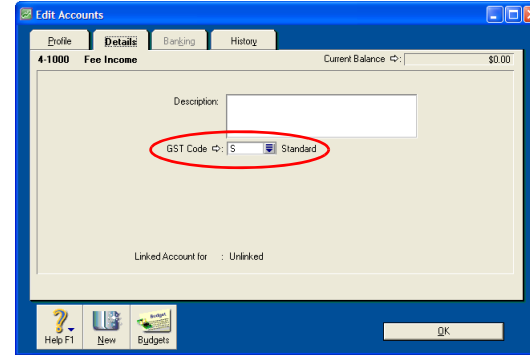
**To assign GST codes to accounts**

You can assign a GST code to any account in your accounts list. The GST code you assign will appear as the default GST code when you post a transaction to this account.

For example, you have assigned the standard code (S) to your electricity expense account. When you write a cheque to settle your electricity bill in the **Spend Money** window and allocate it to this account, the standard code will appear in this window by default.

You can allocate a GST code to an account in the **Details** view of the **Edit Accounts** window. You can display this window by going to the **Accounts** command centre, clicking **Accounts List**

and clicking the zoom arrow (⇌) next to the required account in the list.



**To assign GST codes to items**

When you set up your items, you must assign a GST code to each of them.

You can assign a GST code to be used when you sell an item and a GST code to be used when you buy an item. That GST code will appear as the default in sales and purchases of that item *unless* you have specified the customer's or supplier's GST code to be used instead (see ['To assign GST codes to cards' below](#)).

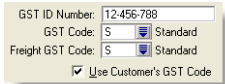
GST codes are assigned to items in the **Buying** and **Selling** tabs of the **Item Information** window. For more information, see ['Creating items' on page 115](#).

**To assign GST codes to cards**

You can define a default GST code for a customer or supplier. You only need to specify a default GST code if the customer's or supplier's GST status takes precedence over that of the item or service being sold or purchased. For example, if a customer is one to whom you only ever make zero-rated export sales, you should assign the zero-rated GST code (Z) to that customer's card.

When you create a quote, order or invoice, the GST code assigned to the customer will be used as the default. This GST code will override the item's GST code in an item sale, and the allocation account's GST code in a non-item sale. GST codes are assigned to customers in the **Selling Details** tab of their **Card Information** window.

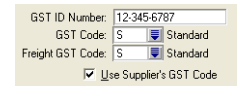
Make sure you select the **Use Customer's GST Code** option. (If this option is not selected, the customer's GST code will not be used, even if one has been assigned.)



A dialog box with a light beige background. It contains the following fields and options: 'GST ID Number' with the value '12-456-789' in a text box; 'GST Code' with a dropdown menu showing 'S' and 'Standard'; 'Freight GST Code' with a dropdown menu showing 'S' and 'Standard'; and a checked checkbox labeled 'Use Customer's GST Code'.

Similarly, when you create a quote, order or bill, the GST code assigned to the supplier will be used as the default. GST codes are assigned to suppliers in the **Buying Details** tab of their **Card Information** window.

Make sure you select the **Use Supplier's GST Code** option. (If this option is not selected, the supplier's GST code will not be used, even if one has been assigned.)

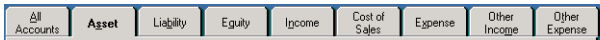



A dialog box with a light beige background. It contains the following fields and options: 'GST ID Number' with the value '12-345-6787' in a text box; 'GST Code' with a dropdown menu showing 'S' and 'Standard'; 'Freight GST Code' with a dropdown menu showing 'S' and 'Standard'; and a checked checkbox labeled 'Use Supplier's GST Code'.

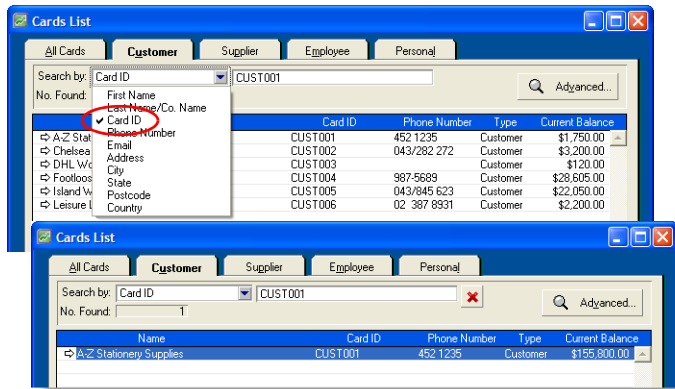
## Finding a record

Records are stored and displayed in lists. For example, the **Jobs List** window lists the jobs you have created, the **Accounts List** window lists your accounts and so on. When lists get long, it can take time to locate a record. Use the following tools to find a record quickly.

**Tabs** Some lists are divided into separate views using tabs. For instance, the **Accounts List** is divided into eight tabs, each representing an account type, making it easier for you to find an account. For example, if you are looking for an asset account, click the **Asset** tab. Within the tab you can use the scroll bar to find a record.



**Search Fields** You can find a record by filtering the cards, activities, locations, recurring transactions and items lists using the search fields. To do this, select a filter from the **Search by** list and enter search terms in the adjacent field, then press **TAB**. The list is sorted according to your selections. To reset the list, click the (  ) icon next to the search field.



**Advanced search filters** You can use advanced search filters such as recontact date and postcode to search for a single card or a group of cards. To do this, in the **Cards List** window, click **Advanced** and enter the relevant filters to narrow your search. The **Cards List** window will display the cards that fit your search criteria.

## Changing a record

You can make changes to:

- accounts
- cards
- categories
- foreign currencies (AccountRight Premier and AccountRight Enterprise only)
- GST codes
- items
- jobs
- time billing activities (not available in AccountRight Standard).

### To change a record

- 1 Display the list to which the record belongs. For example, if you are making changes to an account, display the **Accounts List** window; if you are changing an item, display the **Items List** window and so on. You can do this from the **Lists** menu.
- 2 Locate the record you want to change in the list. Use a search method described in ['Finding a record' on page 146](#), if necessary.
- 3 Once you locate the record, click the zoom arrow (⇒) next to it. Details of the record are displayed.
- 4 Make the required changes and click **OK**.

---

# Inactivating or reactivating a record

If you have accounts, cards, items, inventory locations (AccountRight Enterprise only), activities, or jobs that you rarely use—for example, a card you created for a one-off sale or purchase—inactivating them after use will remove them from selection lists. Your list of records will be shorter and, consequently, selecting the record you need will be easier. You can still use an inactive record in transactions by manually entering the record name.

## To inactivate (or reactivate) a record

- 1 Display the list to which the record belongs. You can display the list from the appropriate menu or command centre. For example, if you are inactivating a card, go to the **Lists** menu and choose **Cards**, or go to the **Card File** command centre and click **Cards List**.
- 2 Locate the record you want to inactivate or reactivate and click the zoom arrow (⇌) next to it. The record's details appear. For cards, accounts, activities and items, click the **Profile** tab.
- 3 Select or deselect the **Inactive Card** option.

---

# Deleting a record

You can delete a record that you no longer need. However, a record must meet certain criteria before it can be deleted. For example, most records cannot be deleted if they have been used in transactions.

## Deleting an account

You can delete an account if:

- the account isn't a level 1 account
- the account has a zero balance
- no journal entries were posted to the account
- none of your recurring templates uses the account

- the account is not used as a linked account for any transaction types
- the account isn't linked to an inventory item.

## To delete an account

- 1 Go to the **Accounts** command centre and click **Accounts List**. The **Accounts List** window appears.
- 2 Click the zoom arrow (⇌) next to the account you want to delete. The account details are displayed in the **Edit Accounts** window.
- 3 Go to the **Edit** menu and choose **Delete Account**.

## Deleting other records

You can only delete:

- a card, foreign currency, GST code, item, location or job that has not been used in a transaction. If transactions exist, you need to delete the transactions before you can delete the record.
- a card that has not been used in a quote, order or recurring template
- an item with a zero quantity in inventory
- an activity slip (not available in AccountRight Standard), provided the time billing invoice on which it was billed has been deleted or purged

- an activity, provided all the activity slips you've recorded for it have been purged
- a foreign currency record that has not been linked to a card.

### To delete other records

- 1 Go to the **Lists** menu and choose the list to which the record belongs. For example, if you are deleting an item, choose **Items**; if you are deleting a card, choose **Cards** and so on.
- 2 Locate the record you want to delete and click the zoom arrow (⇨) next to it. The record details appear in the **Information** window.
- 3 Go to the **Edit** menu and choose **Delete [...]**. For example, if you are deleting a customer card, choose **Delete Card**.

---

## Combining records

In some situations you may want to combine two records. For example, you may have records in your cards list for two suppliers who have merged their operations. Or you may have separate accounts for two departments whose sales figures you now want to combine.

When you combine two records, you identify one as the primary record and the other as the secondary record. The primary record is the record that will inherit the transaction details (transactions, jobs, history and so on) of the secondary record. The secondary record is deleted.

-----  
**NOTE: Historical reports** When you view historical reports from the previous financial year (for instance, the previous financial year's balance sheet), the primary account is listed showing the combined account balance.  
-----

## Combining cards

You can combine:

- customer cards
- supplier cards
- personal cards

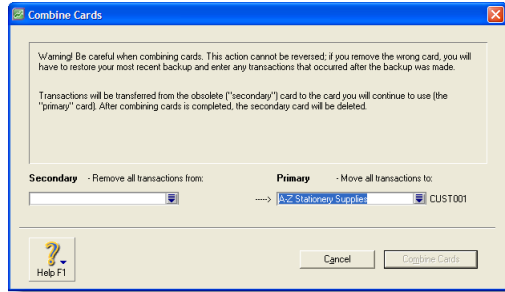
You cannot combine:

- employee cards
- cards of different types
- cards with different currencies (AccountRight Premier and AccountRight Enterprise only)
- cards if the primary card is inactive.

When cards are combined, the non-transaction card information for the primary card—such as card name, address and buying and selling details—is retained as the default information for the combined card. The transaction details for the secondary card are added to the primary card. Non-transaction information for the secondary card is deleted.

### To combine two cards

- 1 Go to the **Card File** command centre and click **Cards List**. The **Cards List** window appears.
- 2 Select the primary card.
- 3 Click **Actions** and choose **Combine Cards**. The **Combine Cards** window appears.



The primary card appears under the **Primary - Move all transactions to** list. If you want, you can choose a different primary card from the list.

- 4 Select the secondary card from the **Secondary - Remove all transactions from** list.

---

**CAUTION: The next action cannot be undone** Before continuing, check that you've selected the correct cards to be combined. If you combine the wrong cards, you will have to restore them from a backup and re-enter transactions posted to those cards since the backup.

---

- 5 Click **Combine Cards**. A confirmation window appears.
- 6 In the confirmation window, click **OK** to confirm you want to combine the two cards.

## Combining accounts

You can only combine accounts that are:

- local currency accounts (AccountRight Premier and AccountRight Enterprise only)
- accounts of the same account type (for example, asset and expense accounts cannot be combined) and
- detail accounts.

You cannot combine:

- header accounts
- accounts that are linked to other accounts.

When accounts are combined, the non-transaction account information for the primary account—such as account name, description and bank details (for banking accounts)—is retained as the default information for the combined account. The transaction details and opening balance of the secondary account are added to the primary account. Non-transaction information for the secondary account is deleted.

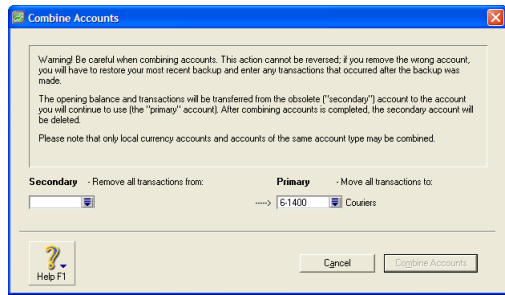
---

**NOTE: Budgets and job budgets not combined** Budgets and job budgets for the secondary account are not added to the budgets and job budgets of the primary account. If, for example, you are merging the accounts for two departments, you will have to revise the budgets and job budgets of the primary account after combining them.

---

## To combine two accounts

- 1 Go to the **Accounts** command centre and click **Accounts List**. The **Accounts List** window appears.
- 2 Select the primary account. This is the account that the secondary account's transaction history and opening balance will be transferred to.
- 3 Click **Combine Accounts**. The **Combine Accounts** window appears.



The primary account appears under the **Primary - Move all transactions to** list. If you want, you can choose a different primary account from the list.

- 4 Select the secondary account from the **Secondary - Remove all transactions from** list.

-----  
**CAUTION: The next action cannot be undone** Before continuing, check that you've selected the correct accounts to be combined. If you combine the wrong accounts, you will have to restore from a backup and re-enter transactions posted to the accounts since the backup.  
-----

- 5 Click **Combine Accounts**.
- 6 In the confirmation window, click **OK** to confirm you want to combine the two accounts.





# 11 Transactions

A transaction is an entry that changes the balance of accounts. You create a transaction when you record such entries as sales invoices, purchase orders and inventory adjustments.

You can change, delete or reverse transactions—depending on how your preferences are set up.

If you have transactions that need to be entered periodically, you can set up recurring transactions. You can use these recurring transactions to store details of transactions you record regularly and to set up reminders to record them.

You can also set up your software to record recurring transactions automatically on their due date.

## Finding a transaction

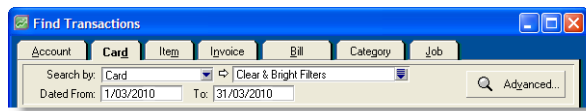
There are several ways to find a transaction. The method you use depends on the information you have at hand.

Use the...	To find...
Find Transactions window	journal entries, sales, purchases, cheques, deposits, supplier and customer payments.
Sales Register	transactions relating to sales (such as open and closed invoices) quotes, orders, credits and returns. This method is most useful if you know the transaction date or the customer's name.
Purchases Register	transactions relating to purchases (such as open and closed bills) quotes, orders, debits and returns. This method is most useful if you know the transaction date or the supplier's name.

Use the...	To find...
Bank Register	spend money, pay bills, receive payments and receive money transactions.
Items Register	inventory item transactions for a particular date range. This includes inventory adjustments, auto-build and move items transactions.
Transaction Journal window	any transaction by source journal.
Recurring Transactions List window	recurring transactions. You can sort transactions by name, type or frequency, or search for a transaction by name, amount or next due.

## To find a transaction using the Find Transactions window

- 1 From any command centre, click **Find Transactions**. The **Find Transactions** window appears.
- 2 Click the appropriate tab—for example, the **Card** tab—to search by card.
- 3 Filter your search using the **Search by** and date range fields. For example, to search for all transactions made in September 2009 relating to customer Clear & Bright Filters, you would make the following selections in the **Card** tab:



- 4 If you want to narrow your search further:
  - a Click **Advanced**. The **Advanced Filters** window appears.
  - b Type or select the additional search filters, and click **OK**. For more information, see ['Advanced filters' on page 178](#).

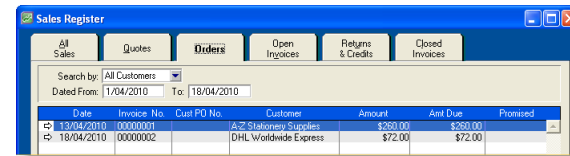
The transactions that match your search criteria appear in the **Find Transactions** window. You can view a transaction in detail by clicking the zoom arrow (⇒) next to it.

**NOTE:** Quotes and orders without applied payments don't appear in the **Find Transactions** window. To find these types of transactions, go to the **Quotes** and **Orders** views of the **Sales Register** or **Purchases Register**.

## To find a transaction using the Sales Register window

The **Sales Register** window lists all open and closed invoices, quotes, orders, returns and credits.

- 1 Go to the **Sales** command centre and click **Sales Register**. The **Sales Register** window appears.
- 2 Click the tab of the sales category you would like to view—for example, **Orders**.

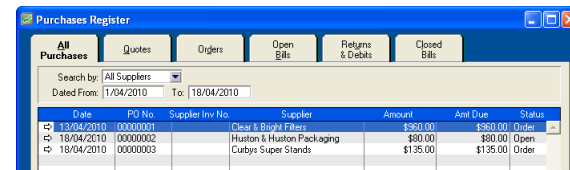


- 3 Filter your search using the **Search by** and date range fields. The transactions that match your search criteria appear in the **Sales Register** window. You can view a transaction in detail by clicking the zoom arrow (⇒) next to it.

## To find a transaction using the Purchases Register window

The **Purchases Register** window lists all open and closed purchases, quotes, orders, returns and debits.

- 1 Go to the **Purchases** command centre and click **Purchases Register**. The **Purchases Register** window appears.
- 2 Click the tab of the type of purchase you would like to view—for example, **All Purchases**.



- 3 Filter your search using the **Search by** and date range fields. The transactions that match your search criteria appear in the **Purchases Register** window.
- 4 If you want to view a transaction in detail, click the zoom arrow (⇒) next to the transaction.

## To find a transaction using the Bank Register window

You can use the **Bank Register** window to find spend money, pay bills, receive payments and receive money transactions.

- 1 Go to the **Banking** command centre and click **Bank Register**. The **Bank Register** window appears.
- 2 Select the bank, credit card or petty cash account you used for the transaction in the **Account** field.



- 3 In the **Dated From** and **To** fields, enter the date range during which the transaction was recorded.

The transactions that match your search criteria appear in the **Bank Register** window.

- 4 If you want to view a transaction in detail, click the zoom arrow (⇨) next to the transaction.

## To find a transaction using the Items Register window

The **Items Register** window gives you quick access to transactions relating to items. When the register is filtered to show a single item, a running balance of the item's quantities and values appears.

- 1 Go to the **Inventory** command centre and click **Items Register**. The **Items Register** window appears.



- 2 In the **Search By** field, specify whether you want to view transactions for all items or a single item.
- 3 If you selected **Item** at [step 2 above](#), type or select the item number in the adjacent field.
- 4 In the **Dated From** and **To** fields, enter the date range during which the transaction was recorded.

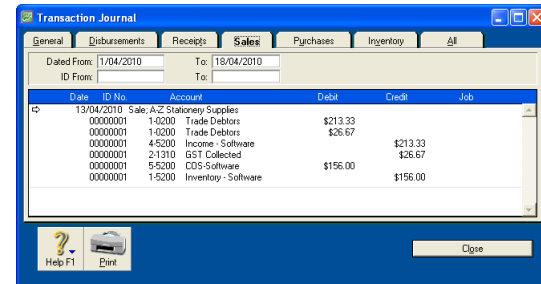
The transactions that match your search criteria appear in the **Items Register** window.

- 5 If you want to view a transaction in detail, click the zoom arrow (⇨) next to the transaction.

## To find a transaction using the Transaction Journal window

The **Transaction Journal** window groups all your accounting entries into one of six journals: general, disbursements, receipts, sales, purchases and inventory. You can display all transactions in the **Transaction Journal** window.

- 1 Click **Transaction Journal** from any command centre (except **Card File**). The **Transaction Journal** window appears.
- 2 Click the appropriate tab—for example, the **Sales** tab to find a sales invoice, the **Disbursements** tab to find a cheque or supplier payment and so on.



- 3 In the **Dated From** and **To** fields, enter the date range within which the transaction was recorded.

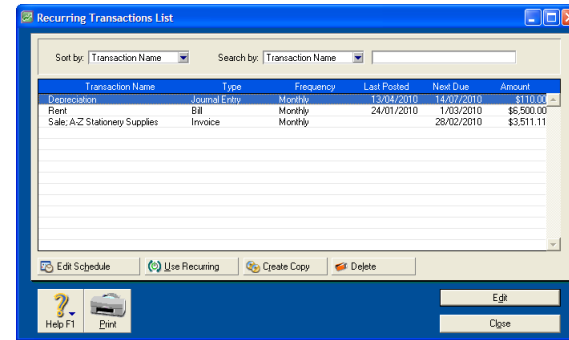
- If you want to search for a range of journal ID numbers, type the range in the **ID From** and **To** fields.

The transactions that match your search criteria appear in the **Transaction Journal** window.

- If you want to view a transaction in detail, click the zoom arrow (⇨) to its left to view it in its original window.

## To find a recurring transaction

- Go to the **Lists** menu and choose **Recurring Transactions**. The **Recurring Transactions List** window appears.



- Locate the recurring transaction. You can:
  - sort the transactions by name, type or frequency
  - search for a transaction by name, amount or due date.

For information on changing the details of a recurring transaction, see [‘Recurring transactions’ on page 159](#).

## Changing or deleting a transaction

If you are part way through entering a transaction, you can erase it and start again by choosing **Erase** from the **Edit** menu.

Sometimes, however, you may need to edit or delete a transaction you have already recorded. A transaction can only be changed or deleted:

- if it is *changeable*. A changeable transaction is identified by a white zoom arrow (⇨) next to it.

To make your transactions changeable, make sure the **Transactions CAN'T be Changed; They Must be Reversed** option is deselected in the **Security** tab of the **Preferences** window. Note that when you create your company file, this option is not selected.

If you want to maintain a strict audit trail, you should consider making your transactions unchangeable by selecting the **Transactions CAN'T be Changed; They Must be Reversed** option. An unchangeable transaction is identified by a grey zoom arrow (⇨) next to it.

If you make your transactions unchangeable, you need to reverse a transaction to cancel its effect on your accounts (see [‘Reversing a transaction’ on page 158](#)).

- if it is not dated within a locked period.

Lock periods prevent you from inadvertently making an entry in a period in which you don't want new entries. For example, after you have completed end-of-month reports for January,

you might lock the period so that the balances for that month cannot be changed. If you want to change a transaction in a locked period, you need to unlock the period first. For more information, see ['Lock the period' on page 227](#).

## Changing a transaction

Before changing a transaction, note the following:

**Some transactions cannot be changed** You cannot change a refund cheque or a bank deposit once it has been recorded. You can only delete or reverse these transactions. For more information, see ['Reversing a transaction' on page 158](#).

**Transaction amounts cannot be edited** If you are changing a Pay Bills or Receive Payments transaction, only the Account, Date, Memo and transaction ID fields can be edited. You cannot change the transaction amount.

### To change a transaction

- 1 Find and display the transaction in its original transaction window. For more information, see ['Finding a transaction' on page 153](#).
- 2 Make the necessary changes and then click **OK**.

## Deleting a transaction

When you delete a transaction, it is permanently removed from your records.

Note the following when deleting a transaction:

**Sales and purchases** You can only delete a sale or purchase that does not have a payment applied to it. If you have recorded a payment for a sale or purchase, you must first delete the payment and then delete the transaction. Any discounts that have been given must also be deleted before the transaction can be deleted.

If you applied a supplier debit towards a purchase, you must delete the debit before you can delete the purchase. A credit note applied to a sale must also be deleted before the sale can be deleted.

**Receipts grouped in the undeposited funds account** If you want to delete an individual receipt that was recorded as part of a bank deposit of receipts grouped in the undeposited funds account, you must first delete the bank deposit. When you delete a bank deposit, all the cash receipts included in the bank deposit are returned to the [Prepare Bank Deposit](#) window. You can then delete the required receipt from this window.

**Negative inventory** You cannot delete a purchase that will result in negative on-hand inventory.

**Reconciled transactions** If you delete a reconciled transaction, your bank reconciliation will be out of balance. Reconciled transactions should be reversed.

**GST reporting** If you delete a transaction from a prior GST period, you may affect the GST reportable in that period.

### To delete a transaction

- 1 Find and display the transaction in its original transaction window. For more information, see ['Finding a transaction' on page 153](#).
- 2 Go to the **Edit** menu and choose **Delete [...]**. For example, if you want to delete a sale, choose **Delete Sale**. The transaction is removed permanently from your records.

# Reversing a transaction

If your accountant wants you to maintain a strict record of all your accounting entries, you should reverse a transaction rather than change or delete it.

A reversal transaction is a new transaction that replicates the original transaction, but with debit amounts shown as credit amounts and vice versa. After posting a reversal transaction, you have two transactions (the original and the reversal), but the account balances appear as if the original transaction was never posted.

A reversal transaction is automatically posted to the same account for the same amount as the original transaction. You cannot change the amount or account of a reversal transaction.

## Before you can reverse a transaction

You can only reverse a transaction if it is *unchangeable*. An unchangeable transaction is identified by a grey zoom arrow (⇒) next to it. To make your transactions unchangeable, select the **Transactions CAN'T be Changed; They Must be Reversed** option on the **Security** tab view of the **Preferences** window. You can change this option at any time.

**Reversing a transaction can affect closed periods** When you reverse a transaction, be aware of the transaction date you enter:

- If you use the current date when you reverse a transaction from a prior month, the month-end financials for the prior month will not reflect the reversal transaction.
  - If you use the original date for the reversal transaction, your prior month's financials should be reprinted because they will have changed.
- If the original transaction date falls in a prior GST period, recording the transaction on the original date may affect the GST reportable in that period.

**Negative inventory** You cannot reverse a purchase if it will result in a negative on-hand inventory count.

**Customer and supplier payments** If an early payment discount was applied to a sale or purchase, you also need to reverse the discount. For information about how to find a transaction, see '[Finding a transaction](#)' on page 153.

## To reverse a transaction

- 1 Find the transaction you want to reverse. See '[Finding a transaction](#)' on page 153 for instructions.
- 2 Go to the **Edit** menu and choose **Reverse [...]**. For example, if you want to reverse a sale, choose **Reverse Sale**. A new transaction containing corresponding negative amounts to that of the original transaction appears.
- 3 If you want, alter the date and memo. Note that you can't change the accounts and amounts.

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

- 4 Click **Record Reversal** to record the reversal transaction. The transaction is reversed and all account balances are returned to their previous levels.

# Recurring transactions

If you have a transaction that you record regularly—for example, a rent cheque—you can set it up as a recurring transaction and save it for future use.

When you save a recurring transaction, you can specify how often you want the transaction to be recorded, and for how long you want to schedule it. For example, you can schedule your car payments monthly, for the next 22 months.

If the transaction details are the same each time—such as a rent payment, you can set up a recurring transaction to record automatically. Or you can open the transaction as required, alter the details (for example, if you make regular sales to a customer and vary the items) and then record the transaction.

You can make the following transactions recurring: sales, purchases, cheques, deposits and general journal entries.

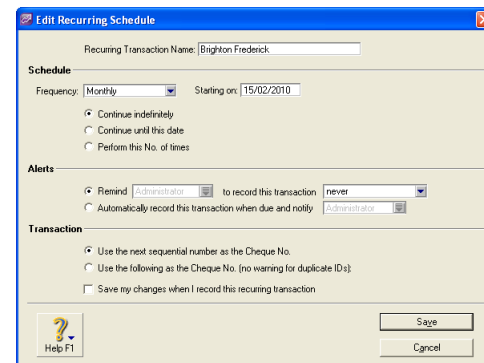
## Setting up recurring transactions

You can create a recurring transaction in a transaction window, or copy an existing recurring transaction to create a new one. Later on, you can change details of a recurring transaction, or delete one if it is no longer used.

If you want to...	see
create a recurring transaction	<a href="#">below</a>
create a recurring transaction from an existing entry	<a href="#">page 161</a>
edit a recurring transaction	<a href="#">page 161</a>
delete a recurring transaction	<a href="#">page 162</a>
record a recurring transaction from a transaction window	<a href="#">page 162</a>
record multiple recurring transactions	<a href="#">page 162</a>

## To create a recurring transaction

- 1 Enter the transaction details in a transaction window—such as the **Purchases** window if you make regular purchases from a supplier.
- 2 Click **Save as Recurring**. The **Edit Recurring Schedule** window appears.



- 3 In the **Recurring Transaction Name** field, type a name to identify the transaction.

### Schedule the transaction

- 4 Select the transaction frequency from the **Frequency** list.
- 5 In the **Starting on** field, type or select the date the transaction is first due.

**NOTE: Pre-dated recurring transactions** You can save a recurring transaction with a start date prior to the system date, provided the date entered is within the current financial year and is not in a locked period.

- 6 Indicate how long you want the recurring transaction to continue.

If you want to...	then...
schedule the transaction for an unlimited period	Select <b>Continue indefinitely</b> .
schedule the transaction until a set date	Select <b>Continue until this date</b> and type the date in the adjacent field.
schedule the transaction for a set number of times	Select <b>Perform this No. of times</b> and type the number of times in the adjacent field.

### Specify an alert option

In the **Alerts** section of the window, you can set a reminder to record the transaction, or set for an automatic recording of the transaction and receiving a notification when the transaction is recorded.

**NOTE: Pre-dated recurring transactions** If you entered a pre-dated recurring transaction and you set a reminder date, the transaction will display as overdue on the To Do List. Pre-dated recurring transactions cannot be set to be recorded automatically.

If you want to...	then...
set a reminder	<ol style="list-style-type: none"> <li>1 Click <b>Remind</b>.</li> <li>2 Select a reminder option from the <b>to record this transaction</b> list.</li> <li>3 If you selected <b>No. days in advance</b>, type the number of days in the adjacent field.</li> <li>4 Select the user who needs to be reminded from the list adjacent to the option.</li> <li>5 Continue with <b>step 7 below</b>.</li> </ol>
automatically record the transaction	<ol style="list-style-type: none"> <li>1 Click <b>Automatically record this transaction when due and notify</b>.</li> <li>2 Select the user who needs to be notified from the list adjacent to the option.</li> </ol>

### Specify the transaction identification number

- 7 In the **Transaction** section of the window, specify how you want the transaction ID number to be created.
  - If you want the transaction ID number to be one greater than the previous transaction ID, click **Use the next sequential number as the [...] No**.
  - If you want to enter a transaction ID, click **Use the following as the [...] No**, then type the transaction ID in the adjacent field.
- 8 If you want to save your changes to the recurring transaction each time it is recorded, select the **Save my changes when I record this recurring transaction** option.
- 9 Click **Save**. The transaction window appears.
- 10 Click **Cancel** to close the transaction window.

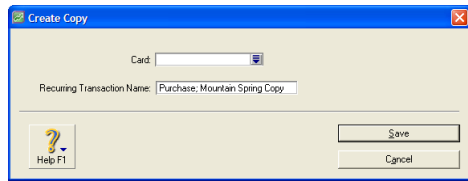
The new recurring transaction will now appear in the **Recurring Transactions List** window. See **'To find a recurring transaction'** on page 156.



## To create a recurring transaction from an existing entry

You can create a recurring transaction by copying an existing recurring transaction entry, then customising the details for the new one.

- 1 Go to the **Lists** menu and choose **Recurring Transactions**. The **Recurring Transactions List** window appears.
- 2 Select the recurring transaction you want to copy and click **Create Copy**. The **Create Copy** window appears.



- 3 In the **Card** field, click the search icon (🔍).  
The **Select from List** window appears listing only card types relevant to the type of recurring transaction you are copying. For example, a purchase transaction can only be applied to your supplier cards.
- 4 Select the card you want to create a copy for:
  - if you want to select all the cards, click the select icon (☑).
  - if you only want to select some cards, click in the select column next to each card required.
- 5 Click **OK** when you've finished selecting from the list. The **Create Copy** window reappears.
- 6 Click **Save**.

### If you selected... then...

One card  
The transaction window for the new recurring transaction appears. You can edit the transaction details if required.  
Click **Save**. The **Recurring Transactions List** window appears.

More than one card  
The **Recurring Transactions List** window lists all your recurring transactions. Each new transaction has a unique name—the original name suffixed by the name of the relevant card.  
To change transaction details for a new transaction: select it and click **Edit**, make the changes in the transaction window and click **Save**. The **Recurring Transactions List** window appears.

- 7 If you need to change the schedule details or the name of a new recurring transaction:
  - a Select the recurring transaction and click **Edit Schedule**.
  - b Make the changes in the **Edit Recurring Schedule** window.
  - c Click **Save**.
- 8 Click **Close**.

## To edit a recurring transaction

You can edit recurring transaction details (such as the cheque details of a **Spend Money** transaction) and update the transaction schedule.

- 1 Go to the **Lists** menu and choose **Recurring Transactions**. The **Recurring Transactions List** window appears.
- 2 If you want to change the transaction details:
  - a Select the recurring transaction you want to change and click **Edit**. The transaction window appears.
  - b Make the necessary changes.
  - c Click **Save**.

- 3 If you want to change the schedule of the recurring transaction:
  - a Select the recurring transaction and click **Edit Schedule**. The **Edit Recurring Schedule** window appears.
  - b Change the scheduling details of the transaction as required.
  - c Click **Save**.
- 4 Click **Close**.

### To delete a recurring transaction

Deleting a recurring transaction only removes it from your list of recurring transactions. Recurring transactions recorded previously are not affected.

- 1 Go to the **Lists** menu and choose **Recurring Transactions**. The **Recurring Transactions List** window appears.
- 2 Select the recurring transaction you want to delete and click **Delete**. An information message appears explaining that this action will not delete any recorded transactions based on this transaction template.
- 3 Click **OK** to delete the recurring transaction.

## Recording recurring transactions

For recurring transactions that are not set up to record automatically, you can record:

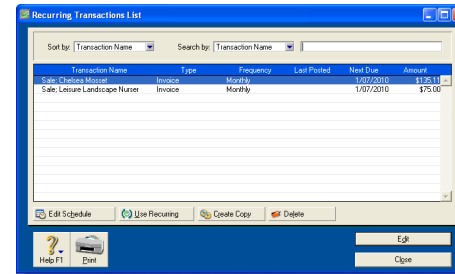
- a single recurring transaction from a transaction window—see [below](#)
- several transactions at the same time—see [below](#).

You can also record a recurring transaction:

- in the **Reminders** window (if you use the reminders option)—see [‘Reminders’ on page 163](#).
- in the **Recurring Transactions List** window by going to the **Lists** menu and choosing **Recurring Transactions**.

### To record a recurring transaction from a transaction window

- 1 Open the transaction window for the transaction you want to use. For example, open the **Purchases** window if you are recording a recurring purchase.
- 2 Click **Use Recurring**. The **Select a Recurring Transaction** window appears listing only recurring transactions for this type of transaction.



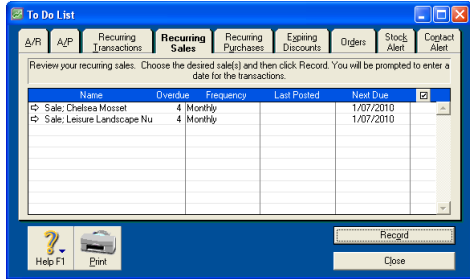
- 3 Choose the recurring transaction from the list and then click **Select**. The transaction appears.
- 4 If you want, change the date, amount, account and other details.
- 5 Click **Record**.

### To record multiple recurring transactions

- 1 From any command centre, click **To Do List**. The **To Do List** window appears.
- 2 Click the appropriate tab—**Recurring Sales**, **Recurring Purchases** or **Recurring Transactions** (for all other recurring transactions).

In the list of recurring transactions that appears, you can click the zoom arrow (⇌) to the left of a transaction to view it in detail.

- Click in the select column () next to any recurring transactions you want to record.

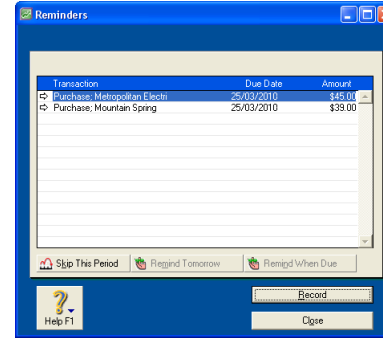


- Click **Record**. A window appears requiring you to enter a date for the selected transactions. This is the date that the transactions will be recorded in your journals.
- Enter a date for the transactions and click **OK**.

## Reminders

You can use your software to remind you on, or before, the scheduled date of a recurring transaction—as shown in [‘Specify an alert option’ on page 160](#). If you use this option, your software checks the reminder dates each time you open your company

file. When a recurring transaction is due (or possibly overdue), the **Reminders** window appears.



The options available in this reminder window depend on the status of the selected recurring transaction (if more than one is showing). For example, if the selected transaction has a due date of today or is overdue, the **Remind Tomorrow** and **Remind When Due** buttons are not available.

The reminder options are outlined below.

Click...	If...
Skip This Period	You don't want to record the transaction this period. The reminder is removed from the list.
Remind Tomorrow	You don't want to record the transaction today, but want to be reminded tomorrow.
Remind When Due	You don't want to record the transaction today, but want to be reminded when the transaction is next due.
Record	You want to record the transaction now.



# 12 Reports



Your AccountRight software comes with many reports that will help you monitor your business. If the default set of reports do not meet your needs, you can design custom reports with the information and appearance you want, then save these custom reports as templates to re-use when required.

## Producing reports

You can print, email or fax reports, output them to various file formats or export them to other software for further modifications.

If you want to...	See
display and print a report	<a href="#">below</a>
save a report as a file	<a href="#">page 166</a>
send a report by email	<a href="#">page 166</a>
send a report by fax	<a href="#">page 166</a>
view a report in Microsoft Excel	<a href="#">page 167</a>

### To display and print reports

- 1 Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.
- 2 Locate the report you want to display or print. Select it and click **Display**. The **Report Display** window appears.
- 3 If you want to reposition or resize columns:
  - a Ensure **Screen Report** is selected in the **View** field.
  - b To reposition a column, position the cursor over the column header until the cursor changes to the hand icon () and then drag the column header to a new position.
  - c To change the width of a column, position the cursor over the icon of a column border () and then drag it to change the column's width. Only columns that have this icon can be resized.
- 4 If you want to limit the data that will be printed in the report, click **Customise** and specify the data you want. For more information, see '[Customising reports](#)' on [page 169](#).
- 5 Select **Print Preview** from the **View** list in the report toolbar.
- 6 If you want to save the new report layout as a custom report:
  - a Click **Save As**. Type a name for the report.
  - b Click **OK**. This new format will be available from the **Custom** tab of the **Index to Reports** window.
- 7 Click **Print**.

## To save reports as files

You can save reports in various file formats so that they can be viewed and edited in other software.

- 1 Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.
- 2 Locate the report you want to display and select it.
- 3 If you want to limit the data that will appear in the report, click **Customise** and specify the data you want. For more information, see '[Customising reports](#)' on page 169.
- 4 Click **Send To** and choose one of the following file formats:
  - **PDF (Portable Document Format)** If you save a report as a PDF file, the person who receives the report must have software, such as Adobe Reader, for viewing the PDF file.
  - **HTML** When you save a report in HTML (Hypertext Markup Language) format, the report can be viewed in web browsers such as Microsoft Internet Explorer.
  - **Tab-Delimited Text File** When you save a report as a tab-delimited text file, fields in the report are separated by tab spaces. Tab-delimited text files can be opened by most word processing and spreadsheet software.
  - **Comma-Separated Text** When you save a report in comma-separated text file format, fields in the report are separated by commas. Comma-separated text files can be opened by most word processing and spreadsheet software.
  - **Simple Text File** When you save a report in simple text file format, fields are separated by spaces so the appearance of the report is as similar as possible to a printed version of the report. Simple text files can be opened by most word processing and spreadsheet software.
- 5 In the **Save As** window, specify a name and location for the file and click **Save**.

## To send reports by email

When you send a report by email, the report is saved as a PDF file and attached to the body of the email message. Your recipient needs a PDF file viewer, such as Adobe Reader, to view the report.

- 1 Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.
- 2 Locate and select the report you want to email.
- 3 To limit the data that will appear in the report, click **Customise** and specify the data you want. For more information, see '[Customising reports](#)' on page 169.
- 4 Click **Send To** and choose **Email**. The **Email** window appears.
- 5 In the **Name** field, type or select the individual or organisation you want to send the report to.
- 6 If necessary, add or change the email address.
- 7 Type the subject and message of the email.
- 8 Click **Send**. The email is sent to your email software's outbox with the report attached as a PDF file.
- 9 Send the email and attachment from your email software as you normally would.

## To send reports by fax

If you have fax software installed on your computer, you can send your reports by fax. Windows XP includes fax software. For more information, see Windows Help.

- 1 Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.
- 2 Select the report you want to fax.
- 3 To limit the data that will appear in the report, click **Customise** and specify the data you want. For more information, see '[Customising reports](#)' on page 169.
- 4 Click **Send To** and choose **Fax**.
- 5 Use your fax software to send the fax as you normally would.

## To view reports in Microsoft Excel

In Excel, you can open reports that you have saved as tab-delimited text files, comma-separated text files or simple text files.

- 1 Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.
- 2 Select the required report.
- 3 To limit the data that will appear in the report, click **Customise** and specify the data you want. For more information, see '[Customising reports](#)' on page 169.
- 4 Click **Send To** and choose **Excel**. Microsoft Excel starts and the selected report appears.

## Modifying OfficeLink templates for Microsoft Excel

Each report in your software has a corresponding Excel template. All Excel templates are stored in a folder named Spredsht, which is located in your AccountRight software folder. You can modify these templates if you want.

---

**CAUTION: Use caution when modifying Excel templates** If you modify the Excel templates, do not move the `[[Tbl:Body Table]]` field. This field *must* be located in Column B, row 15, in order for each report's total amounts to be calculated correctly. If you move `[[Tbl:Body Table]]`, the totals will be inaccurate.

Also note that if you want to perform additional calculations using the exported report data, you should either create a macro that will perform the calculation after the report is imported, or place your reference fields on a separate spreadsheet and update it after the report is imported. Please refer to your Excel documentation for specific help.

---

---

## Printing report batches

A report batch is a group of reports that can be printed together. For example, you may want to create a report batch that contains all your regular monthly financial statements.

---

**NOTE: Some reports are excluded from batches** Some reports, such as the **Reconciliation** report, can't be added to report batches because you need to specify information to be printed each time you want to print the report. Saved custom reports are also excluded.

---

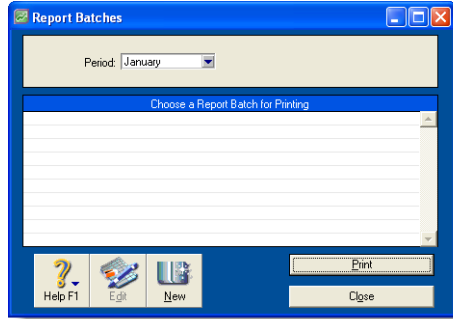
## To create a report batch

---

**CAUTION: Single-user access required** If you share your company file on a network, you should note that this task requires single-user access. For more information, see '[Single-user file locking for special tasks](#)' on page 242.

---

- 1 Go to the **Reports** menu and choose **Report Batches**. The **Report Batches** window appears.



- 2 Click **New**. The **New/Edit Batch** window appears with a list of all the reports that can be batched.
- 3 Enter a name for the batch.
- 4 Click each report you want to include in the batch. Selected reports display a tick to the left of the row. To remove a report from the batch, click the report name a second time.
- 5 Click **OK**. The **Report Batches** window appears with the name of the new batch in the scrolling list.

### To print a report batch

- 1 Go to the **Reports** menu and choose **Report Batches**. The **Report Batches** window appears.
- 2 Select the relevant period from the **Period** list.

You can choose any of the months or quarters in the current financial year, or you can choose to print information for the entire year to date.

Your selection in the **Period** list affects different types of reports in different ways. For example, if you choose January, activity reports will show job activity information from January 1 to January 31 and balance sheet reports will show information as of January 31.

- 3 Choose a report batch for printing and click **Print**. Each report in the batch is printed.

### To change a report batch

- 1 Go to the **Reports** menu and choose **Report Batches**. The **Report Batches** window appears.
- 2 Select the name of the batch you want to change and click **Edit**. The **New/Edit Batch** window appears.
- 3 Change the batch name, if necessary, and the reports contained in the batch. (Click a report to select or deselect it.)
- 4 Click **OK** to save your changes.

### To delete a report batch

- 1 Go to the **Reports** menu and choose **Report Batches**. The **Report Batches** window appears.
- 2 Select the name of the batch you want to delete.
- 3 Go to the **Edit** menu and choose **Delete Batch**.



# Customising reports

You can change the look and content of reports. For example, you can filter the amount of information that appears in reports, add additional fields and change the appearance.

You can customise a report for once-off use and print it immediately. Then, when you close the report, it will revert the report to the original settings. However, if you want to retain a report's modifications, you can save it as a customised report.

When you save a customised report, it appears in the **Custom** view of the **Index to Reports** window.

Follow the tasks below to customise a report:

Task		See
1	Select the data to be printed	below
2	Select the required fields	page 171
3	Select finishing options	page 171
4	Change the report format	page 172
5	Print the report	page 172
6	Save the report	page 172

## Task 1: Select the data to be printed

You can filter the amount of information that appears in your reports by choosing which categories or ranges of data should be included. For example, if you want to print a **Customer Payments (Closed Invoices)** report for a customer for the months May to July, you can use filters to select just that customer and just those months.

You can filter the information that appears in a report in the **Report Display** window or the **Report Customisation** window.

## To filter reports in the Report Display window

- 1 Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.
- 2 Select the report you want to customise.
- 3 Click **Display**. The **Report Display** window appears.
- 4 Filter the report by making the required entries and selections in the toolbar that appears in the top section of the **Report Display** window. (Note, some reports do not have selection options.)

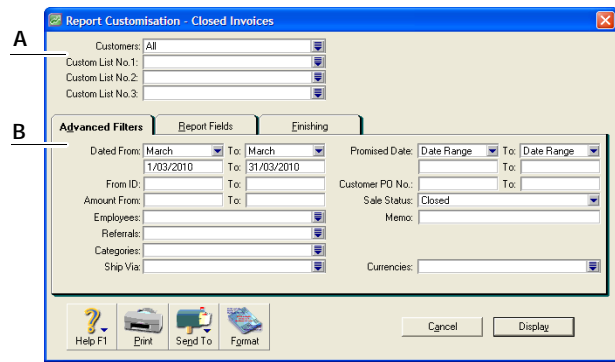


- 5 Click **Redisplay**. The report is refreshed with the new filtering options applied. To make further filtering selections, see '[To filter reports in the Report Customisation window](#)' below.

## To filter reports in the Report Customisation window

- 1 Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.
- 2 Locate and select the report you want to customise.
- 3 Click **Customise**. The **Report Customisation** window appears.

The customisation options that appear depend on the report being customised. The following example shows the options available for the **Closed Invoices** report (which is one of the Sales reports).



- A The top section of the window allows you to limit the report to:
- a particular customer, supplier or employee
  - records with particular values in custom lists.

- B The bottom section has three tabs—**Advanced Filters**, **Report Fields** and **Finishing**.

The **Advanced Filters** tab lets you specify further limits on the data displayed (such as limiting records to those within a date range). The other two tabs are described later (see ‘[Select the required fields](#)’ on page 171 and ‘[Select finishing options](#)’ on page 171).

- 4 Specify your search criteria in the **Advanced Filters** view.

## Using wildcards to filter reports

Wildcards are special characters that give you more flexibility when selecting which records, such as account numbers and invoice numbers, you want to include in a report.

You can use two wildcard characters, the asterisk (\*) and the question mark (?), in the **Report Customisation** window.

- **Asterisk:** Use the asterisk in the **Report Customisation** window if you want to print a report for a specific group of records.

**Example 1**—If you want to print an **Account Transactions** report for all accounts whose account numbers begin with 1, you can use the asterisk wildcard to do so.

To select only accounts whose numbers begin with 1, enter 1\* in the **Selected** field in the **Report Customisation** window for the **Account Transactions** report. When you print the report, only accounts whose numbers begin with 1 will be included on the report.

**Example 2**—If you have several items whose numbers end in SVC (to indicate the items are service items), you can enter \*SVC in the **Selected** field to print a report that includes only the items whose numbers end in SVC.

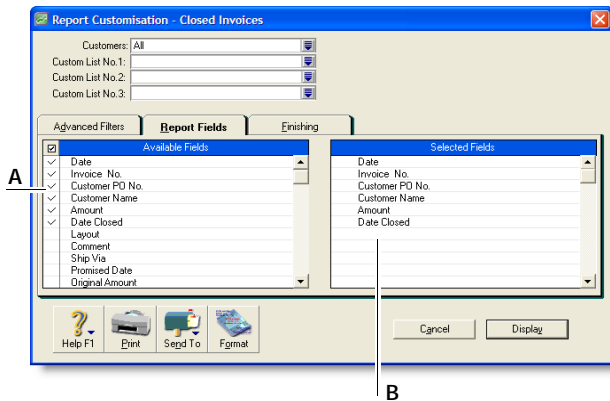
- **Question mark:** The question mark wildcard allows you to limit your report to elements that contain only a specific number of characters.

**Example 3**—You want to print a Job Transactions report for the Cadwell Corporation. All Cadwell job numbers are three characters long and begin with the letter C. However, you have other jobs that start with the letter C and you don’t want those jobs to appear on the report. In the **Selected** field of the Job Transactions report’s **Report Customisation** window, enter C?? to limit the report to three-character jobs that begin with C.

## Task 2: Select the required fields

In the **Report Fields** tab of the **Report Customisation** window, you can choose which fields to include on the report. For example, if you want to print the name of the salesperson in a sales report, you can add the salesperson field.

- 1 Click the **Report Fields** tab.



A Fields in the **Available Fields** column are those that are available for the selected report. To include a field in a new report, mark the field by clicking in the select column (). This adds the field name to the **Selected Fields** column.

B Fields in the **Selected Fields** column are those that will be printed on the selected report. From the top down, the sequence of fields in this column is in the order the fields will appear in the report. The first field will appear as the left column of the report, the second field will appear in the next column to the right and so on.

If you want to change the order in which the fields are printed, display the report and choose **Screen Report** from the **View** list. You can then drag the column headers to new positions. See ['Producing reports'](#) on page 165.

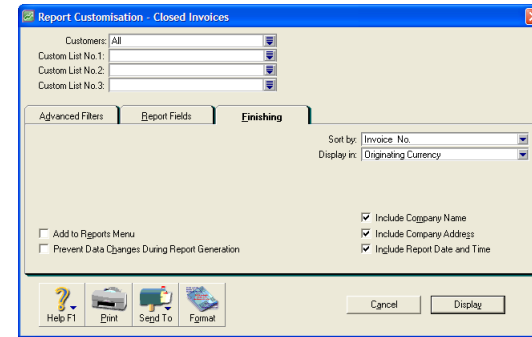
- 2 Select the fields you want to appear on the report.

## Task 3: Select finishing options

The **Finishing** tab in the **Report Customisation** window provides a number of miscellaneous options, such as what default text to add to the report, whether you want the report added to the **Reports** menu and so on. These options vary depending on which report you select.

### To select finishing options

- 1 Click the **Finishing** tab.

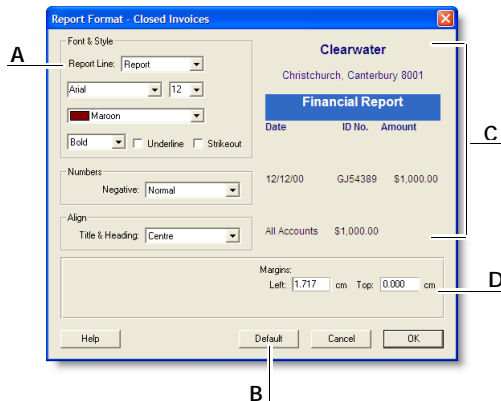


- 2 If you want to add the customised report to the **Reports** menu so that you can re-use these customised settings, select the **Add to Reports Menu** option.
- 3 If you are on a network and want to prevent data from being changed when the report is being generated, select the **Prevent Data Changes During Report Generation** option. This will prevent other users from recording transactions or making other changes in the company file while the report is being printed.
- 4 Make any other entries or selections that apply to the report.

## Task 4: Change the report format

You can modify the look of the report by choosing different font styles, sizes, colours, alignments and effects and by changing the report's page margins.

- 1 Click **Format** in the **Report Customisation** window. The **Report Format** window appears.



- A Click the **Report Line** list, choose the section of the report you want to customise and then change the formats as required.
- B If you have formatted a report and want to change it back to its original format, click **Default**.
- C The right side of the **Report Format** window shows a preview of each report section.
- D To change the report's margins, make entries in the margin fields.

- 2 Click **OK** when you have finished formatting the report.

## Task 5: Print the report

- 1 Click **Display** to display the report.
- 2 To see how the report will look when printed, select **Print Preview** in the **View** field.
- 3 To print the report, click **Print**.

## Task 6: Save the report

If you plan to use a report's design and format again in the future, you can customise the report once, save the changes and then re-use the report whenever you want. Once saved, you can access your custom report from the **Custom** tab in the **Index to Reports** window.

- 1 With the report displayed, click **Save As**. The **Save As** window appears.
- 2 Enter a name and a brief description of the custom report and click **OK**. The **Report Display** window appears.
- 3 Click **Close**. The **Index to Reports** window appears.

The saved report is now listed on the **Custom** tab of the **Index to Reports** window.

Note that if you change the filter, field or finishing settings of a customised report, these changes will be saved.

You can run the report again by selecting it from the **Custom** tab.

**Custom reports are stored in a special folder** When you save a custom report, the report's customisation information is stored in a folder called Custom, which is located in your AccountRight software installation folder. If you delete or rename this folder, you won't be able to use your custom reports.

**Removing saved reports from the Custom tab of the Index to Reports window** If you want to remove a custom report, right-click the name of the report in the **Custom** tab of the **Index to Reports** window and select **Erase Custom Report**.

## Changing the default fonts on reports

Every report is assigned default fonts. You can change these default fonts if you prefer your reports to have a different appearance.

- 1 Go to the **File** menu and choose **Default Fonts**. The **Default Font Selection** window appears.
- 2 Click **Reports**. The **Report Format - All Reports** window appears.
- 3 Choose the font style and size for the printed characters on your reports. The sample box previews the appearance of your choices.
- 4 Click **OK** when you have finished.

---

**NOTE:** Changing the default fonts will not affect the fonts on any custom report.

---



# 13 Forms

You can print all the standard business forms you send to customers and suppliers: quotations, order confirmations, invoices, packing slips, shipping labels, statements, bills, cheques, receipts, remittance advice and mailing labels.

In your software, you can print forms individually as you complete a transaction (for example, an invoice for a cash sale) or print batches of forms (for example, a monthly cheque run for supplier payments). When printing batches, choose which forms to print by applying selection criteria. For example, you can choose to print statements only if the balance of the customer's account is not zero.

You can also print forms onto stationery preprinted with a logo and contact details or use plain stationery and include your business name and contact details. If you already have preprinted stationery, you can still customise the appearance of your forms. Invoices and statements are those most commonly customised, but cheques, purchase orders and labels can also be customised. You can change the size of the form, print multiple forms on a single page, change fonts, move fields, create text labels and add your own logos and graphics. You can also create multiple forms of one type, for example, one invoice with your logo and another without it.

Note that your forms are stored in their own **Forms** folder within the software's installation folder. This allows you to share forms among your company files and easily transfer them from one computer to another.

---

## Finding forms

Forms are accessed from the command centre of the associated transaction. For example, sales forms can be accessed from the **Sales** command centre.

### To find forms

- 1 Go to the appropriate command centre, for example, **Sales** for invoice forms.
- 2 Find the type of form you want and click the relevant command centre function. See the following tables:

### Banking command centre

Type of form	Function
Cheques	Print Cheques
Receipts	Print Receipts
Remittance Advices	Print/Email Remittance Advices

## Sales command centre

Type of form	Function
Sales	Print/Email Invoices
Packing slips	Print/Email Invoices
Labels	Print/Email Invoices
Statements	Print/Email Statements
Receipts	Print Receipts

## Purchases command centre

Type of form	Function
Purchases (item, service and professional)	Print/Email Purchase Orders
Cheques (payable)	Print Cheques
Remittance Advices	Print/Email Remittance Advices

## Card File command centre

Type of form	Function
Mailing Labels	Print Mailing Labels
Personalised letters	Create Personalised Letters

## Sending forms

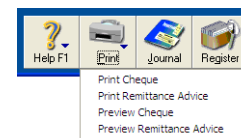
You can send forms when you record a transaction, or later, in a batch.

### Sending forms when you record a transaction

You can print, email or fax forms as you enter individual transactions in the **Sales** or **Purchases** window.



You can also print remittance advices or cheques when you record transactions in the **Spend Money**, **Pay Bills** or **Settle Returns & Credits** windows.



**TIP: Automatically print, email, fax or save** You can set up your preferences so that you can automatically print, email, fax or save sales and purchases when you record them. To do this, select the required option in the **Sales** or the **Purchases** tab of the **Preferences** window.

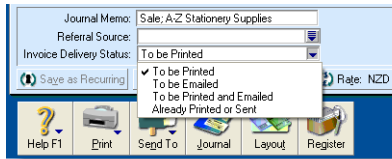


## Sending forms in a batch

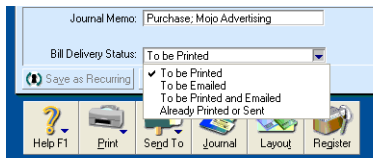
Instead of printing each form in the transaction window when you record it, you can select a delivery status option to print or email sales, purchases and remittance advices later, in a batch.

To do this, select from the following options in these transaction windows.

- Sales—select either **To be Emailed**, **To be Printed** or **To be Printed and Emailed** in the **Invoice Delivery Status** field in the **Sales** window.



- Purchases—select either **To be Emailed**, **To be Printed** or **To be Printed and Emailed** in the **Bill Delivery Status** field in the **Purchases** window.



- Remittance advices—select either **To be Emailed**, **To be Printed** or **To be Printed and Emailed** in the **Remittance Advice Delivery Status** field in the **Spend Money**, **Settle Returns & Credits** or **Pay Bills** windows.



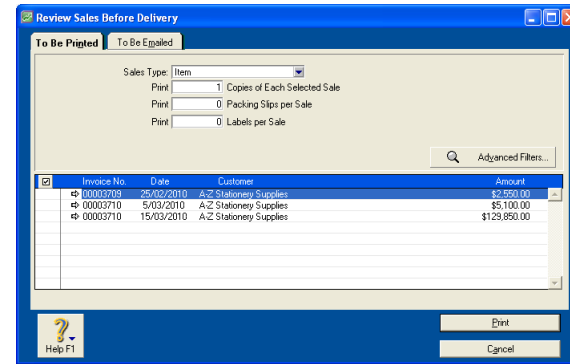
After you have completed a number of transactions, for example, the invoices for the day, you can print or email a batch.

See [‘To print forms’ below](#) and [‘To email forms’ on page 178](#).

If you select the **To be Printed and Emailed** delivery status, you need to complete both procedures.

### To print forms

- 1 Click the command centre function for the forms you want to print. For example, if you want to print a sales invoice, go to the **Sales** command centre and click **Print/Email Invoices**.
- 2 Click the **To Be Printed** tab.

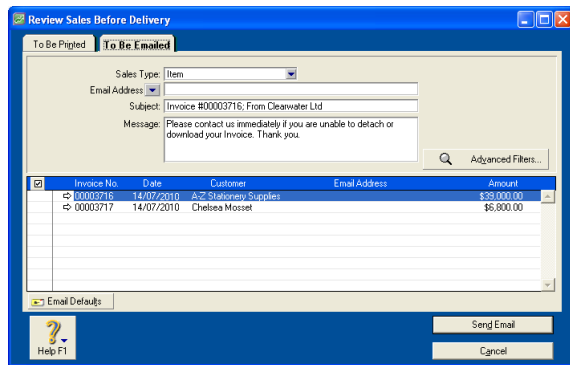


- 3 Select the transaction type in the [...] **Type** field. For example, if you want to print item invoices, select **Item**.
- 4 Click in the select column () next to a transaction you want to print. If you want to print all the transactions, click the icon in the heading of the select column.
- 5 If you want to view the transaction details, click the zoom arrow (⇨) next to the transaction.

- 6 Type the number of copies you want to print in the **Print [...]** **Copies** field. If you also want to print packing slips or mailing labels, type the number of copies in the **Packing Slips** and **Labels** fields.
- 7 If you want to filter the transaction information or change the type of stationery the forms will be printed on, click **Advanced Filters**. For more information, see '[Advanced filters](#)' below.
- 8 Click **Print**.

## To email forms

- 1 Click the command centre function for the forms you want to print. For example, if you want to email an invoice, go to the **Sales** command centre and click **Print/Email Invoices**. A review window appears.
- 2 Click the **To Be Emailed** tab.



- 3 Make a selection in the **[...] Type** field. For example, if you want to email an item sale to a customer, select **Item**.
- 4 Click in the select column () next to the transaction you want to email. If you want to email all the forms, click the icon in the heading of the select column.
- 5 If you want to view the transaction details, click the zoom arrow ( $\Rightarrow$ ) next to the transaction.

- 6 If you want to change a recipient's email address, select their name and click the down arrow next to the **Email Address** field and select another address from the card. Alternatively, type the address in the **Email Address** field.
- 7 Enter a subject title and message or accept the default title and message. If you want to change the default title and message, click **Email Defaults**.
- 8 If you want to change the type of information you are going to email or the type of stationery it will appear on, click **Advanced Filters**. For more information, see '[Advanced filters](#)' below.
- 9 Click **Send Email**.

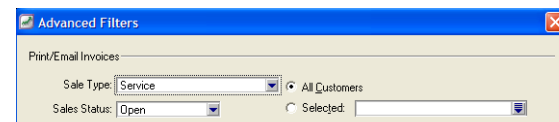
## Advanced filters

You can filter the amount of information and change the stationery you use when you print or email a form. You can do this in the **Advanced Filters** window.

- 1 Click **Advanced Filters** in the **Review [...]** **Before Delivery** window.

### Select the transactions

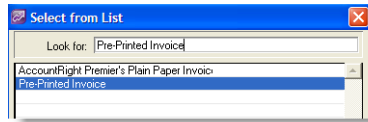
- 2 In the top section of the **Advanced Filters** window, choose the type of form you want to print or email.



- 3 If you want to filter the transactions to be included, select from the options in the middle section of the window. For example, enter a date range or reference number range.

## Select the stationery

- 4 In the **Selected Form for [...]** field, select the stationery you want to use when you print or email your forms.



Several stationery choices are available, depending on the type of form you are currently working with.

Stationery	Select this for...
Preprinted	Select the preprinted stationery to print on paper that already contains lines, columns and headings. The preprinted stationery is designed to match most commonly used forms provided by third-party forms suppliers. Note that this type of stationery is not suitable for emailing forms.

Stationery	Select this for...
Plain paper	Print on blank paper. Lines, columns and headings are automatically printed with the form's information.
Customised	Print or email a form you have already customised. See ' <a href="#">Customising forms</a> ' on page 179 for more information about customising forms.

**TIP: If you are using continuous-feed paper or pre-printed stationery** If you want to test the alignment of the information that will be printed using sample data, click **Print Alignment Form**.

- 5 When you have finished making your selections in the **Advanced Filters** window, click **OK**. The **Review [...]** **Before Delivery** window reappears, displaying records according to your filter criteria.

## Customising forms

You can change the look and content of printed cheques, invoices, packing slips, purchase orders, statements, bills and mailing labels. You can also change the size of a form, add text labels, draw lines and boxes, paste graphics on the form, move fields, change the size of fields and more. Then you can save your customised stationery so that you can select it when you print or email the form.

If more than one user is accessing a company file you should:

- create custom forms in the **Forms** folder on the host computer on which the company file is stored
- copy custom forms from the host computer to the **Forms** folder on each workstation that accesses the company file.

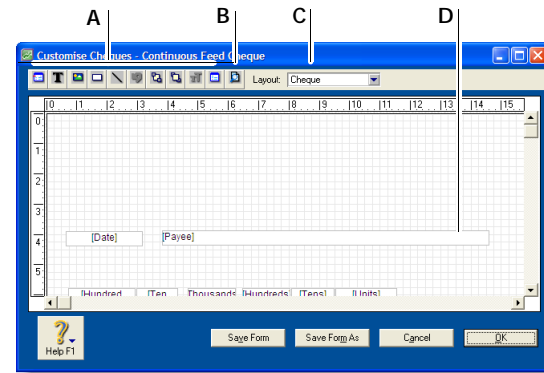
**CAUTION: Back up your forms** Back up the **Forms** folder before customising any forms so you can always revert to the originals.

Complete the following steps to create, save and print your customised forms:

Task	See
1	Display the form <a href="#">below</a>
2	Set up form properties <a href="#">page 181</a>
3	Adding and editing elements <a href="#">page 181</a>
4	Preview the customised form <a href="#">page 181</a>
5	Save the customised form <a href="#">page 182</a>
6	Print the customised form <a href="#">page 182</a>

## Task 1: Display the form


- Go to the **Setup** menu, choose **Customise Forms** and choose the type of form you want to customise. The **Customise Forms** window appears.
- Select the form you want to customise in the **Form to Customise** field and click **Customise**. The **Customise [...]** window appears.



A	Tool palette	The tool palette provides you with customisation tools.
B	Preview	Click to preview your form.
C	Layout list	Select the required layout for a cheque stub. (Cheque forms only.)
D	Data fields	Data fields contain system-generated information.

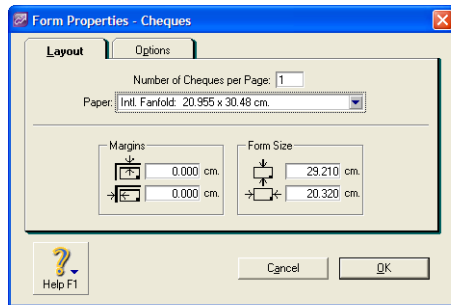
**NOTE: Cheques have two parts** A cheque form has two parts: the cheque itself and the stub. You customise the cheque and the stub separately. In the **Customise Cheques** window, select the appropriate stub layout in the **Layout** field. For example, the **Regular** layout is assigned to cheques recorded in the **Spend Money** window and the **Payable** layout is assigned to cheques recorded in the **Pay Bills** window.

## Task 2: Set up form properties

- 1 Click the form properties (  ) button in the tool palette of the **Customise [...]** window.



The **Forms Properties** window displays two tabs: the **Layout** tab and the **Options** tab.



### Set up the paper and form sizes

- 2 In the **Layout** tab:
  - a Type the number of forms you want to print per page.
  - b Select the required type of paper from the **Paper** list.
  - c Enter the margins for the page.
  - d Type the width and length of the form (not the paper) in the **Form Size** fields. For example, if you are printing four cheques per A4 page, enter the width and length of a single cheque, not the width and length of the A4 page.

### Set up the grid and add a background graphic

- 3 In the **Options** tab:
  - a Select the grid options for the form, such as whether to display a grid, the size of the grid and whether to use the snap-to-grid feature for aligning fields.

- b Select the background for the form by clicking **Insert Background** and selecting the image file to use as the form's background.
- c If you have chosen a background image, select where you want the image to be displayed on the form.

- 4 Click **OK**.

## Task 3: Adding and editing elements

Add, remove or edit elements—such as text, graphics and lines—according to your needs. For more information, see [‘Adding and editing elements’ on page 182](#).

## Task 4: Preview the customised form

At any time during the customisation process, you can preview the form on screen.

- 1 Click the **Preview** button in the **Customise [...]** window.



The form is displayed in the **Print Preview** window.

- 2 If you want to view the form in more detail, increase the default value (75%) in the **Zoom** field and press **TAB**.
- 3 If you want to check your current printer and page settings, click **Print Setup**.
- 4 When you have finished previewing the form, click **Close**.

For more information about printing forms, see [‘Sending forms’ on page 176](#).

## Task 5: Save the customised form

When you are satisfied with the changes you have made to the form, you should save the customised form.

If you want to save changes to a custom form you created previously, click **Save Form**.

If you want to create a new custom form stationery that contains the changes you have made, click **Save Form As**. The **Save As** window appears. Enter a name and a brief description for the new layout and click **OK**.

## Task 6: Print the customised form

Printing a customised form is the same as printing an unchanged form. However, before you can print using your customised form, you need to select the form in the **Selected Form for [...]** field in

the **Advanced Filter** window. For more information on printing forms, see [‘Sending forms in a batch’ on page 177](#).

## Changing the default fonts on forms

Each form is assigned default fonts. You can change these default fonts if you prefer your forms to have a different appearance.

- 1 Go to the **File** menu and choose **Default Fonts**. The **Default Font Selection** window appears.
- 2 Click **Forms**. The **Change Default Forms Font** window appears.
- 3 Choose the font style and size for the printed characters on your forms. The sample box previews the appearance of your choices.
- 4 Click **OK** when you have finished.

---

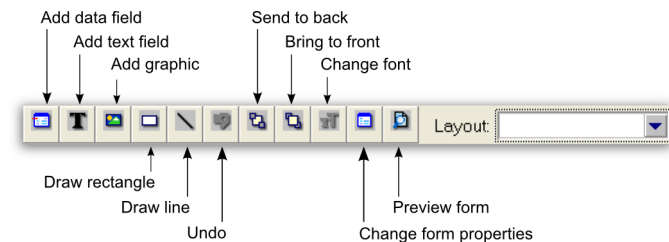
## Adding and editing elements

There are a number of different elements you can edit, see:

- [‘Adding and editing data and label elements’ below](#)
- [‘Adding and editing graphic elements’ on page 184](#)
- [‘Editing all elements with common commands’ on page 185](#)


### Adding and editing data and label elements

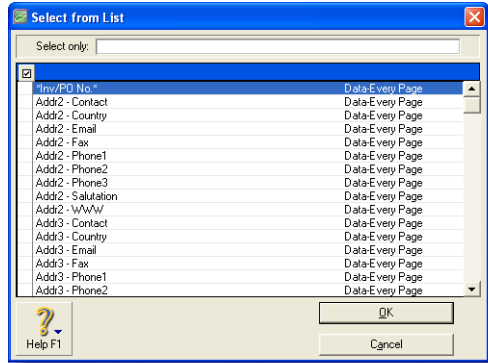
You can add elements to, and change elements on, a form using the buttons on the tool palette shown below:



**NOTE: Layout selection** The **Layout** list only appears for cheque forms.

## To add a data field to a form

- 1 Click the **Add data** (  ) button. The **Select from List** window lists all the data fields available for the form you selected.



The column on the right indicates the field type (Data, Column) and where it appears on a form. For example, the **Total** field only appears on the last page.

- 2 Click the fields you require.
- 3 Click **OK**. The selected data fields appear on the form. Their position depends on a number of factors, such as the number of records they can display, previous cursor position and other fields already on the form.


You can move a field to a better position—see [‘Editing all elements with common commands’ on page 185](#).

- 4 If you want to change the properties of a data field, double-click it. The **Field Properties** window appears.

The **Field Properties** window has two tabs: the **Layout** tab where you specify the text, format, background colour, location and size of the field, and the **Borders** tab where you specify the layout, colour and width of the field’s borders.

- 5 Change the properties as required and click **OK**.

## To add a text label to a form

- 1 Click the add text button (  ) and then click the form where you want to place the text field. A new text label named **Text Field** appears.
- 2 Double-click the new text field. The **Field Properties** window displays the **Layout** tab where you specify the name, location, size, text format and background colour of the text field, and the **Borders** tab where you specify the layout, colour and width of the text field’s borders.
- 3 Click **OK** to close the **Field Properties** window. The text field appears in the **Customise** window.

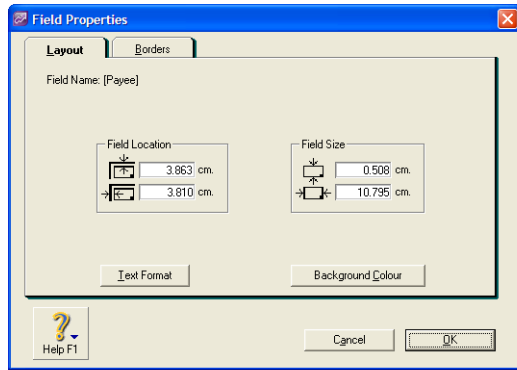
If the name is longer than the size of the text field, you need to resize the field—see [‘Editing all elements with common commands’ on page 185](#).

## To change the name of a text field

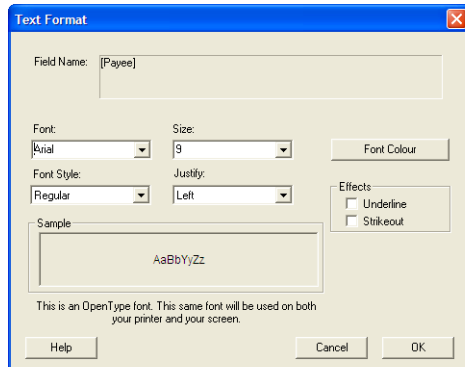
- 1 Double-click the text field. The **Field Properties** window appears.
- 2 Change the name in the **Text** field on the **Layout** tab as required.
- 3 Click **OK**.

## To change the font style of a data or text field

- 1 Double-click the data field or text field to be changed. The **Field Properties** window appears.



- 2 Click **Text Format** on the **Layout** tab. The **Text Format** window appears.




- 3 Make your choices in the **Font**, **Font Style**, **Size**, **Justify** and **Effects** fields in this window.
- 4 If you want to change the font colour:

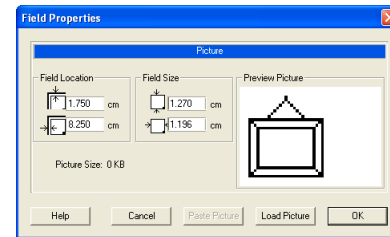
- a Click **Font Colour** and then in the **Colour** window that appears, select the new colour.
  - b Click **OK**. The **Text Format** window reappears.
- 5 Click **OK**.

## Adding and editing graphic elements

You can also add graphic elements to a form: rectangles to visually group elements, lines to separate elements and icons, logos, photos, location maps and other graphic elements.

### To add an image to a form

- 1 Click the add graphic button (  ) in the **Customise** window and then click on the form where you want to place the graphic. A new graphic element appears.
- 2 Double-click the image element. The **Field Properties** window appears.




- 3 Click **Load Picture**. The **Open** window appears.
- 4 Select the image file and click **Open**. The **Field Properties** window displays the graphic in the **Preview Picture** area.
- 5 Type the field location and field size for the picture.
- 6 Click **OK** to close the **Field Properties** window. The picture appears in the **Customise** window.
- 7 If you want to move the image or change the properties of the image—see ['Editing all elements with common commands' on page 185](#).




## To paste a graphic element into a form

You can paste almost any graphic that can be placed on the clipboard into a form, regardless of its graphic format.


- 1 Open your graphic file in any graphics software.
- 2 Copy the graphic to the clipboard.
- 3 Click the add graphic button () in the **Customise** window. Then click the location on the form where you want the graphic to appear. A graphic element appears.
- 4 Double-click the graphic element. The **Field Properties** window appears.
- 5 Click **Paste Picture**. The graphic appears in the **Preview Picture** area.
- 6 Type the field location and element size for the graphic.
- 7 Click **OK**. The graphic appears in the **Customise** window.

## To draw a line on a form

You can draw a vertical or horizontal line on a form.

- 1 Click the draw line button () and then click and hold the mouse at the location on the form where you want the line to begin.
- 2 Drag to where you want the line to end and then release the mouse button.

## To draw a rectangle on a form


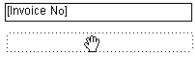
- 1 Click the rectangle button ()
- 2 Click and hold the mouse at the location on the form where you want the top left corner of the rectangle to appear.
- 3 Drag to the right and down to where you want the rectangle to end and then release the mouse button.



## To change the thickness of a line or rectangle

- 1 Double-click the line or rectangle. The **Field Properties** window appears.
- 2 Choose a thickness in the **Line Size** section of the **Field Properties** window.
- 3 Click **OK**.

## Editing all elements with common commands

The following editing procedures are applicable to any element:

To...	Do this...
Copy and paste	<ol style="list-style-type: none"><li>1 Click an element once to select it.</li><li>2 Go to the <b>Edit</b> menu and choose <b>Copy</b>. Note that if you want to paste the element onto another form, display that form in the <b>Customise</b> window.</li><li>3 Go to the <b>Edit</b> menu and choose <b>Paste</b>. A copy of the element appears in the window.</li></ol>
Delete	Select the element and press BACKSPACE or DELETE on your keyboard.
Undo last change	To undo the last change you made to the current form, either click the undo button (  ) or press CTRL + Z.
Drag and drop	<ol style="list-style-type: none"><li>1 Click the element and hold down the mouse button. The cursor changes to a hand pointer.</li><li>2 Drag the element to the desired location. In the example below, the <b>[Invoice #]</b> data field is being dragged below its original position.</li></ol> 

To...	Do this...
Change coordinates	<ol style="list-style-type: none"> <li>1 Double-click the element you want to move. The <b>Field Properties</b> window appears.</li> <li>2 In the <b>Field Location</b> fields on the <b>Layout</b> tab, enter the distance from the top and left edges of the form to the top left corner of the element.</li> <li>3 Click <b>OK</b>.</li> </ol>
Resize	<ol style="list-style-type: none"> <li>1 Click the element once to select it. Small squares, called handles, appear on the element.</li> <li>2 Drag a handle to change the size of the element.</li> </ol>
Send to back	<ol style="list-style-type: none"> <li>1 Click the element you want to send behind another element.</li> <li>2 Click the Send to back button (  ).</li> </ol>
Bring to front	<ol style="list-style-type: none"> <li>1 Click the element you want to bring in front of another element.</li> <li>2 Click the Send to front button (  ).</li> </ol>

There are also procedures specific to particular kinds of elements—see [‘Adding and editing elements’ on page 182](#) and [‘Adding and editing graphic elements’ on page 184](#).

# 14 Contact management

The Card File is a repository of contact records, known as cards, that you can create for your customers, suppliers, employees and personal contacts. A card lets you store contact information and enables you to track and analyse the transaction history for each individual and business.

## Creating a card

You need to create a card for an individual or business if you want to perform any of the following tasks:

- record sales and track the amounts owing to you
- record purchases and track the amounts owing to suppliers
- print mailing labels
- print personalised letters
- record contact details.

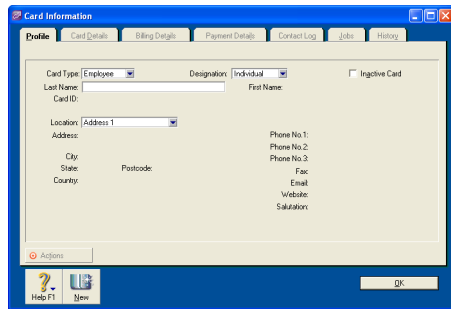
When you set up your company file, you may have created cards for your customers and suppliers. In addition to these cards, you can create employee cards and personal cards for your friends and relatives.

### To add an employee or personal card

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

To create a card for...	See
a customer	<a href="#">page 61</a>
a supplier	<a href="#">page 83</a>
an employee	<a href="#">page 187</a>
a friend or relative	<a href="#">page 187</a>

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



- 3 Select **Employee** or **Personal** from the **Card Type** list.
- 4 Type a name for the card and press **TAB**.
- 5 If you want, you can use the following features on the **Card Details** tab:
  - *Picture*—allows you to link an image to the card. See '[Card pictures](#)' on page 202.
  - *Identifiers*—are useful for grouping your cards. See '[Card identification codes](#)' on page 201.
  - *Custom lists and fields*—for recording additional information about the card. See '[Customising cards](#)' on page 201.
- 6 Click **OK**.

---

## Keeping in touch with your contacts

At times you may want to send a letter to your contacts, such as payment reminders, thank you letters, or special offers.

There are several card file features that can help you with these tasks, and can help you keep a record of each contact you make.

### Personalised letters

You can create personalised letters (also known as mail-merge letters) for any of your contacts. A personalised letter is a document template that contains standard text as well as fields that can be automatically filled with data stored in your company file.

Personalised letters are useful when you need to send the same letter to several contacts. For example, you may want to send several slow-paying customers a payment reminder letter. Instead of entering each contact's information on the letters yourself, you can set up a letter template that contains the text

you want to appear, and insert data fields that automatically fill in with the contact's name, address and the amount owing.

### Printing personalised letters using Microsoft Word and OfficeLink

OfficeLink is a feature that automates the process of merging contact information stored in your company file with a Microsoft Word template (a .dot file). Your software includes a set of templates that you can use, and they are stored in the **Letters** folder, which is located within your AccountRight software's program folder.

## List of templates provided with your software:

Use this template...	When you want to...
Apology.dot	apologise for a problem your company has caused for a customer, and to assure the customer that the problem will be addressed.
Backorder.dot	let your customers know that items they've ordered are on backorder and will be shipped as soon as possible.
Blank.dot	write your own letter.
BounceCheck.dot	notify customers whose payments have bounced.
Coll_1st.dot	remind customers whose accounts have become overdue to make a payment.
Coll_2nd.dot	express greater urgency than Coll_1st.dot and request that your customer contact you immediately.
Coll_3rd.dot	encourage customers who have overdue payments to make a payment before their credit history is damaged.
Coll_fin.dot	advise customers that you will turn their account over to a collection agency if payment isn't made within a specified number of days.
Collection - Final Option 2.dot	advise customers that you will turn their account over to a collection agency if payment isn't made within a specified number of days.
Collection - Sent to Agency.dot	advise customers that you have turned their overdue payment over to a collection agency who will be getting in touch with them.
Credit Application.dot	provide a credit application form to your customers.
FaxCover.dot	create a fax cover page. This page includes room for a memo.

Use this template...	When you want to...
Resolved.dot	reply to customers who have questioned an amount on their monthly statement. This letter indicates that you are looking into the matter and that you will credit the customer's account for the amount in question while the matter is investigated.
ThankYou.dot	thank new customers for their business.
Thank You Offer Letter.dot	thank new customers for their business and offer a discount on future purchases for a limited time.

You can edit these templates and create new ones using the mail-merge features of Microsoft Word. For information about working with mail-merge templates, see Microsoft Word Help.

## To print a personalised letter using Microsoft Word

- 1 Go to the **Card File** command centre and click **Create Personalised Letters**. The **Review Cards Before Exporting** window appears.
- 2 Click in the select column next to each contact to whom you would like to send a personalised letter.

-----  
**TIP: Filter your contacts** You can filter your contact list, for example, to only show contacts who are located within specific postcodes, by clicking **Advanced filters** and entering your criteria.  
 -----

- 3 Click **Mail Merge**. The **Select from List** window appears.
- 4 Select the template you would like to use and then click **Use Template**.

Your letter appears in Microsoft Word, and depending on the template you have selected, you will be prompted to enter additional information, such as your name and title.

- 5 Edit the letters as required and then print them using Microsoft Word.

## To print a personalised letter using other word processors

To use a mail-merge letter template created in a word processor other than Microsoft Word, you export the contact data out of your company file and then merge that data with the letter.

- 1 Go to the **Card File** command centre and click **Create Personalised Letters**. The **Review Cards Before Exporting** window appears.
- 2 Select the contacts to whom you would like to send a personalised letter.

---

**TIP: Filter your contacts** You can filter your contact list, for example, to only show contacts located within specific postcodes. To do this, click **Advanced filters** and enter your filtering criteria.

---

- 3 Click **Disk**. A window with a list of file formats appears.
- 4 Choose either the **Tab-Delimited Text File** or **Comma-Separated Text File** option.

---

**NOTE: Check what file formats your word processing software requires** Most word processing software allows mail-merge data to be tab-delimited (data is separated by tabs) or comma-separated. If your software requires a specific format, choose that format at this step.

---

- 5 Click **Save**. The **Save As** window appears.
- 6 If necessary, change the text file's name and location and then click **Save**.  
The text file containing your contacts' details is saved at the location you specified.
- 7 Use your word processing software to merge the data contained within the text file with a letter template that you have created.

## Mailing labels

If you print and send cheques, quotes, orders, invoices, statements or personalised letters you may also want to print mailing labels that you can stick on the envelopes.

The **Print Mailing Labels** function in the **Card File** command centre can be used to print your contact names and addresses on sheets of adhesive mailing labels. You customise the way mailing labels are printed, including their size, the number of labels per sheet and the margins. For information about customising mailing label forms, see '[Customising forms](#)' on page 179.

### To print mailing labels

- 1 Go to the **Card File** command centre and click **Print Mailing Labels**. The **Review Labels Before Printing** window appears.

---

**TIP: Print invoices and labels simultaneously** When you print a batch of invoices using the **Print/Email Invoices** function in the **Sales** command centre, you can choose to print a label for each invoice.

---

- 2 Click **Advanced Filters**. The **Advanced Filters** window appears.
- 3 From the **Selected Form for Mailing Label** list, select the form template that best matches the size and layout of your labels and label sheets.  
If a suitable form template is not available, you can customise an existing template to suit your requirements. For more information, see '[Customising forms](#)' on page 179.
- 4 Make any other selections in the **Advanced Filters** window as required (for example, you may want to filter your contacts list to only those living within a specific postcode) and then click **OK**.

- 5 Click in the select column next to each contact for whom you would like to print a mailing label.
- 6 Ensure you have enough mailing label sheets set up at your printer and then click **Print**.

## Contact log

The contact log enables you to keep a detailed log of all the phone calls you and your contacts make to each other, and any other type of correspondence.

For example, let's say that you call customer A regarding an overdue invoice. You could create a log entry that records the date of the phone call, a summary of the outcome and the date you will want to recontact them by if their invoice is still outstanding.

When a customer or supplier calls, you can use the contact log to retrieve a complete history of your business relationship with that contact.

Note that you can also automatically create contact log entries for each sale, purchase, payment and receipt you record. For more information, see '[To automatically create contact log entries](#)' on page 192.

### To create a contact log entry

- 1 Go to the **Card File** command centre and click **Contact Log**. The **View Contact Log** window appears.
- 2 From the **Name** list, select the contact for whom you want to create a log entry and click **Use Card**.
- 3 Click **New**. The **Contact Log Entry** window appears.

- 4 Complete the **Contact Log Entry** window as described in the following table.

<b>Name</b>	The name of the contact. To view the contact's card, click the zoom arrow.
<b>Contact</b>	Type the name of the person that is associated with this entry. For example, you can record the name of the person you spoke to on the phone. If you have specified a contact person in the contact's card, you can click the down-arrow to choose that person.
<b>Date</b>	Type the date you spoke to or wrote to the contact. If you are simply entering an appointment or reminder, you can enter today's date.
<b>Notes</b>	Enter any information you want to save about the conversation or follow-up.
<b>Elapsed Time</b>	If you want to record the time you spend speaking to the contact, or working on a particular task related to the entry, type the time in hours and minutes. For example, if you spend 15 minutes, enter <b>15</b> . If you spend 1 hour and 15 minutes, enter <b>1:15</b> .

Recontact Date	If you want to be reminded to follow up the contact, type or select the date you want to be reminded to recontact them. The reminder will appear in the <b>Contact Alert</b> tab of the <b>To Do List</b> on this date. For more information, see 'Reviewing your contact information' on page 203.
Log	View all contact log entries for the selected contact.
New	Record the current log entry and to create a new entry for this or another contact.

**Automatic contact log entries** You can choose to automatically create log entries each time you record a sale, purchase or banking transaction. The log entry contains basic information about the transaction, such as the invoice number, cheque number and the amount.

**NOTE: Your company file's size may increase significantly** If you record many transactions and choose to automatically create log entries for them, the size of your company file may increase significantly. If the company file size becomes an issue, you can purge old contact log entries and other data. For more information about purging information, see 'Purging information that is no longer needed' on page 241.

### To automatically create contact log entries

- 1 Go to the **Setup** menu and choose **Preferences**. The **Preferences** window appears.
- 2 Click the **Banking** tab.
- 3 To create an automatic contact log entry for each payment you record, select the **Make Contact Log Entry for Every Cheque** option.
- 4 To create an automatic contact log entry for each receipt you record, select the **Make Contact Log Entry for Every Deposit** option.
- 5 Click the **Sales** tab.

- 6 To create an automatic contact log entry for each sale you record (including quotes and orders), select the **Make Contact Log Entry for Every Sale** option.
- 7 Click the **Purchases** tab.
- 8 To create an automatic contact log entry for each purchase you record (including quotes and orders), select the **Make Contact Log Entry for Every Purchase** option.
- 9 Click **OK** to close the **Preferences** window.

### To view the contact log

- 1 Go to the **Card File** command centre and click **Contact Log**. The **View Contact Log** window appears.
- 2 From the **Name** list, select the contact for whom you want to view the contact log.
- 3 If you want to view or edit the detail of a log entry, select the entry and click **Edit**, or click the zoom arrow next to it.

## Other ways to keep in touch

### To send an email message to a contact

- 1 Go to the **Card File** command centre and click **Cards List**. The **Cards List** window appears.
- 2 Click the zoom arrow next to the name of the contact you want to email. The **Card Information** window appears.
- 3 In the **Location** field, select the address to which you want to send the email.
- 4 If an email address is entered in the field, click **Email**. The **Email** window appears.
- 5 The **Email Address** field displays the name and email address from the card. You can change these if you wish.
- 6 Enter a message and click **Send**. The email is sent to your default email program's outbox. Send the file from your email program as you normally do.



## To access a contact's website

- 1 Make sure your computer is connected to the Internet.
- 2 In the **Card Information** window, display the **Profile** view of the contact.
- 3 If a website is listed in the **Website** field, click **Actions** and choose **View Website**.
- 4 Your contact's website will appear in your web browser.

## View a contact on a map

### To view a contact's location on a map

- 1 Make sure your computer is connected to the Internet.
- 2 In the **Cards List** window, select the card whose location you want to view.
- 3 Click **Actions** and choose:
  - **View in Google Maps™**. Your web browser window will appear, showing the location of your contact on a street map.
  - **View Directions**. Your web browser window will appear, displaying a street map with directions from your primary business location to the contact's address.

---

# Grouping your contacts

You can group and sort your contacts according to common attributes by assigning identifiers to their cards and the appropriate attributes from custom lists you have defined.

Grouping contacts using these features makes it easier for you to:

- filter reports to show only information specific to a group of contacts
- identify which of your contacts have a particular attribute
- filter lists so that it's easier for you to send a batch of personalised letters, customer statements and other forms to a group of contacts.

## Identifiers

Identifiers are one-letter labels you can assign to cards.

When you create reports or view card lists, you can limit the information to a particular group of cards by specifying the identifiers that you've assigned to those cards.

For example, say you want to be able to identify all clients who are not-for-profit organisations. You could assign them the identifier N and when printing sales reports you can choose to filter the report to show only customers who have that identifier.

You can also assign multiple identifiers to a card. For example, say you assign O to your overseas customers and W to your wholesale customers. If you have overseas wholesale customers you can assign them the O and W identifiers. You can then filter a report to only show overseas wholesale customers by specifying the OW identifiers in the **Report Customisation** window.

## To define identifiers

- 1 Go to the **Lists** menu and choose **Identifiers**. The **Identifiers** window appears, displaying a field for each of the 26 letters of the alphabet.
- 2 Enter a description for as many identifiers as you want and click **OK**.

## To assign identifiers to a card

- 1 Go to the **Card File** command centre and click **Cards List**. The **Cards List** window appears.
- 2 Click the zoom arrow next to the card you want to edit. The **Card Information** window appears.
- 3 Click the **Card Details** tab.
- 4 Click **Identifiers**. The **Select Identifiers** window appears.
- 5 Select the identifiers you want to assign and click **OK**.

## Custom lists

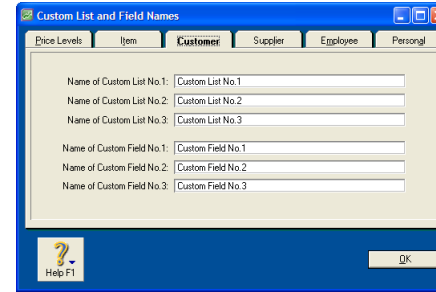
You can set up lists of predefined attributes and assign the appropriate attributes to your cards.

By assigning attributes from a custom list to your cards, you are able to group your contacts to a greater degree than is possible with identifiers.

For example, you could assign all your wholesale customers the W identifier. If you also set up a custom list containing each of your sales territories, and allocate those customers to the appropriate territory, you can then filter reports to only show information about wholesale customers who are within a particular sales territory.

## To name a custom list

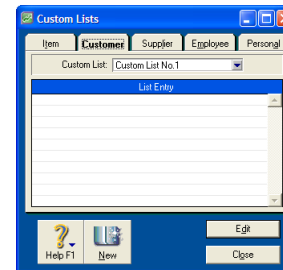
- 1 Go to the **Lists** menu, choose **Custom List & Field Names**, and then choose the card type for which you want to create a custom list, for example, **Customers**. The **Custom List and Field Names** window appears.



- 2 Enter names for the lists you want to create for the card type you have selected in the **Name of Custom List** fields.
- 3 Click **OK**. The names you have entered will now appear in the **Card Details** tab of the **Card Information** window.

## To create a custom list entry

- 1 Go to the **Lists** menu, choose **Custom Lists** and then choose the card type for which you want to create a custom list entry, for example, **Customers**. The **Custom Lists** window appears.

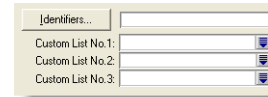


- 2 Select the custom list for which you want to create an entry.
- 3 Click **New**. The **Edit Custom List** window appears.
- 4 Type the custom list entry's name and then click **OK**.  
The entry appears in the **Custom Lists** window.

### To assign a custom list entry to a card

- 1 Go to the **Card File** command centre and click **Cards List**.
- 2 Click the zoom arrow next to the card you want to edit. The **Card Information** window appears.

- 3 Click the **Card Details** tab.
- 4 Click the search icon next to the custom list field you want to edit and then select the entry that you want to assign to the card.



## Synchronising AccountRight cards with Microsoft Outlook contacts

You can synchronise your AccountRight cards with your Microsoft Outlook contacts. If your business uses Microsoft Outlook to email and manage contact information, this will make it easier for you to keep both your AccountRight cards and your Outlook contacts up to date.

Your AccountRight cards are your customer, supplier, employee and personal cards stored in your AccountRight card file. Your Outlook contacts are your contacts stored in your Microsoft Outlook address book.

When you synchronise your AccountRight cards with your Outlook contacts, you can:

- make the details in your Outlook contacts match the details in your AccountRight cards (by exporting your AccountRight cards to your Outlook contacts) or

- make the details in your AccountRight cards match the details in your Outlook contacts (by importing your Outlook contacts to your AccountRight cards).

When you synchronise, the following details are imported or exported: company name or contact name, address details, email and web addresses and telephone, fax and mobile numbers.

If you are exporting your AccountRight cards to your Outlook contacts, you can also include your Card File custom fields in the export. When you do this, you specify how your custom fields match the Categories, Anniversary, Birthday or Spouse's name fields in your Outlook contacts. For information on setting up Card File custom fields see '[Custom fields](#)' on page 201.

**CAUTION: Single-user access required** Synchronising cards and Outlook contacts requires single-user access. For more information, see '[Single-user file locking for special tasks](#)' on page 242.

**Synchronisation update rules** As part of the synchronisation process, you choose whether or not you want to update the details for existing contacts. To do this, you select from one of the following update rules:

Update existing contacts	New contacts are added and existing contacts are updated. You will not be prompted to confirm updates.
Do not update existing contacts	New contacts are added <i>but</i> existing contacts are not updated. You are not prompted to confirm any updates.
Ask me to confirm updates	New contacts are added and you are prompted to confirm updates. If you select this rule, you specify how you want to deal with the discrepancies between the details in your AccountRight cards and the details in your Outlook contacts. You can: <ul style="list-style-type: none"> <li>review and update the details for each contact</li> <li>select to update all contacts (if you select this option, you will not be prompted to confirm any further updates) or</li> <li>skip an update for a contact and leave the details for the contact unchanged.</li> </ul>

**Software required** You require Microsoft Outlook 2000 (or later), MYOB Outlook Sync and MYOB ODBC Direct v9 installed on your computer. For more information, refer to the *Getting Started* guide.

**NOTE: Microsoft Vista requires administrator access privileges**  
Before you can synchronise cards and Outlook contacts on Windows Vista, you need to log on as an administrator.

## Exporting your AccountRight cards to your Outlook contacts

When you export your AccountRight cards to your Outlook contacts, your contacts are saved by default to group contact folders. For example, Customer contacts are saved to a folder called **MYOB Customers**.

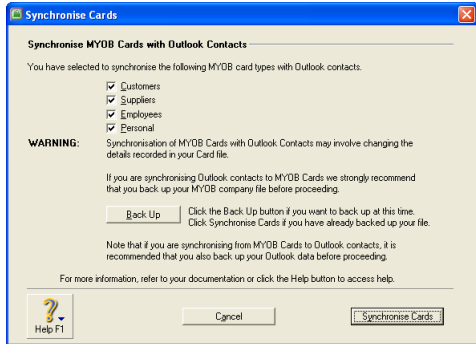


If you use a Personal Digital Assistant (PDA) and want to synchronise your Outlook contacts and your PDA, your contacts must be saved to the Microsoft Outlook default **Contacts** folder. When you export your AccountRight cards to your Outlook contacts, you can select an option to save your contacts to the default contacts folder (see [step 7 on page 197](#)).

**CAUTION: Back up your Outlook contacts** Exporting your AccountRight cards to your Outlook contacts will change the details recorded in your Outlook contacts. Back up your Outlook contacts before synchronising. See your Microsoft Outlook documentation for instructions.

### To export your AccountRight cards to your Outlook contacts

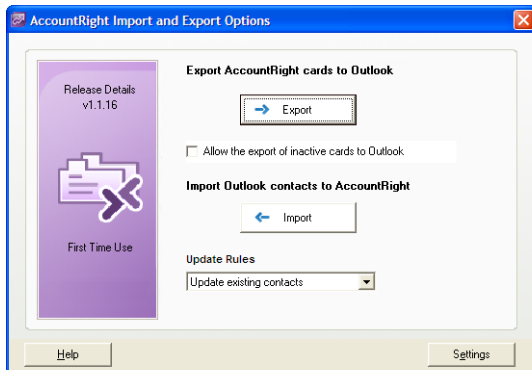
- 1 Go to the **Card File** command centre and click **Cards List**. The **Cards List** window appears.
- 2 Click **Actions** and choose **Synchronise Cards**. The **Synchronise Cards** window appears.



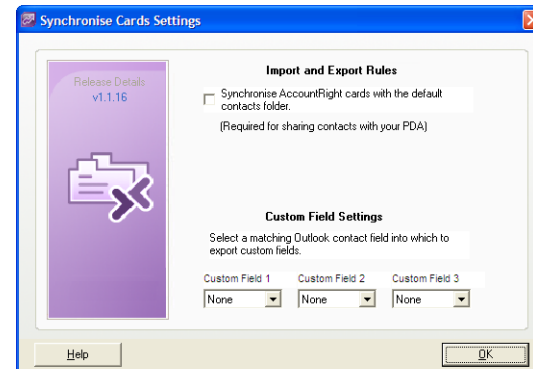
- 3 Select the card types that you want to synchronise.

**NOTE:** You can synchronise cards from any of the Cards List tabs (All Cards, Customer, Supplier, Employee and Personal) The default card type selected varies according to the tab you are on when you click Sync Cards.

- 4 Click Synchronise Cards. The Outlook Sync - Import and Export Options window appears.



- 5 If you want to include inactive cards in your synchronisation, select the **Allow the export of inactive AccountRight cards to Outlook** option. For information about inactive cards, see [‘Inactivating or reactivating a record’ on page 148](#).
- 6 Select a synchronisation rule from the **Update Rules** list. For more information, see [‘Synchronisation update rules’ on page 196](#).
- 7 If you want to save your AccountRight cards to your Outlook contacts default folder (you need to do this to synchronise your Outlook contacts and your PDA), or if you want to export your AccountRight custom fields to your Outlook contacts, click **Settings**. The **Outlook Sync - Settings** window appears.



- a If you want to synchronise your Outlook contacts and your PDA, select the **Import and export all AccountRight cards to the default contacts folder** option. All contacts are then saved to your default Outlook contacts folder.
- b If you want to export your AccountRight custom fields to your Outlook contacts, select a matching Outlook contact field for **Custom Field 1**, **Custom Field 2** and **Custom Field 3**.
- c Click **OK**. The **Outlook Sync - Import and Export Options** window reappears.

- 8 Click **Export**. A Microsoft warning appears.
- 9 Select a period for your AccountRight software to access your Outlook contacts:
  - a Select the **Allow access for** option.
  - b Select a period from **1 minute** to **10 minutes**.
  - c Click **Yes**.

The export process starts.

- 10 If you selected the **Update existing contacts** rule or the **Do not update existing contacts** rule, the **Outlook Sync - Export Summary** window appears. Go to [step 11 below](#).

If you selected the **Ask me to confirm updates** rule, the **Outlook Sync - Confirm Update to Outlook Contact** window appears.

Specify how you want to deal with each update. When you have confirmed all updates the **Outlook Sync - Export Summary** window appears.

- 11 Review the export summary.

	Description
Added new contacts	The number of new contacts added to your Outlook contacts.
Updated duplicate contacts	The number of Outlook contacts updated to match the details in your AccountRight cards. Note that if you selected the <b>Do not update existing contacts</b> rule, updated duplicate contacts will always be 0.
Rejected cards	The number of cards you skipped (if you selected the <b>Ask me to confirm updates</b> rule) or the number of duplicate contacts (if you selected the <b>Do not update existing contacts</b> rule). Duplicate contacts have not been updated to match your AccountRight cards. Note that if you selected the <b>Update existing contacts</b> rule, rejected cards will always be 0.

**NOTE: Outlook import log** If you want to view a list of the records updated and the problems encountered during the import, refer to the OutlookImport.html file. This file—readable by any Internet browser—can be found in the OutlookSync folder, which is located in your AccountRight software's program folder.

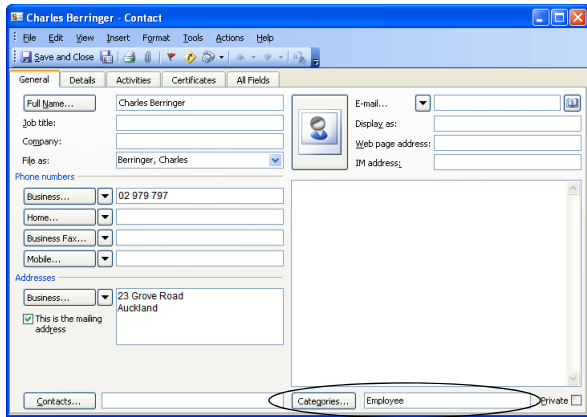
## Importing your Outlook contacts to your AccountRight cards

You can import your Outlook contacts to your AccountRight cards from either the default contacts folder, or from group contact folders created for each AccountRight card type.

However, before you import your Outlook contacts, you need to identify each contact as either a customer, supplier, employee or personal contact.

**NOTE: Blank fields in your Outlook contacts are not included in the import** If a field in your Outlook contact is blank but the corresponding field in your AccountRight card is complete, this field will be skipped during the import process. This ensures that blank fields don't overwrite contact details recorded in your AccountRight cards.

**Importing from the default contacts folder** If you want to import your contacts to AccountRight cards from the default Outlook contacts folder, enter the card type for each contact in the **Categories** field of the **General** tab.



**Importing from group contacts folders** You need to save your contacts to group contact folders labelled AccountRight Customers, AccountRight Suppliers, AccountRight Employees and AccountRight Personal. For instructions on how to set up group contact folders in your Outlook contacts, refer to your Microsoft Outlook documentation.

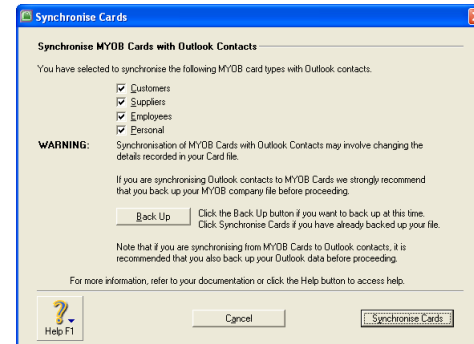


**Before importing your Outlook contacts** Check that the details recorded in your Outlook contacts are up to date and entered in the correct field.

**NOTE: Back up your company file** Importing your Outlook contacts to your AccountRight cards will change the details recorded in your company file. To avoid losing contact details stored in your company file, back up your company file before synchronising. For more information on backing up your Company File, see ['Backing up and restoring company files'](#) on page 235.

## To import your Outlook contacts to your AccountRight cards

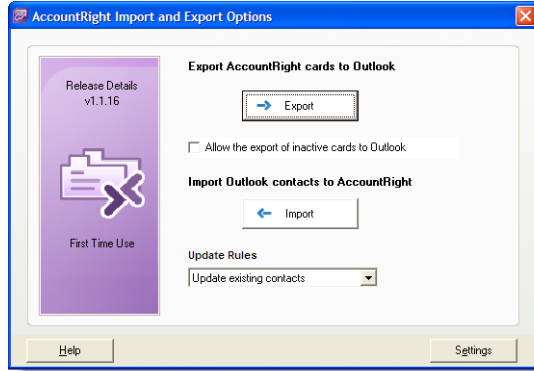
- 1 Go to the **Card File** command centre and click **Cards List**. The **Cards List** window appears.
- 2 Click **Actions** and choose **Synchronise Cards**. The **Synchronise Cards** window appears.



- 3 Select the card types that you want to synchronise.

**NOTE: You can synchronise cards from any of the Cards List tabs (All Cards, Customers, Suppliers, Employees and Personal).** The default card type selected will vary according to the tab you are on when you click **Sync Cards**.

- 4 Click **Synchronise Cards**. The **Outlook Sync - Import and Export Options** window appears.



- 5 Select a synchronisation rule from the **Update Rules** list. For more information, see [‘Synchronisation update rules’ on page 196](#).
- 6 If you want to import your Outlook contacts from the default Outlook contacts folder, click **Settings**. The **Outlook Sync - Settings** window appears. If you are importing your contacts from group contact folders, go to [step 7 below](#).
  - a Select the option **Import and export all AccountRight cards to the default contacts folder**.
  - b Click **OK**.
- 7 Click **Import**. A Microsoft warning appears.
- 8 Select a period for your AccountRight software to access your Outlook contacts:
  - a Select **Allow access for** option.
  - b Select a period from **1 minute** to **10 minutes**.
  - c Click **Yes**.

The import process starts and the **Blank Field Warning** window appears.

- 9 Click **Continue**.
  - If you selected the **Update existing contacts** rule or the **Do not update existing contacts** rule, the **Outlook Sync - Import Summary** window appears. Go to [step 10 below](#).
  - If you selected the **Ask me to confirm updates** rule, the **Outlook Sync - Confirm Update of AccountRight card** window appears. Specify how you want to deal with each update. When you have confirmed all updates the **Outlook Sync - Import Summary** window appears.
- 10 Review the import summary.

Updated or added cards	The number of cards added or updated in your AccountRight cards.
Updated or added cards with warnings	The number of cards updated but the details in your AccountRight cards may be incomplete.
Skipped contacts	The number of contacts you chose to skip (if you selected update rule <b>Ask me to confirm updates</b> ) and the number of contacts that were not imported because they contained blank Outlook contact fields.

-----  
**NOTE: AccountRight import log** If you want to view a list of the records updated and the problems encountered during the import, refer to the MYOBImport.html file. This file—readable by any Internet browser—can be found in the OutlookSync folder, which is located in your AccountRight software’s program folder.  
 -----



---

# Customising cards

## Custom fields

If you need to record certain information about your contacts, but can't find a suitable card field for it, you may want to set up a custom field.

For example, you could set up a field to record your customers' birthdays or a field to record the dates of your employees' most recent performance review.

You can set up three custom fields for each card type and label them according to your needs. You can then enter any information you like in those fields.

If you need to, you can show this information in a report by selecting the custom fields in the **Report Fields** tab of the **Report Customisation** window.

### To set up custom fields

- 1 Go to the **Lists** menu, choose **Custom List and Field Names** and then choose the card type for which you want to set up a custom field, for example, **Customers**. The **Custom List and Field Names** window appears.
- 2 Type the names of the custom fields you want to set up for the card type you have selected in the **Name of Custom Field** fields. For example, you could enter **birthday** to record your contacts' birthdays.
- 3 Click **OK**. The names you have entered will now appear in the **Card Details** tab of the **Card Information** window.

### To enter custom field information in a card

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

- 2 Click the zoom arrow next to the card you want to edit. The **Card Information** window appears.
- 3 Click the **Card Details** tab and type the information you want to record in the appropriate custom field.

## Card identification codes

If you have assigned identification codes (IDs) such as customer numbers or account numbers to your contacts, you can enter those IDs in their cards.

You can also set a preference that will let you select cards by their ID instead of their last name or company name when entering a transaction. Card search lists will also be sorted by their ID when this preference is set. For more information, see ['To select contacts using Card IDs' on page 202](#).

-----  
**NOTE: The Card ID preference affects all card types** If you choose this preference, you have to select all card types by their IDs.  
-----

### To enter an identification code

- 1 Go to the **Card File** command centre and choose **Cards List**. The **Cards List** window appears.
- 2 Click the zoom arrow next to the card you want to edit. The **Card Information** window appears.
- 3 Enter a unique code of up to 15 alphanumeric characters in the **Card ID** field.
- 4 Press **TAB** or click **OK** to save your changes.

## To select contacts using Card IDs

- 1 Go to the **Setup** menu and choose **Preferences**. The **Preferences** window appears.
- 2 Click the **Windows** tab.
- 3 Choose the **Select Cards by Card ID, Not Card Name** option.

You can now select cards by their IDs and your card lists will be sorted by ID instead of by last name or company name.

## Card pictures

You can display a picture of your contact by linking a picture file to their card. The picture appears in the **Card Details** tab of the **Card Information** window.

Any pictures you link are copied to the **Graphics** folder, which is located within your company file's folder. If you move your company file, you will need to move the **Graphics** folder as well.

---

**NOTE: Supported picture formats** Pictures need to be saved in one of the following formats: bmp, jpg, tif, gif, or png.

---

## To link a picture

- 1 Go to the **Card File** command centre and click **Cards List**. The **Cards List** window appears.
- 2 Open the card for which you want to link a picture.
- 3 Click the **Card Details** tab and double-click the picture file area. The **Picture Information** window appears.
- 4 Click **Link**. The **Open** window appears.
- 5 Locate the picture file you want to display for this card and then click **Open**. The **Picture Information** window appears with the selected picture appearing on the right.
- 6 Click **OK**. The picture appears in the **Card Details** tab.

## To replace a picture

If you want to replace the picture displayed in a card with another one, double-click the displayed picture and continue with [step 5 in 'To link a picture' above](#).

## To remove a picture

If you want to remove the displayed picture from the **Card Details** tab, double-click the picture. In the **Picture Information** window, click **Unlink** and then click **OK**. The picture will be removed from the **Card Details** tab but the picture file will remain in the **Graphics** folder.

# Reviewing your contact information

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

Tool		See
To Do List	The <b>Contact Alert</b> tab in the <b>To Do List</b> displays contact log entries with recontact dates on or before the current date.	<a href="#">below</a>
Card reports	Card reports give you lists of contact information in several formats.	<a href="#">below</a>
Find Transactions	<b>Find Transactions</b> helps you quickly find all transactions for a contact.	<a href="#">page 153</a>

## To view contact alerts

- 1 Click **To Do List** in any command centre. The **To Do List** window appears.
- 2 Click the **Contact Alert** tab. A list of all individuals and businesses you need to contact appears.

**NOTE: Reminders that fall on a closed day** If the recontact date falls on a day that you have indicated as being closed in the **Business Calendar** (accessible from the **Setup** menu), the reminder will appear on the business day prior to the recontact date.

The **Overdue** column shows how many days have elapsed since the recontact date you specified on the contact log entry.

To clear a reminder from the list, click in the select column next to the contact log entry and then click **Remove**.

## To print card reports

- 1 Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.
- 2 Click the **Card** tab. The list of card reports appears.
- 3 Display or print the report that is appropriate to your needs.

Following is a list of the default information displayed in each report. If required, you can customise the reports to display more or less details (for information on how to customise a report, see '[Customising reports](#)' on [page 169](#)).

Report	Description
Card List Summary	A list of your contacts with their phone numbers, current balances and identifiers.
Card List Detail	A list of some of the information contained in your contacts' cards, including Address 1 and Address 2.
Addresses	The contact name, address and phone number entered for Address 1 in each card.
Card Transactions	A list of the transactions that have been allocated to your contacts for a selected period.
Contact Log	A list of contact log entry details. The total of the elapsed time recorded in the log entries is displayed for each contact.
Identifiers	A list of the identifier codes and their descriptions.
GIS Card File	A list of contact information that you can import into a geographic information system (GIS) to analyse the location of your contacts.
Overdue Contacts	A list of contact log entries with recontact dates that are dated on or before the day you specify in the report filter.



# 15 Financial control

You can control finances by setting budgets, auditing your records and by reviewing and analysing your financial activities.

## Tracking financial information

You can track financial information at three levels:

- **Accounts** level—view the profitability and financial details of your business as a whole.
- **Categories** level—view the profitability and financial details of your individual business divisions, departments, properties, offices or locations.
- **Jobs** level—view the profitability and financial details of the individual jobs or tasks carried out for customers and clients.

## Accounts

The accounts list should be set up to provide a basic overview of your business's overall performance. For example, a car dealership might set up their accounts to distinguish new and used car sales from service and parts income. The following income accounts could be used:

4-0000 Income	[Header]
4-1000 Car Sales	[Header]
4-1010 New Car Sales	[Detail]
4-1020 Pre-owned Car Sales	[Detail]

4-2000 Service and Parts Income	[Header]
4-2010 Service Income	[Detail]
4-2020 Parts Income	[Detail]
4-2030 Accessories Income	[Detail]

When entering a transaction, the transaction amount is allocated to an appropriate account. A standard profit and loss statement can then be printed for the business to show income and expenses generated by the business. However, at this level, it is difficult to see how well particular models are selling. Categories can manage this.

**Setting up accounts** You can set up your accounts using the Easy Setup Assistant or in the **Accounts** command centre (see [‘Setting up accounts’ on page 25](#)).

# Categories

Categories enable you to track profitability of departments, offices, properties and other business segments.

For example, the Sales department of a car dealership could use categories to help them track the profitability of car models they sell: say, model A, model B and model C.

When entering a transaction, you need to allocate the appropriate category to it. You can then prepare a profit and loss statement for each category.

Categories can be assigned to the following transaction types:

- spend money
- receive money
- transfer money
- general journal entries
- sales
- purchases
- inventory transfers
- inventory adjustments
- historical sales and purchases.

**NOTE:** Note that you cannot allocate a category to the following transactions: Pay Bills, Receive Payments, Prepare Bank Deposit, Settle Returns and Credits/Debits and Pay/Receive Refunds. When entering these transactions, the categories assigned to the original transactions will be used. For example, the categories assigned to purchases appearing in the Pay Bills window will also be assigned to the payment.

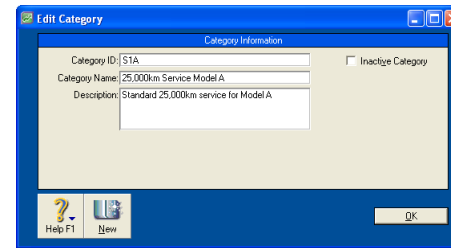
## To enable allocation of categories

- 1 Go to the **Setup** menu and choose **Preferences**.
- 2 Click the **System** tab.
- 3 Select the **Turn on Category Tracking** option. If you want to make the selection of a category mandatory for all transactions, choose **Required** from the list.

**NOTE:** **Turning off category tracking deletes all categories and their history** If you choose to turn off category tracking, any categories you have created and their transaction history will be deleted from your company file. You should make a backup of your company file before you do this so that you can access this information if required.

## To create a category

- 1 Go to the **Lists** menu and choose **Categories**. The **Categories List** window appears.
- 2 Click **New**. The **Edit Category** window appears.
- 3 In the **Category ID** field, type a code that will be used to identify the category and press **TAB**.
- 4 Enter a name and description for the category.



- 5 Click **OK**.

## Jobs

Jobs could be set up to track income and expenses related to service jobs. This is particularly useful when multiple jobs are performed for a single customer. When you enter a transaction, the appropriate job number can be assigned to each individual amount. This enables you to associate several jobs with the various amounts in a single transaction.

For example, if a purchase includes parts for three customers, you could specify each of the three jobs to which that purchase relates. A profit and loss statement can then be prepared for each job and actual results can be compared with budgeted values by producing a **Jobs Budget Analysis** report.

**Sub jobs** Sub-jobs allow you to track individual jobs that form part of a larger job. For example, if you are a graphic designer working on a number of print and multimedia deliverables for your client, you could use sub-jobs to track the individual jobs: website design, business cards production and brochure layout.

**Setting up jobs and sub-jobs** You can keep a detailed record of your jobs and sub-jobs. If you intend to use sub-jobs, you will first need to create jobs, to which you can later assign sub-jobs.

Specific job-tracking tasks you can accomplish include:

- organising jobs in a hierarchy
- setting budgets for each job
- linking jobs to specific customers
- assigning jobs to individual line items on transactions
- tracking reimbursable expenses for your jobs
- preparing invoices to reimburse job expenses
- analysing the profit and loss of a job.

**Job types** There are two types of jobs, header and detail.

- **Header jobs** total associated detail jobs (including detail sub-jobs). You cannot assign transactions to header jobs.
- **Detail jobs** are assigned to transactions to track income, costs and expenses.

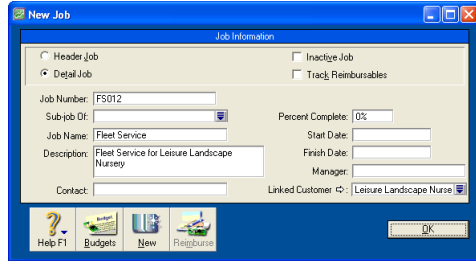
### To create a header job

- 1 Go to the **Lists** menu and choose **Jobs**. The **Jobs List** window appears.
- 2 Click **New**. The **New Job** window appears.
- 3 Select **Header Job** and enter a job number, name and description.
- 4 If you are creating a sub-job of another header job, type or select the header job in the **Sub-job Of** field.
- 5 Click **OK**. The header job appears in the **Jobs List** window.

### To create a detail job

- 1 Go to the **Lists** menu and choose **Jobs**. The **Jobs List** window appears.
- 2 Click **New**. The **New Job** window appears.
- 3 Select **Detail Job**.
- 4 Type a code for the job in the **Job Number** field and press TAB.

- Enter additional information about the job, such as a job name, description and start date.



- If you are creating a sub-job, type or select a header job in the **Sub-job Of** field. Note, you can only assign detail jobs to header jobs.
- If you want to link a customer card to the job, type or select a customer in the **Linked Customer** field. This is useful if you intend to seek reimbursement for goods and services purchased on the customer's behalf.  
You can view details of all jobs linked to a customer in the **Jobs** tab of the customer's card.
- Click **OK**. The Jobs List window reappears.
- Review the hierarchy of jobs you have created. If you need to change the details a job, select the job and click **Edit**.

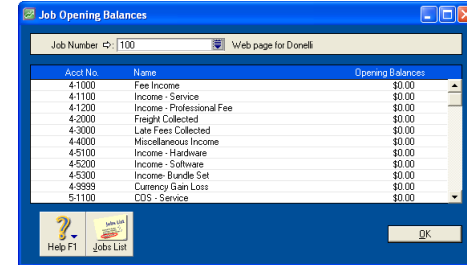
### To enter opening balances for jobs

If you started using your software while a particular job was in progress, you can create the job and then enter any account activity generated by the job so far in the **Job Opening Balances** window.

You can enter opening balances only for detail jobs. Header jobs take their balances from the detail jobs below them.

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

- In the **Job Number** field, type or select the job for which you want to enter an opening balance.



- In the **Opening Balances** column, type the opening balances for each account.
- Repeat from **step 2 above** for each job with an opening balance.
- Click **OK** when you have finished.

### To enter budget amounts for jobs

You can enter budgets for detail jobs. The budget information you enter for each job is used to help you assess your progress on a particular job and to determine the job's effect on the state of your business. The amounts you enter will be recorded against accounts in your accounts list for comparison purposes.

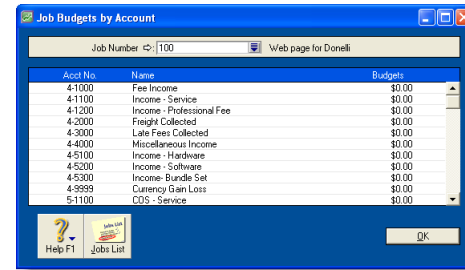
Once you begin recording transactions for the job, you will be able to print the **Jobs Budget Analysis** report to see a comparison between the actual amounts and the amounts you have budgeted for their job.

- Go to the **Lists** menu and choose **Jobs**. The **Jobs List** window appears.
- Select the detail job for which you want to enter budgets.



- Click **Budgets**. The **Job Budgets by Account** window appears, with the number of the job you selected in the **Job Number** field.

All your company's income, cost of sales, expense, other income and other expense accounts appear in the scrolling list.



- In the **Budgets** column, type the amounts you've budgeted for specific accounts for this job and then click **OK**.

## Reimbursable expenses

You can track the expenses you incur while working on a job and then invoice the customer to get reimbursed for those expenses.

To get reimbursed for an expense, you need to do the following:

Task	See
1 Set up a job and choose to track reimbursable expenses	<a href="#">below</a>
2 Assign the expenses to the job when recording them	<a href="#">page 210</a>
3 Add the reimbursable expenses to the invoice when billing the customer	<a href="#">page 210</a>

**Example** You have created job 01 for Edgar Reuss. During the course of working on job 01, you incur expenses that you want to have reimbursed by the customer when you bill him.

When you enter the expenses using the **Spend Money** window, assign the line items to job 01. The line items are then automatically marked for reimbursement by Edgar Reuss.

Then, when you enter a sale for Edgar Reuss, you can view a list of the reimbursable expenses and add them to his invoice.

### Task 1: Set up a job

- Create a detail job (see [page 207](#)) or open an existing detail job record. The **New Job** or **Job Information** window will appear.
- Select the **Track Reimbursables** option.
- In the **Linked Customer** field, Type or select the name of the customer who will be billed for this job.

If this job is related to a header job, the linked customer for the header job will appear automatically.

- Click **OK**.

## Task 2: Assign expenses to the job

- 1 Enter the expense in a transaction window. For example, enter it in the:
  - **Spend Money** window.
  - **Purchases** window. Note that items you track in your inventory cannot be reimbursed.
  - **Pay Employee** window. Note that only items linked to expense or cost of sales accounts can be reimbursed.
- 2 In the **Job** column, select the job you want to assign the expense to.
- 3 Complete the transaction as you normally would.

## Task 3: Bill the customer

- 1 Go to the **Sales** command centre and click **Enter Sales**. The **Sales** window appears.
- 2 Type or select the customer's name and press TAB.
- 3 Click **Reimburse**. The **Customer Reimbursable Expenses** window appears.

The **To Be Reimbursed** tab lists all expenses that have yet to be billed to this customer.
- 4 Click in the select column for each expense you want to bill.
- 5 If you want to change the amounts that will be billed, you can edit the amounts in the **Reimbursable** column.

**TIP: Markup shortcuts** If you want to mark up all selected expenses by a certain amount or percentage, click **Markup** and complete the **Markup Information** window. For information on the fields in this window, click **Help** and select **Help for This Window**.

- 6 If a selected expense does not match the invoice layout, (for example, you want to be reimbursed for a non-item expense on an item invoice), select the appropriate item, account or activity that you want to use for these expenses in the **Reimbursement [...]** field.

For example, if you recorded a **Spend Money** transaction and you want to be reimbursed for the expense using an item invoice, you will need to select an appropriate item in the **Reimbursement Item** field in order to include the expense on the invoice. If you don't have an appropriate item for this purpose, you will need to create one.

**NOTE: All selected expenses that do not match the invoice layout will be allocated to the default item, account or activity** If you want to be reimbursed for several expenses that relate to different income accounts, items or activities, you can change the details on the invoice later.

- 7 Click **Reimburse**. The selected expenses are now listed in the line item area of the **Sales** window.

**NOTE: About reimbursed expenses** When you click **Reimburse**, all selected expenses will be considered as having been reimbursed, even if you don't record the invoice, or you later delete the invoice. If you want to change the status of the expense to be reimbursable again, see '[Changing the status of a reimbursable expense](#)' on page 211.

- 8 Make any other changes to the invoice, and then click **Record**.

## Changing the status of a reimbursable expense

### To change the status of a reimbursable expense

- 1 Go to the **Lists** menu and select **Jobs**. The **Jobs List** window appears.
- 2 Select the job for which you want to edit an expense and click **Edit**. The **Edit Job** window appears.
- 3 Click **Reimburse**. The **Job Reimbursable Expenses** window appears.
- 4 If you want to change the status of a reimbursable expense to **Reimbursed/Removed**:
  - a In the **To Be Reimbursed** tab, click in the select column next to each expense you no longer want to reimburse.
  - b Click **Remove From List**. The expenses you selected are transferred to the **Reimbursed/Removed** tab.
- 5 If you want to reset the status of a reimbursed expense to **To Be Reimbursed**:
  - a Click the **Reimbursed/Removed** tab.
  - b Click in the select column next to each expense whose status you want to change.
  - c Click **Remove From List**. The expenses you selected are transferred to the **To Be Reimbursed** tab.
- 6 Click **OK**.

---

## Budgets

When you prepare a budget, you are predicting the financial state of your business. For example, you could prepare a budget that predicts how much you intend to spend and earn over the next financial year. Having a budget means that, as the year progresses, you can track projected data against actual data and take corrective action if things are not going according to plan.

You can also use budgets to plan for future goals. For example, you may want to undertake a new business venture in the coming year. By creating a budget, you can work out the amount of money you will need for the venture, where this money will come from and the impact that the venture will have on other aspects of your business.

**What do I need to budget?** You can enter budgets for individual detailed accounts. The accounts that require a budget will vary according to your business. Most people prepare budgets for *Profit and Loss* accounts such as Income, Cost of Sales and Expenses accounts, and *Balance Sheet* accounts for specific assets and liabilities.

To decide on the accounts that will require a budget, consider what changes you anticipate in your business and the financial impacts these changes will have. For example, you may be considering taking a new loan (which will affect your Bank Loans account).

**What period can I budget for?** You can create a budget for the current financial year and the next financial year.

**Reviewing your budget** You can review your budgets periodically to track your financial progress and see if it is going to plan. A slight variation from the budget is normal. Large variations, on the other hand, may need investigation. For example, if you have a large increase in accounts receivable, it may indicate that your customers are taking a longer time than expected to pay your account.

You can compare your budgeted amount with actual account balances by viewing the Budget Analysis reports for Balance Sheet and Profit and Loss accounts.

## Entering budget amounts

You can use the **Prepare Budgets** window to enter budget amounts for each month of the current or next financial year. If you want to quickly enter budget amounts for a group of months, you can use the **Budget Shortcuts** window.

As the year progresses, you can choose to either adjust budget figures or leave them unchanged.

**Entering positive and negative amounts** By default, the amount you enter will be assumed to be a positive amount. You can enter negative budget amounts by inserting a hyphen before the amount (for example, *-250*). When you enter a negative amount, you are indicating that the balance of the account is going to reduce.

**Using existing data** If you have already prepared a budget in a spreadsheet or in other software, you may be able to import that information into your company file. For more information, see [‘Importing data’ on page 248](#).

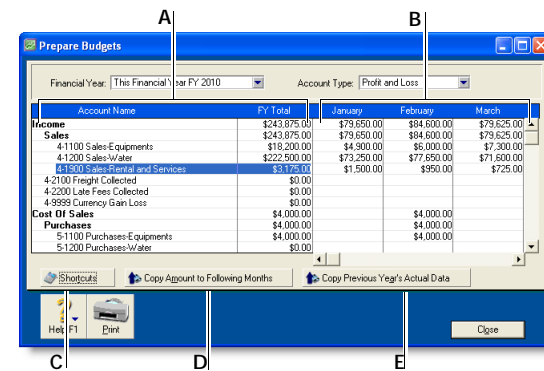
You can also use the previous financial year’s data as a basis for your budget.

### To enter the budget for an account

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

- 2 Click **Budgets**. The **Prepare Budgets** window appears. The window lists the Profit and Loss accounts by default.
- 3 From the **Financial Year** list, choose whether you want to enter a budget for this financial year or the next one.
- 4 From the **Account Type** list, choose the type of account you want to enter a budget for—**Profit and Loss** or **Balance Sheet**.
- 5 For each month, click in the appropriate cell and type the amount. If you want to enter a negative amount, insert a hyphen before the figure (for example, *-250*).

As you enter data, the **FY Total** column will display the total budget for each account.



- A The **Account Name** and **FY Total** columns display the list of accounts and their current budget totals for the financial year.
- B You can enter the budget amount for a specific account and month in this section. You can use the horizontal scroll bar to scroll through the months.
- C Click **Shortcuts** to open the **Budget Shortcuts** window from where you can quickly enter budget amounts for the selected account. For more details on this feature, see [‘Budget Shortcuts window’ on page 213](#).

- D Click **Copy Amount to Following Months** to copy the selected amount to the months that follow.
- E Click **Copy Previous Year's Actual Data** to insert the previous year's account balances for the selected account and month.

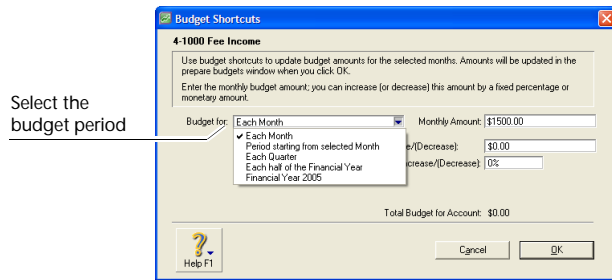
6 Click **Close** to close the **Prepare Budgets** window.

## Budget Shortcuts window

If you want to enter budget figures for a group of months, you can use the **Budget Shortcuts** window. You can enter quarterly, half-yearly and yearly budgets. You can also enter a budget that increases or decreases by a specific amount each month.

### To enter a budget using Budget Shortcuts

- 1 Go to the **Accounts** command centre and click **Accounts List**. The **Accounts List** window appears.
- 2 Click **Budgets**. The **Prepare Budgets** window appears.
- 3 Select the account you want to enter the budget for by clicking in the appropriate row.
- 4 Click **Shortcuts**. The **Budget Shortcuts** window appears.
- 5 From the **Budget for** list, select a time period.



The fields in the window change according to the period you select.

Select...	If you want to...
Each Month	Enter the same amount for every month of the year or a set increase or decrease every month (starting from a base amount).
Period starting from selected Month	Enter a total amount for a group of consecutive months.
Each Quarter	Enter the total amount for each quarter.
Each half of the Financial Year	Enter the total amount for each half of the year.
Financial Year yyyy	Enter the total amount for the entire financial year, (where yyyy is your financial year).

- 6 Type the budget amounts in the appropriate fields. Amounts that cover more than one month (such as quarterly, half-yearly and yearly amounts, and amounts for a group of months) will be divided equally among all the months in the group.  
If you selected the **Each Month** option, you can also set a base budget amount for the first month, and the amount or percentage by which this will vary every month onwards.
- 7 When you have finished entering the information, click **OK**. The **Prepare Budgets** window reappears with the new amounts.

If the account already has budget figures, a message appears asking if you want to replace the existing budget. Click **OK** to replace the budget, or **Cancel** if you want to keep the existing amounts (you will be returned to the **Budget Shortcuts** window where you may need to click **Cancel** again).

If you have not entered any amounts for the budget, a message appears asking if you want to enter zero amounts. Click **OK** if you want to do this, or **Cancel** if you want to change the amounts.

# Auditing your records

A range of features are available to help you ensure the accuracy of the records in your company file. These features are outlined below.

## Company Data Auditor

The Company Data Auditor allows you to check the accuracy of records in your company file. You can use the auditor to perform maintenance tasks and reconcile bank and credit card accounts.

The auditor also checks your transactions for exceptions such as invoices that do not reconcile with your receivables account, future-dated transactions and audit trail changes. For more information on how to use the Company Data Auditor, see '[Run the Company Data Auditor](#)' on page 220.

## Audit trail tracking system

You can track specific transactional, account and system changes made to your company file using an audit-trail tracking system. You can then print an **Audit Trail** report which lists all the changes recorded in a specified date range.

To track changes, go to the **Setup** menu, choose **Preferences** and then select the **Use Audit Trail Tracking** option in the **Security** tab.

The transactional, tax, accounts and system changes that are recorded are outlined in the following table.

Change type	Description
Transactional	<ul style="list-style-type: none"><li>• deletion of transaction</li><li>• change of card selection</li><li>• change of ID #</li><li>• change of date</li><li>• change of amount on any line</li><li>• change of account on any line</li><li>• change of item selection</li><li>• change of job selection</li><li>• change of GST code.</li></ul>
GST	<ul style="list-style-type: none"><li>• deselection of tax on any line of a sales or purchase transaction</li><li>• change of GST code for a sales or purchase transaction</li><li>• change of tax amount for a sales or purchase transaction</li><li>• adding transactions with the GST code other than the default code for the selected card or account (invoices only, not orders or quotes)</li><li>• adding transactions with a changed taxable amount</li><li>• change of the linked account selection in any of the <b>GST Code Information</b> windows.</li></ul>
Account	<ul style="list-style-type: none"><li>• change of the account number</li><li>• change of the account's opening balance</li><li>• addition of a new account</li><li>• deletion of an account.</li></ul>

Change type	Description
System	<ul style="list-style-type: none"> <li>change of the linked account selection in any of the <b>Linked Accounts</b> windows</li> <li>change to the lock periods security preference (this includes changes of the lock period date and the selection/deselection of the preference)</li> <li>change to the <b>Transactions CAN'T be Changed; They must be Reversed</b> preference</li> <li>change to the <b>Use Audit Trail Tracking</b> preference.</li> </ul>

## Reviewing financial information

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

Tool		See
Business Insights	Business Insights enables you to analyse information about your cashflow and current cash position.	<a href="#">below</a>
Analyse Balance Sheet	The <b>Analyse Balance Sheet</b> window provides details about your asset, liability and equity accounts in both graphical and ledger views.	<a href="#">page 216</a>
Analyse Profit & Loss	The <b>Analyse Profit &amp; Loss</b> window provides detailed information about your Profit & Loss accounts in both graphical and ledger views.	<a href="#">page 216</a>
Analyse Jobs	The <b>Analyse Jobs</b> window allows you to view information about your progress on a particular job, broken down by account.	<a href="#">page 216</a>
Financial reports	Financial reports help you review your financial information.	<a href="#">page 217</a>

### Business Insights

Business Insights enables you to analyse key financial information using a range of interactive tables and graphs. You can use it to analyse your available cash, cash flow, profit and loss, and the money that you owe suppliers and the money that customers owe you. You can open Business Insights from the **Accounts** command centre.

The **Business Insights** window presents different types of financial information in four summary panels. From each panel, you can open additional windows to analyse information in more detail.

You can sort the information in tables by clicking in the relevant table column heading. For example, you can sort the list of your accounts by account name or type. You can also save a graph as an image so you can print it or insert it into a document. Right-click the graph and click **Save As**, choose where you want to save the image and click **Save**.

**Cash position as at today** This panel displays the balances of your bank and credit card accounts and shows the total amount of available cash.

Click **Analyse performance** to view a graph comparing income to expenses each month, a profit and loss graph, and information about your top ten selling items and top ten customers.

You can use this information to:

- **Identify excessive spending** Compare income against expenses and view the resulting profit or loss over the current financial year.
- **Review your sales performance** Identify your top ten customers and top-selling items.
- **Check account balances** Before making a large payment, ensure that the account it is drawn from has sufficient funds.

**Cash position estimate** This panel forecasts your cash balance for the current month and for the next two months. The forecasts are based on your current cash balance and the money you will receive or spend in the forecast period. The forecast is calculated by:

- total cash balance to date
- **plus** customer payments and receive money payments (including recurring payments) that are due to be received during the forecast period
- **minus** supplier payments and spend money payments (including recurring payments) that are due to be paid during the forecast period.

Click **Cash analysis** to see how the forecast is calculated.

You can use this information to:

- **Plan your expenditure** Work out what effect a major purchase would have on your cash position.
- **Predict cash flow issues** View a forecast of your cash flow for the coming two months.

**Customer and supplier analysis** For more information about analysing sales and purchases, see '[Reviewing your sales information](#)' on page 71 and '[Reviewing your purchase information](#)' on page 94.

### To analyse your balance sheet

- 1 Go to the **Accounts** command centre and click **Analysis**. The **Analyse Balance Sheet** window appears.
- 2 Click **Filters** and choose the time periods and other criteria you want to view.
- 3 Click **OK**. The information you selected appears in the **Analyse Balance Sheet** window.

### To analyse your profit or loss

- 1 From any command centre, click the **Analysis** down arrow and choose **Profit and Loss** from the menu. The **Analyse Profit & Loss** window appears.
- 2 Click **Filters** and choose the time periods and other criteria you want to view.
- 3 Click **OK**. The information you selected appears in the **Analyse Profit & Loss** window.

### To analyse your jobs

- 1 From any command centre, click the **Analysis** down arrow and select **Jobs**. The **Analyse Jobs** window appears.
- 2 In the **Job Number** field, type or select the job you want to analyse.
- 3 If you use budgets to track the progress of this job, enter a value in the **Percent Complete** field. The budget amounts are adjusted to represent the percentage of the job completed.



## To view financial reports

- 1 Go to the **Reports** menu at the top of the screen and choose **Index to Reports**. The **Index to Reports** window appears.
- 2 Click the **Accounts** tab.

There are several account reports that can help you track your financial information. These reports are listed below.

Report	Description
Audit Trail	Reviews changes made to recorded transactions, account details and system settings. Note that before you can track and report changes, you need to activate the audit trail tracking preference. For more information, see <a href="#">‘Audit trail tracking system’ on page 214</a> .
Profit & Loss Statement	Shows your profit and loss figures.
Balance Sheet	Reviews your financial position as of the end of a period.
Summary Trial Balance	Identifies amounts incorrectly entered. When reviewing this report, check for: <ul style="list-style-type: none"> <li>• entries that seem unusually high or low for the account that has been affected</li> <li>• debit amounts for accounts that normally have credit entries and vice versa</li> <li>• unusually high or low ending balances</li> <li>• an unusually high or low number of entries for a specific account.</li> </ul>
Balance Sheet Budget Analysis	Lists account balances as at the end of a selected period, along with the budgeted amounts for them. If you’ve determined that changes need to be made to the amounts you’ve budgeted for the coming months, you can adjust your budget.

Report	Description
Profit & Loss Budget Analysis	Lists account balances for a selected period, along with the budgeted amounts for them. If you’ve determined that changes need to be made to the amounts you’ve budgeted for the coming months, you can adjust your budget.
Statement of Cash Flow	Shows how your cash position has changed over a period of time, what profit you have earned, where you received additional cash and where your cash was spent.

For information on displaying, customising and printing reports, see [Chapter 12, ‘Reports,’ starting on page 165](#).



# 16 End-of-period procedures

It is important to ensure that your accounting records are accurate. Reconciling the accounts regularly will help you and your accountant know that your books are complete, accurate and balanced.

**Month-end procedures** You should reconcile your company file records with any source documents and resources available to you. For example, your bank account can be reconciled with your bank statement, suppliers' balances can be checked against supplier statements and customers' balances verified. Typical end-of-month procedures include reviewing your trial balance, reviewing your budgets and cash flow and purging information that is no longer needed.

**Year-end procedures** End-of-year procedures are carried out at the end of your financial year and include any adjustments you need to make to your company file so that it agrees with your accountant's final records before you start a new financial year. If possible, your inventory should be counted, valued and, where necessary, adjusted in your company file. Follow the procedures in this section to close the year and begin a new financial year. By closing the year in your company file, you are effectively bringing the company file up to date and removing information not required in the new year.

## Month-end procedures

The following is a list of tasks we suggest that you complete at the end of each month. Depending on the nature of your business, some of these tasks may not apply to you.

Task	See
1 <a href="#">Run the Company Data Auditor</a>	<a href="#">page 220</a>
2 <a href="#">Reconcile bank accounts</a>	<a href="#">page 223</a>
3 <a href="#">Review reports</a>	<a href="#">page 223</a>

Task	See
4 <a href="#">Send customer statements</a>	<a href="#">page 224</a>
5 <a href="#">Record depreciation</a>	<a href="#">page 225</a>
6 <a href="#">Prepare your GST return</a>	<a href="#">page 226</a>
7 <a href="#">Lock the period</a>	<a href="#">page 227</a>

## Task 1: Run the Company Data Auditor

The Company Data Auditor is a series of windows that guide you through the process of checking and ensuring the accuracy of the records in your company file. You can use the auditor to:

- display basic information about the company file, such as the file name, release number, location, size, etc.
  - perform maintenance tasks, such as back up your company file and set lock periods
  - display bank and credit card account details, including the current balance and the date when they were last reconciled
  - reconcile your bank and credit card accounts
  - check your transactions for exceptions and audit trail changes.
- 1 Go to the **Accounts** command centre and click **Company Data Auditor**. The **Company File Overview** window appears.



This window shows you:

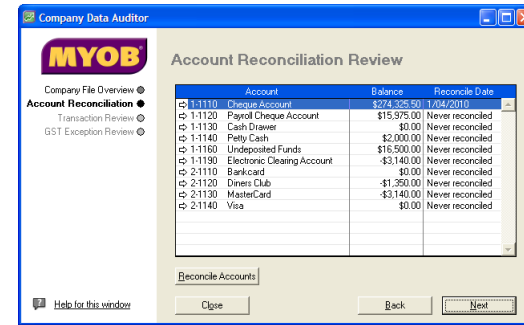
- the company file name
- the software release number
- the location of the company file
- the size of the company file
- the date on which the company file was last verified and backed up

- the end month and year of the current financial year
- the locked period, if one has been specified.

If necessary, you can perform the following maintenance tasks from this window:

To...	Do this...	See
Back up your company file	Click <b>Backup</b> and complete the backup procedure.	<a href="#">page 235</a>
Check your company file for errors	Click <b>Verify</b> and complete the verification procedure.	<a href="#">page 240</a>
Set the locked periods for your company file	Click <b>Lock Periods</b> and select the date before which data cannot be entered.	<a href="#">page 227</a>

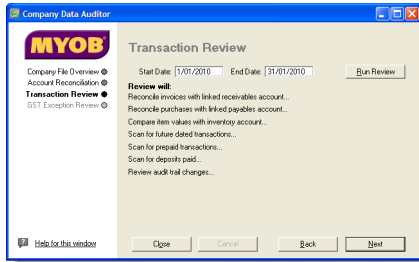
- 2 When you've completed your maintenance tasks, click **Next**. The **Account Reconciliation Review** window appears.



This window shows you:

- your bank and credit card accounts
  - the balance of each account
  - the date on which each account was last reconciled.
- 3 If you want to reconcile an account, select the account and click **Reconcile Accounts**. For more information, see ['Reconciling your bank accounts' on page 53](#).

4 Click **Next**. The **Transaction Review** window appears.



5 Type or select the start date and end date of the period you want to review.

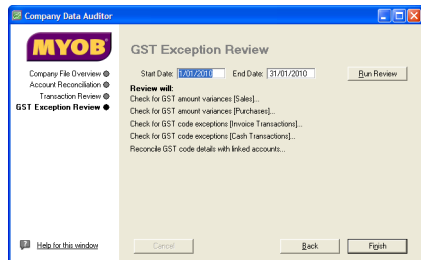
6 Click **Run Review** to start the transaction review of the following:

Reviewed	Description
Reconcile invoices with the linked receivables account	The total of all customer balances is compared to the current balance of the linked accounts receivable account. If there is an out-of-balance amount, click <b>Display</b> to view the <b>Receivables Reconciliation</b> report and review, customise or print the details of the report.
Reconcile purchases with the linked payables account	The total of all supplier balances is compared to the current balance of the linked accounts payable account. If there is an out-of-balance amount, click <b>Display</b> to view the <b>Payables Reconciliation</b> report and review, customise or print the details of the report.
Compare item values with the linked inventory account	The total value of inventory on-hand is compared to the current balance of the linked inventory account. If there is an out-of-balance amount, click <b>Display</b> to view the <b>Inventory Value Reconciliation Exceptions</b> report and review, customise or print the details of the report.

Reviewed	Description
Scan for future-dated transactions	The company file is checked for any transactions dated after the date of the current session (that is, the current date). If there are transactions dated after the current session, click <b>Display</b> to view the <b>Future Dated Transactions</b> report and review, customise or print the details of the report.
Scan for prepaid transactions	The company file is checked for any prepaid transactions. These transactions include all customer and supplier payments (excluding deposit payments) that have a payment date prior to the date of the invoice or purchase. If there are payments made prior to the invoice or purchase date, click <b>Display</b> to view the <b>Prepaid Transactions</b> report and review, customise or print the details of the report.
Scan for deposits paid	The company file is checked for any deposits paid (within the date range specified) on sales orders or purchase orders. If any orders have a payment flagged as a deposit transaction, click <b>Display</b> to view the <b>Deposit Transactions</b> report and review, customise or print the details of the report.
Review audit trail changes	If you have selected the <b>Use Audit Trail Tracking [System-wide]</b> option in the <b>Preferences</b> window ( <b>Security</b> tab), the company file is checked for any transaction, GST, accounts and system changes. If any changes occurred within the date range specified, click <b>Display</b> to view the <b>Audit Trail</b> report and review, customise or print the details of the report. For more information on audit trail tracking, see <a href="#">'Audit trail tracking system' on page 214</a> .

Reviewed	Description
Check for job exceptions [Cash Transactions]	If you have selected the <b>Warn if Jobs Are Not Assigned to All Transactions [System-wide]</b> option in the <b>Preferences</b> window ( <b>System</b> tab), the company file is checked for cash transactions (within the date range specified) that have no job number. If any transactions are detected with no job number, click <b>Display</b> to view the <b>Job Exceptions Cash Transactions</b> report and review, customise or print the details of the report.
Check for job exceptions [Invoice Transactions]	If you have selected the <b>Warn if Jobs Are Not Assigned to All Transactions [System-wide]</b> option in the <b>Preferences</b> window ( <b>System</b> tab), the company file is checked for sales and purchase transactions (within the date range specified) that have no job number. If any transactions are detected with no job number, click <b>Display</b> to view the <b>Job Exceptions Invoice Transactions</b> report and review, customise or print the details of the report.

- 7 When you have finished viewing and, if necessary, printing the Transaction Review reports, click **Next**. The **GST Exception Review** window appears.



- 8 Type or select the start date and end date of the period you want to review.
- 9 Click **Run Review** to do the following:

Reviewed	Description
Check for GST amount variances [Sales]	The company file is checked for variances between the GST amount posted and the GST amount calculated for the GST codes assigned to sales transactions. If a variance is found, click <b>Display</b> to view the <b>GST Amount Variance</b> report and review, customise or print the details of the report.
Check for GST amount variances [Purchases]	The company file is checked for variances between the GST amount posted and the GST amount calculated for the GST codes assigned to purchase transactions. If a variance is found, click <b>Display</b> to view the <b>GST Amount Variance</b> report and review, customise or print the details of the report.
Check for GST exceptions [Invoice Transactions]	The company file is checked for sale and purchases transactions without a GST code assigned or where the entered GST code is different to the default GST code. If such a transaction is found, click <b>Display</b> to view the <b>GST Code Exceptions Invoice Transactions</b> report and analyse the details of the report.
Check for GST exceptions [Cash Transactions]	The company file is checked for Spend Money and Receive Money transactions without a GST code assigned or where the entered GST code is different to the default GST code. If such a transaction is found, click <b>Display</b> to view the <b>GST Code Exceptions Cash Transactions</b> report and analyse the details of the report.

Reviewed	Description
Reconcile GST code details with linked accounts	The company file is checked for variances between the balance of the linked GST accounts and the amount of GST that has been collected and paid on transactions. If variances are found, click <b>Display</b> to view the <b>GST Information Reconciliation Detail</b> report and analyse the details of the report.

- 10 Click **Finish**. A message appears asking if you would like to print a summary report of the audit findings. Click **Yes** to print the report or click **No** to close the **Company Data Auditor** window without printing the report.

## Task 2: Reconcile bank accounts

To ensure the accuracy of your business records, you should each bank account balance with your bank's statements. For details on reconciling, see '[Reconciling your bank accounts](#)' on page 53.

## Task 3: Review reports

There are several reports that we recommend you review at the end of each month. You can use these reports to identify and correct any discrepancies in your records, as well as spot any trends in your business.

These reports are listed below.

Report	Description
Receivables Reconciliation	Lists all your outstanding receivables.
Payables Reconciliation	Lists all your outstanding payables.
Analyse Sales Customer	Lists your company's sales activity and trends on a month-by-month basis.

Report	Description
Analyse Purchases Supplier	Lists your company's monthly purchases.
Items List Summary	Shows what's on-hand and what needs to be ordered.
Audit Trail	Reviews changes made to recorded transactions, GST codes, account details and system settings. Note that before you can track and report changes, you need to activate the audit trail tracking preference. For more information, see ' <a href="#">Audit trail tracking system</a> ' on page 214.
Profit & Loss Statement	Shows your profit and loss figures.
Standard Balance Sheet	Shows your financial position as of the end of a period.
Summary Trial Balance	Identifies amounts incorrectly entered. When reviewing this report, check for: <ul style="list-style-type: none"> <li>• entries that seem unusually high or low for the account that has been affected</li> <li>• debit amounts for accounts that normally have credit entries and vice versa</li> <li>• unusually high or low ending balances</li> <li>• an unusually high or low number of entries for a specific account.</li> </ul>
Balance Sheet Budget Analysis	Lists account balances as at the end of a selected period, along with the budgeted amounts for them. If you've determined that changes need to be made to the amounts you've budgeted for the coming months, you can adjust your budget.
Profit & Loss Budget Analysis	Lists account balances for a selected period, along with the budgeted amounts for them. If you've determined that changes need to be made to the amounts you've budgeted for the coming months, you can adjust your budget.

Report	Description
Statement of Cash Flow	Shows how your cash position has changed over a period of time, what profit you have earned, where you received additional cash and where your cash was spent.
Cash Flow Worksheet	Enables you to estimate your short-term cash needs. For more information, see <a href="#">‘Analysing your cash flow’ on page 58</a> .

**NOTE: Create a report batch** You can create a report batch for your month-end reports and print them all in one go. For more information, see [‘Printing report batches’ on page 167](#).

## Task 4: Send customer statements

Most businesses send statements to customers who have outstanding balances at the end of each month. You can either print out and mail these statements or send them via email.

### To print a customer statement

- 1 Go to the **Sales** command centre and click **Print/Email Statements**. The **Review Statements Before Delivery** window appears.
- 2 Click the **To Be Printed** tab.
- 3 In the **Statement Type** field, select the type of statement you want to print.
  - **Invoice** statements list all invoices aged as at a specified date.
  - **Activity** statements list all sales invoices, payments and orders with a customer deposit for the period of time you specify. Activity statements include a running account balance.

- 4 Specify the statement period.
  - If you selected **Invoice** as the statement type, enter a date in the **Statement Date** field to display a list of invoices outstanding as at that date.  
If you want to include only invoices recorded up to the statement date, select the **Only include invoices up to Statement Date** option.
  - If you selected **Activity** as the statement type, enter the statement date range in the **From** and **to** fields.
- 5 In the **Print** field, type the number of statements you want to print per customer.
- 6 Click **Advanced Filters** to filter and customise the information to be displayed in the customer statement. For more information, see [‘Advanced filters’ on page 178](#).
- 7 Mark the select column () next to the name of each customer you want to print statements for.
- 8 Click **Print**.

### To email a customer statement

- 1 Go to the **Sales** command centre and click **Print/Email Statements**. The **Review Statements Before Delivery** window appears.
- 2 Click the **To Be Emailed** tab.
- 3 In the **Statement Type** field, select the type of statement you want to email.
  - **Invoice** statements list all invoices aged as at a specified date.
  - **Activity** statements list all sales invoices, payments and orders with a customer deposit for the period of time you specify. Activity statements include a running account balance.



- 4 Specify the period covered by the statement:
  - If you selected **Invoice** as the statement type, enter an ageing date to display invoices outstanding as at that date. If you want to include only invoices recorded up to the statement date, select the **Only include invoices up to Statement Date** option.
  - If you selected **Activity** as the statement type, enter the statement period in the **From** and **to** fields.
- 5 Mark the select column () next to the name of each customer you want to email statements to.
- 6 If you want to change a customer's email address, select their name and select an address from the **Email Address** list (). Alternatively, type the email address in the **Email Address** field.
- 7 Type the subject title and message of the email or accept the default subject and message. If you want to change the default message, click **Email Defaults** and make the changes as appropriate.
- 8 Click **Advanced Filters** to filter and customise the information to be displayed on the customer statement.  
 You might use advanced filters, for example, if you want to use a different message or subject for different customers. For more information, see '[Advanced filters](#)' on page 178.
- 9 Click **Send Email**.

## Task 5: Record depreciation

Your company's vehicles and equipment lose value each year. Part of the cost of vehicles and equipment can be allocated as an expense to your company each year you benefit from their use. The allocation of the cost of a piece of equipment over its useful life is called *depreciation*.

There are several methods of recording depreciation. Consult your accountant to see which method is best for you.

**NOTE:** If you depreciate your assets at the end of the financial year, make this step a part of your end-of-year routine. Consult your accountant for information about when to depreciate your assets.

Your software doesn't calculate depreciation automatically, but you can record your depreciation figures with a journal entry.

### To record depreciation

Before recording depreciation for an asset, you need to create an asset account and an expense account for each type of asset you depreciate. You only need to create these accounts once.

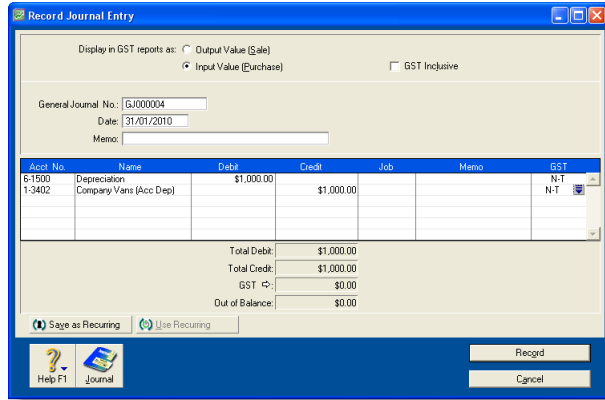
- 1 Create a new asset account for each type of asset you depreciate. Add the words 'Accum Dep' (for Accumulated Depreciation) at the end of each new account name. Give the new account a number that allows it to come directly after its corresponding asset account in the accounts list. For more information, see '[Setting up accounts](#)' on page 25.

In the following example, we have a header account, *Motor Vehicles - Company Vans* numbered 1-3400, and a detail account *Company Vans (Cost)* numbered 1-3401.

We have created a new asset account called *Company Vans (Acc Dep)* numbered 1-3402. Notice that the header account shows the current book value of the van.

<input type="checkbox"/>	1-3400	Motor Vehicle - Company Vans	Asset			\$26,470.00
<input type="checkbox"/>	1-3401	Company Vans (Cost)	Other Asset	N-T		\$30,000.00
<input type="checkbox"/>	1-3402	Company Vans (Acc Dep)	Other Asset	N-T		-\$3,530.00

- 2 Create a new expense account. You may want to call it *Depreciation*.
- 3 Once you've determined your depreciation amounts, make journal entries to credit the new accumulated depreciation asset accounts and debit the new depreciation expense account. The accumulated depreciation asset accounts will always have a negative balance to show a reduction in the value of the depreciable assets.



## Task 6: Prepare your GST return

Many businesses are required to submit their GST returns monthly, two-monthly or six-monthly. Regardless of your reporting frequency, you can use the Prepare GST Return function to fill out your GST return.

There are several tasks you should complete in preparation to lodge your first GST return. These are detailed below.

Task	Description
------	-------------

- |   |  |
|---|--|
| 1 | <p><b>Review your GST codes setup.</b></p> <p>The GST return report relies on the setup of your GST code to complete the report fields. You need to make sure that your GST codes are set up correctly before generating this report. For example, make sure that you have selected the <b>GST Code is Reported on GST Return</b> option for zero-rated GST codes and deselected the option for exempt GST codes in the <b>GST Code Information</b> window for these codes. See <a href="#">‘Setting up GST codes’ on page 144</a> for more information on creating GST codes.</p> |
| 2 | <p><b>Enter your GST return information.</b></p> <p>You enter your GST return information in the <b>Prepare GST Return</b> window (click <b>Prepare GST Return</b> in the <b>Accounts</b> command centre). Some of the information you can set up includes your accounting basis, reporting frequency and the accounts that you use to track GST adjustments (for boxes 9 and 13 on the return).</p>   |

-----

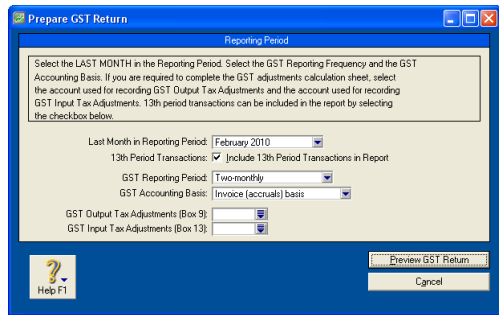
**TIP: Other GST reports** There are several GST detail reports available in the **Index to Reports** window. You may also want to review these reports before preparing your GST return. For more information about reports, see [‘Producing reports’ on page 165](#).

-----

After you have completed the steps listed above, you can prepare your GST return.

## To prepare your GST return

- 1 Go to the **Accounts** command centre and click **Prepare GST Return**. The **Reporting Period** window appears.
- 2 Select the last month of your reporting period.
- 3 If you have set up your company file with 13 periods, and want to include the 13th period transactions in your return, select the **Include 13th Period Transactions in Report** option.



- 4 Select the GST reporting period and select the GST accounting basis which your business uses to report GST. This is the accounting period and basis chosen by your business when you registered for GST. If you are unsure which basis your business uses, find out from your accountant or the Inland Revenue Department.
- 5 Select the accounts you use to record GST Input and GST Output tax adjustment activity.
- 6 Click **Preview GST Return**. The **Print Preview** window appears, displaying your GST return information.
- 7 If the information on the report is correct:
  - a click **Print** to print a copy of the report.
  - b Copy the values from the report to the GST return form provided by Inland Revenue.
- 8 If you need to edit your GST return information, click **Close** to return to the **Prepare GST Return** window.

## Task 7: Lock the period

After you have completed your month-end tasks, you can prevent transactions from being entered in the closed period using the **Lock Periods** feature. This prevents anyone inadvertently recording transactions that will affect month-end balances.

- 1 Go to the **Setup** menu and choose **Preferences**. The **Preferences** window appears.
- 2 Click the **Security** tab.
- 3 Select the **Lock Periods: Disallow Entries Up to and Including** option and choose the relevant date from the list. This prevents transactions that are dated prior to the selected date from being recorded.

If you later need to make an entry in a locked period—for example, your locked date is 31st of May, and you want to record a transaction in April—you can unlock the period by deselecting the option, record the transaction and re-lock the period.

# Starting a new financial year

This section describes the tasks you need to perform at the end of your financial year to prepare your company file for the coming year.

You don't need to close your financial year at any particular time. You can continue to use your company file for up to 12 months after the last month of your current financial year.

Complete the tasks listed below to close your financial year and start a new one.

Task	See
1 <a href="#">Complete month-end tasks</a>	<a href="#">below</a>
2 <a href="#">Perform a stocktake</a>	<a href="#">below</a>
3 <a href="#">Provide information to your accountant</a>	<a href="#">below</a>
4 <a href="#">Enter year-end adjustments</a>	<a href="#">page 229</a>
5 <a href="#">Back up your company file</a>	<a href="#">page 230</a>
6 <a href="#">Start a new financial year</a>	<a href="#">page 230</a>
7 <a href="#">Optimise your company file</a>	<a href="#">page 231</a>

## Task 1: Complete month-end tasks

Make sure you complete each of the month-end tasks. See ['Month-end procedures' on page 219](#).

## Task 2: Perform a stocktake

If you track inventory quantities and values, you should perform a stocktake when all transactions affecting inventory for the financial year have been entered. For more information on how to perform a stocktake, see ['Performing stocktakes' on page 124](#).

## Task 3: Provide information to your accountant

Once you have completed your year-end tasks, you can send your accounting data to your accountant.

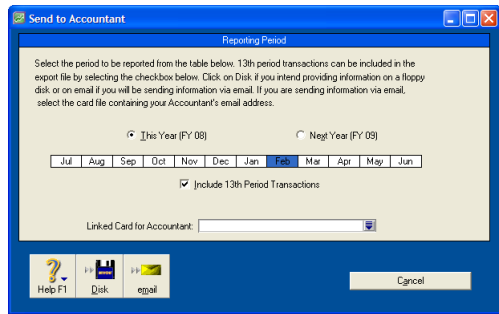
Accountants routinely ask their clients to provide financial information in an electronic format that can be loaded into their software. This makes it easier for the accountants to examine and analyse their clients' records. After examining these records, accountants may make adjustments to the records that need to be entered into your company file.

If your accountant requests an electronic copy of your accounting records, you can export your accounts list, account balances and journal entries and send these files to your accountant. Your accountant can then examine your records and, if required, send you a file that contains adjusting journal transactions to import (see ['Enter year-end adjustments' on page 229](#)). You can also send your company file to your accountant.

## To export information to your accountant

**NOTE: MYOB Accountants Office** This procedure is only relevant if your accountant uses MYOB Accountants Office.

- 1 Go to the **File** menu and choose **AccountantLink** and then **Send to Accountant**. The **Send to Accountant** window appears.



- 2 Select the month or range of months you want to export. To select a range of months, click and hold the mouse button on the first required month and then drag the cursor over the names of the remaining months.

**CAUTION: Choose the reporting months carefully** It is important not to include dates you have included in a previous export because this would result in double-counting your transactions. As a precaution, we recommend that you tell your accountant the periods you have selected.

- 3 If you want to include adjustment transactions entered in the 13th period, select the **Include 13th Period Transactions** option.
- 4 Select the method you want to use to send the information.
  - **Email**—If you want to email the file, enter your accountant's card in the **Linked Card for Accountant** field and then click **Email**. The email address entered on the card will be used when the email is created in your email

program. The default name for the export file is *companyname.MYE*.

- **Disk**—If you want to save the file to disk and send it by post, click **Disk**. Enter a name and location for the export file in the dialog that appears. The default file name is *companyname.MYE*. You can change the file name if you want but you must retain the '.MYE' extension.

- 5 Click **Save**.

## Task 4: Enter year-end adjustments

Your accountant is likely to provide you with a number of adjustments, such as journal transactions. If they have been provided electronically, you can import these transactions (see ['Importing data' on page 248](#)). If the adjustments have been provided on paper, you can manually enter them in the **Record Journal Entry** window.

If you send information to your accountant using the **Send to Accountant** feature, you can import the adjusting journals your accountant sends you. For more information, see ['To import general journals from your accountant' on page 230](#). Make sure your accountant has sent you the journal adjustment file as a text file with a .txt extension.

### To record adjustments manually

If your company file is set to 13 accounting periods in the financial year, assign your adjustments to the 13th period by entering an asterisk (\*) before the date, for example, \*31/3/2009.

- 1 Go to the **Accounts** command centre and click **Record Journal Entry**. The **Record Journal Entry** window appears.

The general journal number and transaction date appear by default. You can change these if necessary.
- 2 [Optional] In the **Memo** field, type a note to describe the journal entry, for example, Van depreciation.

Each row of information entered in the scrolling list is a line item. The line item details are identified in the journal adjustments provided by your accountant.

- 3 For each line item:
  - a Type the account number (or name), or select it from the account list.
  - b In the **Debit** and **Credit** fields, enter the debit or credit amount for the line item.
  - c [Optional] In the **Job** field, enter the job number for the line item.
  - d [Optional] In the **Memo** field, enter a description of the line item.
  - e If necessary, change the default **GST** code for the account.

-----  
**NOTE: Journal entry must be balanced** The journal entry cannot be recorded until the **Out of Balance** field is zero.  
-----

- 4 Click **Record** to record the journal entry.

### To import general journals from your accountant

- 1 Go to the **File** menu, choose **AccountantLink, Receive from Accountant** and then **Lists of Accounts**. A message appears, informing you that the levels within your existing accounts list may need to be amended.
- 2 Click **Yes** to continue the import. The **Open** window appears.
- 3 Locate and select the file containing the general journals sent by your accountant.
- 4 Click **Open**. The accounts are imported and a message appears, giving you the results of the import. If there are any errors, read the information in the MYOBLOG file (AccountRight Standard and AccountRight Plus) or MYOBPLOG file (AccountRight Premier and AccountRight Enterprise) which can be found in the folder where your company file is stored.

## Task 5: Back up your company file

Make a backup of your company file after you have finished entering adjustments and store it in a safe location. See '[Backing up and restoring company files](#)' on page 235. Make sure you verify the company file as part of the backup process. See '[Checking your company file for errors](#)' on page 240.

## Task 6: Start a new financial year

Before starting a new financial year, make sure you have:

- completed steps 1–5 above
- entered all transactions and adjustments as instructed by your accountant
- checked with your accountant to ensure no further entries are required in the company file for the current year.

If you have done all of the above, you are now ready to start a new financial year.

When you start a new financial year:

- The previous financial year's monthly totals for all accounts are changed to *last year* categories. If *last year* amounts already existed, those amounts will be replaced.
- The balance of your current-year earnings account is transferred to your retained earnings account.
- The balances of your income, cost of sales, expense, other income and other expense accounts are returned to zero.
- Closed sales, closed purchases and journal entries assigned to closed sales and closed purchases are kept or purged according to your selections in the **Start a New Financial Year** assistant.

## To start a new financial year

-----  
**CAUTION: Single-user access required** This task requires single-user access. For more information, see ['Single-user file locking for special tasks' on page 242](#).  
-----

- 1 Go to the **File** menu and choose **Start a New Year**. The **Start a New Financial Year** window appears.
- 2 Follow the instructions that appear.

If you need help, click **Help** and then choose **Help for This Window** in these windows.

## Task 7: Optimise your company file

Once the Start a New Year procedure is complete, we recommend that you optimise your company file. For more information, see ['Optimising your company file' on page 240](#).





# 17 Managing user accounts and company files

This chapter explains how you can perform maintenance tasks on your company file (including backing up, restoring and optimising) and how you can control access to your company file using user accounts.

---

## Managing user accounts

If several people enter transactions into the same company file, you can control which command centres, windows and transactions they can access with user accounts. The ability to limit users' access can help to minimise fraud. For example, you can prevent a person who places orders with suppliers from also being able to pay suppliers, minimising the likelihood of paying false bills.

**User accounts** A user can only open a company file by completing the **Sign-on** window. The user must enter a user ID and password to gain access to the user account. Then, whenever a user enters a transaction, it is labelled with the user ID. This allows you to keep track of who entered particular transactions, which is useful when following up disputes with suppliers or customers and pinpointing fraudulent transactions.

**Restrict access to employee information** User IDs can be set up to restrict access to employee banking and contact information stored in the card file and on reports. You can set broad restrictions, such as disallowing access to the employee card file, or you can set specific restrictions, such as viewing employee banking details.

**Administrator account** The Administrator account is a default user account always present in all company files and cannot be deleted. This special user account is the only one with access to all command centres, functions and windows.

The Administrator account can create, edit and delete ordinary user accounts. For that reason, as soon as you create a company file, you should supply a password for the Administrator account; otherwise, any user can log in and enter, edit and delete transactions without leaving a trace. For more information, see ['Set a password for the Administrator user ID' on page 29](#).

**Simultaneous users** [Network versions only—AccountRight Premier and AccountRight Enterprise] Your software allows more than one user to access a company file. Although a single network licence is provided at the time of purchase, you can buy additional licences (also known as workstation *seats*) whenever the need arises.

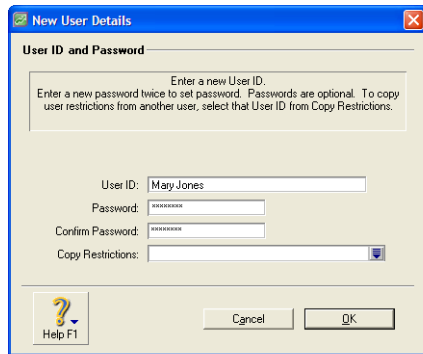
If you require more users to have access to a company file, you can purchase additional licences. For more information, see ['To obtain additional workstation licences' on page 234](#).

## To create a user account

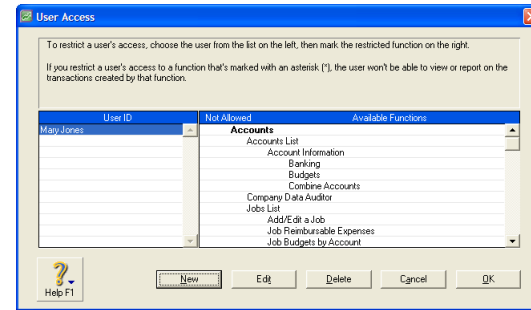
- 1 Start your AccountRight software and click **Open a company file** in the welcome window that appears. The **Open** window appears.
- 2 Navigate to and select the company file to be opened, and click **Open**. The **Sign-on** window appears.
- 3 Type **Administrator** in the **User ID** field, type the administrator's password in the **Password** field, and click **OK**.

Note that if you have not set a password for the Administrator account, leave this field blank.

- 4 Go to the **Setup** menu and choose **Preferences**.
- 5 In the **Preferences** window, click the **Security** tab and then click **User IDs**. The **User Access** window appears.
- 6 Click **New** to open the **New User Details** window.
- 7 Type the user's name in the **User ID** field, then type the password in the **Password** and **Confirm Password** fields.



- 8 If you want to copy the restrictions you've set up for another user, type or select an existing user account in the **Copy Restrictions** field.
- 9 Click **OK**. The new user account appears in the **User ID** column of the **User Access** window.



- 10 Click the new user account in the **User ID** column, then click in the **Not Allowed** column next to those command centres or functions to be denied to the user.
- 11 Click **OK**.

## To obtain additional workstation licences

[Network versions only— AccountRight Premier and AccountRight Enterprise] You can purchase extra workstation licences to allow additional users simultaneous access to the company file.

Before you begin, have your credit card on hand.

- 1 Open the company file requiring extra workstation licences.
- 2 Go to the **Setup** menu and choose **Company Information**.
- 3 In the **Company Information** window, click **License**.
- 4 Call Customer Service at on the number given in the **Enable License** window and follow the Customer Service representative's instructions.

**NOTE: Write down the confirmation code** Ask the customer service representative for the company file's *confirmation code*—you may need it to activate the extra workstation licences you have just purchased.

- 5 Confirm the extra workstation licences.
  - If you can connect to the Internet, click **Enable Online** and click **OK**.
  - If you cannot connect to the Internet, type the confirmation code given to you by the representative in the **Enter Confirmation Code** field and click **OK**.

---

## Backing up and restoring company files

*Backing up* is the copying of a company file to some form of storage medium, such as a CD, a different hard disk or other media. You can also use the backup function to create a compressed archive file with a .ZIP extension that takes up less space.

The **Restore** command closes the company file you're currently using, decompresses a backup file so you can use it and then opens the backup file.

---

**CAUTION: Single-user access required** Making a backup file requires single-user access. For more information, see '[Single-user file locking for special tasks](#)' on page 242.

---

**Precautions when backing up** Avoid common mistakes that can cause you to lose backups of company files:

- **Take care when backing up multi-user company files** [Network versions only—AccountRight Premier and AccountRight Enterprise] If multiple users access a company file on a host computer, back up the host company file—especially if you include custom forms, and letter and spreadsheet templates, in the backup.

By making a full backup, you ensure that the most recent versions of custom forms and templates are backed up.
- **Don't store backups on the same hard disk as the software** A single disaster can wipe out all your records.

- **Make separate backups** A disk failure can corrupt your data in such a way that you may not notice it during a session. If you accidentally copy some corrupted data over your previous backup file, that backup is no longer valid. Without a valid backup, you would need to re-create your company file. You can reduce the risk by making separate backups to protect your company data—for example, at the end of each business day.
- **Store backups off-site** Store monthly and yearly backups in a safe place, preferably away from your office. Except for daily rotational backup, do not re-use media.

## Backing up your company file

### To make a backup of your company file

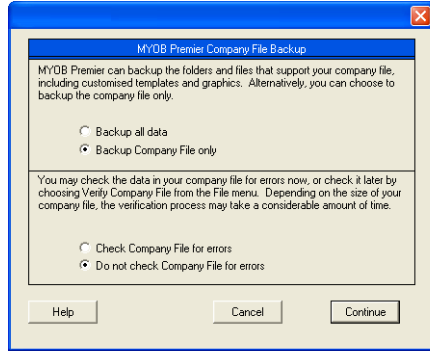
The **Back Up** command creates a backup of the company file you are currently using and compresses it to a smaller, more manageable size.

---

**CAUTION: Backups and multi-user company files** [Network versions only—AccountRight Premier and AccountRight Enterprise] If there are multiple users accessing a company file on a host computer, always back up on the host, especially if you are doing a full backup that includes custom forms, and letter and spreadsheet templates.

---

- 1 Go to the **File** menu and choose **Back Up**. A backup window appears.



**CAUTION: If the backup process does not work** When you installed your software, special software needed for the backup process was also installed. If a message appears when you try to use the **Backup** command, this software may have been removed from the location where it needs to exist. You may need to re-install your AccountRight software to use this feature. Alternatively, you may contact MYOB Support for help.

- 2 Select the type of backup.
  - If you want to back up your company file and templates, click **Back up all data**.
  - If you want to back up your company file only, click **Back up Company File only**.
- 3 Choose whether to check your company file for errors before making your backup.
  - To check for errors, click **Check Company File for errors**.
  - To prevent error checking, click **Do not check Company File for errors**.

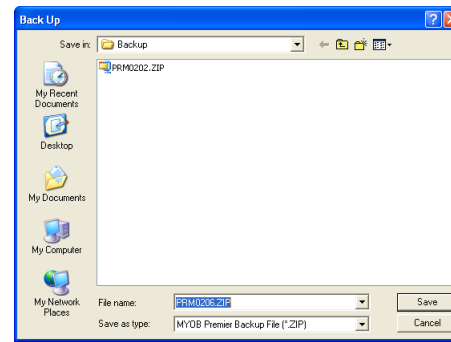
**TIP: Maintaining data integrity** We recommend checking for errors so that if you need to revert to a backup, data integrity is ensured.

- 4 Click **Continue**.
- 5 If you selected the **Do not check Company File for errors** option, the **Back Up** window appears. Go to [step 7 below](#).
- 6 If you selected the **Check Company File for errors** option, note that this verification process may take several minutes.

When the verification process has finished, click **OK** in the window that appears. (Note that this window appears whether or not errors have been found in the company file.)

The **Back Up** window appears.

- 7 Specify where you want to store the backup file.



The default filename assigned to the backup file is described in the following table.

Default filename	further details
MYOmmdd.zip	<ul style="list-style-type: none"> <li>• <i>mmdd</i> is the month and day from your computer's clock</li> <li>• .zip is the file extension and cannot be changed.</li> </ul>

- 8 [Optional] You can change the name of the backup file.

Note that you need to name all your backups with enough information to tell you when they are from and where you were up to in data entry—for example, ‘Wednesday, 16.12.09’ or ‘Backup as of 16.12.09’.

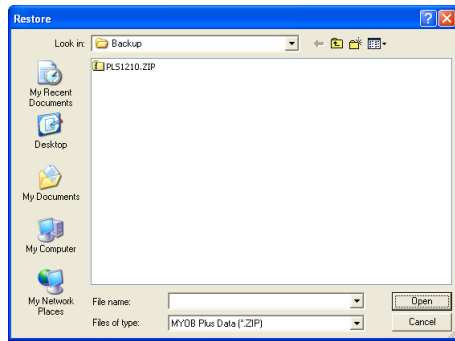
- 9 Click **Save**. The backup process begins.
- 10 If you are storing the backup file on a removable storage device, label all your backups with enough information to tell you when they were done and where you were up to in data entry—for example, ‘Friday 4/5/08’ or ‘Backup as of 4/5/08’.

## Restoring a company file backup

### To restore a backup

**CAUTION: Single-user access required** Restoring a backup file requires single-user access. For more information, see ‘[Single-user file locking for special tasks](#)’ on page 242.

- 1 If the backup file is on a removable disk, insert the disk into the disk drive.
- 2 Go to the **File** menu and choose **Restore**. The **Restore** window appears.



If you have selected the **Prompt for Data Backup When Closing** option in the **Preferences** window (**Security** tab), a window appears asking if you want to back up your company file. If you want to back up your company file now, click **Yes** and follow the prompts; otherwise, click **No**.

- 3 In the **Restore** window, select the backup file you want to restore and click **Open**.

**NOTE:** If the backup file is on a removable disk, insert the disk into the disk drive.

- 4 Select the folder where you want to save the restored file. By default, the restored file will be saved in the same folder as the backup file.
- 5 Click **Save**. A message appears showing that the company file will be restored to the selected folder.
- 6 Click **OK** to complete the restore.

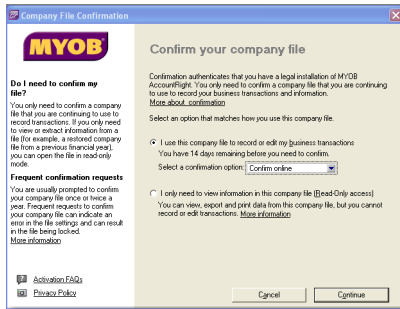
When you restore a file that has not been activated, the **Company File Activation** window appears. If you do not need to enter transactions into the restored file, click **I want to mark this file as Read Only** and then click **Continue** to open the file in read-only mode.

If, later, you need to activate the read-only file, go to the **Help** menu and choose **Activate Company File**.

**NOTE: Restoring from a CD** If you are restoring a backup file from a CD, the file will be read-only. To record new transactions to the file, you need to change the file’s attributes. Right-click the file, choose **Properties** and deselect the **Read-only** option.

# Confirming activated company files

After a company file is activated, once or twice a year you must confirm its activation for the life of the file. The confirmation verifies to MYOB that you are running a legal installation of AccountRight software. When confirmation is due and you attempt to open an activated company file, the **Company File Confirmation** window appears.



You have a period of grace in which to confirm the company file, indicated under the **Confirm Your Company File** heading.

**NOTE: Frequent requests to confirm** Under normal circumstances, confirmation occurs once or twice a year. If, after confirming a company file, your software asks you within a short time to confirm it again, see ['Troubleshooting activated company files' on page 239](#).

If you don't want to confirm immediately, click the **I use this company file to record or edit my business transactions** option, then select **Confirm later** and then click **Continue** to open the file. After the period of grace expires, the company file can be opened only in read-only mode, in which you can still view transactions, print reports or export data, but will not be able to enter any transactions.

**NOTE: Confirming a read-only file** If you have elected to open a company file overdue for confirmation in read-only mode, but then change your mind, go to the **Help** menu and choose **Confirm Company File**. The **Company File Confirmation** window appears.

These procedures show you how to confirm an activated company file and set up automatic confirmation:

- ['To confirm a company file online' below](#)
- ['To confirm a company file by telephone' on page 239](#)
- ['To set up automatic company file confirmation' on page 239](#).

## To confirm a company file online

- 1 Ensure you are connected to the Internet.
- 2 In the **Company File Confirmation** window, click the **I use this company file to record or edit my business transactions** option.
- 3 Choose **Confirm online** from the list and then click **Continue**. Your serial number and company file code are sent to the MYOB confirmation server, which returns a confirmation code and extends the file activation.

The **Company File Confirmation – Confirmed** window appears.

- 4 Click **OK** and in subsequent windows choose the options relevant to your business needs until a command centre appears. The company file has been confirmed and you can continue to enter transactions.

## To confirm a company file by telephone

- 1 In the **Company File Confirmation** window, click the **I use this company file to record or edit my business transactions** option.
- 2 Choose **Confirm by phone** from the list, then click **Continue**. The **Company File Confirmation – By Phone** window appears.
- 3 Call on the telephone number displayed under the **Company File Code** field.
- 4 Follow the instructions to receive your confirmation code.
- 5 Type the confirmation code in the **Confirmation Code** field and click **Continue**.

-----  
**NOTE: Confirmation code used only once** After you confirm your company file, the confirmation code cannot be used to confirm this or any other company file again. You must get a new confirmation code each time your software requests confirmation.  
-----

- 6 If you have an Internet connection and you prefer your software to perform subsequent confirmations automatically, select the **I want to use Automatic Confirmation** option.
- 7 Click **OK** and respond to subsequent windows until a command centre appears. The company file has been confirmed and you can continue to enter transactions.

## To set up automatic company file confirmation

-----  
**NOTE: Internet connection required** If you are not connected to the Internet when your automatic confirmation is attempted, a window appears requesting you to connect.  
-----

- 1 Open the company file you want to confirm automatically.
- 2 Go to the **Setup** menu and choose **Preferences**.

- 3 Click the **Security** tab and choose the **I Prefer to Use Automated Online Company File Confirmation** option, then click **OK**.

From now on, your software confirms the company file automatically and displays the notification of successful confirmation each time.

## Troubleshooting activated company files

The activation and confirmation of company files is sensitive to date changes in your computer's system clock. In some circumstances, changes in the system date may require you to confirm the company file again.

Note that if you confirm a company file several times within a short period of time, you may be prevented from using the file until you contact MYOB Customer Service.

-----  
**NOTE: Confirmation help** For more information about the confirmation process, and additional troubleshooting tips, click the '**Activation and Confirmation FAQs**' link in the Company File Confirmation window.  
-----

**Workstations out of synchronisation** [AccountRight Premier and AccountRight Enterprise only] If multiple users on different workstations are accessing a company file simultaneously and the dates in the system clocks of one or more workstations differ, you will need to synchronise clocks and confirm the company file the next time you open it.

---

# Servicing your company file

## Checking your company file for errors

In addition to checking your company file for errors when you create a backup, you can check for errors any time you choose.

By checking your company file for errors, you can identify minor problems in the file before they cause serious problems.

---

**CAUTION: Single-user access required** [Network versions only—AccountRight Premier and AccountRight Enterprise] Checking a company file for errors requires single-user access. For more information, see [‘Single-user file locking for special tasks’ on page 242](#).

---

### To check your company file for errors

- 1 Go to the **File** menu and choose **Verify Company File**. A confirmation window appears.
- 2 Click **OK**. Your company file is scanned for errors. When the file verification process is complete, a message appears describing the results of the process.

If no errors were found, click **OK**.

If your company file is corrupted, you can:

- Attempt to repair the company file by optimising it—see [‘Optimising your company file’ below](#)—and repeat this procedure to check if the errors have been fixed.
- Restore the company file from your most recent backup—see [‘Backing up and restoring company files’ on page 235](#).

## Optimising your company file

Over time, your company file will grow considerably in size. As you enter transactions, then remove or purge them, the file will have unused areas that once contained these transactions. These unused areas can affect the efficiency with which operations are performed in the company file. We recommend that you use the Optimisation Assistant to remove the unused areas in the company file and keep your accounting software running efficiently.

---

**CAUTION: Single-user access required** [Network versions only—AccountRight Premier and AccountRight Enterprise] Optimising a company file requires single-user access. For more information, see [‘Single-user file locking for special tasks’ on page 242](#).

---

### To optimise a company file

---

**CAUTION: Optimising multi-user company files** [AccountRight Premier and AccountRight Enterprise only] If multiple users are accessing a shared company file on a host computer, optimise the company file on the host.

---

- 1 Open the company file to be optimised.
- 2 Go to the **File** menu, choose **Optimise Company File**. An information window appears.
- 3 Click **OK** to continue.
- 4 If an optimisation recovery file exists, we recommend that you click **Yes** to retain a copy of it.
- 5 Click **OK**.



## Purging information that is no longer needed

*Purging* is the process of removing data from your company file. After you have used your software for a long time, you will notice that the size of your company file has grown considerably. When your company file has grown larger than you want it to, you can purge, that is remove information that is no longer needed. After transactions are purged, they will no longer appear on any report.

The procedure for purging information applies if you are purging:

- journal entries
- sales
- purchases
- business contacts
- contact logs
- activity slips (not available in AccountRight Standard)
- sales history figures.

### Purging activity slips

When purging activity slips, note the following:

- ❖ If you've billed an activity slip on an invoice, you can purge that activity slip only if the invoice on which it was billed has been purged.

## To purge information

**CAUTION: Single-user access required** [Network versions only—AccountRight Premier and AccountRight Enterprise] Purging a company file requires single-user access. For more information, see '[Single-user file locking for special tasks](#)' on page 242.

- 1 Open the company file to be purged.
- 2 Create a backup file. See '[Backing up and restoring company files](#)' on page 235.
- 3 Go to the command centre related to the information you want to purge. The information you can purge is dependent upon the command centre you are in. For example, if you are in the **Sales** command centre, you can only purge closed invoices.
- 4 Go to **File** menu and choose **Purge [...]**. The **Purge [...]** wizard window appears.
- 5 Click **Continue** and follow the instructions in the **Purge [...]** wizard.

## Troubleshooting file-locking problems

When a company file is open, a temporary file called a *lock file* is created in the folder where the company file is stored. This file, called `Lock000*.flk`, keeps track of who is using the company file. When you log out of the company file, the lock file is deleted automatically.

Sometimes, however, the lock file is not deleted. This can happen if your computer crashes or an error causes your company file to close unexpectedly. Lock files can accumulate in the company file folder, resulting in error messages appearing when you try to access your company file again.

To resolve these error messages, you must exit your software. Open the folder that contains the company file and delete any lock files. You should then be able to open your company file without an error.

---

# Special considerations for networked company files

**NOTE: Network versions only** The following networking information is applicable to AccountRight Premier and AccountRight Enterprise only.

When multiple users access a company file over a network, you need to be aware of factors that affect the way you work that are different when only a single user accesses the company file.

See:

- [Preferences in a network environment, below.](#)
- [Preventing data from being overridden, below.](#)
- [Storing custom reports on a network, page 244.](#)
- [Displaying up-to-date information, page 244.](#)
- [Improving performance, page 245.](#)

## Preferences in a network environment

Some of the choices in the **Preferences** window can affect how everyone works with your company file. These preferences are clearly marked *System-wide*.

## Preventing data from being overridden

For more information, see:

- [Multi-user file locking for daily transactions, below.](#)
- [Single-user file locking for special tasks, below.](#)
- [Problems with lock files, page 243.](#)

## Multi-user file locking for daily transactions

Multi-user file locking ensures that changes cannot be made in some windows while related data is being changed by another user in another window.

For example, a situation could arise where a user is recording information in a sales transaction window while another user is changing details of the customer card being used in the sales transaction. In such a situation, multi-user file locking prevents changes being saved in one of the windows until the changes have been saved in the other window.

If you would like to be able to know when another user has changed data in a window, go to the **Setup** menu, choose **Preferences**, click the **System** tab and select the **Automatically Refresh Lists When Information Changes** option. Now, if another user changes information you are viewing, your software closes your window. When you reopen it, the data is updated.

**TIP: View a list of users** If you have been prevented from accessing the company file, you can identify which user is locking you out. To do this, go to a computer that has access to the company file and view the list of active users (by going to the **File** menu and choosing **Active Workstations**).

## Single-user file locking for special tasks

Only one user should have access to the company file during file maintenance procedures such as backing up, checking and optimising. For example, optimising a company file rearranges its internal structure, so you do not want someone else accessing the file while this process is taking place.

Other single-user tasks are part of bookkeeping practice. For example, when you print a report, you do not want anybody to change data that will appear in the report while it is being printed.

**TIP: View a list of users** To check whether any other users are currently using the company file, before you set a single-user lock, go to the **File** menu and choose **Active Workstations**.

Single-user file locking prevents all but the first logged-in user from accessing a shared company file—other users cannot even log in. To enable single-user access, start your software and click **Single-user access** in the **Sign-on** window.

The tasks that require single-user file locking include:

- backing up a company file
- restoring a backup file
- company file verification
- purging data
- exporting data
- importing data
- starting a new financial year
- creating, changing or deleting report batches
- optimising a company file
- setting up, changing or removing user accounts.

### Problems with lock files

To let you know when another user is already accessing a shared company file, your software displays the **File is busy; access denied** message when you try, at the same time, to save a transaction or otherwise write data. When you see this message, wait a few moments for the other transaction to finish and for your software to delete the lock file, and then click **Retry**.

If the power fails, or you switch off your computer while your company file is open, or your system crashes, your software is unable to delete the lock file and you need to delete the lock file manually. See '[To delete lock files](#)' on page 244.

The following situations can cause lock files to accumulate in the folder where the company file is kept, resulting in various error messages when you try to open a company file:

- **Someone else is currently signed on with the same User ID**  
Someone else is using the company file with your user ID or a lock file from an irregularly ended session is present.
- **No more than 10 company files in any folder may be opened at one time**  
There are more than ten lock files—the maximum permitted—in the folder where the company files are kept. This can occur legitimately if there are more than ten company files in the folder, ten of which are open simultaneously, so that an eleventh open file would create an (illegal) eleventh lock file.  
It is unlikely that ten company files in a single folder will be open simultaneously. More likely, ten lock files have accumulated in the folder owing to crashes and other problems.
- **You have reached the maximum number of simultaneous users allowed under your Workstation Licence**

If you know this is incorrect, the problem may be a lock file.

Any of the above messages may mean that there are old lock files cluttering the folder where you store the company file. You need to delete the lock files to enable your software to function correctly.

## To delete lock files

Any of the above messages may mean that there are old lock files cluttering the folder where you store the company file. You need to delete the lock files before your software will function correctly.

- 1 Ask all users to close the shared company file and log out of your company file.
- 2 Go to the **File** menu and choose **Active Workstations** to check whether any users are still logged in. If there are, ensure they have logged out before continuing.
- 3 Close your AccountRight software.
- 4 Navigate in Windows Explorer to the folder where you keep the shared company file.
- 5 Delete all lock files. The lock file are named `Lock####.flk`, where `####` represents a number from 0001 to 0010.
- 6 Restart your AccountRight software and open the shared company file.

## Preventing data entry while generating reports

If there are multiple users accessing a company file simultaneously and you want to print or view a report, we recommend that you prevent data changes being made during report generation. If you don't, other users will be able to continue making entries in the company file and your report may not be accurate. If another user changes information that affects the report while it's being printed or displayed, that particular entry may be indicated by zeros or blank spaces on the report. In addition, new entries that other users make might affect the total amounts on some reports. For this reason, consider printing or displaying the report at a time when you know that no entries are being made that will affect its accuracy.

Before you print or display a report, open the **Report Customisation** window for the report and select the **Prevent Data Changes During Report Generation** option (on the **Finishing** tab of the **Report Customisation** window). This activates multi-user file locking and prevents other users from adding, changing or removing any information from the company file while your software is generating the report. When you print or display the report while this option is selected, the report will be up-to-date and accurate.

A few reports take some time to be generated. Consider printing these lengthy reports at times when other users won't have to wait for the report to be generated before they can resume making entries in the company file.

## Storing custom reports on a network

When you create custom reports and forms, information about them is stored on *your* workstation's hard disk and not on the network. Other users of the same company file won't be able to use your custom reports or forms unless you copy them to the appropriate locations on *their* workstations. (Your system administrator may need to perform this task.)

Custom reports are stored in the **Custom** folder and custom forms in the **Forms** folder. Both these folders are located under the folder where your software is installed on your workstation.

## Displaying up-to-date information

Each time you open a list window (such as the **Find Transactions** window) or display a report in the **Report Display** window, the information that is displayed matches the contents of the company file as of the moment you opened the list or displayed the report.

However, if you keep the list or report displayed on your computer screen for some time, the data that other users entered during that time will not be included in your list or report. You can update the information automatically or manually:

- **Automatic update** Go to the **Setup** menu, choose **Preferences** and then click the **System** tab. Select the **Automatically Refresh Lists when Information changes** option.

---

**NOTE: Automatic refreshing slows response** Consider whether you need to have on-screen information refreshed automatically. If you choose this option, your software will operate more slowly for everyone who is accessing the company file. If speedier data entry is a priority, we recommend that you choose to manually refresh information regularly.

---

- **Manual update** Go to the **Window** menu and choose **Refresh All**. To update an on-screen report in the **Report Display** window, click **Redisplay**.

## Improving performance

The following list outlines a number of ways in which you can get the most out of your software:

- Use single-user access whenever possible.
- Optimise your company file frequently—see ‘[Optimising your company file](#)’ on page 240.
- *Do not* select the **Automatically Refresh Lists when Information Changes** option in the **Preferences** window.
- *Do not* select the **Warn for Duplicate [...] Numbers on Recorded Purchases** option in the **Purchases** tab of the **Preferences** window.
- Use Easy-Fill when entering card names, account names and item numbers or names.
- Avoid leaving list windows open.
- Use only a few linked accounts for inventory items.
- Combine line-item quantities on sales and purchases.
- Generate large reports when you’re the only person using the company file.
- Print reports by choosing a specific month instead of by entering a date range.

---

## Managing software updates

AccountRight software updates are regularly provided to help you better manage your business and to ensure that your software is up to date.

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

You can set an alert to notify you that a software update is available, or you can manually check for updates. When an update is available, you can install the update immediately or download it to your computer to install later.

Before you can use Software Manager, you need to register for software updates.

## To register for software updates

You need your 12-digit AccountRight serial number to register for updates.

**TIP: Locating your AccountRight serial number** A 12-digit serial number was provided to you when you purchased your software. You can also find your serial number in the **Company Information** window of your company file (go to the **Setup** menu and choose **Company Information**).

- 1 Make sure you are connected to the Internet.
- 2 Go to the **Help** menu, choose **Updates** and then choose **Register for updates**. The **Register for Update Alerts** window appears.

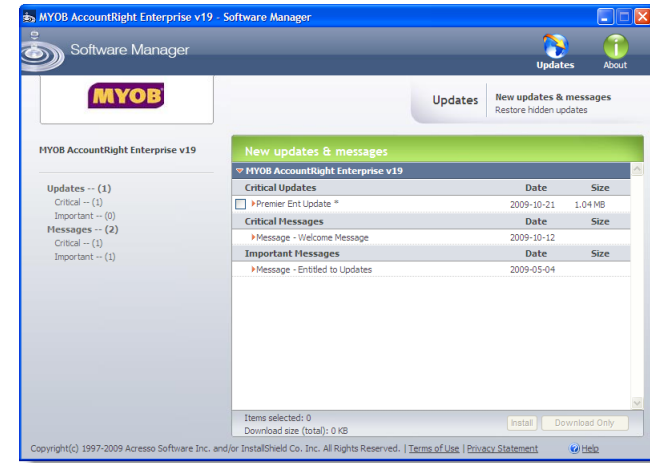


- 3 Enter your 12-digit AccountRight serial number.
- 4 Click **Register for Updates**.
- 5 [Not applicable to AccountRight Enterprise installed on Windows Server] Repeat this procedure on each computer that you run AccountRight on.

## To manually install software updates

- 1 Go to the **Help** menu, choose **Updates** and then **Check for Updates**.

The **Software Manager** window appears.



- 2 If an update is available, select the update and click:
  - **Install** to install the update immediately.
  - **Download Only** to download the update to your computer to be installed later.
- 3 [Not applicable to AccountRight Enterprise installed on Windows Server] Repeat this procedure on each computer that you run AccountRight on.

## To check for updates

- ❖ Go to the **Help** menu, choose **Updates** and then choose **Check for Updates**.

# Appendix A: Importing and exporting data

---

## Exporting data

You can take various data entered in your company file and use it in other software or in other AccountRight company files. This process is called *exporting data*.

Some of the types of information you can export are: GST codes, accounts, custom lists, items, general journal entries, inventory adjustments, receive money transactions, spend money transactions, sales, purchases, cards, contact logs, jobs, activities and activity slips (AccountRight Plus, AccountRight Premier and AccountRight Enterprise only).

The data can be exported to a tab-delimited or comma-separated text file.

---

**NOTE: Single-user mode required for data export [AccountRight Premier and AccountRight Enterprise only]** You cannot export data when more than one user is logged in. For more information, see '[Single-user file locking for special tasks](#)' on page 242.

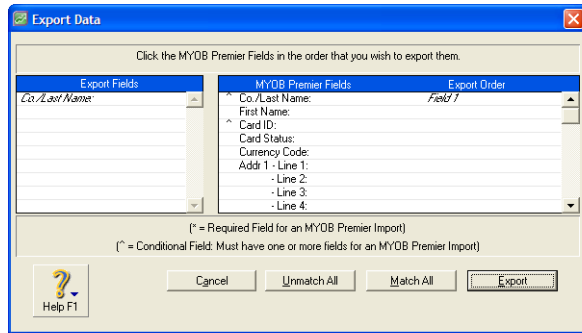
---

If your accountant uses MYOB Accountants Office, you can export financial information (including your journal entries, sales and purchases) directly to MYOB Accountants Office as a tab-delimited text file. This file can be sent by email or saved to disk. For more information, see '[Provide information to your accountant](#)' on page 228.

### To export data

- 1 Go to the **File** menu, choose **Export Data** and then choose the type of data you want to export. The **Export File** window appears.
- 2 Select the export file format and the type of the first record. For detailed field help, click **Help**, and then choose **Help for This Window**.
- 3 Click **Continue**. The **Export Data** window appears.

- Choose the fields you want to export and the order in which you want to export them. For example, click on the first field you want to export in the **AccountRight Fields** column. **Field 1** will appear in the **Export Order** column next to the field you selected. The field name will appear at the top of the **Export Fields** column on the left side of the window.



- Repeat the previous step for each field you want to export. If you want to remove a field's name from the **Export Fields** column, click its name in the **AccountRight Fields** column. If you want to export all the fields in the order they're shown in the **AccountRight Fields** column, click **Match All**.
- When you have selected the fields, click **Export**.
- In the **Save As** window, enter a name and location for the export file and click **Save**. The data is exported and saved as a text file.

## Importing data

You can take information entered in other software programs and other AccountRight company files, and incorporate it into your company file. This process is called *importing data*.

Some of the types of information you can import are: accounts, GST codes, custom lists, accounts, items, general journal entries, inventory adjustments, receive payments transactions, receive money transactions, spend money transactions, pay bills transactions, sales, purchases, cards, contact logs, jobs, activities and activity slips (AccountRight Plus, AccountRight Premier and AccountRight Enterprise only).

The data can be imported from a tab-delimited or comma-separated text file.

**NOTE: Single-user mode required for data import [AccountRight Premier and AccountRight Enterprise only]** You cannot import data when more than one user is logged in. For more information, see ['Single-user file locking for special tasks' on page 242](#).

**If you are importing from Quicken** In the Help Centre, choose Importing/Exporting > Importing and Exporting Table of Contents, and click the 'To import QIF' topic.



**If you are importing an accounts list** If your accountant uses MYOB Accountants Office, you can import an accounts list from Accountants Office. For more information, see [‘Importing an accounts list from MYOB Accountants Office’ on page 250](#).

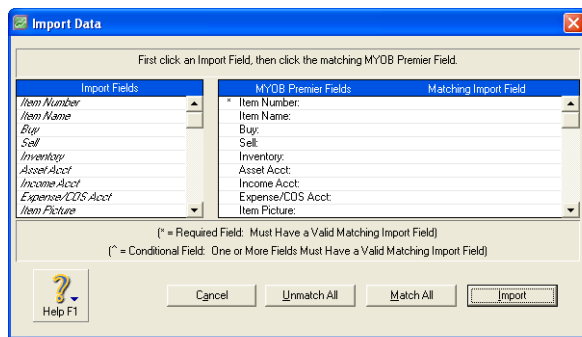
You can also import accounts that have been exported from another AccountRight company file.

## To import data

Before you start the import procedure, you will need to export the data from the software used to create the data and save it in a tab-delimited or comma-separated file format.

**NOTE:** Before you import data you should make a backup of your company file. See [‘Backing up and restoring company files’ on page 235](#).

- 1 Go to the **File** menu, choose **Import Data** and then choose the data type to import. The **Import File** window appears.
- 2 Select the import file format, the type of the first record and the method of handling duplicate records. For more information, click **Help** and then choose **Help for This Window**.
- 3 Click **Continue**. The **Open** window appears.
- 4 Locate and select the file you want to import and click **Open**. The **Import Data** window appears.



- 5 Match the import fields with the **AccountRight Premier fields** column. To do this:

- a Select the name of a field in the **Import Fields** column.
- b Click the matching field in the **AccountRight Fields** column.

The import field you selected appears in the **Matching Import Field** column.

**NOTE: Some fields must be imported** Fields that have an asterisk (\*) next to them must have matching import file fields assigned to them.

- c If all the fields in the import file match those in the **AccountRight Fields** column, click **Match All** to match all fields simultaneously.
- 6 Click **Import** to import the data. If you get a warning or an error message indicating that the import was not successful, refer to the import log file in your AccountRight software program folder for a list of errors or warnings. This is a text file—readable by most word processors and text editors—and lists the problems encountered during the import. It is called **MYOBLOG.txt (MYOBPLOG.txt)** in AccountRight Premier and AccountRight Enterprise).
  - 7 Click **OK**.

## Importing from MYOB RetailManager or MYOB RetailBasics

If you use MYOB RetailManager or MYOB RetailBasics as your point-of-sale software, you can import information from it to your AccountRight accounting software.

Some of the types of information you can import are:

- your supplier details
- goods received transactions (imported into your company file as bills)
- general journal entries summarising other transactions (such as sales income and cost of sales).

**Exporting from MYOB RetailManager or MYOB RetailBasics** Before you can import your data, you must export the data from RetailManager or RetailBasics as a text file (**Retail.TXT**) and save it in your AccountRight software program folder. The import file will be detected and the import process will automatically begin when you open your company file. Note that if you save the import file in another location, you will need to import it manually.

### To import RetailManager or RetailBasics data

- 1 In your AccountRight company file, go to the **Setup** menu and choose **Preferences**. The **Preferences** window appears.
- 2 Click the **System** tab and select the **I use MYOB RetailManager** option.
- 3 Click **OK** and exit your AccountRight software.

-----  
**NOTE:** You only need to set this preference the first time you import from MYOB RetailManager or MYOB RetailBasics.  
-----

- 4 Open your AccountRight company file. If there are transactions in RetailManager or RetailBasics that need to be imported, the import process will start automatically.  
  
If you get a warning or an error message indicating that the import was not successful, refer to the import log file in your AccountRight program folder for a list of errors or warnings. The import log file is called **MYOBLOG.txt** (**MYOBPLOG.txt** in AccountRight Premier and AccountRight Enterprise).

## Importing an accounts list from MYOB Accountants Office

When you create a company file, you can choose to import an accounts list from a file provided by your accountant (see [‘Create a company file’ on page 20](#)). If the file was created by MYOB Accountants Office—with a .txt extension—follow the procedure

below to import the accounts list. (Ask your accountant for a new file if it does not have a .txt extension.)

Once you have imported an MYOB Accountants Office accounts list, you can import journal transactions from your accountant. For more information, see [‘Enter year-end adjustments’ on page 229](#).

### To import the accounts list provided by your accountant

- 1 Go to the **File** menu, choose **AccountantLink**, then **Receive from Accountant**, and choose **List of Accounts**. A message appears, informing you that the account levels might be reset.
- 2 Click **Yes** if you want to continue the import. The **Open** window appears.
- 3 Select the file containing the accounts list sent by your accountant. The default name of the file is **MYOB\_SET.txt**. However, your accountant may have renamed the file.
- 4 Click **Open** to open the file and begin the import process.  
  
The accounts are imported and a message appears, giving you the results of the import. If you get a warning or an error message indicating that the import was not successful, refer to the import log file in your AccountRight program folder for a list of errors or warnings. This is a text file—readable by most word processors and text editors—and lists the problems encountered during the import. It is called **MYOBLOG.txt** (**MYOBPLOG.txt** in AccountRight Premier and AccountRight Enterprise).

# Appendix B: Networking company files

This appendix is only applicable to AccountRight Premier and AccountRight Enterprise users who want to network company files on a peer-to-peer network. If you intend using AccountRight Enterprise on a network running Windows Terminal Server, we recommend you seek expert advice.

---

## Preparing company files for multiple users

The AccountRight Premier range of software are network-ready applications that come with one licence. However, if the volume of your transactions grows too great for one person to handle, you can purchase additional workstation licences so that several users can access the company file simultaneously.

If multiple users will be simultaneously accessing a company file, it should be stored on a *host* computer where it can be accessed across the network from other Windows *workstations*. The host computer and workstations must be running Windows Vista, XP or 2000. Note that the workstations do not all need to be running the same version of Windows.

---

**NOTE: Setting up networks needs expert skills** Because setting up routers or hubs, cabling computers and configuring network hardware and software requires expert knowledge, you may need to employ an expert with the necessary skills. To locate a networking-qualified MYOB Approved Partner near you, go to the **Help** menu, choose **Additional Resources on the Web** and then choose **Find an Approved Partner**.

---

This section starts from the point where the network is already set up and running. A local area network (LAN) can be set up in many different ways. The procedures in this section describe only the most common situation where a LAN is protected from the external Internet by a firewall on a router or gateway computer.

---

**NOTE: Network access privileges required** In a Windows network, access can be set at the domain or user level. If you are unable to carry out the procedures in this section because you do not have sufficient access privileges, contact the person who set up your network for assistance.

---

All users who will need to access the company file automatically belong to the Everyone user group. This group is used as the default group in these procedures as it simplifies the sharing of a host folder. The members of the Everyone user group will be given permission to open, read from and write to the shared company file.

-----  
**NOTE: The Everyone user group may be a security risk** The Everyone user group allows anyone on the network to access the shared company file. If an employee is not authorised to access your accounting data, read Windows help or consult a networking expert to set up more secure access.  
-----

---

## Setting up the network hardware

Unless you are an expert, employ a networking consultant to set up your network hardware. Show the consultant these requirements for the host computer, and the hardware and software requirements for the workstations specified in the 'Installing Your AccountRight software' chapter of the *Getting Started* guide.

Networking	Local area network (LAN), peer-to-peer
Windows host	Windows XP (Service pack 3) Vista (Service Pack 1) or Windows 7
Equipment	Pentium processor or equivalent, with 1GB RAM or better, and 1 GHz Older computers may need a network interface card (NIC)
Protocols	Ethernet network (10BASE-T twisted pair cable, shielded or unshielded) or Fast Ethernet network (100BASE-TX twisted pair cable, shielded), with Windows networking protocols (NetBIOS, NetBEUI, or TCP/IP)

---

Now continue with these tasks:

- [Setting up a company file folder on a Windows host, page 253.](#)
- [Accessing the shared company file from a workstation, page 255.](#)

---

# Setting up a company file folder on a Windows host

When several users are to work with a company file simultaneously, it must be stored on a host computer to which each user has access. Consider these tips for choosing a suitable host:

- **Host the company file on the most powerful computer in the network** Users on workstations will enjoy better performance if the company file is stored on the most powerful computer in your network—the fastest with the most memory.
- **Host the company file on the key employee's computer** If one employee will use the company file more than anyone else, consider storing the company file on that employee's computer. This person will experience better performance from accessing the company file directly, compared with accessing it across the network.
- **Host the company file on a backed-up computer** If you store all your important files on a central host that is backed up frequently, it is a good idea to also store your company file on that host. Then the company file will be backed up along with all your other vital data.

Complete the appropriate task to set up a Windows host computer and share a company file folder:

- [To share a folder on Windows 7, below.](#)
- [To share a folder on Windows Vista, page 254.](#)
- [To share a folder on Windows XP, page 254.](#)

## To share a folder on Windows 7

This procedure applies to Windows 7 users. If this procedure does not apply to your network configuration, consult a networking expert or read Windows 7 help to set up appropriate sharing access and permissions.

- 1 Log in as an administrator if only administrators can set permissions on your computer.
- 2 In Windows Explorer, create a folder named **Company\_Files** in a convenient location, for example, c:\Company\_Files. This folder is where the shared company file will be stored.
- 3 Right-click on the **Company\_Files** folder and choose **Share with**, then select to share the folder with a homegroup or with selected people. The **File Sharing** window appears.
- 4 If you selected **Specific people**, enter the names of the users or select **Everyone**.

-----  
**NOTE:** If the **Everyone** group does not appear in the list, select it from the menu field above the list and click **Add**, then assign access permission as per the above step.  
-----

- 5 Click in the **Permission Level** column next to the **Everyone** user group and set the read and write permission for the user.
- 6 Select **Read/Write** to enable full control permission.
- 7 Click **Share**. In the confirm window that appears, click **Done**.
- 8 In Windows Explorer, move the company file to the **Company\_Files** folder you just created on the host.
- 9 Continue with '[Accessing the shared company file from a workstation](#)' on page 255.

## To share a folder on Windows Vista

This procedure applies to Windows Vista users. If this procedure does not apply to your network configuration, consult a networking expert or read Windows Vista help to set up appropriate sharing access and permissions.

- 1 Log in as an administrator if only administrators can set permissions on your computer.
- 2 In Windows Explorer, create a folder named **Company\_Files** in a convenient location, for example, C:\Company\_Files. This folder is where the shared company file will be stored.
- 3 Right-click on the **Company\_Files** folder and choose **Share**. The **File Sharing** window appears.
- 4 Click in the **Permission Level** column next to the **Everyone** user group and choose **Co-owner**. This enables full control permission.

-----  
**NOTE:** If the **Everyone** group does not appear in the list, select it from the menu field above the list and click **Add**, then assign access permission as per the above step.  
-----

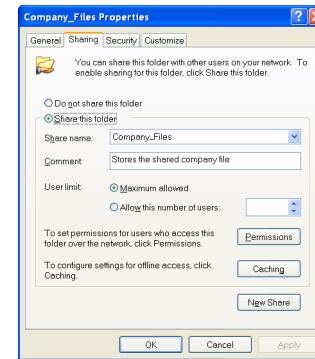
- 5 Click **Share**. In the confirm window that appears, click **Done**.
- 6 In Windows Explorer, move the company file to the **Company\_Files** folder you just created on the host.
- 7 Continue with 'Accessing the shared company file from a workstation' on page 255.

## To share a folder on Windows XP

This procedure applies to Windows XP. If this procedure does not apply to your network configuration, consult a networking expert or read the Windows help to set up appropriate sharing and access permissions.

- 1 Log in as an administrator if only administrators can set permissions on your computer.

- 2 In Windows Explorer, create a folder named **Company\_Files** in a convenient location, for example, C:\Company\_Files. This folder is where the shared company file will be stored.
- 3 Right-click on the **Company\_Files** folder and choose **Properties**. The **Company\_Files Properties** window appears.
- 4 Click the **Sharing** tab and set the window as shown below.



Share this folder  
(Share this folder in the network)

Select the **Share this folder** option. If your network does not have workgroups or you are logged in to a domain, select the **Share this folder** or **Share this folder in the network** option, then complete the wizard that appears.

Share name

Type the name that will be seen by users accessing the folder from their workstations, for example, **Company\_Files**.

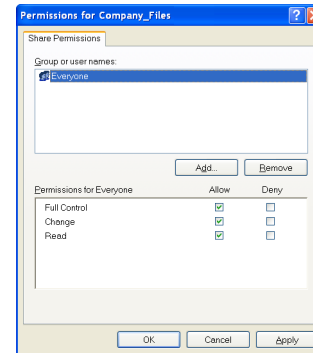
Comment

Type a description that users will be able to read in the folder's **Properties** window. This option is not present if your network does not have workgroups or if you are logged in to a domain.

**Maximum allowed** Click this button to allow as many users as possible to simultaneously access the company file. This option is not present if your network does not have workgroups or you are logged in to a domain.

**Allow network users to change my files** Click this button. This option is not present if your network does not have workgroups or you are logged in to a domain.

- 5 If your network does not have workgroups or you are logged in to a domain, continue with [step 8 below](#).
- 6 Click **Permissions**. The **Permissions for Company\_Files** window appears.



- 7 Click the **Everyone** user group, then select the allow option next to **Full Control** and click **OK**. The **Company\_Files Properties** window reappears.
- 8 Click **OK**.
- 9 In Windows Explorer, move the company file from its present location to the **Company\_Files** folder on the host.
- 10 Continue with '[Accessing the shared company file from a workstation](#)' below.

## Accessing the shared company file from a workstation

Workstations are Windows computers that access a company file stored on another computer, referred to as a *host* computer. Accessing the remote company file folder on the host requires you to complete these procedures for each Windows workstation on the local area network (LAN). This process is also known as *mapping network drives*.

When you are able to access the company file folder containing the shared company file, you can create a desktop shortcut to the file. Clicking the shortcut starts your AccountRight software and opens the shared company file.

Complete these procedures on every Windows workstation that is to access the shared company file:

- [To access a shared folder on Windows 7 or Windows Vista, page 256](#)
- [To access a shared folder on other Windows versions, page 256.](#)
- [To open your company file using a shortcut, page 257.](#)

## To access a shared folder on Windows 7 or Windows Vista

- 1 Display the available networks:
  - **Windows 7:** Select **Computer** from the Windows start menu. In the window that appears, select **Networks**.
  - **Windows Vista:** Select **Network** from the Windows start menu.

The available networks appear in the window.

- 2 Display the host computer's files in the window and locate the **Company\_Files** folder.

---

**NOTE: Access may be password protected** If a password is required to access the shared company file folder, a window will request you to enter a user name and password when you attempt to access it.

---

- 3 Right-click the **Company\_Files** folder and click **Map Network Drive**. The **Map Network Drive** window appears.
- 4 Accept the proposed drive letter or choose another, select the **Reconnect at logon** option and click **Finish**. If access to the folder is password protected, a logon window may appear. If so, type the password and click **OK**.

In Windows Explorer, the **Company\_Files** folder now appears as a network drive under **Computer**. For example, you might see the shared folder listed as Company\_Files on 'Hongs-pc' (V:).

- 5 Open the shared **Company\_Files** folder. You should be able to see the shared company file in it.

## To access a shared folder on other Windows versions

---

**NOTE: Access may be password protected** If a password is required to access the shared company file folder, a window will request you to enter a user name and password when you attempt to access it.

---

- 1 In Windows Explorer, open **Network Neighborhood** (or **My Network Places**).
- 2 Locate the host computer on which the shared company file folder was created.

If a **Connect to *hostName*** window appears, complete the **User Name** and **Password** fields, select the **Remember my password** option and click **OK**. You should now be able to see the **Company\_Files** folder.

---

**NOTE: Navigating network folders may not be necessary** In some versions of Windows, depending how the network access is set up, all networked computers may be visible in Network Neighborhood (My Network Places) without you needing to navigate network folders.

---

- 3 Right-click the **Company\_Files** folder and choose **Map Network Drive**.
- 4 In the **Map Network Drive** window (or wizard), accept the proposed drive letter or choose another, select the **Reconnect at logon** option and click **OK (Finish)**. If access to the folder is password protected, a logon window may appear. If so, type the password and click **OK**.

In Windows Explorer, the **Company\_Files** folder now appears as a network drive under **My Computer**. For example, you might see the shared folder listed as Company\_Files on 'Hongs-pc' (V:).

- 5 Open the shared **Company\_Files** folder. You should be able to see the shared company file in it.



## To open your company file using a shortcut

A fast way to open a company file is to put a shortcut to the program and company file on the Windows desktop. Then you only have to double-click the shortcut to be up and running.

**NOTE: Don't create a shortcut only to the company file** If you are knowledgeable about shortcuts, you might be tempted to create just a shortcut to the company file. Unfortunately, there are not enough letter combinations to ensure that the `.myo` file extension is unique to your AccountRight software. So, double-clicking a shortcut just to a company file might start another program that works with a different kind of `.myo` file.

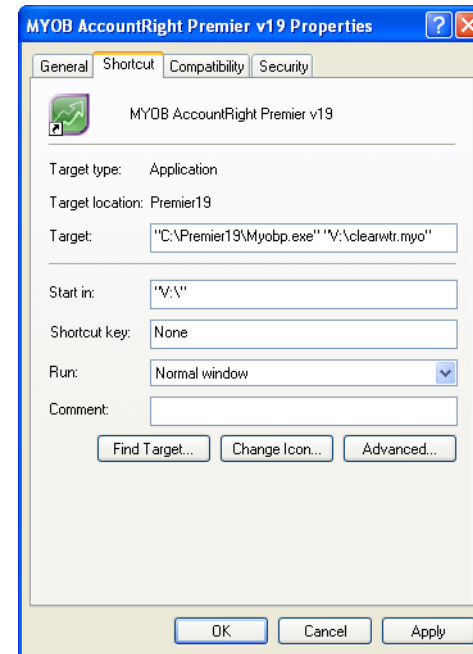
- 1 Right-click an empty area of the desktop and choose **New** and then **Shortcut**. The **Create Shortcut** wizard appears.
- 2 Type the path to the AccountRight software *program* file (`Myobp.exe`) in the **Command line** field (or in the **Type the location of the item** field) and click **Next**. Alternatively, you can click **Browse** and navigate to and select the program file, then click **Next**.
- 3 On the next page, either accept the proposed name for the shortcut or type your preferred name in the **Select a name for the shortcut** field (or the **Type a name for this shortcut** field) and click **Finish**.
- 4 Right-click the new shortcut and choose **Properties**. The **shortcut name Properties** window appears.
- 5 Click the **Shortcut** tab.  
The **Target** field shows the location of the AccountRight software program you entered in [step 2 above](#), for example, `C:\Premier19\Myobp.exe`.
- 6 [Windows XP users only] Enclose the location of the program file in double quotation marks ("):  
`"C:\Premier19\Myobp.exe"` for example.
- 7 In the **Target** field, type a space after the program location and then type the location of the company file, including the `.myo` file extension.

[Windows XP users only] The path to this location should also be enclosed in its own quotation marks:

`"C:\Premier19\Myobp.exe" "V:\Clearwtr.myo"` for example.

- 8 Copy the location of the company file from the **Target** field, *minus* the name of the company file, and paste it into the **Start in** field, for example `"V:\"` as shown below. (Note: there should be no quotation marks in Windows Vista.)

The **shortcut name Properties** window should look as follows.



(Note that if you are using Vista, you should not include quotation marks.)

- 9 Click **OK** to close the **shortcut name Properties** window.

- 10 Double-click the shortcut on the desktop to test it. Your AccountRight software should start on this workstation and immediately open the specified company file, whether it is stored on a remote host or this workstation.
- 11 Repeat from [step 1 on page 257](#) on each workstation that needs access to the company file.

# Glossary

---

## A

**account** Something to which transactions are assigned. Accounts in AccountRight are in one of eight categories:

- Asset
- Liability
- Equity
- Income
- Cost of sales
- Expense
- Other income
- Other expense.

Accounts are classified as header or detail. Transactions are assigned directly to detail accounts. Header accounts are used to summarise multiple detail accounts. Each account must have a unique number.

**account classification** One of the eight accounts groups in the Accounts List: **Assets**, **Liabilities**, **Capital**, **Income**, **Cost of Sales**, **Expenses**, **Other Income**, **Other Expenses**.

**account number** The account number is what identifies an account. Each account must have a unique number.

**accounting period** A part of your financial year. AccountRight treats each calendar month as a separate accounting period. Additionally, an optional 13th period is provided for year-end adjustments.

**accounts list** Commonly referred to as a chart of accounts, this is a list of all your asset, liability, equity, income, cost of sales, expense, other income and other expense accounts.

**accounts payable** What you owe someone else for goods or services delivered. The sum of all accounts payable is recorded as a liability account. Any time you record a purchase in the **Purchases** command centre, the unpaid balance of the purchase is added to your accounts payable. Every time you pay a bill (using **Pay Bills** in the **Purchases** command centre), the amount is subtracted from your accounts payable balance.

**accounts receivable** What your customers owe you. Any time you record a sale in the **Sales** command centre, the unpaid balance of the sale is added to your accounts receivable balance. Every time you enter a customer payment (using the **Sales** command centre), the amount is subtracted from your accounts receivable balance.

**accrual method (basis)** A method of accounting which records sales and purchases at the time they're delivered, not at the time they're paid for.

**accrued expenses** Expenses for goods or services received but not yet paid.

**ageing: payables** The number of days between receiving a bill from a supplier and an ageing date (usually today).

**ageing: receivables** The number of days between invoicing a customer and an ageing date (usually today).

**allocation accounts** When recording a cheque or a payment, the allocation accounts are the expense, income, etc. accounts that balance the transaction.

**assets** Assets are things you own. Your bank account is an asset. So is your computer. If someone owes you money, the total owed to you is an asset. Current Assets are assets that can be turned into cash within a relatively short period of time (less than a year). Things that take longer to turn into cash, like your factory building, are called Fixed Assets. Assets normally have a debit balance.

**audit trail** A list of the transactions that make up the balance of an account or accounts.

**average cost method** The cost method to value an item. That is, the total cost of all your purchases for a particular item currently on hand divided by the number of items on hand.

---

## B

**bad debt** Money owed to you that is unlikely to be paid. Many businesses create a contra-asset account to approximate the value of their bad debt. That way, they have a clearer picture of the actual value of their assets.

**balance** The sum of all the money added to and subtracted from an account.

**balance sheet** A financial snapshot of a company's position at a particular time. A balance sheet lists the company's asset, liability and equity accounts. It is called a balance sheet because the total value of the asset accounts minus the total value of the liability accounts always equals the total of the equity accounts.

**bill** The record of a supplier's invoice.

**budgets** Expected monthly net activity for an account. Budgets are useful for planning for the future and for analysing actual performance against planned performance.

---

## C

**card** A record of contact information and other details of customers, suppliers, employees and personal acquaintances.

**cash drawer** Where the money is kept between leaving the customers' hands and being deposited in the bank. Many businesses set up their cash drawer as a bank account.

**cash flow** The net flow of money in minus money out over a selected date range.

**cash method (basis)** The opposite of the accrual method of accounting. The cash method records the sale and purchase of goods and services at the time they're paid for, not when they're delivered.

**cleared** A withdrawal or deposit is cleared when your bank adjusts your account balance for it.

**closed period** An accounting period in which all entries are completed. AccountRight does not require that you actively close a period. However, in the [Preferences](#) window you can prevent accidental posting to a closed (locked) period.

**closed purchases** Purchases that have been paid in full.

**closed sales** Sales that have been paid in full.

**company information** Found in the [Setup](#) menu, your company information contains your company's name, address, tax information and information about your company's financial year.

**contra account** An account that normally carries the opposite balance of the accounts of the same type. Assets, for example, normally have a debit balance; a common contra-asset account is the accrued depreciation of an asset. By using a contra account, you can show a company car that's worth \$12,000, by listing the asset at its \$15,000 purchase price followed by the -\$3,000 balance of the accrued depreciation account.

**conversion month** The earliest month in the financial year for which transactions are to be recorded. For example, suppose you purchase your AccountRight software in October but want to record transactions dated from September 1.

In this case, your conversion month is September. The conversion month determines the opening balances you will enter when you set up your company file.

**cost item** The cost of an inventory item. AccountRight software uses average cost; that is, the total cost of all your purchases for a particular item currently on hand divided by the number of items on hand.

**cost of sales** Sometimes called 'cost of goods sold', this account type works just like an expense account. The only difference is where it appears on the profit & loss statement. Cost of sales accounts appear after your income accounts, but before your expense accounts. Cost of sales is subtracted from your income to produce gross profit. Your expenses are subtracted from your gross profit to produce net profit. In your software, you are not required to use cost of sales accounts.

**credit amount** Appears on the right side of the ledger (a debit amount occupies the left side). A credit amount increases the balance of accounts with a credit balance and decreases the balance of accounts with a debit balance. Accounts that normally carry a credit balance are liability, equity and income accounts.

**credit invoice** A sale with a negative balance due. Usually caused by a return or adjustment, a credit invoice is settled by writing a refund cheque or applying the amount to another open invoice.

**credit terms** Terms are the agreed upon rules governing the number of days between delivery and payment discounts for early payment and penalties. You can set default terms for all customers.

**creditor** Someone to whom you owe money.

**current assets** Assets that can be turned into cash within a relatively short time (less than a year). Some of your current assets are your bank accounts, accounts receivable and petty cash. Current assets usually do not lose their value over time. Current assets normally have a debit balance.

**current liabilities** Liabilities that become payable within the next year are called current liabilities. When recording a liability that is to be paid over a long period, many accountants divide the liability into two. The part that is to be paid off within the next year is entered as a current liability; the remaining part is entered as a long-term liability.

**current year earnings** Current year earnings is an equity account. Its balance equals your income minus cost of sales and expenses. Current year earnings are zero at the beginning of a financial year. Current year earnings are kept as a running total as the financial year progresses. When you start a new financial year, current year earnings are reset to zero as its balance is moved into the account called retained earnings.

**customer** Someone to whom you sell goods or services. In your software, you must enter a customer card before you record a sale.

---

## D

**debit amount** Appears on the left side of the ledger (the credit amount occupies the right side); a debit amount increases the balance of accounts with a debit balance and decreases the balance of accounts with a credit balance. Accounts that normally carry a debit balance are asset and expense accounts.

**debit purchase** A purchase with a negative balance due. Usually caused by a return or adjustment, a debit purchase is settled by recording a supplier's refund cheque or by applying the amount to another open bill.

**debtor** Someone who owes you money.

**deposits from customers** Advances received for goods or services not yet delivered. Customer deposits are kept in a liability account.

**deposits to suppliers** Advances paid to suppliers for goods or services not yet delivered.

**depreciation** The expense allocation of the cost of an asset over a period of time. Most accountants create a contra-asset account to track the depreciation of an asset. See Contra Account. A typical depreciation transaction credits the contra-asset account and debits a depreciation expense account. Depreciation is most often recorded as a general journal entry.

**detail accounts** Accounts in your software to which transactions can be assigned.

**discount early payment** The amount taken off the balance due in return for payment within an agreed number of days.

**discount volume purchase** The amount taken off an item's cost because of a special supplier or customer arrangement.

**discount days** The number of days from a sale or purchase within which full payment of the balance due entitles the payee to a discount.

**double-entry accounting** A method of bookkeeping in which every entry is balanced by another entry. Correct double-entry accounting always provides a balanced set of books; that is, the total value of your asset accounts minus the total of your liability accounts will equal the total of your equity accounts.

---

## E

**earnings** Income minus cost of sales and expenses. See *current year earnings*.

**equity** A company's net worth. The equity of a company equals its assets minus its liabilities. Equity is an account type in AccountRight software. Equity accounts usually carry a credit balance. Some common equity accounts are current year earnings, retained earnings and shareholder's equity.

**expense** A cost associated with running a business. Expense is an account type in AccountRight software. Expense accounts usually carry a debit balance.

---

## F

**finance charge** The amount added to an outstanding balance as a penalty for late payment.

**financial statements** The balance sheet and income (profit & loss) statement. The balance sheet is your company's financial picture at a particular time. The income statement shows your company's financial performance over a period of time.

**financial year** The 12-month period you use to define your accounting year. AccountRight software also provides an optional 13th period for making year-end adjustments that you do not want to affect a particular month.

**fixed assets** Assets that have a relatively long life. Your buildings, cars and computers are fixed assets. Fixed assets are usually depreciated; that is, they lose some of their value as you use them.

---

## G

**general journal** A journal used to record miscellaneous transactions not entered in other journals, for example, year-end adjustments and depreciation expense.

**general ledger** This is where all your account information—sales, purchases, inventory, cash in, cash out—come together. You draw your financial statements (balance sheet and income statement) from the general ledger.

**gross profit** Gross profit is your income minus cost of sales.

---

## H

**header account** A header account is used to group similar detail accounts. You cannot post a transaction to a header account.

**historical balance** The balance of an account prior to converting your records to AccountRight. You are not required to enter historical balances in AccountRight software. Enter them only if you wish to compare a current month's activity to the activity for the same month last year.

---

## I

**identifiers** A one-letter code used to sort and select cards in the card file. You can assign up to 26 identifiers to a card.

**income** Revenue from the sale of goods or services. Income is an account type in AccountRight software. Income accounts usually carry a credit balance.

**income statement** Also called a profit & loss statement, the income statement shows your company's performance over a period of time. An income statement begins with income. It then subtracts cost of sales to produce gross profit. Expenses are subtracted from gross profit to produce operating profit. 'Other income' accounts are added to operating profit and 'other expense' accounts are subtracted from operating profit to produce net profit.

**inventory** Physical items kept for possible sale to a customer. Most accountants record an inventory's value in a current asset account.

**invoice** The written record of a sale.

**item** A unit in your items list. An item can be physical inventory, like a widget or a pair of shoes, or it can be non-physical, like an hour of your time.

---

## J

**job** A job is work for which you wish to track income and expenses. A job can be a profit centre, a product line, a project or any other subset of your business that requires a separate income statement.

**journal** A journal is a tool for organising your accounting entries. AccountRight software groups all entries into one of six journals: general, disbursements, receipts, sales, purchases or inventory.

---

## L

**liability** Liabilities are things you owe. Your working capital loan is a liability. Your accounts payable, what you owe someone for a purchase, is also a liability. Liabilities that are due within the next year are called current liabilities. When a liability is not due for more than a year, it is called a long-term liability. Liabilities normally have a credit balance.

**linked account** Linked accounts are used to post your inventory, sales and purchase transactions to the proper account. For example, when you link your receivables account, you are telling your software which account to post the balance due from a sale.

**location** [AccountRight Enterprise only] A record of a physical location where stocked items are stored, for example, a building, an aisle or a bin.

**long-term liability** Something you owe that does not have to be paid for at least a year.

---

## M

**miscellaneous purchases** Used in your software to record non-item purchases that do not require a printed purchase order.

**miscellaneous sales** Used in your software to record non-item sales that do not require a printed invoice.

---

## N

**negative on-hand quantity** [AccountRight Enterprise only] Negative on-hand quantity is stock with an on-hand quantity *and* a total value less than zero.

**net income** The total of all income accounts minus the sum of your expense and cost of sales accounts (net profit or loss).

**net profit** The total of all income accounts minus the sum of your expense and cost of sales accounts. Also called 'net income'.

---

## O

**open bill** A purchase with an outstanding balance due.

**open sale** A sale with an outstanding balance due.

**opening balance** The balance of an account as at the start of the first day of your conversion month.

**operating profit** This is your profit before considering Other Income and Other Expense.

**other expenses** An account type used to record expenses that are not directly related to your company's operations. Use other expense accounts to record expenses that are outside the normal operation of your business, such as loan interest, fines, etc. Other expense accounts usually have a debit balance.

**other income** An account type used to record income that is not directly related to your company's operations. Use other income accounts to record income that is outside the normal operation of your business, such as interest income. Other income accounts usually have a credit balance.

**out of balance** When the total credit amount does not equal the total debit amount in a transaction, it is out of balance. AccountRight software does not allow you to record an out-of-balance transaction.



---

## P

**paid-up capital** The amount of money paid by shareholders in excess of the par value of the shares.

**payables** What you owe someone else for items or services delivered.

**profit & loss statement** See [income statement](#).

**profit centre** A subset of your business for which you want to track income and expenses. AccountRight software calls profit centres 'jobs'.

**purging** The act of erasing old data. AccountRight software allows you to purge journal entries, closed sales, closed purchases and contact logs.

---

## R

**recap transaction** A software function that lets you look at a journal entry before it is recorded. Recap transaction is particularly useful for transactions such as invoices and bills, for which the journal entry is not immediately obvious.

**receivables** What someone else owes you for items or services delivered.

**reconciling** The process of checking that your records agree with your bank's records.

**recurring transaction** An accounting entry that is made periodically, for example monthly rent.

**retained earnings** Money from previous years' earnings that has been left in the company. At the end of a financial year any money earned (or lost) during the financial year is transferred to retained earnings. Retained earnings are recorded in an equity account.

**revenue** Income from the sale of goods or services. Revenue is recorded in an income account in your software. Income accounts usually carry a credit balance.

**reversing** The process of cancelling a transaction by entering a new transaction with the same amounts but with opposite signs for values or quantities.

---

## S

**settle a credit invoice** When a customer returns something, and you record an invoice that has a negative balance due, it is called a credit invoice. Paying off this negative amount is called settling a credit invoice.

**settle a debit purchase** When you return something to a supplier, and you record a purchase with a negative balance due, it is called a debit purchase. Paying off this negative amount is called settling a debit purchase.

**shareholder's equity** The owners' stake in the company. It is the amount the owners invested in the company plus the current year earnings and retained earnings.

**supplier** Someone from whom you buy goods or services. In AccountRight software you must enter a supplier card before you can record a purchase.

---

## T

**tab-delimited text file** In this file format, fields are separated by tab spaces. Files in this format can be opened by most word processing and spreadsheet software and can usually be imported into your software.

**terms** The agreed upon rules governing the number of days between delivery and payment, discounts for early payment and penalties for late payment.

**transaction** An entry in your software that affects the balance of accounts.

**trial balance** A report showing all the activity for an account or accounts within a selected date range. It shows the balance of the account at the beginning of the date range, the activity within the date range and the balance at the end of the date range. A trial balance is useful for checking your entries prior to doing your period-end processing.

---

## U

**undeposited funds account** The linked account into which individual cash-receipts transactions are recorded when not credited directly to cheque or credit card accounts. Amounts from individual transactions in the undeposited funds account are grouped together. When deposited, they are recorded as a single bank deposit transaction on the bank or credit card statement.

**unrealised losses and gains** Potential changes in the value of overseas transactions when dealing in multiple currencies; affects only open (unpaid) transactions.

**user IDs** A unique identification code assigned to each user of the company file. Each user must enter an ID. User IDs are the basis for the software's security system, and can be used to keep track of the actions of each person who performs tasks that affect the company file.

---

## V

**verifying** The process of checking a company file for errors to detect minor inconsistencies in the file before they cause serious problems.

---

## W

**wildcard** A character used to further define search criteria in reports. Your software uses the asterisk (\*) and the question mark (?) as wildcards.

---

## Z

**zoom arrow** An icon that allows a user to review, or "zoom to" more detailed information about a specific topic, such as a transaction.

# Index

## A

- Account Opening Balances window 28
- account types 24
- accountant
  - receiving accounts list from 230 250
  - receiving adjustments from 229
  - sending data to 228
- AccountantLink
  - receiving accounts list from Accountants Office 230 250
  - sending data to Accountants Office 228
- accounting periods
  - number of 20
- AccountRight updates 29 245
- accounts
  - adding 26
  - adjusting to reflect work in progress 113
  - assigning GST codes to 145
  - budgets for 211
  - changing 147
  - classifications 24
    - for statement of cash flows 26
  - combining 150
  - creating 26
  - deleting 148
  - exporting 247
    - to accountants 229
- financial information, tracking 205
- finding 146
- grouping, detail 27
- header 25
- importing 248
  - from MYOB Accountants Office 250
- indenting 27
- list of 21
- multiple currency, tracking 134
- new 26
- numbers 24
- opening balances 27
  - bank accounts 27
- reconciling 53
  - for the first time 36
- transferring
  - funds to foreign account 140
  - money between 51
- types of 24
- Accounts List window 26
- accounts payable
  - reconciling accounts at month-end 221
  - year-end 221
- accounts receivable
  - reconciling accounts at month-end 221
  - year-end 221
- accrual accounts for items received 90
- Actions menu 13
- activation of company files
  - confirming activation
    - automatically 239
    - by telephone 239
    - over the Internet 238
  - troubleshooting 239
- activities
  - billing rates, setting 105
  - changing 107
  - creating 106
  - definition 106
  - deleting 107
  - exporting 247
  - importing 248
  - inactivating 107
- Activities List window 106
- Activity Information window 106
- activity slips
  - adjusting book value of work in progress 113
  - changing 110
  - creating
    - multiple 109 110
    - single 108
  - deleting 110
  - exporting 247
  - finding 110
  - importing 248
  - multiple 109 110
  - reviewing 110
  - single 108
  - timer 109
- adjustments
  - entering in 13th period 20 229
  - importing from accountants 229 230
  - making at year-end 229
- administrator account
  - passwords 30
  - purpose of 233
  - See also* user accounts
- ageing, setting up periods 95
- Analyse Payables window 95
- Analyse Receivables window 72
- Analyse Sales window 72
- Analysis menu (command centres) 13
- AP Accrual Inventory account 90
  - linking for items received without purchase 90
- arrows 15
- assets accounts 24
- audit trail 214
- auditing company file information 220
- Auto-Build Information window 123
- Auto-Build Inventory window 124
- auto-building items 122
- average cost 118 128

---

## B

**backing up**  
company file 235

**backorder**  
items purchased on 86  
items sold on 65

**backup file, restoring** 237

**bad debts**  
writing off 82

**bank accounts**  
adding 26  
deposits 45  
employee's bank information 36  
for electronic payments 35  
opening balances 27  
reconciling 53  
for the first time 36  
out of balance amounts,  
correcting 54  
supplier's bank information 35  
undoing bank reconciliation 54

**Bank Register window**  
finding a transaction using 155  
Get Statement button 55  
recording transactions in 49  
Split button 49

**bank service charges,**  
recording 54

**bank statement**  
adding transactions from 56

**bank statements**  
importing 55  
formats supported 55  
reconciling 53  
out of balance amounts,  
correcting 54

**billing for time.** *See* time billing

**billing rates, setting for**  
activities 105  
customers 105  
employees 105  
suppliers 105

**bills**  
editing paid 157  
paying 49 96  
several at once 98  
recording 85

**blank lines, inserting between line**  
items 67 88

**Budget Shortcuts window** 212

**budgets** 211  
allocating for accounts 27  
allocating for jobs 208  
choosing accounts for 211  
half-yearly 213  
monthly 213  
quarterly 213  
reports for 212  
yearly 213

**business contacts, maintaining list**  
of 191

**Business Insights** 71 94 215

---

## C

**calculator** 14  
currency 137

**calendar** 13

**Card ID field** 201

**Card Information window** 83 188

**cards**  
adding 187  
customer 61  
employee 187  
personal 187  
supplier 83

**assigning GST codes to** 145

**changing** 147

**creating for**  
customers 187  
employees 187  
items 116  
suppliers 34 187

**custom lists and fields** 194

**deleting** 148

**exporting** 247

**finding** 146

**identification code** 201

**importing** 248

**inactivating** 148

**organising in groups** 193

**personal** 187

**reactivating** 148

**synchronising cards and Outlook**  
contacts 195

**view a contact on a map** 193

**cashflow analysis**  
using Business Insights 215

**categories**  
changing 147  
creating 205 206  
deleting 148  
enabling assignment to 206  
finding 146  
setting up 205  
tracking financial information,  
using 205

**check spelling** 17

**cheques**  
custom 180  
entering 47–48 49  
previewing 48  
printing 176  
recurring 48 50  
voiding 56

**columns, moving and resizing in**  
reports 165

**combining**  
accounts 150  
cards 149

**command centres** 12

**Company Data Auditor** 214  
220–223

**company file**  
creating 20

**Company File Confirmation**  
window 238

**company files**  
activating 22  
auditing 220  
backing up 235  
checking for errors 240  
confirming  
automatically 239  
by telephone 239  
over the Internet 238  
troubleshooting 239  
desktop shortcut to 257  
locking 242  
optimising 240  
purging unwanted data 241  
restoring from backups 235  
serial number, entering 23  
sharing on a network 251  
special considerations 242  
unable to open 241  
verifying 220 240

**components, using to auto-build**  
items 122

**confirmation codes**  
entered during telephone  
confirmation 239  
generated during Internet  
confirmation 238

- confirmation of company files
  - automatic confirmation 239
  - by telephone 239
  - over the Internet 238
  - troubleshooting 239
- contact log 191
  - automatic entries 192
  - exporting 247
  - importing 248
- contact management 187
  - See also* cards
- contra accounts 81
- contra payments 82
- conversion month 20
- Copy From button 116
- cost of a stock item
  - average 118
  - last 118
- cost of an item
  - average 128
  - last 128
- cost of sales
  - account for tracking 116
- cost of sales accounts 25
- counting inventory 124
- credit card
  - paying 58
  - payments, receiving 43
  - purchases 57
  - statement
    - reconciling 53
- credit card statement
  - adding transactions from 56
  - matching transactions with 56
- credit control
  - credit holds 77
  - credit limits 76
  - credit terms 33 64
  - finance charges

- calculating 77
- deleting 78
- setting up 77
- Credit Limit & Hold window 76
- Credit Limit Override Password window 76
- credit limits
  - password, changing 77
  - prevent recording sales if customer exceeds 76
  - setting 76
  - warn if customer exceeds 76
- credit terms
  - changing for
    - all sales 64
    - this sale 64
  - changing when recording a purchase 86
  - default for sales 33
  - setting for all purchases from a supplier 84
  - setting for all sales to a customer 62
- creditors. *See* accounts payable
- Currencies List window 134
- currency
  - accounts 134
  - calculator 137
  - new 134
  - See also* multiple currencies
- Currency Information window 134
- current financial year 20
- custom fields
  - recording card details using 201
- custom forms
  - adding images 184
  - cheques 180
  - data fields 183
  - drawing lines on 185

- drawing rectangles on 185
- elements 185
- page properties, setting 181
- previewing 181
- printing 182
- removing elements 185
- resizing elements 186
- saving 182
- setting up page properties 181
- size of 181
- tool palette 182
- custom lists
  - creating 194
  - exporting 247
  - filtering inventory reports with 132
  - grouping items with 131
  - importing 248
  - printing on purchases and invoices 132
- custom price levels 130
  - assigning to a customer 130
- customer credits
  - deleting 156
  - issuing 78
  - recording 78
  - refunding by cheque 81
  - settling 80
- customer payments 73
  - discount for early payment 74
  - editing 157
  - group with undeposited funds 74
  - See also* receiving money
- customer statements
  - emailing 224
  - printing 224
  - sending at month-end 224
- customers
  - assigning a price level to 130
  - billing rates for 105
  - cards, creating 61 143

- credit holds 77
- credit limits 76
- credit terms 33 64
- credits
  - deleting 156
  - issuing 78
  - recording 78
  - refunding by cheque 81
  - settling 80
- discounts
  - for early payment 74
  - volume 65
- invoices
  - entering 63
  - payments for 49 73
- orders 63
- payments from 49 73
- quoting 63
- who are also suppliers 81

---

## D

- data
  - exporting 247
    - to accountant 229
  - importing 248
  - from accountant 230
  - purging 241
- data fields
  - adding to forms 183
  - changing font characteristics 184
  - changing size of 186
  - font characteristics 184
  - resizing 186
- dates, entry with calendar 13
- debtors. *See* accounts receivable
- deleting
  - records 148
  - transactions 156

- deposits
  - recording 45 49
  - recurring 44
- depreciation
  - accounts for 225
  - recording 225
- detail
  - accounts 25
  - jobs 207
- discounts
  - early payment discounts
    - giving 74
    - receiving 97
  - volume discounts
    - giving 65
    - receiving 87

---

## E

- early payment discount 74
- Edit Accounts window 26
- Edit Recurring Schedule window 159
- electronic payments
  - employee payments 50
  - setting up 34
  - supplier payments 50 98
- emailing
  - purchases 88
  - reports 166
  - statements 224
- employees
  - bank information 36
  - billing rates, setting 105
  - cards for 187
  - paying 48
    - electronically 50
  - viewing sales history for 73

- end-of-month. *See* month-end
- end-of-year. *See* year-end
- equity accounts 25
- errors, checking for in company file 240
- Excel, viewing MYOB reports in 167
- exchange accounts for tracking foreign transactions 134
- exchange rates 137
- expense accounts 25
- Export Data window 247
- Export Summary window 198
- exporting data
  - to accountants 229
  - to other applications 247
  - to Outlook 196
    - See also* synchronising cards and Outlook contacts

---

## F

- faxing
  - reports 166
- file locking
  - multi-user mode 242
  - single-user mode 242
- finance charges
  - customer
    - calculating 77
    - deleting 78
    - setting up 77
  - deleting 101
  - paying 101
- financial year
  - budgets for 211

- closing 228
- end-of-year tasks 228
- starting a new year 230
- Find Transactions menu (command centres) 13
- Find Transactions window 154
- finding
  - records 146
  - transactions 153–156
- finished item 122
- fonts
  - changing on forms 184
  - changing on reports 172
  - default 182
- foreign currency
  - adding a new currency 134
  - changing 147
  - deleting 149
    - See also* multiple currencies
- foreign purchases. *See* multiple currencies
- foreign sales. *See* multiple currencies
- forms
  - adding fields to 183
  - batches of, sending 176
  - customising 179
    - See also* custom forms
  - emailing 176
  - faxing 176
  - finding 175
  - printing 176
  - sending batches of 176
- freight
  - charging customer for 66
  - paying suppliers for 87

## G

- general journal entries 229
  - assigning categories to 206
  - creating recurring transactions for 159
  - exporting 228 247
  - importing 248
  - recording 229
    - See also* journal entries
- Getting Started* guide 9
- Google Maps 193
- graphics
  - adding to forms 184
  - changing size of on forms 186
- GST
  - change amount assigned to
    - purchases 88
    - receive money transactions 44
    - sales 65
    - spend money transactions 48
  - See also* GST codes
- GST codes
  - assigning to
    - accounts 145
    - cards 145
    - items purchased 117
    - items sold 117
    - purchases 87
    - sales 65
  - changing 147 156
  - creating 144
  - deleting 148
  - exporting 247
  - importing 248
- GST Return
  - preparing 226
  - previewing 227

---

## H

- half-yearly budgets 213
- header
  - accounts 25
  - jobs 207
- headers, using to group line items
  - in transactions 67 88
- Help Centre 10
- help, online resources 10
- host computer
  - setting up 253
  - system requirements 252
  - See also workstations
- HTML format, saving reports
  - in 166

---

## I

- Identifiers, using to group cards 193
- images
  - adding to a form 184
  - pasting on forms 185
- Import and Export Options window 197 200
- import log file 249
- Import Summary window 200
- importing data 248
  - accounts list from MYOB Accountants Office 250
  - from accountants 229
  - from Outlook 199
  - See also synchronising cards and Outlook contacts
- from RetailBasics 249
- from RetailManager 249
- importing statements
  - file formats supported 55
  - Get Statement button 55
  - matching transactions 56
  - online banking 55
- inactivating records not used frequently 148
- international transactions. See multiple currencies
- Internet banking 51
  - importing statements 55
- inventory
  - adjustments 118
    - exporting 247
    - importing 248
  - average cost of an item 118
  - changing prices of 128
  - counting 124
  - custom
    - lists and reports 131 132
    - price levels 130
  - insufficient quantities on-hand 68
  - locations 120
  - minimum levels 117
  - moving between locations 121
  - opening cost values, entering 40
  - opening quantity values, entering 40
  - quantity breaks 130
  - receiving items without a supplier invoice 89
  - reconciling at year-end 228
  - recording 124
  - transferring 121
  - See also items
- Inventory Count Sheet
  - printing 40
- invoices
  - blank lines, inserting 67

- customising form layout 179
- emailing 176
- entering 63
- line items, entering 64
- overdue invoices, list of 72
- payments 73
- printing
  - in a batch 177
- printing custom lists on 132
- recurring 66
- subtotal, adding 67
- time billing invoices 111
- using headers to group line items on 67

### Item Information window 116

#### items

- adding 116
- adjusting quantities and values 118
- asset account for tracking value of 116
- assigning GST codes to
  - items purchased 117
  - items sold 117
- auto-building 122 123
- average cost 118 128
- base selling price 118
- counting 124
- creating 116
- default location 117
- default supplier number 117
- deleting 148
- expense account for tracking cost 116
- exporting 247
- finding 146
- finished item, defined 122
- I Buy this Item option 115
- I Sell this Item option 115
- I Stock this Item option 115
- importing 248
- last cost 118 128
- locations 120

- moving between locations 121
- number per selling unit 117
- opening quantities and values, entering 40
- price levels, setting custom 130
- prices, setting 128
- purchase history 95 128
- receiving without a supplier invoice 89
  - setting up accrual account for 89
- sales history 73
- setting up 115
- standard cost 117
- time billing invoices, including on 104
- transferring 121

### Items List Summary report 127

### Items Register, finding transactions using 155

---

## J

### jobs

- assigning to
  - purchases 87
  - Receive Money transactions 44
  - sales 65
  - Spend Money transactions 48
- budget allocation 208
- budget amounts, entering 208
- changing 147
- creating 207
- deleting 148
- detail jobs 207
- exporting 247
- finding 146
- header jobs 207
- importing 248
- job-tracking tasks 207

- opening balances, entering 208
- setting up 205 207
- sub-jobs 207
- using to track income and expenses 205–207

**journal entries**

- creating recurring transactions for 159
- exporting 228 247
- finding 153
- importing 248
  - from accountants 229 230
- listing for
  - purchases 94
  - sales 71
- recording 229

---

## L

last cost of an item 118 128

### layout

- customising forms 179
- purchases 86
- sales 64

learning tools 9

### letters

- mail merge 188
- personalised 188

liability accounts 24

licences, obtaining extra workstation seats 234

### line items on transactions

- defined 86
- entering for purchases 86
- entering for sales 64
- inserting blank lines between 67 88
- showing subtotal of 67 88
- using headers to group 67 88

lines

- change the width on forms 185
- drawing on forms 185

### lists

- adding records to 143
- deleting records from 148
- inactivating records in 148
- searching 146

### locations, inventory

- adding 120
- creating 120
- default 117
- deleting 149
- inactivating 148
- moving items between 121

### lock files

- troubleshooting 241

### logos

- adding to forms 184
- changing size on forms 184
- See also* pictures

---

## M

Mail Merge button 72

mailing labels, printing 176 190

Match Transaction window 56

Microsoft Outlook contacts.

- See* synchronising cards and Outlook contacts

minimum inventory levels 117

### money

- See* receiving money
- See* spending money

month-end 219

- checking the accuracy of records 214 220
- entering budgets 211

- locking periods 227
- preparing GST returns 226
- reconciling bank accounts 53
- recording depreciation 225
- reviewing reports 223
- running the Company Data Auditor 214 220–223
- sending customer statements 224

monthly budgets 213

mouse shortcuts 15

### multiple currencies

- accounts for tracking foreign purchases 135
- sales 135
- adding a new foreign currency 134
- currency calculator 137
- depositing foreign currencies 140
- exchange accounts 134
- exchange rates 137
- I deal in multiple currencies preference 134
- setting up 134
- tracking realised currency gains/losses 138
- transferring funds to foreign account 140

multiple locations 120

### multi-user mode

- company file sharing 251
- file locking 242
  - problems 243
- improving performance 245
- obtaining additional simultaneous licences 234
- refreshing displayed data 245
- See also* single-user mode

MYOB Accountants Office

- exporting data to 228
- importing accounts list from 250
- importing journal adjustments 230

---

## N

navigation shortcuts 12

### network

- company file located in a shared folder 251
- file locking
  - multi-user mode 242
  - single-user mode 242
- hardware required 252
- how preferences work on 242
- improving performance 245
- shared company files
  - accessing 255
  - special considerations 242
  - storing custom reports on 244
  - system requirements 252
  - See also* shared public folder

New Time Billing window 111

new year, starting 230

---

## O

### OfficeLink

- creating collection letters 72
- creating personalised letters 188

online banking, importing statements 55

online help 10

### opening balances

- items 40
- jobs 208

optimising company files 240

### orders

- converting one
  - to a purchase invoice 93
  - to a sales invoice 70



- converting several simultaneously
  - to purchase invoices 93
  - to sales invoices 70
- entering
  - purchase orders 85
  - sales orders 63
- Outlook contacts.**
  - See synchronising cards and Outlook contacts
- overdue invoices**
  - creating collection letters using OfficeLink 72
  - viewing list of 72
  - See also credit terms

## P

- Pay Bills window 96**
- payables**
  - analysing 95
  - paying 96
  - reconciling accounts at
    - month-end 221
    - year-end 221
- payment method, setting up**
  - default 33
- payments**
  - electronic 50
  - exporting 247
  - importing 248
  - making 49 96
  - receiving 49 73
  - recurring 159
- PDF.** See Portable Document Format (PDF) file
- pending purchases.** See purchases
- pending sales.** See sales

- personalised letters**
  - creating 188
  - printing 176
- petty cash accounts**
  - allocating expenses to 53
  - transferring money to 52
- petty cash expenses, tracking 52**
- pictures**
  - adding to
    - cards 202
    - forms 184
  - changing size of on forms 186
  - removing 202
  - replacing 202
- Portable Document Format (PDF) file**
  - saving reports as 166
  - saving sales as 67
- preferences**
  - Apply Customer Payments
    - Automatically to Oldest Invoice First 80
  - how they work on a network 242
  - I Deal in Multiple Currencies 29
  - I Prefer to Use Automated Online Company File Confirmation 22
  - I use MYOB RetailManager 250
  - If Credit Limit is Exceeded on Sale 76
  - Prevent Data Changes During Report Generation 244
  - system-wide preferences 242
  - time billing 104
  - Transactions CAN'T be Changed: They Must be Reversed 29 158
  - Use Audit Trail Tracking 29
- Prepare Bank Deposit window 157**
- Prepare Budgets window 212**

- Prepare Electronic Payments window 50**
- previewing**
  - cheques 48
  - purchases 88
  - remittance advices 48
  - sales 66
- price levels**
  - assigning to customer 130
  - creating custom 130
- prices**
  - average cost of an item 118 128
  - last cost of an item 118 128
  - quantity breaks 130
  - setting 128
  - standard cost of an item 118
- printing**
  - cheques 48 97
  - customer statements 224
  - forms 176
  - invoices 66 88
    - in a batch 176 177
  - personalised letters 176
  - purchases 88
    - in a batch 176 177
  - receipts 75
  - remittance advices
    - in a batch 177
- public folder.** See shared public folder
- purchase activity, viewing 154**
- purchase debits, creating 99**
- purchase orders**
  - creating from a sale 92
- purchases**
  - analysing
    - using Business Insights 94
  - applying a supplier debit to an unpaid purchase 99
  - assigning GST to 87

- assigning job to 87
- blank lines, inserting 88
- changing credit terms when recording 86
- changing status of 93
- creating from a sale 92
- credit card 57
- credit terms, entering 86
- customising form layout 179
- deleting 157
- emailing purchase forms
  - in a batch 176
  - individually 88
- entering 85
- exporting 247
- faxing 88
- from overseas suppliers. See multiple currencies
- headers, adding 89
- history, viewing 95
- importing 248
- layout
  - customising 179
  - default 86
- line items, entering 86
- orders, entering 85
- paying 49
  - several at once 96
- previewing 88
- printing 88
  - custom lists of 132
  - in a batch 177
  - order forms 176
- quotes 85
- receiving items without a bill 89
- recording 49 85
- recurring 88 159
- remittance advices 48
- reports 95
- reversing 98
- reviewing purchase information 94
- sending 176

- subtotals, adding 89
- type of, choosing 86
- viewing list of unpaid purchases 95 127
- Purchases Register**
  - finding transactions using 154
  - viewing purchases 95
- Purchases window**
  - showing subtotal of line items 88
  - using headers to group line items 88
- purging data** 241

---

## Q

- quantity** 130
- quantity breaks, inventory** 130
- quarterly budgets** 213
- Quicken, data import** 248
- quotes**
  - converting to orders or bills 93
  - orders or invoices 70
  - customer 63
  - supplier 85

---

## R

- rates, setting billing rates** 105
- realised gains and losses**
  - tracking on sales and purchases 138
  - transfers 139
- recapping transactions** 158
- receipts**
  - recording 74
  - See also receiving payments*

- receipts, printing** 75
- receivables**
  - analysing 72
  - payments from 49 73
  - reconciling accounts at month-end 221
  - year-end 221
- Receive Money window** 44
- Receive Payments window** 74
- receiving money** 49 73
  - cash payments 43
  - cheque payments 43
  - credit card payments 43
  - customer payments 73
  - definition of 43
  - exporting transactions 247
  - grouping with undeposited funds 47
  - importing transactions 248
  - invoice payments 73
- receiving payments**
  - customer payments 73
  - printing payment receipts 75
  - recording against invoices 74
- reconciled transactions, deleting** 157
- reconciling**
  - bank accounts 53
    - undoing 54
  - out of balance amounts, correcting 54
  - payables accounts 221
  - receivables accounts 221
- Record Journal Entry window**
  - entering adjustments 229
- records**
  - adding 143
    - using Easy-Add 144
  - changing 147
  - creating 187
  - deleting 148

- inactivating 148
- reactivating 148
- removing 148
- searching 146
- rectangles, drawing on forms** 185
- recurring transactions** 159–163
  - automatically recording 160
  - changing 161
  - cheques 48 50
  - creating 159
  - creating from an existing entry 161
  - deleting 162
  - deposits 44
  - editing 161
  - pre-dated 159
  - purchases 88
  - recording
    - multiple 162
    - single 162
  - rescheduling 162
  - responding to reminders for 163
  - sales 66
  - saving 159
  - scheduling 159
  - setting reminders for 160
- Recurring Transactions List window** 159
- refreshing lists in a multi-user environment** 245
- refund cheque, receiving** 100
- refund payments** 81
- refunds.** *See* customer credits; supplier debits
- reimbursable expenses**
  - tracking 209
- Reminders window** 163
- remittance advices**
  - previewing 48
  - sending in a batch 177

- reports**
  - batches
    - changing 168
    - creating 167
    - deleting 168
    - printing 168
  - columns, moving and resizing 165
  - custom reports 172
    - storing on a network 244
  - customising 169
  - designing 171
  - emailing 166
  - faxing 166
  - filtering information appearing on 169
  - printing 165
    - when several users active 244
  - purchases reports 95
  - reviewing at month-end 223
  - sales reports 72
  - saving as
    - comma-separated value (CSV) files 166
    - HTML files 166
    - PDF files 166
    - simple text files 166
    - tab-delimited value files 166
  - sending 165
  - storing custom reports on a network 244
  - using custom lists as filters 132
  - viewing in Microsoft Excel 167
- Reports menu (command centres)** 13
- restoring backup files** 235
- RetailBasics, importing data from** 249
- RetailManager, importing data from** 249
- returns.** *See* customer credits; supplier debits

reversing transactions 158  
rounding time, in time billing 104

---

## S

### sales

analysing  
    using Business Insights 71  
    analysing activity 72  
assigning GST code to a sale 65  
    87  
batch printing 177  
changing status of 70  
choosing type of 64  
deleting 157  
emailing 67  
    in a batch 176  
entering 49 63  
exporting 247  
faxing 67  
history, viewing for item, customer  
    or employee 73  
importing 248  
income account for tracking  
    sales 116  
insufficient on-hand item  
    quantities 68  
invoice 63  
layout 64  
orders 63  
previewing 66  
printing 66 88  
    in a batch 176  
quote 63  
recurring 66 159  
reports 72  
reviewing information about 71  
saving as a PDF file 67  
to overseas customers. *See* multiple  
    currencies  
viewing list of unpaid sales 72

Sales command centre 63  
Sales Register window 154  
Sales window 64  
search icons 15  
seats, obtaining extra licences 234  
Select a Recurring Transaction  
    window 162  
select columns 15  
serial number  
    entering into company files  
        while activating by  
            telephone 23  
        while activating over the  
            Internet 23  
Services menu 11  
Set Item Prices window 128  
Settle Returns & Credits  
    window 80  
Settle Returns & Debits  
    window 100  
shared public folder  
    accessing from workstations 256  
    setting up on host 254  
    *See also* company file; host  
        computer; network  
shortcuts, making shortcuts to the  
    company file 257  
Show Me How movies 11  
single-user mode  
    file locking 242  
    when required 243  
    *See also* multi-user mode  
Software Manager 29 245  
software updates 29 245  
spell-check 17  
Spend Money window 47

spending money 46 49 96  
    bill payments 96  
    electronic payments 50  
    exporting transactions 247  
    importing transactions 248  
    sending remittance advice 48  
Split button 49  
standard cost 117  
statements  
    customising 179  
    emailing 224  
    importing 55  
    printing 224  
    reconciling 53  
        out of balance amounts,  
            correcting 54  
    sending at month-end 224  
stock. *See* inventory; items  
stocktakes  
    before recording 125  
    recording 124  
sub-jobs 207  
subpasswords. *See* user accounts  
subtotal, showing in  
    transactions 67 88  
supplier debits  
    deleting 156  
    recording 98  
    refund cheques 100  
    settling 99  
suppliers  
    bank information, entering 35  
    billing rates, setting 105  
    bills  
        entering 85  
        paying 96  
    cards, creating 34 83  
    credit terms, changing when  
        recording purchase 86  
    debits

    deleting 156  
    recording 98  
    refund cheques 100  
    settling 99  
discounts  
    early payment 97  
    volume 87  
orders 85  
paying 46 49 96  
    electronically 50 98  
    several bills at once 98  
purchase history, viewing 95  
purchases 85  
quotes 85  
receiving items without an  
    invoice 89  
sending remittance advice 97  
    who are also customers 81  
Synchronise Cards window 196  
synchronising cards and Outlook  
    contacts  
    export cards to Outlook  
        contacts 196  
    import Outlook contacts to  
        cards 198  
    including custom fields 195 197  
    when you use a PDA 196 197  
system requirements  
    host computer 252  
    network 252

---

## T

taxes. *See* GST codes  
telephone banking, recording  
    transfers 51  
text fields  
    adding to forms 183  
    changing font characteristics  
        of 184

- changing size of on forms 186
- description of 180
- thirteen accounting periods 20
- time billing
  - activities
    - creating 106
    - definition 106
    - deleting 148
  - activity slips 108
    - multiple 109 110
    - single 108
  - adjusting accounts to reflect work in progress 113
  - including items on invoices 104
  - invoices 111 112
  - preferences 104
  - rounding time 104
  - timer 109
  - tracking work in progress 113
  - using special billing units 104
  - work in progress 113
- To Do List
  - making supplier payments from 95 98
- To Do List menu (command centres) 13
- tool palette 180 182
- tracking employees' time. *See* time billing
- Transaction Journal window 155
- transactions
  - changing 157
  - create recurring 159
  - create recurring from an existing entry 161
  - deleting 157
  - exporting 247

- finding 13 153–156
- identifying user who entered 233
- importing 248
  - from bank or credit card statement 56
- recapping 158
- recurring 159–163
- reversing 158
- unchangeable 157 158

Transactions CAN'T be Changed; They Must be Reversed preference 158

Transfer Money window 51 52

transferring

- inventory 121
- money 51

---

## U

- unchangeable transactions 157 158
- uncleared transactions, matching 56
- undeposited funds
  - deleting transactions 148 157
  - grouping payments 74
  - preparing bank deposit of 45
- Undo Last Reconciliation window 55
- updates, software 29 245
- Use Recurring button 162
- user accounts
  - creating 234
  - listing active users 242

- managing 233
- maximum licensed number reached 243
- passwords 234
- purpose of 233
- restricting access to windows and functions 234
- See also* administrator account

user IDs. *See* user accounts

---

## V

- verify company file 220 240
- View Contact Log window 191
- Vista
  - share a folder on 253 254
- void cheque 56
- volume discounts
  - giving 65
  - receiving 87

---

## W

- work in progress
  - adjusting accounts to reflect 113
  - tracking 113
- workstations
  - accessing shared public folder from 256
  - obtaining extra licences 234
  - See also* host computer, network

---

## Y

- year, financial 228
- year-end
  - end of financial year tasks 228
  - entering budgets 211
  - entering end-of-year adjustments 229
  - financial
    - reconciling accounts 221
    - optimise company file 231
  - provide information to your accountant 228
  - reconcile inventory 228
  - start a new financial year 230
- year-end tasks
  - adjustments in 13th period 20
- yearly budgets 213

---

## Z

- zoom arrows 15