

User Guide

AccountRight

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MYOB Australia Pty Ltd

ABN 13 086 760 198

Website: myob.com.au

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MYOB Software Licence Agreement

IMPORTANT — READ THIS CAREFULLY BEFORE USE. This is the Software Licence Agreement (**Licence Agreement**) for the use of MYOB AccountRight in Australia and New Zealand. Because you have purchased the AccountRight software (**Software**) and user documentation (**User Documentation**) (together referred to as the **Product**) after being notified of this Licence Agreement, you are now legally bound by its conditions.

HOWEVER, if this Licence Agreement contains anything that you were not aware of before you purchased the Product or terms that you do not agree to be bound by, **DO NOT INSTALL THE SOFTWARE**. Return the Product to the seller in its entirety and you will be issued with a full refund of the purchase price. By installing the Software and keeping the Product you are confirming that you have purchased the Product subject to this Licence Agreement and that you agree to be bound by its provisions.

TRIAL VERSION SOFTWARE LIMITATION. If you use the Software on a trial basis before purchasing it (**Trial Version**), then additional restrictions govern your use of the Product. The Trial Version is intended to be used only for evaluation purposes. Although you can create your own company data files (**Company Files**) using a Trial Version you will only have access to your Company Files until the earlier of 30 days from the date of creation of each Company File or until you have entered a total of 1000 transactions into the Company Files you have created.

After that time, you will only be able to access the Company Files that you have created if you purchase the full version of the Product. Once you have purchased of the full version of the Product, the restrictions in this paragraph (**Trial Version Software Limitation**) will no longer apply. You acknowledge that your use of the full version of the Product will be conditional on you agreeing to the terms of the Licence Agreement (including the limitation on the number of Company Files) that relate to the full version of the Product.

1 Scope of Licence

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a. Company Files

- i) **Activation of Company Files:** You must register the Product and activate the Company Files you create or upgrade using the Software. Company Files may only be activated or upgraded in respect of the business that you operate. You are entitled to activate or upgrade only the Company Files you have purchased. If you are upgrading from a previous version of the Product you are entitled to activate the same number of files as your previous version. You can obtain additional Company files by contacting the local publisher.
- ii) **New Company Files:** Each new Company File can only be accessed for 30 days following creation. After 30 days you will need to register the Product and activate the Company File to continue to access it. A Company File will become read-only until you activate it.

- b. **Product Installation and Use** If you have purchased:
- i) **Single User Software Licence:** then you can install the Software on any computer that you operate at your principal place of business in respect of the Company Files you have activated. You must not use or permit the use of the Software on more than one computer or computer terminal at a time. In the event of a Product upgrade or exchange, the Licence granted under this Licence Agreement will automatically transfer to the new version or Product.
 - ii) **Multi-User Software Licence:** then you can only use the Software on one computer network operated at a single physical location, and only 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 owned or operated by you on the same network, provided that you only use or permit the use of the Software on the number of computers or computer terminals at a time permitted by the number of user Licences you have purchased (see clause 1.c. below). You must not permit the use of the Software on more than one network at any one time. You must not permit the Software to be used in respect of Company Files that you have not activated or that have not been created by you or by another licensed user.
 - iii) **AccountRight Live subscription:** then you have unlimited access to download and use the Software on multiple computers in multiple physical locations.
- c. **Number of Users:**
- i) At any given time, you or your delegated agents may only:
 - (A) launch and simultaneously run the number of Software runtime instances equivalent to or less than the number of user Licences you have purchased; and
 - (B) open and simultaneously work with the same number of Company Files, which must be created and activated by you or your related entities.
 - ii) **AccountRight Live subscription:** At any given time, you and your nominated users may:
 - (A) launch and simultaneously run the number of Software runtime instances equivalent to or less than the number of user Licences you have purchased and open; and
 - (B) 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 granted by this Licence Agreement will automatically transfer to the new version or Product. All rights in respect of the original Product will lapse and no further use of these will be permitted.
- e. **Portable or Home Computer and Archive Copies:**
- i) You can 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 must 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 must not alter, decompile or disassemble the Software. You can make copies of the User Documentation up to but not exceeding the number of multi-user Licences you have purchased.
- ii) **AccountRight Live subscription:** You may operate the original Software via download simultaneously on multiple computers in multiple physical locations.
- f. **Transfers:** You must not sub-license, lease, rent or lend the Software or the User Documentation or otherwise transfer any of your rights under this Licence Agreement. You may permanently transfer the Software (together with any backup copies you have made) and the User Documentation, provided that you obtain the prior written consent of the Publisher and the agreement of the transferee to be bound by the terms of this Licence Agreement. You must not retain any copies of either the Software or the User Documentation in the event of a transfer.
- g. **Term:**
- i) The Licence granted in this Licence Agreement is effective until terminated. You can 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 Licence 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 Agreement will be in addition to and not in lieu of any other remedies available to the Publisher. In the event that the Publisher deems this Product to be redundant then the Publisher may at its option supply you with an alternative product and terminate this Licence Agreement.
 - ii) **AccountRight Live subscription** If your subscription to AccountRight Live is terminated:
 - (A) If you have a Licence to use this Software, you can continue to use this Software in accordance with this Licence Agreement; or
 - (B) If you do not have a Licence to use this Software, you will have read only access to the data you have saved locally.
- h. **Protection and Security** This Licence Agreement specifically prohibits the reverse engineering or decompiling or interference in any manner with the Software's source code. You also 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.
- i. **Partner Program** If this Product is being used in the context of the MYOB's professional Partner Programs in either Australia or New Zealand, then use of the Software and any Company Files is strictly limited to use within the practice itself. Without in any way limiting the scope of this restriction, the sharing of Company Files or Software with any clients of the practice is specifically prohibited.

2 [AUSTRALIA ONLY] Exclusion and Limitations of Liability

The provisions of this clause 2 apply if you purchased the Product in Australia. Please refer to clause 3 if you purchased the Product in New Zealand.

For the purpose of this clause, **Beneficiaries** means the related companies of the Publisher (including MYOB Australia Pty Ltd) and all officers, employees, contractors or agents of the Publisher and the Beneficiaries.

- a. **This Licence Agreement does not exclude, restrict or modify:**
- i) the application of any provision of the Australian Consumer Law (whether applied as a law of the Commonwealth or any State or Territory of Australia) (ACL),
 - ii) the exercise of any right or remedy conferred by the ACL; or
 - iii) the liability of MYOB for a failure to comply with any applicable consumer guarantees where to do so would:
 - iv) contravene the ACL; or
 - v) cause any part of these provisions to be void.
- b. **Subject to clause 2(a) and to the extent permitted by law:**
- i) the Publisher's maximum aggregate liability to you:
 - (A) for failure to comply with a consumer guarantee in respect of the Software or Product; and
 - (B) for loss or damage suffered by you as a result of any breach of this Licence Agreement by the Publisher is limited, at the Publisher's option in its sole discretion to:
 - (C) the replacement of the Software (or the particular component of the Software, which caused the failure) or Product, or the supply of equivalent software (or particular component of the Software) or Product; or
 - (D) the payment of the cost of replacing the Software (or the particular component of the Software, which caused the failure) or of acquiring equivalent software (or particular component of the Software) or Product.
 - ii) all representations, conditions, warranties and terms that would otherwise be expressed or implied in this Licence Agreement by general law, statute or custom are expressly excluded.
 - iii) except in relation to personal injury or death, neither the Publisher nor any of the Beneficiaries are liable to you for any other loss or damage of any kind whatsoever (whether direct, indirect or consequential loss or damage or otherwise) suffered by you or liability incurred by you caused by, in connection with, or resulting from anything the Publisher does or does not do, or delays in doing, or any negligence, misrepresentation, or other default by the Publisher or its officers, employees, contractors or agents, whether or not it is contemplated or authorised by this Licence Agreement. This exclusion applies irrespective of what you are claiming, including:
 - (A) loss of profits or business;
 - (B) loss of opportunity;
 - (C) loss, destruction, corruption of data or expenses incurred for reconstructing or rekeying data, and however liability arises or might arise (whether through tort or contract) if it were not for this clause.
 - iv) If the Publisher or any of the Beneficiaries is ever liable (whether for direct, indirect or consequential loss or damage or otherwise) to you and, for any reason, cannot rely on any exclusion of liability set out in this clause, the maximum combined liability of the Publisher and those other Beneficiaries to you is limited to the amount paid by you for the supply of the Software.
 - v) The exclusion and limitations of liability in this clause 2 also apply for the benefit of the Beneficiaries.

3 [NEW ZEALAND ONLY] Limited Warranty & Disclaimer

The provisions of this clause 3 apply if you purchased the Product in New Zealand.

- a The Publisher warrants that the media on which the Software is recorded or the downloaded installer and the User Documentation provided with them 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.
- b If during the 90 day limited warranty period, you discover physical defects in the media on which the Software was recorded or the downloaded installer 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.
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4 Entire Agreement

This Licence Agreement 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 Agreement will be valid unless it is in writing and signed by an authorised representative of the Publisher.

AccountRight Terms of Use, November 2014

1 About these terms

These are the terms and conditions for our supply of MYOB AccountRight to you, including our obligations to each other (**Terms**).

If you accept these Terms in Australia, these Terms do not exclude, restrict or modify:

- a the application of any provision of the Australian Consumer Law (whether applied as a law of the Commonwealth or any State or Territory of Australia) (**ACL**);
- b the exercise of any right or remedy conferred by the ACL; or
- c the liability of MYOB for a failure to comply with any applicable consumer guarantees where to do so would:
 - i) contravene the ACL; or
 - ii) cause any part of these Terms to be void.

Definitions

Some words in these Terms have particular meanings:

ATO means the Australian Taxation Office.

Bank Feeds means the service which enables you to electronically receive daily or monthly updates of transaction details for your nominated accounts, including your business bank account and credit card.

Bank Feeds Data means the transaction information relating to any account linked to Bank Feeds, which is available for you to access as part of MYOB AccountRight.

Business means the business for which the application is made and accepted for MYOB AccountRight.

Data Supplier means the organisation(s) that you have authorised to supply us with Bank Feeds Data, including your bank and other nominated financial institutions.

Fees means the fees and charges relating to the provision of MYOB AccountRight.

Inland Revenue means the Inland Revenue Department of New Zealand.

Loss or Claim means any loss, liability, action, proceeding, damage, cost or expense (including all reasonable legal costs and expenses), including liability in tort and consequential and economic losses.

Microsoft means Microsoft Regional Sales Corporation and Microsoft Operations Pte. Ltd, and includes any successor, assignee or replacement organisations.

Minimum Term means the minimum term of your subscription to MYOB AccountRight that you agree to when you subscribe.

MYOB AccountRight means the features and services which we make available to you from time to time and which comprise a bundle of features (including online features) and services which you choose to use with your MYOB AccountRight product.

Other Application means an application or service developed by a third party to integrate and be used in conjunction with MYOB AccountRight.

Personal Information means that term as defined in the Privacy Act. Basically, this is information about an identifiable individual.

Privacy Act means the *Privacy Act 1988 (Cth)* (if you accept these Terms in Australia) or the Privacy Act 1993 (if you accept these Terms in New Zealand) as updated, amended or replaced from time to time.

Professional Partner means a person who provides bookkeeping, accounting or similar services to you, and who you appoint as a User.

Tax Laws means the *Taxation Administration Act 1953 (Cth)* (if you accept these Terms in Australia) and Tax Administration Act 1994 (if you accept these Terms in New Zealand) as updated, amended or replaced from time to time, and any binding regulation, ruling or direction issued by the ATO or Inland Revenue (as applicable) from time to time.

Third Party means any person we have contracted with to help us provide MYOB AccountRight. This may include Microsoft, and any Other Application providers engaged by us for the delivery, maintenance and administration of MYOB AccountRight. In the case of Bank Feeds, any Data Supplier that you authorise to provide Bank Feeds Data to us is also a Third Party under these Terms.

User means a person authorised by you to use MYOB AccountRight (including a Professional Partner). MYOB AccountRight is a multi-user system.

We, us and our means MYOB Australia Pty Ltd ACN 086 760 198 (if you accept these Terms in Australia) and MYOB NZ Limited, Company Number 902338 (if you accept these Terms in New Zealand).

You means the Business, including each User.

2. General terms

2.1 Protecting your username and password

- a Unless you take adequate security precautions, it could be possible for an unauthorised person to gain access to your MYOB AccountRight service. It is important to take all reasonable precautions to ensure that your username and password are not misused, and remain secure and confidential. In particular:
 - i) You must not tell anyone your username or password, including any member of your family;
 - ii) you must not let anyone else, whether acting as your agent or not, access MYOB AccountRight using your username and password; and
 - iii) you must be extra careful when accessing MYOB AccountRight from public computers.
- b If you think anyone else might know your password you should reset your password from within MYOB AccountRight, or contact us as soon as possible to arrange a new password.
- c You agree to be liable if your login details are used by an unauthorised person.

2.2 Other responsibilities you have as a User

- a **No interference with MYOB AccountRight** – You will not:
 - i) interfere with the operation of MYOB AccountRight;
 - ii) reverse-engineer, reverse-assemble, decompile, or otherwise attempt to discover source code, formulas or processes in respect of the software behind MYOB AccountRight;
 - iii) copy, reproduce, alter, modify, create derivative works, or publicly display, any part of any content from MYOB AccountRight, except where we have given you permission;
 - iv) use MYOB AccountRight in way that is prohibited by law, regulation or government order in any relevant jurisdiction, or in a way that violates a third party's legal rights;
 - v) use MYOB AccountRight in a way that could harm or impair anyone else's use of it;
 - vi) use MYOB AccountRight to gain unauthorised access to any service, data, account or network by any means;
 - vii) falsify any protocol or email header information (e.g. spoofing);
 - viii) upload any material (including pdf. files) into MYOB AccountRight which:
 - (A) is harmful, threatening, abusive, vulgar, obscene or otherwise objectionable;

- (B) contains Personal Information of any other person, without that person's express or implied consent;
 - (C) infringes on the intellectual property rights of any other party; or
 - (D) contains software viruses or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of any computer software, hardware or telecommunications equipment.
- ix) use MYOB AccountRight to send "spam" or otherwise make available any offering designed to violate these Terms; or
- x) remove, modify, tamper with any regulatory or legal notice or link that is incorporated into MYOB AccountRight.
- b Cooperation and limited authority in relation to Third Parties – You:**
- i) must do all things we consider appropriate to enable us to fulfil our obligations to Third Parties in relation to MYOB AccountRight; and
 - ii) authorise us to give a Third Party or other person any authority, consent or instruction in respect of MYOB AccountRight, to enable us to provide MYOB AccountRight to you.
- c Compliance with Tax Laws** - it is your responsibility to retain your business records for tax compliance purposes. We are not liable for your failure to meet your retention obligations under the Tax Laws, in relation to any data that you input into MYOB AccountRight. If you decide to terminate MYOB AccountRight we strongly advise you to extract your data in its entirety as soon as possible following termination (see section 6.3 for further details). For specific advice regarding your compliance obligations under the Tax Laws, please consult your professional advisor, the ATO or Inland Revenue as appropriate.
- d Giving access to other Users** - You can authorise other people (including Professional Partners) to have access to your MYOB AccountRight data as Users. Subject to the access rights you grant, they will be able to view and modify your data. Their use of MYOB AccountRight is subject to these Terms, so we suggest that you provide them with a copy. You are responsible for their use of MYOB AccountRight. You can stop or change their access rights by updating your User list within MYOB AccountRight or by contacting us.
- e Change of details** – You must let us know of any changes to your details which you have provided to us in relation to MYOB AccountRight, and provide any proof of the change we require.

2.3 Use of MYOB AccountRight and our intellectual property

- a What you can do** – until your use of MYOB AccountRight is terminated, you have a non-exclusive and non-transferable licence to use MYOB AccountRight in the way that we authorise from time to time.
- b We retain our intellectual property rights** – except where specifically set out in these Terms, these Terms do not give you any intellectual property or other rights in any of our:
 - i) software, documents, templates, marketing material, trademarks, business names, logos, trading styles, get-up, processes or methodologies; or
 - ii) other intellectual property,

and you (including your staff, agents or contractors) must not otherwise use, reproduce or modify these intellectual property rights.

- c Third Party intellectual property rights** – these Terms do not give you any intellectual property or other rights in any of the software or other intellectual property supplied by any Third Party as a part of MYOB AccountRight, and you (including your staff, agents or contractors) must not otherwise use, reproduce or modify these intellectual property rights.

2.4 Payment of Fees and Credit Card Authority

- a** You must pay us all Fees due to us in relation to your use of MYOB AccountRight on the due date and otherwise in accordance with any payment terms you have entered into with us. If you cancel your participation before the end of the Minimum Term, then you must pay to us the subscription fees for the remainder of that Minimum Term.
- b** If another person (for example, a Professional Partner) who pays the Fees in relation to your use of MYOB AccountRight stops paying the Fees due to us, then you will need to pay the Fees due to us to continue your use of MYOB AccountRight.
- c** By giving you at least 20 days' notice before the change takes effect, we may:
 - i) change the amount of any Fee and introduce a new Fee; and
 - ii) change the circumstances in which, or frequency with which, a Fee is payable.
 Section 9 tells you about the ways in which we can give you notice.
- d** You authorise us to deduct the periodical instalments and any other Fees payable to us in respect of your use of MYOB AccountRight. You give us this authority by providing us with your credit card or other payment details. The authority continues after the end of the Minimum Term until your participation in MYOB AccountRight is terminated in accordance with these Terms.

2.5 Goods and services tax (GST) and duties

- a** All payments due to us (eg. Fees, reimbursement by you to us of any amounts or payments under indemnities), unless already stated to be GST inclusive, are to be increased by the amount of any GST liability we have in relation to supplies we make to which those payments relate.
- b** You must pay all duties (eg. stamp duty, other government charges or financial institution account fees, if applicable) payable in relation to your use of MYOB AccountRight. If we have paid them, they must be reimbursed by you on our request.

3. Other Applications

- a** From time to time we may offer Other Applications for MYOB AccountRight.
- b** We make no warranties in relation to any Other Application offered in relation to MYOB AccountRight, regardless of whether an Other Application is provided by a Professional Partner or is otherwise recommended by us.

- c If you install or enable an Other Application for use with MYOB AccountRight, you consent to us allowing the Other Application to access your data as required to enable MYOB AccountRight and the Other Application to operate together. Any exchange of data or other interaction between you and an Other Application provider is solely between you and them. We are not responsible or liable for any disclosure, modification or deletion of your data as a result of any access to MYOB AccountRight by an Other Application provider.

4. Bank Feeds

Bank Feeds work by you authorising your Data Supplier to provide us (and your Professional Partner if applicable) with Bank Feeds Data from your nominated transaction accounts. The following terms and conditions apply only to the use of Bank Feeds:

- a **Access to Bank Feeds Data** - In registering for Bank Feeds you are giving your Data Supplier permission to provide us with Bank Feeds Data, for all nominated transaction accounts that you have linked to Bank Feeds. You may also be required to provide your Data Supplier with a hard copy authority form as additional evidence of your consent, depending on your Data Supplier's practices.
- b **Transaction Accounts** - You may only use Bank Feeds for transaction accounts attached to your Business.
- c **Important points about your Data Supplier**- Your Data Supplier:
 - i) may be paid a commission by us for providing your Bank Feeds Data to us;
 - ii) is under no obligation to provide us with the Bank Feeds Data. It can stop doing so at any time without notice to you or us; and
 - iii) is not a party to any agency, partnership, joint venture or other type of similar relationship with us and is not responsible for the actions of us or any other Third Party.
- d **How you can end your participation in Bank Feeds** - If you wish to cancel your Bank Feeds but continue to use MYOB AccountRight, you must advise your Data Supplier in writing. Please allow a minimum of 14 days for your Data Supplier to give effect to your request for cancellation.
- e **When your Data Supplier can terminate your Bank Feeds** - Your Data Supplier can terminate your authority to give us Bank Feeds Data at any time, for any reason, by giving you no less than 7 days' notice.
Your Bank Feeds will be automatically cancelled at the end of your participation in MYOB AccountRight. See section 6 for more information on ending your participation in MYOB AccountRight.
- f **Fees** - If your Data Supplier charges you directly for transaction fees in connection with your account and your use of Bank Feeds in relation to that account, you are responsible for and must pay those fees. If you don't do this, we may not be able to provide Bank Feeds to you.
- g **Fair Use Policy for Bank Feeds** - Although we do not currently apply a fee on the number of transactions received through Bank Feeds, you acknowledge and agree that we may, in our sole discretion, apply a fee for excess transactions at any time. Without limiting our rights under this section, we reserve the right to charge for

transactions if the number of transactions in a month exceeds 300, at a rate not greater than \$0.10 per transaction in excess of 300 transactions. You will be charged in the currency of the country where you accept these Terms.

5. Availability of MYOB AccountRight

- a MYOB AccountRight could be disrupted if system(s) failure occurs due to technology used by either us or Third Parties involved in providing MYOB AccountRight. Online services are subject to interruption, breakdown, viruses, delays, interception, interference and other errors involving communications networks, computer systems, servers, providers, computer equipment and software. Delayed receipt of Bank Feeds Data could result in transactions not being available on a particular day.
- b In relation to any device which you use to access MYOB AccountRight, we recommend that you obtain and maintain up-to-date virus, security and intrusion prevention and scanning software which is specifically designed for all devices you use to access MYOB AccountRight.
- c MYOB AccountRight may also be unavailable for short periods because of necessary or desirable system maintenance or upgrades. If this is needed, we will try to inform you beforehand.
- d Subject to the terms of section 7 below, we are not responsible or liable to you or the Business for any Loss or Claim arising from MYOB AccountRight or any part of them being delayed, disrupted or unavailable.
- e In order to maximise your business continuity, and to make tax compliance easier, we encourage you to take steps to back up and archive your data on a regular basis.

6. Termination

6.1 How can you end your participation in MYOB AccountRight?

- a You can cancel your participation in MYOB AccountRight by giving us at least 20 days' written notice before the end of the current period of your chosen monthly or annual subscription. The effective date of termination will be the last day of the current period of your subscription.
- b Your participation in MYOB AccountRight will cease on the effective date of termination. However, during the notice period, you are still liable for any Fees in relation to your use of MYOB AccountRight up to the effective date of termination. If you cancel your participation before the end of the Minimum Term, then you must pay to us the subscription fees for the remainder of that Minimum Term. Refer also to section 6.3 below for other important content about what happens on the effective date of termination.

6.2 When we can suspend or terminate your participation in MYOB AccountRight without prior notice

- a **Circumstances** - These are the situations in which we can suspend or terminate your participation in MYOB AccountRight without prior notice. We will notify you of your suspension or termination as soon as possible.

The situations are:

- i) A breach occurs:
 - (A) you fail to remedy a material breach of these terms and conditions within 5 Business Days after we notify you of the breach.
 - ii) Something threatens MYOB AccountRight:
 - (A) in our opinion, a change to any Third Party arrangement necessary for MYOB AccountRight renders the ongoing operation of MYOB AccountRight substantially unworkable or non-functional;
 - (B) in our opinion, the actions of a regulator or a change in law or regulation makes the ongoing operation of MYOB AccountRight substantially unworkable or non-functional; or
 - (C) we believe this is necessary either to protect the security, integrity or reputation of MYOB AccountRight or any MYOB AccountRight function, service or facility, or to otherwise protect our interests.
 - iii) There is a material change to your Business:
 - (A) we receive notification of a dispute from one or more of the directors or principals of your Business;
 - (B) you go into liquidation, administration, insolvency, bankruptcy or such other similar arrangement with creditors, or in our opinion, it is reasonably likely you will do so; or
 - (C) there is a change in who owns or controls your Business.
- b Notification -
- i) We will make reasonable attempts to notify you in writing (which includes by email) of the suspension or termination.
 - ii) We can reinstate a suspension or termination in our absolute discretion by written notice to you, and this takes effect on receipt or any later time specified in the notice, subject to you meeting any conditions set out in the notice.
 - iii) If you become aware that a circumstance which would permit us to suspend or terminate your participation or use under section 6.2.a.3. has arisen or may arise, you must advise us in writing as soon as possible.

6.3 What happens on the effective date of termination?

- a **Limited period for data extraction -**
 - i) 1. Subject to any of our arrangements with Third Parties, you will have 30 days from the effective date of termination to extract your data from MYOB AccountRight. After the effective date of termination, you and other Users (including your Professional Partner) will be able to access data as read-only files or access it and amend it (read and write files), depending on the rights designated by us. We may take steps to delete your data from our servers at any time after 30 days following the effective date of termination, whether or not you have extracted your data.
 - ii) 2. We strongly recommend that you extract your data for tax compliance and archive purposes as soon as possible following your termination of MYOB AccountRight. Failure to extract and retain your data following termination

may result in you being unable to comply with your record retention obligations under the Tax Laws.

Licence and/or Subscription	Company file access if MYOB AccountRight Live subscription terminated
Desktop software licence and MYOB AccountRight Live subscription	Read and write access on desktop only
MYOB AccountRight Live subscription No desktop software licence	Read only access on desktop only

- b **Continuation of limitations on liability -** Any limitations on liability which you have given under these Terms continue after termination in relation to your use of MYOB AccountRight.

7. Liability, warranties, representations and indemnities

To the extent permitted by law (and subject to section 1 if you accept these Terms in Australia):

- a **Liability for other guarantees, conditions or warranties -**
 - i) Our maximum aggregate liability to you:
 - (A) for failure to comply with a consumer guarantee in respect of the supply, failure to supply or unavailability of MYOB AccountRight; or
 - (B) for loss or damage suffered by you as a result of any misrepresentation, negligence, default or breach of these Terms by MYOB,
 is limited, at MYOB's option in its sole discretion to:
 - (C) the resupply of MYOB AccountRight; or
 - (D) the payment of the cost of resupply of MYOB AccountRight; and
 all representations, conditions, warranties and terms (including claims in relation to our performance, the performance of MYOB AccountRight or any service associated with MYOB AccountRight) that would otherwise be expressed or implied in these Terms by general law, statute or custom are expressly excluded (to the extent that such representations, conditions, warranties and terms can be excluded at law).
 - ii) You acknowledge and agree that nothing in these Terms is intended to limit any of the liability terms and exclusions set out in the software licence agreement for your MYOB AccountRight product.
- b **When we and Third Parties will not be liable to you -** We and Third Parties (including Microsoft, and, in the case of Bank Feeds, your Data Supplier) are not responsible or liable to you or the Business for:

- i) any Loss or Claim relating to the provision of the data (including Bank Feeds Data) made available through MYOB AccountRight, including delays, disruptions, inaccuracies or the loss of data;
 - ii) any Loss or Claim relating to your use of, or reliance upon data (including Bank Feeds Data) provided to you through MYOB AccountRight;
 - iii) the actions or inaction of Third Parties, Other Application providers, or other persons (including those which may be negligent or unauthorised) relating to MYOB AccountRight;
 - iv) any Loss or Claim arising from a failure by us to comply with the Terms for any cause which could not reasonably be controlled or prevented by us; or
 - v) any Loss or Claim arising from a failure by you or the Business to maintain back up copies or archive records of your data,
- c **Indemnity to us and Third Parties -**
- i) You indemnify us, our staff and Third Parties (including Microsoft, and, in the case of Bank Feeds, your Data Supplier) (**Indemnified Parties**) against any Loss or Claim suffered or incurred by the Indemnified Parties or any of them arising from your actions including negligence, misrepresentation, fraud, breach of law or breach of these Terms. You indemnify the Indemnified Parties for any Loss or Claim suffered or incurred from the unauthorised use of your Username or a Password.
 - ii) If the Indemnified Party caused or contributed to a Loss or Claim, then your liability under section 7.c.1 above is limited to the amount of the Loss or Claim which is directly attributable to your conduct.

8. Changes to Terms

- a **What can we do?** We may change any of these Terms (including the Fees, which are specifically dealt with in section 2.4.c. above).
- b **Prior notice** - We'll endeavour to give you at least 10 days' prior notice (longer if required by legislation or any other code of conduct we subscribe to) of any change that is likely to materially affect or disrupt the manner in which you use MYOB AccountRight, except in circumstances where such a change is due to a change by a Third Party and we were not aware of the change in advance. In these circumstances we will endeavour to notify you in a reasonable time period after becoming aware of the change.
- c **Urgent changes** - However, if we need to restore or maintain the security of MYOB AccountRight immediately, we may change your use and access to MYOB AccountRight without advance notice.

9. Notices

- a You will agree that all communications between you and us in relation to MYOB AccountRight will be by email, by in-product notification through MYOB AccountRight or by us posting a notification on the MYOB website (myob.com or myob.co.nz), unless another method is agreed to by the addressee.

- b Any notice or other communication to or by a party by email is regarded as being given by the sender and received by the addressee when a delivery confirmation report is received by the sender which records the time that the email was delivered to the addressee's email address (unless the sender receives a delivery failure notification indicating that the email has not been delivered to the addressee).
- c If the delivery or receipt is on a day which is after 5.00pm (addressee's time) it is regarded as received at 9.00am on the following day.
- d We may provide a notice or other communication to you by a posting to the MYOB website (myob.com or myob.co.nz) or within your product. That notice or other communication is regarded as being given by us and received by you when the posting is made. We recommend that you regularly check the MYOB website and your product for notices or other communications.

10. Legal

You should note a few things about these Terms:

- a **Our complete agreement** – These Terms, the software licence agreement for your MYOB AccountRight product and any other documents incorporated by reference, contain the whole of the agreement between us and you in relation to MYOB AccountRight. Any representations or warranties made by our staff before you are accepted for participation in MYOB AccountRight are not effective unless expressly set out in these Terms or the other documents specified above. Any waiver of our rights or powers under these Terms may only be given in writing signed by our authorised officer.
- b **What happens if some of these Terms can't operate?** If any part or provision of these Terms are void, unenforceable or illegal in a jurisdiction, that part or provision does not apply in that jurisdiction. However, the remainder of the Terms continue in operation in that jurisdiction unless this would alter the basic agreement between you and us, in which case we can terminate your use of MYOB AccountRight at our election.
- c **No waiver by us** – If we do not insist upon strict performance of any part or provision of these Terms, that waiver will not be deemed to be a waiver of a subsequent breach or default of these Terms.
- d **Assignment** – You cannot assign or otherwise transfer the benefit of the agreement between us and you without our prior written consent. We can assign or otherwise transfer the benefit of the agreement between us and you.
- e **Which laws apply to the Terms?** If you accept these Terms in Australia, these Terms are governed by the laws of Victoria and the courts of Victoria have jurisdiction over the parties to these Terms (being you and us). If you accept these Terms in New Zealand, these terms are governed by the laws of New Zealand and the courts of New Zealand have jurisdiction over the parties to these Terms (being you and us).

11. Your privacy

- a We collect, disclose and use your Personal Information to provide you with the products and services you have asked for and associated support, respond to your enquiries or feedback and to promote the products and services offered by us and Third Parties. We may collect Personal Information from you, from public sources such as social media sites or from Third Parties that provide us with marketing leads.
- b To do those things, we may provide your Personal Information to our related companies, Third Parties and to service providers that we outsource functions to. Some of the entities may be located in Australia, New Zealand, Singapore, India, Malaysia, the Philippines, the United States or other countries (see section 11.f below for information that relates specifically to our relationship with Microsoft). If you do not provide your Personal Information, it may affect our ability to do business with you.
- c You consent to:
 - i) us collecting, using and disclosing your Personal Information for the purposes set out in section 11.a above; and
 - ii) the sharing of information including your Personal Information between us and Microsoft in relation to your use of MYOB AccountRight. You acknowledge and consent that MYOB, Microsoft and its agents may, in providing part of MYOB AccountRight transfer, host and process your information, including your Personal Information and any information entered into MYOB AccountRight, which may include the Personal Information of third parties (such as your employees, suppliers or contractors), in Singapore, the United States and other countries.
- d **If you accept these Terms in Australia**, You can ask us not to use your information to promote our products and services by following the process outlined in the MYOB Group Privacy Policy for Australia (<http://www.myob.com/privacy>).
The MYOB Group Privacy Policy (Australia) contains information on how to:
 - i) update your preferences about the marketing and promotional material we send to you;
 - ii) request access to and seek correction of the Personal Information we hold about you;
 - iii) make a privacy complaint; and
 - iv) how we will deal with your complaint.You can contact us about your privacy by email at privacy_officer@myob.com.au, or by post at "Privacy Officer", MYOB Australia Pty Ltd, PO Box 371, Blackburn Victoria 3130.
- e **If you accept these Terms in New Zealand**, please read the MYOB Group Privacy Policy for New Zealand (<http://www.myob.co.nz/privacy>) to understand how we handle your Personal Information. You can also ask us not to use your information not to promote products and services by contacting the Privacy Officer using the details outlined below.

You can contact us about your privacy by email at privacy_officer@myob.co.nz , or by post at "Privacy Officer", MYOB NZ Limited, C/- Quigg Partners, Level 7, 36 Brandon Street, Wellington, 6011.

- f Notwithstanding the Privacy Policy, we may observe your use of MYOB AccountRight and access all information you input or can access through MYOB AccountRight. This will enable us to assist you with problems and make improvements for future versions of MYOB AccountRight and other products and services.
- g Microsoft may also use your data, including Personal information, to provide part of MYOB AccountRight. This includes Microsoft: (1) troubleshooting problems affecting the operation of the Microsoft services relevant to MYOB AccountRight; (2) improving features that detect and protect against emerging and evolving threats (e.g. malware); and (3) obtaining statistical data, trends and usage information for the purposes of providing, operating, maintaining and/or improving their service. For further information on how Microsoft may use your information please read their Windows Azure Platform Privacy Statement (current at the date of these Terms) at <http://www.windowsazure.com/en-us/support/legal/privacy-statement/>
- h You must ensure that all Users read this 'Your privacy' section and the policies described above before using MYOB AccountRight or providing their Personal Information to us.
- i If you provide any Personal Information about third party individuals to us, you must take reasonable steps to ensure that those individuals are aware of the matters in this 'Your Privacy' section and that we may collect, use and disclose their information to provide you with MYOB AccountRight.

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1 Introduction

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

Learning about AccountRight

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

Help Centre

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

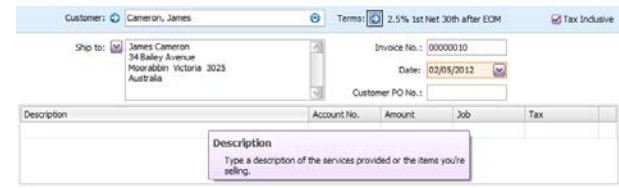
Internet access is required to view the Help Centre. For times when you don't have access to the internet, you can refer to the User Guide—see 'User Guide' below.

To display the Help Centre

- In any window, press the F1 key.
- In any window—other than command centre windows—click the help icon (🔍) and choose **Help for this Window**.
- Choose **Search** from the **Help** menu.
- Go to help.myob.com.au

Field help

You can choose to display a short description of buttons, text fields, columns and command centre items when you hover the mouse over them.



To turn field help on or off, go to the **Setup** menu and select **Preferences**. In the **Preferences** window that appears, go to the **Windows** tab and select or deselect the **Show Field Help When Hovering Over a Field** option.

Show Me How videos

Show Me How videos demonstrate how to use many of AccountRight's features. You can access the videos at help.myob.com.au/showme.

User Guide

This *User Guide* PDF details the features, functions and capabilities of your AccountRight software. It's designed to be used when you can't access the online Help Centre.

Where to start

When you start your AccountRight software, a welcome window appears. Depending on whether you're new to AccountRight or if you've just upgraded to a new version, choose from the following options.

Click	To do this...
Open a company file	view a list of company files you can open. This list might include company files stored in a library on your computer, on another computer in your network or online. For more information, see 'Manage libraries' on page 302 . Recently opened files If the welcome window displays a list of files you have recently opened, you can just click a file to open it. To remove a company file from the list, right-click it and select Remove from list .
Create a company file	create a new company file for recording your business data. For detailed information about creating a new file, see Chapter 2, 'Getting started,' starting on page 25 .
Upgrade a company file	upgrade a company file you created with a previous version of AccountRight. You need to upgrade a file so you can use it with a new software version.
Explore a sample company	Experiment with a sample company's data and learn how to use AccountRight. See 'Experiment with sample data' on page 17 .

Click	To do this...
Restore a backup file	Restore a previous version of your company file from a backup up version. See 'Restoring' on page 304 .
Help Centre	Access the Help Centre and learn about this version of AccountRight.

Experiment with sample data

Before you create a new company file, we recommend that you experiment with a sample company's data. There is also a tutorial you can use to help you get to know the core features and functions of AccountRight.

Explore the Clearwater company file

- 1 Start your AccountRight software and, in the welcome window that appears, click **Explore a sample company**. The **Open a company file** window appears.
- 2 Open the **Samples** folder to view a list of sample company files for different product versions.
- 3 Select the Clearwater company file you want to explore and click **Open**. The **Sign-on** window for the sample file appears.
- 4 Click **OK**. The command centre window appears.

A command centre window always appears when a company file is opened. Notice that the name of the sample company, Clearwater Pty Ltd, appears in the command centre.

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

Complete the AccountRight tutorial

A tutorial has been provided for you to learn how to set up and use AccountRight, using the Clearwater sample file. You can access the tutorial by going to help.myob.com.au/tutorials.

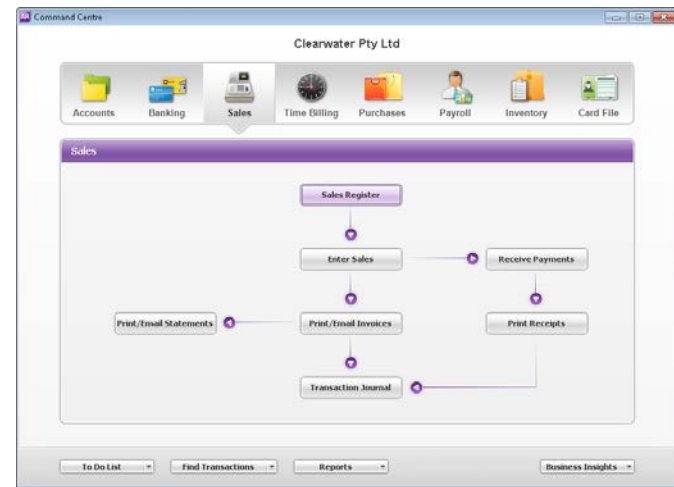
Exploring AccountRight

You should become familiar with the following tools and aids:

Tool	See
Command centres	below
Status bar menu	page 19
Date-entry calendars	page 20
The business calendar	page 20
Calculators	page 21
Zoom arrows	page 21
Selection lists	page 21
Select columns	page 21
Mouse shortcuts	page 21
Shortcut keys	page 22
Spell-check	page 23

Command centres

The command centre is AccountRight's main window from which you can access most features. Here's the **Sales** command centre in AccountRight Plus.



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

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

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

Select...	If you want to...
To Do List	see what requires your attention, such as customers who have overdue payments, or stock that's running low.
Find Transactions	search for a transaction by its account, invoice number, card, job, or other details.
Reports	view a list of the available reports.
Business Insights	view information about the current financial state 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 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).

Status bar menu

The status bar menu appears in the AccountRight window just above your system tray. It shows you the state of company file and gives you options for managing the file.

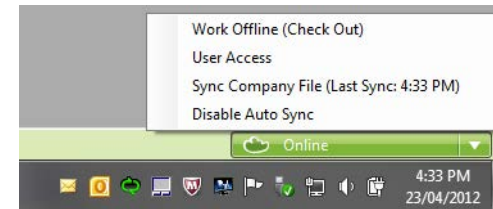


For online files, the states are:

- **Online**—This status appears when you open a file that's online. All invited users can work with it. Note that if someone else has checked out the online file to work on it exclusively, you can view but not edit the file.

- **Offline (Checked Out)**—This status appears when you have checked out the online file, enabling you to work offline. Other users can't edit the online file.

Click the menu arrow next to the status to perform a task related to your file (some options are only available if you are an AccountRight Live administrator).



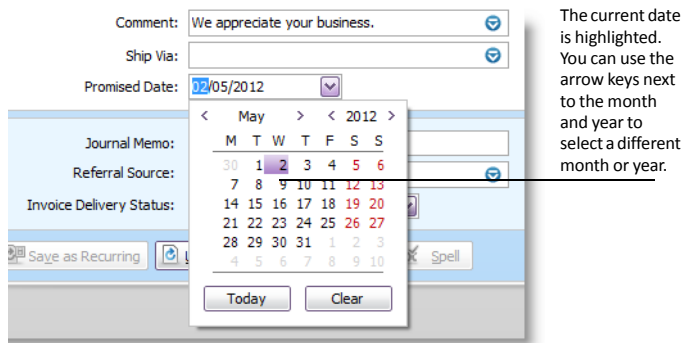
- **Work Offline (Check Out)**—Check out a copy of the online file and lock the online file to prevent anyone entering changes while you have it checked out.
- **Undo Checkout (Discard Changes)**—Discard any changes you have made offline. Other users will be able to work online with the company file.
- **Work Online (Check In)**—Check in the file that you have worked on offline. Other users will be able to work online with the company file.
- **User Access**—launches the **User Access** window, where you can add and edit company file users, or change online access to your company files.
- **Sync Company File**—copies the online file to your computer, (first time) or updates your existing local copy with your changes since the last sync.
- **Enable/Disable Auto Sync**—When Auto Sync is on, your local copy of the online company file is updated every 20 minutes when you're working online. Without Auto-sync, you need to manually sync your changes.

For more information about these options, see '[Working online](#)', on page 59.

Date-entry calendars

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, you can display the calendar in the **Promised Date** field of the **Sales** window and click the date.

To display the calendar, click the arrow next to the date field or put the cursor in a date field and press the SPACEBAR on your keyboard. Select a date by clicking it. The selected date appears in the date field.



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

The business calendar

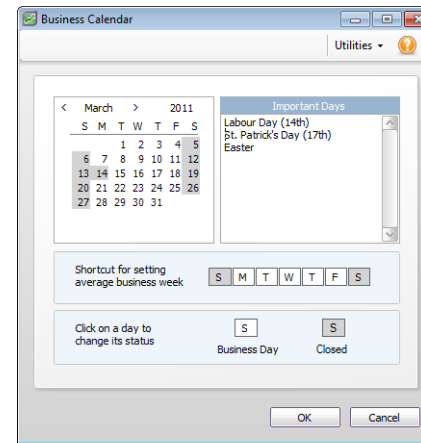
You can use the business calendar to specify which days of the week your business is open, as well as holidays and important business events.

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

Calculators

A pop-up calculator is available to simplify calculating and entering numeric data, including money amounts, item quantities and units. The calculator is available in every field where you may need to calculate an amount or total figure.

To display the calculator, click the arrow next to the numeric data field or press = (equals) or the SPACEBAR when the cursor is in a numeric data field. In the calculator, enter your calculation and then press ENTER. The result appears in the numeric data field.



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 **blue zoom arrow** (↗) indicates that you can display more detailed information about a record and make changes to or delete it.

A **grey zoom arrow** (↘) allows you to display more detailed information, but the information cannot be changed. If you want to change the information, you can reverse the transaction and re-enter it (see ['Reversing a transaction' on page 210](#)). Alternatively, you can change your security preference selection to make all transactions changeable (see ['Set up preferences' on page 36](#)).

Selection lists

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. There are two select icons: the **Select** icon for each entry in the list and the **Select/Deselect All** icon located at the top of the column.

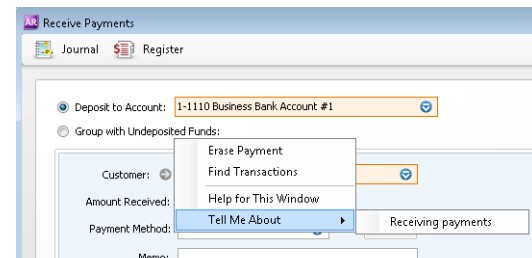
Name	Card ID
A-Z Stationery Supplies	CUS000001
Cameron, James	CUS000002
Chelsea Mosset	CUS000003
Footloose Dance Studio	CUS000004
Island Way Motel	CUS000006

Select an item by clicking the **Select** icon next to it. You can select all listed items by clicking the **Select/Deselect All** icon, and deselect them by clicking the **Select/Deselect All** icon again.

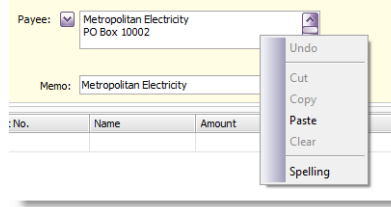
Mouse shortcuts

You can right-click in a window to open a shortcut menu with options relevant to the window and to the field you are entering data in.

Mouse shortcuts are an easy way to erase a transaction, find transactions, or get help for a window.



If you are entering information in a text field, right-click options include **Cut, Copy, Paste, Clear** and **Spelling**.



Shortcut keys

You can use the keyboard instead of your mouse to open windows, select buttons, menus and other options in AccountRight.

Use the Alt key

To select a button, menu or option, press the Alt key and then the shortcut letter that's assigned to the object you want to select. For example, when you press Alt in the **Sales** window, the **Record** button label will show the letter o underlined. This means that if you press Alt and the letter o (Alt+o) the sale will be recorded.

Use the Ctrl key

You can open windows, select menu options and access Windows features using the Ctrl key and a shortcut letter. We've listed the more common shortcut key combinations in the table below.

Tip: Here's a shortcut you can use when searching for something in a list (such as in the **Reconcile Accounts** window). Click in the list and

then press Ctrl+Shift+f. Type your search term in the search field that appears, and the list will show the rows that have matching text.

Menu	Command	Shortcut keys
File	New (Company File)	CTRL+N
	Open	CTRL+O
	Close Window	ESC
	Print	CTRL+P
Edit	Undo	CTRL+Z or ALT+BACKSPACE
	Cut	CTRL+X or SHIFT+DELETE
	Copy	CTRL+C or CTRL+INSERT
	Paste	CTRL+V or SHIFT+INSERT
	Select All	CTRL+A
	Select from List	CTRL+L
	Recap Transaction	CTRL+R
	Delete Line	CTRL+SHIFT+D
	Insert Blank Line	CTRL+SHIFT+L
	Insert Transaction Line	CTRL+SHIFT+I
	Insert Header	CTRL+SHIFT+R
	Insert Subtotal	CTRL+SHIFT+S
Command Centres (All)	To Do List	CTRL+T
Command Centres (All)	Find Transactions	CTRL+Y
Command Centres > Accounts	Command Centre	CTRL+1
	Record Journal Entry	CTRL+G
Command Centres > Banking	Command Centre	CTRL+2
	Bank Register	CTRL+K

Menu	Command	Shortcut keys
	Spend Money	CTRL+H
	Receive Money	CTRL+D
Command Centres > Sales	Command Centre	CTRL+3
	Enter Invoices	CTRL+J
	Receive Payments	CTRL+B
Command Centres > Time Billing (Plus h only)	Command Centre	CTRL+4
Command Centres > Purchases (Standard, Plus h)	Command Centre	CTRL+5
	Enter Purchases	CTRL+E
	Pay Bills	CTRL+M
Command Centres > Payroll (Plus h only)	Command Centre	CTRL+6
Command Centres > Inventory (Standard, Plus h)	Command Centre	CTRL+7
Command Centres > Card File	Command Centre	CTRL+8
Lists	Cards List	CTRL+F
Reports	Index to Reports	CTRL+I
Window	Refresh All	F5
Help	AccountRight Help	F1

We also support the following shortcut key combinations:

	Close Window	CTRL+F4
	Next Window	CTRL+F6 or CTRL+TAB
	Cycle Task	ALT+TAB or ALT+ESC

Spell-check

When entering transactions or item information, you can check your spelling in most text fields, including memos, descriptions, addresses and item names.

You can choose to set a preference to automatically check spelling or manually check spelling. To manually check spelling, click **Spell**.

When you check the spelling in a field, the **Spelling** window appears.

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

To set spelling preferences

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

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

Extending AccountRight

AccountRight Live

AccountRight Live is a subscription-based service that adds convenience and time-saving features to your AccountRight software. If you're not already subscribed, visit <http://myob.com.au/arlive> to learn more about these benefits and how to get on board.

Work online, or not—it's your choice

You have the option of conveniently and securely storing your company data online.

Working online enables you to:

- **Get access anywhere:** You can have multiple users work on your accounts from multiple locations, at the same time. Your staff can enter sales out front, while you look up a client's details, and your bookkeeper across town reconciles your bank accounts.
- **Work how you want to:** If you won't have access to the internet for a while, you can opt to work offline with your file and synchronise your changes later. So if you're about to get on a plane, or your internet connection isn't behaving, you can go offline and keep working.
- **Work with others:** You control who has access to your data online and for how long. For example, you can give short-term access to your accountant. There's no limit to the number of users you can invite to work on your file online, and you can have up to five users signed on to your company file at any time.

If you're subscribed to AccountRight Live, and want to work online, see 'Working online' on page 59.

Get bank feeds and save time

If you're using accounting software for the first time, here's some good news—you don't need to manually enter every payment that you make

and receive. With an AccountRight Live subscription you can choose to receive information about your bank transactions (known as a bank feed) directly into your AccountRight software. Your company file doesn't need to be in the cloud to access this service.

The bank feeds feature also makes it easy to reconcile the statements you receive from your bank with what's recorded in your company file.

If you're subscribed to AccountRight Live, and want to receive bank feeds, see 'Set up bank feeds' on page 34. Or, to learn more about how bank feeds work, see 'How bank feeds can work for you' on page 72.

Support and updates

Another benefit of subscribing to AccountRight Live, is the support you'll receive from MYOB, including:

- **Software updates:** You'll receive regular software updates direct to your software.
- **Extended support:** MYOB software experts are available to answer your queries on the phone and online. For more information about AccountRight Live, visit <http://myob.com.au/arlive>

Add-ons

AccountRight takes care of the accounting and reporting requirements of most businesses. But with add-ons, you can greatly extend the capabilities of AccountRight.

Add-ons are apps that seamlessly connect to AccountRight (via the MYOB API) so you can do things like:

- forecasting, and what if analysis
- integrate with POS systems

- get access to your info from other apps
- set up an online store.

Get add-ons

To see the range of add-ons that are currently available for AccountRight, visit the Add-on Centre at myob.com.au/addons .

About MYOB Add-On Connector

Add-ons can only connect to AccountRight if the MYOB Add-On Connector is running on your computer.

MYOB Add-On Connector is installed with AccountRight. You can start it by going to the **MYOB>Add-Ons** folder in the Windows Start menu. You only need to do this once—the next time you start Windows, the MYOB Add-On Connector will start automatically.

2 Getting started

It's easy to get started. Once your AccountRight software is installed, create a company file to store all your financial data, and you're ready to go.

Get the AccountRight app

If you haven't already installed AccountRight, you can do it now. The process varies depending on how you purchased AccountRight, so refer to the documentation or instructions that came with your software for the complete process.

Bought online?

If you purchased AccountRight from the MYOB website, you would have been prompted to download an installer file that takes care of the installation for you. While AccountRight installs, you'll enter some basic information about your business, like your contact details, and when installation is complete, you'll have a company file ready for you to use.

If you can't find the installer file, see the email MYOB sent you after purchasing AccountRight. The email has a link to the installer and more details on how to install AccountRight.

Have a POSA card?

If you purchased a point-of-sale activation (POSA) card from a retail store, you'll need to create a my.MYOB account to register your business details and your AccountRight serial number. You'll then be guided through the installation and set up of your company file. See the card for instructions on how to get started.

Have a DVD installer?

When you insert the AccountRight disc, a window will appear with instructions on how to install your software. You can choose to install AccountRight using the installer file that's on the disc, but we recommend you select the option to download the latest version of AccountRight. This will ensure you have the most up-to-date version of AccountRight, and will make creating a company file much easier.

Create a company file

You might not need to do this...

When you purchase AccountRight online or register a POSA card, a company file will also be created for your business. So, if you already have a company file, you can skip this section (unless you want to create another file).

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.

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.

Before you start:

You need to know...	Description
Your my.MYOB login details (for sharing files online)	If you subscribe to AccountRight Live and you are going to share this company file online, you need to have a my.MYOB login to upload the file. Your login details were set up when you subscribed.
Your current financial year	This is the financial year for which you want to start recording transactions in your company file. Note that a financial year is represented by the calendar year in which the financial year ends. For example, if your financial year ends in June 2017, your financial year is 2017.
The last month of your financial year	This is the month in which your financial year ends. For most businesses the last month is June.

You need to know...

Description

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.

Note that you can't enter transactions dated before the conversion month, and you can't change the month after you've created the file.

The default list of accounts that you want to start with

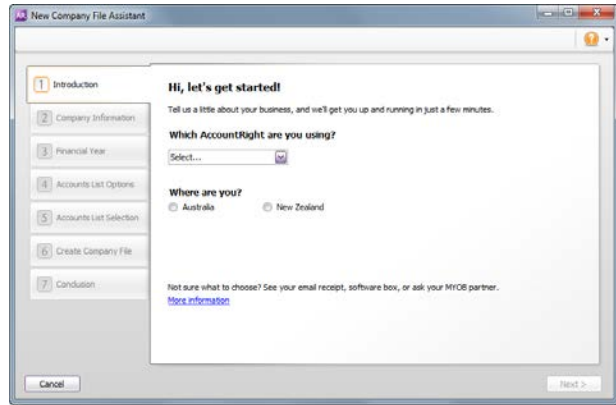
Accounts are the categories that you will allocate each of your transactions to. When you create a company file, you need to select a default list of accounts. You can:

- **start with an accounts list provided by MYOB.** You can select a predefined accounts list suitable for your business.
- **import a list of accounts.** You can import an accounts list from another company file or from one that has been provided by your accountant or MYOB Certified Consultant.
- **build your own list.** You can start with an accounts list that has the minimum accounts required by your AccountRight software and then add to it.

You can modify your accounts list after creating your file.

To create a company file

- 1 Start your AccountRight software. A welcome window appears.
- 2 Click **Create a company file**. The New Company File Assistant appears.

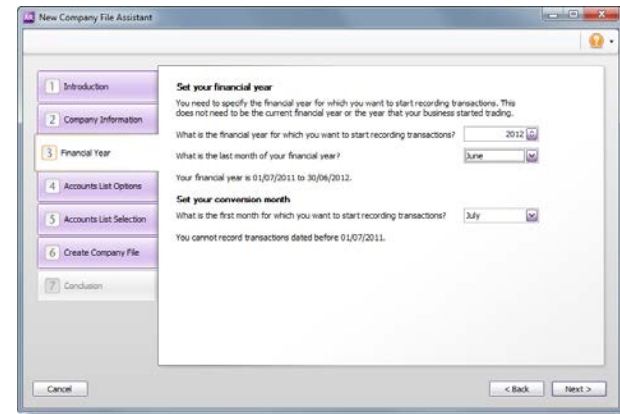


- 3 Select the AccountRight product you want to create a company file for. This should be the product you are licensed to use, unless you want to evaluate another AccountRight product.

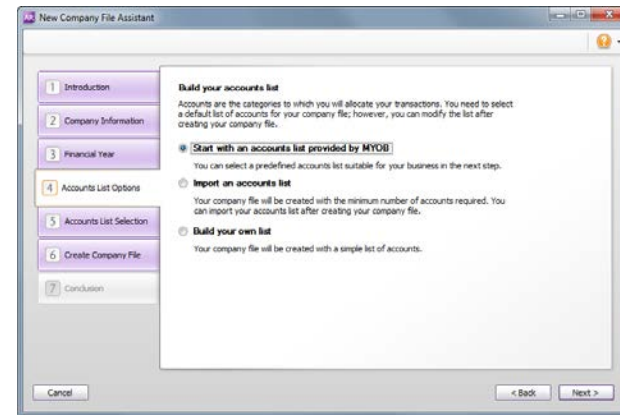
If you are not licensed to use the selected product, the company file can only be edited for 30 days, after which it will become a read-only file.

- 4 Select whether your business operates in Australia or New Zealand.
- 5 Click **Next**. The **Company Information** window appears.
- 6 Enter your business contact and registration details. If available, also enter your AccountRight serial number.
- 7 Click **Next**. The **Financial Year** window appears.
- 8 Enter your financial year details and conversion month. Note that you won't be able to enter transactions dated before the conversion month, and you can't change the month after you've created the file.

NOTE: Set your 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.



- 9 Click **Next**. The **Accounts List Options** window appears.
- 10 Select the default accounts list you want to start with.



If you choose to...	Continue with...
---------------------	------------------

start with an accounts list provided by MYOB	step 11
--	---------

import a list of accounts	step 13
---------------------------	---------

build your own list	step 13
---------------------	---------

- Click **Next**. The **Accounts List Selection** window appears.
- Select the industry that best matches your own business.



A suitable accounts list for the industry 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.

- Click **Next**. The **Create Company File** window appears.
- If you want to change your company file name, you can edit it in the **Company File Name** field.
- Select where you want to store your company file. Note that it must be stored in an AccountRight library, unless you are sharing it online.

NOTE: AccountRight libraries An AccountRight library is a folder on your computer, or a network computer, where company files may be saved. Only files saved in an AccountRight library can be opened.

If you want to...	Then...
-------------------	---------

Save the company file on your computer	1 Select the Locally option and click Create Company File .
--	---

Save the company file on another computer in the network	1 Select the Locally option and then click Change Location . The Library Browser window appears.
--	---

(The network computer must have AccountRight Server Edition installed on it.)	2 Select the network location you want to save the file in.
---	---

	3 If the library location does not appear in the list, click Add a network library .
--	---

Need help with this task? Click the help icon for more information and help.

	4 Click OK .
	5 Click Create Company File .

Share the company file online	1 Select the Online option.
-------------------------------	------------------------------------

(Your software must be registered, and you need to have an active AccountRight Live subscription to save a file online)

Deselect the **Synchronise my online file with this computer** option.

	3 Click Create Company File .
--	--------------------------------------

If you are not logged in to AccountRight Live, a message appears prompting you to log in.

	4 Click Log in and log in using your my.MYOB credentials.
--	--

	5 Click OK .
--	---------------------

The company file gets created and the **Conclusion** window appears.

- If the company file is online, and you want your accountant or bookkeeper to finish setting up your company file, invite them as a company file user and give them online access. For more information, see 'Add new company file users', on page 31
- Click **Command Centre** to display the **Command Centre** window.

Activate the company file

You might not need to do this...

You don't need to activate a company file that you created online, have created for testing purposes or any file you no longer enter transactions into.

Activation is a process that verifies you have a legal installation of AccountRight. You need to activate company files which are not stored online. You also need to activate a company file before you can load it online.

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

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

You can activate your company file online or over the phone.

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 'Confirm activated company files' on page 308.

NOTE: Automatic confirmation If you want, you can set a preference to automatically confirm an activated company file over the internet when required. See 'Confirm activated company files', on page 308.

Activation limits The number of company files you can activate depends on your software licence. If you need to activate more company files than your licence permits (for example, yours is a bookkeeping business looking after many clients), you'll need to obtain licence extensions to activate additional company files. Contact MYOB Customer Service about obtaining licence extensions.

Before you begin

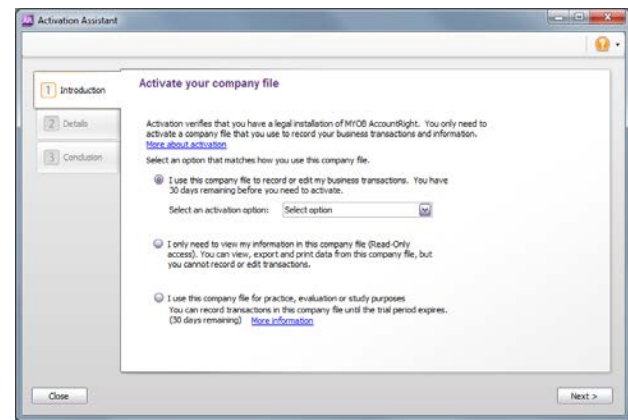
Before you can activate a company file, you need to:

- **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 or on a confirmation email from MYOB if you downloaded your product.
- **register your software.** Registration enables MYOB to contact you should there be any issues with your software. See the *Getting Started* guide for information on how to register your software.

To activate a company file

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

The Activation Assistant appears.



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

Method	Steps
Activate Online (Recommended)	1 Ensure you are connected to the internet.
	2 Choose Activate Online and then click Next . The Details window appears.
	3 If you have not previously entered your serial number, type it in the Serial Number field.
	4 Click Activate to activate the file.
Activate by Phone	1 Select the Activate by phone option and click Next .
	2 If you have not previously entered your serial number, type it in the Serial Number field .
	3 Call MYOB on the phone number displayed above the Serial Number field and request a licence file to be emailed to you.
	4 Once you have received the email, detach your licence file and save it to your computer (for example, your desktop).
	5 In the Activation Assistant , click Browse next to the Select the licence file to load field, to locate the licence file.
	6 Select the file and click Open .
	7 Click Activate to activate the file.

- 3 Close the assistant.
- 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 user access

You need to set up company file access for the people you want to work with your data. To do this, you first set them up with a user ID and password, and then assign them a *role*, which determines what areas of the company file they can work with. See [‘Add new company file users’ on page 31](#).

Setting up file users enables you to:

- control who can access the company file
- track transaction record history
- set up online access for users (AccountRight Live subscribers).

Before you create users in a new company file, you should set a password for the Administrator account.

Set a password for the Administrator

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

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

To set a password for the Administrator user account

- 1 Start AccountRight and open your company file to the **Sign-on** window.
- 2 Type `Administrator` in the **User ID** field and then click **Change Password**. The **Change Password** window appears.



- 3 Leave the **Existing Password** field blank, type the password in both the **Password** and **Confirm Password** fields.

CAUTION : Don't forget your password! User passwords can't be recovered. If you forget the password of your account, you'll need to get another administrator to set up a new account for you. This is done in the **Setup > User Access** window. See 'Add new company file users' on page 31.

If your file only has one administrator account, and you've forgotten its password, you'll need to send the file to MYOB to have the

password reset. Contact MYOB for information on how to send your file, and the cost to reset the password.

- 4 Click **Record**.
- 5 If more than one person will be accessing your company file, you need to set them up as a user and specify their access restrictions for the file. For more information, see 'Add new company file users' below.

Add new company file users

You need to set up each person who will work with your company file, as a company file *user*. This means giving them a User ID and password, which they will use to sign on to the company file each time they open it.

Only a valid user can sign on to your company file, and depending on the user *role* you assign, they can only access the areas of your file (command centres and windows) that you give them access to.

Assigning roles to control what users can see You can use roles to control what windows a user can access and what tasks they can perform in a company file. For example, a user assigned the 'sales' role can access features in the **Sales, Time Billing (Plus, Premier)** and **Card File** command centres, and other sales related areas, such as lists. A user can be assigned more than one role.

For a more detailed explanation of roles, the help link in the **User Access** window (**Setup** menu > **User Access**).

Who can create and manage users? Only users assigned the 'Administrator' role are able to set up other users in this company file. Users assigned this role also need to have online administrator access to be able to invite users to work online. For more information, see 'Inviting a user to work online', on page 33.

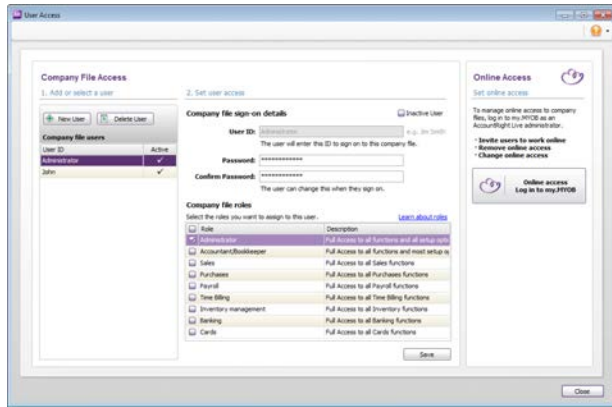
Tracking changes by User ID Whenever a user enters a transaction, it is labelled with their User ID. You can view a report to see what transactions users have entered. For more information, see 'Checking for unauthorised transactions' on page 307.

To add a new user

NOTE: You must be the company file administrator, or a user assigned the **Administrator** role, to create other users.

- 1 Open the company file.
- 2 Go to the **Setup** menu and choose **User Access**. The **User Access** window appears.

NOTE: **This window will look different if you don't store your file online** If your company file is not stored online, the online section of the window will not appear.



- 3 Click **New**.

Set up company file sign-on details

- 4 Type the user's name in the **User ID** field, then type the password in the **Password** and **Confirm Password** fields.

NOTE: **Company file sign-on details** You will need to advise the user of these sign-on details before they can access the file. They will have the option to change their password the first time they sign on.

CAUTION: **User passwords can't be recovered** If a user forgets their password, an administrator will need to set up a new account for them.

If your file only has one administrator account, and you've forgotten its password, you'll need to send the file to MYOB to have the password reset. Contact MYOB for information on how to send your file, and the cost to reset the password.

Select user roles

- 5 In the **Roles** list, select the roles you want to assign to this user account.

For example, if you want to give the user access to all banking features, select the **Banking** role.

- 6 Click **Save**.
 - If this company file is an online company file, continue with **step 7** below.
 - If you do not share your company file online, the record is saved and the user setup is complete.

Invite the user to work online (optional)

Continue with these steps if your file is online, and you haven't already invited the user to access your file online.

- 7 If a message appears asking if you want to invite this user now, click **Log in**. Your internet browser opens and you are prompted to log in to my.MYOB to continue.
- 8 Enter your my.MYOB login details. An invitation screen appears.
- 9 Enter the user's email address, first name and last name in the fields provided.
- 10 Select the type of online access you want them to have. For more information about online access types, see 'Inviting a user to work online' below.
- 11 Click **Invite**. The **Manage online access** screen appears and an invitation email is sent to the user.

Inviting a user to work online

You might not need to do this...

When you purchase AccountRight online or register a POSA card, you'll be able to invite others to work on your company file. So if you've already sent invitations, you can skip this section (unless you want to invite others).

With AccountRight Live, you can give others access to your company files online. You do this by inviting them.

Types of online access

Depending on who you are giving access to, you can set up two types of online access:

- **Online file user**—A file user can access any of the online company files they have accepted an invitation to use. This is the level of access you would grant most of your users, who you just need to work with the file.
- **Online administrator**—an online administrator can work with any company file that is listed under the owner's software serial number. In addition to this, an online administrator can:
 - purchase additional online files
 - invite file users to use a company file online
 - manage your AccountRight Live subscription
 - get bank feeds.

You might give administrator access to a person you need to perform these additional functions for you, for example, your office manager or your bookkeeper.

Who can you invite? You can invite anyone to have online access to your file. But they also need to be a company file user, to open the file online (see '[Add new company file users](#)' on page 31). You can invite your bookkeeper or accountant to help you set up your file online or manage users for you.

To invite a user to work online

- 1 Open your company file.
- 2 Go to the **Setup** menu and choose **User Access**. The **User Access** window appears.
- 3 Click **Online Access** in the right panel. Your internet browser opens and you are prompted to log in to AccountRight Live.
- 4 Enter your my.MYOB login details. An invitation screen appears.
- 5 Enter the user's email address, first name and last name in the fields provided.
- 6 Select the type of online access you want them to have. See '[Types of online access](#)' on page 33.
- 7 Click **Invite**. The **Manage online access** page appears with a confirmation showing at the top, and the user appears as 'Invited' in the relevant list.

What happens now?

This person will be sent an invitation via email. When they accept the invitation, they will be set up with my.MYOB login details, which will enable them to access the online company file.

They will not be able to sign on to the company file unless they have company file access as well. If you have not already set them up in the company file as a user, see '[Add new company file users](#)' on page 31. If you have already set them up, remember to send them their company file sign-on details.

Set up bank feeds

You might not need to do this...

When you purchase AccountRight online or register a POSA card, you'll be able to set up bank feeds for your company file. So if you've already set up your bank feeds, you can skip this section (unless you want to set up additional feeds).

You can use the bank feeds feature to:

- easily compare your bank account and credit card transactions with those recorded in AccountRight
- automatically check for and match transactions that correlate with the bank feed information
- pre-clear matched transactions to speed up your bank reconciliation.

To set up a bank feed, you'll need to have:

- internet access
- your bank account or credit card details, exactly as they appear on your statement information.

To set up a bank feed

- 1 Start AccountRight.
- 2 Go to the **Banking** command centre and click **Bank Feeds**. If:

- this is your first bank feed, the **Manage Bank Accounts** window appears. Click **Get Started with Bank Feeds**.

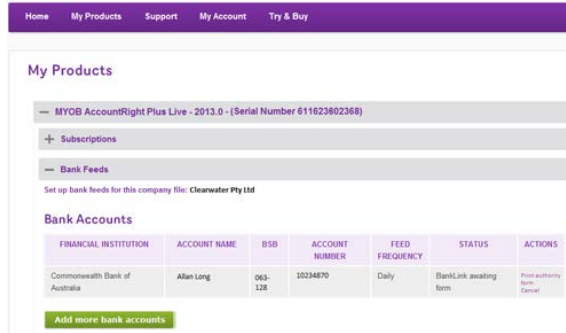


- you are already working with bank feeds, the **Bank Feeds** window appears. Click **Add or remove a bank account**.

An internet browser window opens and the my.MYOB **Log In** page appears.

- 3 Log in with your my.MYOB login details.
- 4 Follow the onscreen instructions.
- 5 On the **Print the BankLink authority form** page:
 - a Click **Print Form**. The BankLink authority form and cover sheet appear. A copy of the authority form is also sent to you by email.
 - b Print the form.
 - c Read the cover sheet and check your account details.
 - d Sign and witness the form and mail it to the address on the form.
- 6 Click **Done**. The **My Products** page appears. This shows details about your AccountRight Live subscription and Live Services. The

Bank Feeds section is updated with the details of the bank feed you have just applied for.



- 7 If you want to:
 - apply for another bank feed, click **Add more bank accounts** or **Add more credit cards** and continue from **step 4** above.
 - return to AccountRight, close the internet browser.

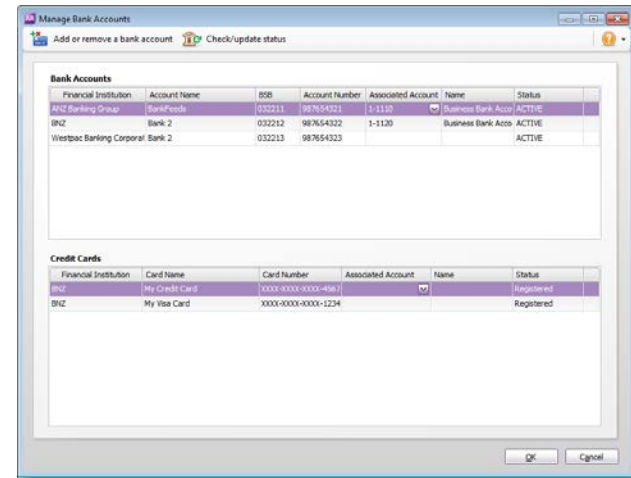
What next? To complete your bank feed setup, associate an account from the Accounts List.

To associate an account for a bank feed

To complete setting up a bank feed, you need to associate an account from the Accounts List to it. This is the account that the bank feed will be compared to.

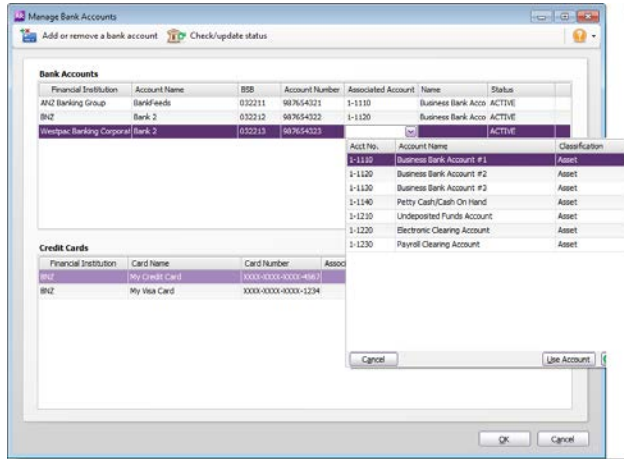
- 1 Open AccountRight and go to the **Banking** command centre.
- 2 Click **Bank Feeds**. The **Bank Feeds** window appears.

- 3 Click **Manage Bank Accounts**. The **Manage Bank Accounts** window appears. This window shows the status of your bank feeds applications so you can follow their progress.



- 4 Click **Check/update status**. The bank feeds **Log In** window appears.
- 5 Enter your my.MYOB log in details and click **OK**.
- 6 The **Manage Bank Accounts** window reappears. This window shows all the bank feeds you have set up and their status. This is where you associate a feed with an AccountRight account.

- 7 Select an account from the list in the **Associated Account** column. This will be the account that the bank feed will be compared to:



- 8 Click **Use Account**. The account is associated with the bank feed.
- 9 Click **OK**. The **Banking** command centre reappears.

What happens next? We'll notify you by email when your bank feed is ready, and you can also check the status by clicking **Check/update status** in the **Manage Bank Accounts** window. This may take a couple of weeks.

When your bank feed is ready, you'll be able to download transactions into your company file. To start working with bank feeds, see ['Approving a bank feed' on page 74](#).

Note that the first bank feed you receive will have transactions dated from when your bank feed was approved. Any transactions that occurred while you were waiting for the bank feed to be set up won't be included. If you want to import and reconcile transactions dated before your feed approval date, you can use the Get Statement feature. To learn how to do this, see ['To reconcile by importing a bank statement' on page 90](#).

Set up preferences

Preferences are settings that enable you to tailor AccountRight to your business requirements and processes. For example, you can choose to automatically print invoices after recording them, or prevent users from editing transactions.

Before setting preferences, close any open windows (apart from the Command Centre). You will not be able to change preferences if you have other windows open.

You can set up your preferences using the:

- **Customise Easy Setup Assistant.** This assistant guides you through setting up key preferences. To access the assistant, go to the **Setup** menu, choose **Easy Setup Assistant** and then click **Customise**. sort your account search lists alphabetically using the name of the

- **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:

- **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 210](#).
- **Select and Display Account Name, Not Account Number** If you want to search for accounts by their names rather than by their numbers, select this option. This allows you to enter accounts and accounts rather than the numbers.

- **Warn if Customer has an Outstanding Credit Before Applying a Payment** If you want to be notified whether a customer has any outstanding credits before you apply their payment to a sale, select this option.
- **Apply Customer Payments Automatically to Oldest Invoice First** If you'd like payments from customers to be applied to the oldest outstanding sales first, set this preference in the **Sales** view of the **Preferences** window.

NOTE: Some settings are determined by Windows If you need to change the date format, number formats or the currency symbol, go to the **Region and Language** option in the Windows Control Panel, and check that your computer is set up to use the English (Australia) format.

3 Setting up

When you have created a company file and completed the company file setup tasks (see [‘Getting started’ on page 25](#)), you can start recording transactions in your company file. However, if you want to use other 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.

NOTE: Invite your accountant or bookkeeper to help set up your company file If you want your accountant or bookkeeper to finish setting up your company file, invite them as a company file user and give them online access. For more information, see [‘Set up user access’, on page 30](#).

What features do you want to use?

The following table provides some examples of different setup requirements.

Your needs	Setup required
Banking	If you only want to use your software to fulfil basic accounting requirements (such as report tax payable or produce a year-end balance sheet), you may only need to do an initial bank reconciliation for each of your bank accounts. Reconciling accounts helps ensure the integrity of the information you record in your company file (see ‘Set up banking: Your first bank rec’ on page 52).

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

When did your business start operating?

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

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

Business status	Setup required
New	<p>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.</p> <p>However, you should read through the setup tasks to see which features you might use and the tasks you need to complete to start using them.</p>
Existing	<p>If your business was operating prior to your conversion month, it is likely that transactions that occurred prior to your conversion month still affect your business. 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.</p> <p>You will need to enter these historical details in your company file.</p>

Setup tasks

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

Task	See
1 Set up accounts	below
2 Set up sales	below
3 Set up purchases (Standard, Plus 'h')	page 46
4 Set up payroll (Plus 'h')	page 47
5 Set up banking: Electronic payments	page 48
6 Set up banking: Your first bank rec	page 52
7 Set up items	page 55

Set up accounts

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

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

NOTE: Do you need to complete this task? If your accountant or MYOB Certified Consultant has provided you with a company file, this task may have been completed for you. In this case, go to [‘Enter account opening balances’](#) on page 43.

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 chose to import a list of accounts, you should import this list now. See [‘Importing data’](#) on page 311.

NOTE: Invite your accountant or bookkeeper to help you If your company file is shared online with AccountRight Live and you want your accountant or bookkeeper to help you with this task, invite them to work online. See [‘Add new company file users’](#), on page 31.

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—Asset, Liability, Equity, Income, Cost of Sales, Expense, 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.
Liability (2-xxxx)	Other Asset	Other assets you own such as loans made to others and goodwill.
	Credit Card	Repayments required to service credit card debt.
	Accounts Payable	Money owed by you to your suppliers.
	Other Current Liability	Money owed by you that is due in less than a year, for example, GST.
	Long Term Liability	Money owed by you that is due in more than one year, for example, a business loan.
Equity (3-xxxx)	Other Liability	Other money you owe.
	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.

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

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

You group accounts by indenting the detail accounts located directly below a header account. For more information, see 'To group detail accounts with a header account' on page 43.

	Account Number	Account Name	Type	Tax Code	Linked	Balance
	1-0000	Assets				\$865,234.37
Header accounts	1-1000	Current Assets	Asset			\$837,824.37
	1-1010	Banks & Cash in Hand	Asset			\$837,824.37
Detail accounts	1-1100	General Cheque Account	Bank	N-T	✓	\$263,049.27
	1-1110	General Cheque Account 1	Bank	N-T		\$94,495.11
	1-1120	HSBC Aus	Bank	N-T		\$100,200.00
	1-1130	Petty Cash	Bank	N-T		\$2,000.00
	1-1150	Clearwater Provision Account	Bank	N-T		\$69,217.99
	1-1160	Unreported Funds	Bank	N-T	✓	\$0.00
	1-1190	Electronic Clearing Account	Bank	N-T		-\$26,694.71
	1-1200	Trade Debtors	Accounts Receivable	N-T	✓	\$312,915.14
	1-1400	Inventory	Other Asset	N-T		\$22,042.37
	1-1950	Withholding Credits	Asset			\$0.00
	1-1960	Voluntary Withholding Credits	Other Asset	N-T		\$0.00
	1-1970	ABN Withholding Credits	Other Asset	N-T		\$0.00

Note that:

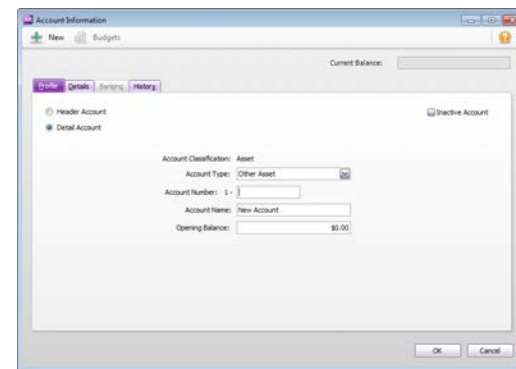
- You cannot allocate transactions to a header account.
- The balance of a header account is the sum of the detail accounts indented directly below it.
- You can have up to three header account levels.
- How you group your accounts can affect how totals and subtotals are calculated on reports.

Setting up accounts

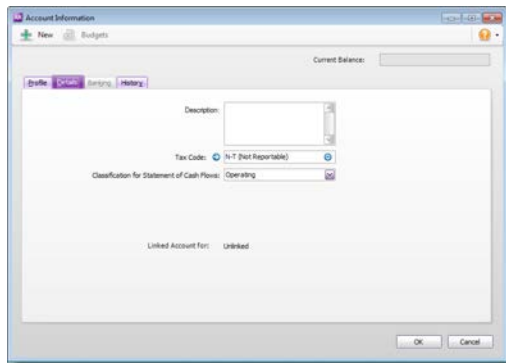
If you want to...	See
Create an account	below
Change the details of an account	page 200
Group detail accounts with a header account	page 43
Import an accounts list	page 311

To create an account

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



- 3 If you want to create a header account, select the **Header Account** option or if you want to create a detail account, select **Detail**.
- 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 41.
- 5 Enter a four-digit number for the account in the **Account Number** field. The number must be unique within each account classification.
- 6 Press TAB and type a name for the account.
- 7 Click the **Details** tab.



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

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

- 11 If you are creating a bank or credit card account, and you want to keep a record of your bank account details, or make electronic payments, click the **Banking** tab and enter your account details.
- 12 [Detail accounts only] If you want to enter historical balances for the last financial year, click the **History** tab and complete the **Last FY** column. That way you can compare the monthly account balances for this year and last year.
- 13 Click **OK** when you have finished. The account now appears in your accounts list.

To group detail accounts with a header account

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

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

Enter account opening balances

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

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

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

NOTE: Invite your accountant or bookkeeper to help you If your company file is shared online with AccountRight Live and you want your accountant or bookkeeper to help you with this task, invite them to work online. See 'Add new company file users', on page 31

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

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

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

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

- the bank account balance that appears on your balance sheet or trial balance reports as at the day prior to your conversion date. For example, if your conversion date is 1 July 2017, this is the bank account balance as at 30 June 2017.

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

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

For example, assume that \$500 worth of deposits and \$1000 worth of payments were uncleared as at your conversion date (that is,

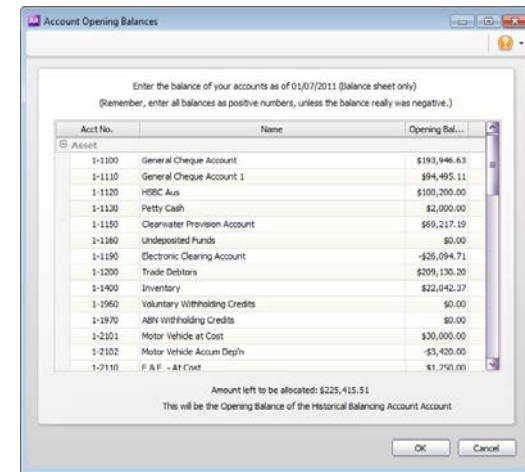
they had not appeared on a bank statement). The cashbook balance would be calculated as shown below:

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

To enter opening balances

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

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



- 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 sales

You can use the sales features to:

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

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

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

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

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

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

Optional sales setup tasks

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

Task		See
Customise forms	Change the appearance of the default invoice and statement forms.	page 231
Import cards	Import customer information from: <ul style="list-style-type: none">• another company file• another accounting system• a spreadsheet• a text file.	page 311
Synchronise customer records with Outlook	Synchronise your customer records with your contact records in Microsoft Outlook.	page 249
Create job records	Create job records to track the progress and profitability of the work you do for your clients.	page 261
Group cards	Use identifiers and custom lists to group the cards of customers who have similar attributes.	page 246

Set up purchases

Not available in AccountRight Basics

You can use the purchases features to:

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

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

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

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

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

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

Optional purchases setup tasks

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

Task		See
Customise forms	Change the appearance of the default purchase orders and other forms.	page 231
Import cards	Import supplier information from: <ul style="list-style-type: none">• another company file• another accounting system• a spreadsheet• a text file.	page 311
Synchronise supplier records with Outlook	Synchronise your supplier card records with your contact records in Microsoft Outlook.	page 249
Group cards	Use identifiers and custom lists to group the cards of suppliers who have similar attributes.	page 246

Set up payroll

AccountRight Plus **only**

You use the payroll feature to:

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

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

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

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

NOTE: Receive alerts for tax table updates and software updates

You can register to be alerted about updates to your tax tables, as well as compliance updates and new versions of your software. For more information, see [‘Manage software updates’ on page 309](#).

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

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

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

- **Enter employee details** Create a card record for each of your employees and enter details such as their addresses and payroll information.
- **Enter pay history** [Existing businesses only] If you have already paid the employee in the current payroll year, you should enter the amounts you have paid your employees. These amounts will be used on payment summaries and reports not derived from payroll activity (such as register reports). They are not recorded as transactions in your accounts.

You can use the Payroll Easy Setup Assistant to do these tasks. To access the Payroll Easy Setup Assistant, go to the **Setup** menu, choose **Easy Setup Assistant** and then click **Payroll**. For more information on creating payroll categories and entering employee payroll information, see [‘Creating payroll categories’ on page 143](#) and [‘Entering employee payroll information’ on page 152](#).

Optional payroll setup tasks

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

Task		See
Set up timesheets	Use timesheets to record all the hours worked by hourly employees or to record extra hours worked by employees that are paid based on a standard pay. If you pay employees for time-billing activities, you can also enter activity details on timesheets and use these details to create activity slips.	page 157
Set up payroll tax	Calculate your state or territory payroll tax amounts using the payroll information in your AccountRight software.	page 170

Task		See
Customise forms	Change the appearance of the default pay slip and paycheque forms.	page 231
Import cards	Import employee information from: <ul style="list-style-type: none">• another company file• another accounting system• a spreadsheet• a text file.	page 311
Synchronise employees records with Outlook	Synchronise your employees records with your contact records in Microsoft Outlook.	page 249
Group cards	Use identifiers and custom lists to group the cards of employee who have similar attributes.	page 246

Set up banking: Electronic payments

If you want, you can use your AccountRight software to pay your suppliers and employees electronically.

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

You can make electronic payments by preparing an electronic payment file (ABA file) for your bank to process—discussed in this section.

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

Step		See
1	Record your bank account details	page 49
2	Set up a clearing account	page 49
3	Record the bank details of suppliers	page 49
4	Record the bank details of employees	page 50

Task 1: Record your bank account details

To record your bank account details

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

- 5 Enter your bank account details in the fields. Copy this information exactly as it appears on your bank statement or chequebook.
- 6 Select **I create Bank Files (ABA) for This Account** and enter the electronic payment file (ABA file) details.
- 7 If your bank file requires a self-balancing transaction, select **Include a Self-Balancing transaction**.
- 8 Click **OK** to return to the **Accounts List** window.
- 9 Repeat from **step 2 above** for each bank account you want to make electronic payments from.

Task 2: Set up a clearing account

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

Check your accounts list for an account named 'Electronic Clearing Account'. If it doesn't exist, you need to create it (see 'Set up accounts' on page 41) and then make this account the linked (default) account for electronic payments.

To link the clearing account

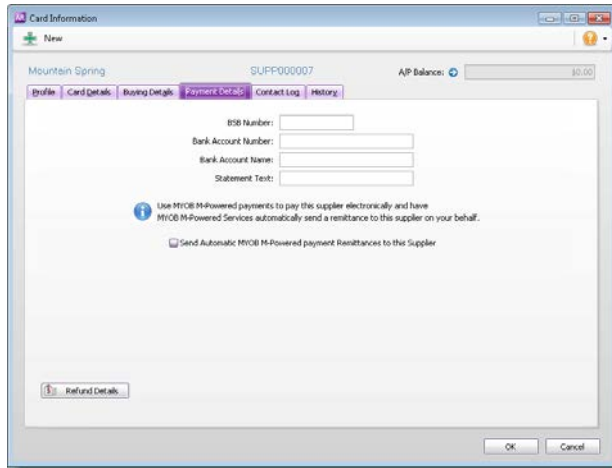
- 1 Go to the **Setup** menu, choose **Linked Accounts** and then **Accounts & Banking Accounts**. The **Accounts & Banking Linked Accounts** window appears.
- 2 In the **Bank Account for Electronic Payments** field, type or select the **Electronic Clearing Account**.
- 3 Click **OK**.

Task 3: Record the bank details of suppliers

To record the bank details of a supplier

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

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

The screenshot shows a software window titled "Card Information" with a "New" button in the top left. The window displays the "Payment Details" tab for a supplier named "Mountain Spring" with ID "SUFF000007" and an "A/P Balance" of "\$0.00". The form contains fields for "BSB Number", "Bank Account Number", "Bank Account Name", and "Statement Text". Below these fields is a blue information icon and a note: "Use MYOB iMPowered payments to pay this supplier electronically and have MYOB iMPowered Services automatically send a remittance to this supplier on your behalf." There is a checkbox for "Send Automatic MYOB iMPowered payment Remittances to the Supplier". At the bottom left is a "Refund Details" button, and at the bottom right are "OK" and "Cancel" buttons.

- 4 Enter the supplier's bank account details.
- 5 In the **Statement Text** field, type the text you want to appear on your supplier's bank statements. For example, you may want the text 'monthly rent' to be shown on your real estate agent's bank statement since this will be a recurring transaction each month.
- 6 (Standard, Plus, Premier) Click **Refund Details** and enter the payment method by which the supplier refunds you and click **OK**. The **Card Information** window appears.
- 7 Click **OK** to return to the **Cards List** window.
- 8 Repeat from **step 2 above** for each supplier you pay electronically. (**Percent** or **Dollar**). Note that the final account will receive the remaining amount of your employee's net pay.

Task 4: Record the bank details of employees

To record the bank details of an employee

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

NOTE: If you haven't created a card for the employee... You can create an employee card now by clicking **New** in the **Cards List** window and entering the employee's details.

- 3 Click the **Payment Details** tab.
- 4 Select **Electronic** from the **Payment Method** list.
- 5 (Plus, Premier) Select the number of bank accounts (up to three) the employee wants their pay to be distributed to.
- 6 Enter the employee's bank account details.
- 7 Type the statement text you want to appear on the employee's bank statements, for example 'monthly pay'.
- 8 (Plus, Premier) If you are distributing to more than one account, in the **Value** field, type the amount or percentage of the pay to be deposited into the account and select the distribution method

The screenshot shows a 'Card Information' window for employee Smith, Sue (EMP00004). The window has tabs for Profile, Card Details, Payroll Details, Payment Details, Contact Log, and History. The 'Payment Details' tab is active. The 'Payment Method' is set to 'Electronic'. Below this, there are options for 'Electronically distribute net pay among' (set to 2) and 'employee bank accounts'. The 'Bank Statement Text' is 'MONTHLY'. There are two bank account sections: 'Bank Account 1' and 'Bank Account 2'. 'Bank Account 1' has an ESB Number of 003-296, a Bank Account Name of SUE SMITH, a Bank Account Number of 497838, and a Value of 90.00 Percent. 'Bank Account 2' has an ESB Number of 003-296, a Bank Account Name of SUE SMITH, a Bank Account Number of 99998, and a Value of Remaining amount. At the bottom of the window are 'OK' and 'Cancel' buttons.

- 9 Click **OK** to return to the **Cards List** window.
- 10 Repeat from **step 2** above for each employee you pay electronically.

Set up banking: Your first bank rec

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 procedure needs to be done for each bank account that had uncleared transactions as at the first day of your conversion month.

To do an initial bank reconciliation:

Task	See
1	Identify uncleared withdrawals and deposits below
2	Record uncleared withdrawals and deposits below
3	Reconcile page 53

Task 1: Identify uncleared withdrawals and deposits

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

For example, in June, the month prior to your conversion month, you wrote a cheque for \$1,000 and deposited \$500 you received from a

customer. If these transactions had not appeared on a bank statement by 30 June, you need to record both transactions in your company file.

Task 2: Record uncleared withdrawals and deposits

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

To enter uncleared withdrawals

- 1 Go to the **Banking** command centre and click **Spend Money**. The **Spend Money** window appears.
- 2 In the **Pay from Account** field, type or select the bank account you want to reconcile.
- 3 In the **Cheque No.** field, enter a reference number for the withdrawal.
- 4 In the **Date** field, type the first day of your conversion month. For example, if your conversion month is July 2017, enter `01/07/17`.
- 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 **Tax** field, select the **N-T** tax code.

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

9 Click **Record**.

10 Repeat from **step 3** on page 52 for each uncleared withdrawal.

To enter uncleared deposits

- 1 Go to the **Banking** command centre and click **Receive Money**. The **Receive Money** window appears.
- 2 In the **Deposit to Account** field, type or select the bank account you want to reconcile.
- 3 In the **Date** field, type the first day of your conversion month. For example, if your conversion month is July 2017, enter 01/07/17.
- 4 In the **Amount Received** field, type the amount of the deposit.
- 5 In the **Acct No.** field, type or select the bank account you want to reconcile. This must be the account entered in **step 2**.
- 6 In the **Tax** field, select the **N-T** tax code.

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

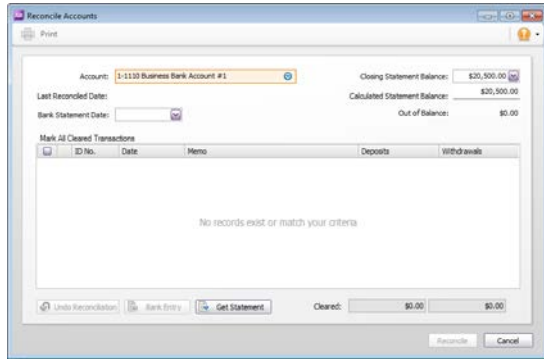
8 Click **Record**.

9 Repeat from **step 3** above for each uncleared deposit.

Task 3: Reconcile

To reconcile the account

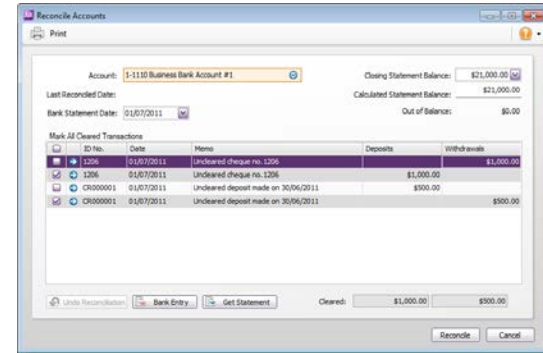
- 1 Go to the **Banking** command centre and click **Reconcile Accounts**. The **Reconcile Accounts** window appears.



- 2 In the **Account** field, select the bank account you want to reconcile.
- 3 In the **Closing Statement Balance** field, enter the closing bank balance as at the day prior to your conversion month (for example, the closing balance as at 30/06/2017).
- 4 In the **Bank Statement Date** field, enter the first date of your conversion month. (For example, if your conversion month is July 2017, enter 01/07/17.) Your uncleared transactions appear.

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

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



- 7 Click **Reconcile**. A confirmation window appears. If you want, do one of the following:
 - 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** and make the required changes.

Set up items

You can use item records to store information about a product, track the quantities you buy (Standard, Plus, Premier), and how much you 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 history of the products you sell or use in production, spot sales trends and see which items are your best sellers. In AccountRight Standard, Plus and Premier, you can track what's in stock so you can reorder items before you run out of them.

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

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

For information about creating item records, see ['Creating items', on page 179](#).

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

Enter your item opening balances

Not available in AccountRight Basics

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.

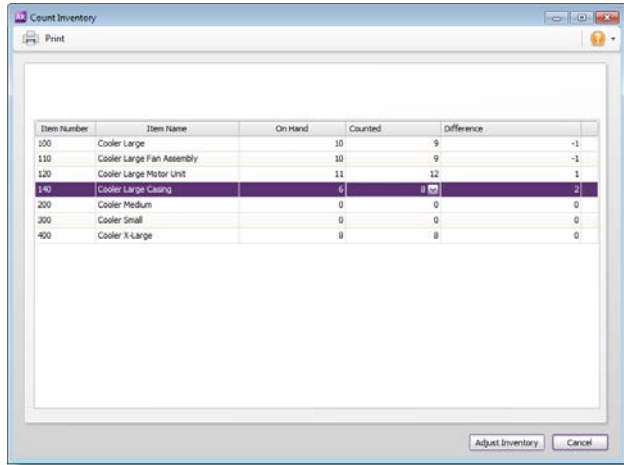
Before you enter your opening inventory balances, you need a stocktake of the actual items in your inventory. To help you do this, you can print the **Inventory Count Sheet** report, which lists all your inventoried items, and manually record quantities on it.

To print the inventory count sheet

- 1 Go to the **Inventory** command centre and click **Count Inventory**. The **Count Inventory** window appears.
- 2 Click **Print**. The **Inventory Count Sheet** report is printed, displaying a list of all your items.
- 3 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.



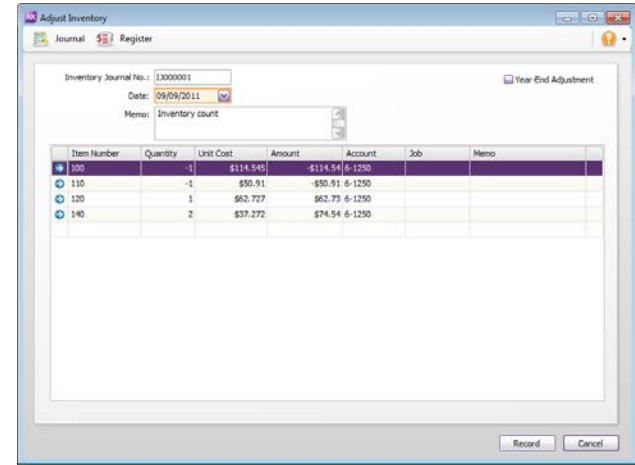
- When you have entered all your item quantities, click **Adjust Inventory**. The **Adjustment Information** window appears advising you to provide a default adjustment (expense) account.

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

- 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 43).
 - If you entered a stock opening balance, the **Adjust Inventory** window appears.
 - If you did not enter an opening quantity for your stock or a stock account balance, the **Adjustment Information** window appears. From here you can set up opening quantities for your stock and an opening balance for your stock account.

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.



- Enter any changes to the default entries in the **Inventory Journal Number**, **Date** and **Memo** fields.
- 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 4 on page 56 determines the default account used to record your opening balances.

- 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.

Optional item setup tasks

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

Task		See
Import items	Import item information from: <ul style="list-style-type: none">• another company file• another accounting system• a spreadsheet• a text file.	page 311
Set up pricing levels <i>(Standard, Plus)</i>	Customise item pricing according to customer status and sales quantities.	page 190
Group items using custom lists	Group and sort items by assigning attributes to your items from custom lists you define.	page 192
Create custom fields	Set up fields to record additional information about your items.	page 192

4 Working online

If you are subscribed to AccountRight Live, you can store your company file online, so that you, your accountant and other authorised users can access the file using any computer that has AccountRight installed. This chapter explains how you can access your company file online using AccountRight Live.

With AccountRight Live, you can:

- work online when you have an internet connection. See [‘Work on an online company file’ on page 61](#).
- work offline when you want to work without an internet connection. See [‘Work offline \(checking out\)’ on page 64](#).
- regularly synchronise changes made in the online company file to a copy of the file on your computer. You can view this file when you unexpectedly lose your internet connection. See [‘Synchronise a company file’ on page 62](#).
- invite others to access your online company file. See [‘Set up user access’ on page 30](#).

Get started online

To work on online files you’ll need:

- the current version of AccountRight installed on each computer that will access the online company file. You can’t access online company files using an internet browser.
- an AccountRight Live subscription for each company file you create or upload. To purchase a subscription, visit my.MYOB.com.au.

If you purchased AccountRight online or registered a POSA (point-of-sale activation) card, you will already have an online company file, and you’re ready to work online— see [‘Work on an online company file’ on page 61](#).

If your company file isn’t online yet, here are your next steps:

- 1 Upload your company file. See [‘Set up a file for online access’ on page 60](#).

If you don’t have a company file to upload, see [‘Create a company file’ on page 26](#) for instructions on how to create a file and make it available online.

- 2 If you’d like to invite others to access your online file, see [‘Set up user access’ on page 30](#).

Set up a file for online access

With AccountRight Live, you can access your company file online. This means you can:

- access your company file anytime, from any computer that has AccountRight installed
- give your accountant online access to your company file, making it easier to do reviews and prepare reports
- have up to five people working on your online company file at the same time.

NOTE: Creating company files This section explains how to upload an existing company file so you can access it using AccountRight Live. If you want to create a new company file online, see 'Create a company file' on page 26.

Requirements

To set up online access for an existing company file, you need to:

- have registered your AccountRight product at my.MYOB.com.au
- have a current AccountRight Live subscription. You will need a subscription for each company file that you want to create or upload. To purchase additional subscriptions, visit my.MYOB.com.au.
- have activated the company file. See 'Activate the company file' on page 29.
- have company file administrator access, as well as online (AccountRight Live) administrator access.

To set up online access for an existing company file

- 1 Start AccountRight. The **Welcome** window appears.
- 2 Click **Open a company file**. The **Library Browser** appears.
- 3 Open the company file that you want to access online.
Note that the company file must be in the AccountRight library on the computer you are uploading from, not on the network.
- 4 Go to the **File** menu (or the status bar) and choose **Go Online (Upload This File)**.

A message appears, explaining that the file may take some time to upload, depending on its size and the speed of your internet connection.

- 5 If the **MYOB AccountRight Live Log In** window appears, log in using your my.MYOB login details.
- 6 Click **Upload now**.
When the file has finished uploading, a confirmation message appears.
- 7 Click **Sign on** to open the online company file.

To give others access to your online company file, see 'Add new company file users' on page 31.

Work on an online company file

When a company file is online, you can access it from any computer that has a compatible version of AccountRight installed.

Once you log in to AccountRight Live, you can access all the company files that you have uploaded or created online.

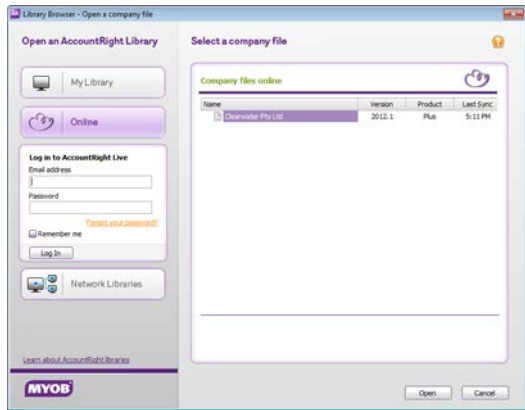
If you have been invited to access files that other AccountRight users have created, see [‘Accept an invitation to work online’ on page 61](#).

To open an online company file

- 1 Start AccountRight. The **Welcome** window appears.

TIP: Reopening a file Your most recently opened company files appear in the **Welcome** window. If the file you want to open appears in the list, you can click it to open the file. If you haven’t already logged in to AccountRight Live, you will be prompted to do so.

- 2 Click **Open a company file**. The **Library Browser** appears.
- 3 Click **Online**. The **Log in to AccountRight Live** fields appear.



- 4 Log in to AccountRight Live using your my.MYOB login details.

NOTE: (Invitees only) Login details If you have been invited to work online, enter the email address and password that you used when accepting the invitation. For more information, see [‘Accept an invitation to work online’ on page 61](#).

- 5 In the **Company files online** list, double-click the company file you want to open, or select it and click **Open**.

The **Sign-on** window for the company file appears.

- 6 Sign on with your company file user ID and password.

NOTE: (Invitees only) If you don’t have a User ID If you have been invited to work on an online company file, but you don’t have a User ID for the file, contact the person who invited you. They will need to set you up as a company file user. For more information, see [‘Add new company file users’ on page 31](#).

The **Command Centre** appears. You can now work on the online company file.

Accept an invitation to work online

This section describes the process of accepting an invitation to work with a file online, then setting up your details to access the file.

Task 1: Accept the invitation (set up your my.MYOB login)

- 1 Open the email you received and click the **Accept Invitation** link. A webpage is launched where you will complete the acceptance process.
- 2 Follow the onscreen instructions to accept.

NOTE: Your my.MYOB login details You will be prompted to set up a my.MYOB email address and password, or to confirm your current my.MYOB details as part of the acceptance process. These details will also be your AccountRight Live login details.

Task 2: Install AccountRight

You don't need to own AccountRight in order to work with an AccountRight file you've been invited to use. But you do need it installed on each computer that you want to access the online company file from.

For example, if you want to access the file from your home computer as well as the office computer, you need to install AccountRight on both machines.

You can download a test drive version of the software and get access to all features.

❖ To download a test drive, visit www.myob.com.au/testdrive.

Task 3: Get your company file sign-on details

The person who invited you to use the company file will have set you up with a user ID and password for signing on to the company file. These details are different to your my.MYOB login details, as they are unique to each company file.

You'll need to contact the person who invited you to be an AccountRight Live user, to get your company file sign-on details.

Task 4: Open the company file

❖ See 'Work on an online company file' on page 61.

Synchronise a company file

When you create an online company file, you can choose to automatically synchronise the file to your computer.

Synchronising means that changes that you or other users make in the online company file are downloaded to a copy of the file stored on your computer. This is referred to as the 'offline' copy of your file.

Your offline company file will be synchronised automatically every 20 minutes, while the company file is open. You can also manually synchronise your file (see 'Manual synchronisation' on page 63).

By synchronising regularly, you ensure that a recent copy of your online company file is available on your computer to view when you don't have internet access.

NOTE: Enable automatic synchronisation If you chose not to automatically synchronise your company file when you created it, you can change this option anytime. For more information, see

Synchronising versus backup The synchronised offline file that's saved on your computer is not a backup of the online company file. You should continue to make backups whenever you want to save a copy of your file as at a point in time. For information about the importance of backing up, see

Where is the offline file stored? The offline copy of your company file is stored in the following hidden folder:

C:\Users\{name}\AppData\Local\MYOB\AccountRight\Offline\sync

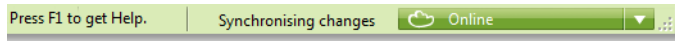
Do not delete or rename this folder or the contents of this folder.

If another user signs on to Windows, and synchronises the company file, a copy of the online file will be downloaded again to that user's sync folder.

Automatic synchronisation

By default, your company file will be synchronised every 20 minutes, while it is open online. You can disable this automatic synchronisation if necessary.

When synchronisation begins, you can track the progress by checking the status bar.

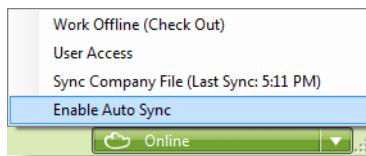


To enable automatic synchronisation

If you haven't previously synchronised the online company file on your computer, you will need to manually synchronise it. See '[Manual synchronisation](#)' below. The file will then synchronise automatically every 20 minutes.

If the company file has previously been synchronised on your computer, but automatic synchronisation has been disabled, you can re-enable it from the:

- **Status bar menu:** Open the company file for which you want to enable synchronisation. Then, choose **Enable Auto Sync** from the status bar menu.

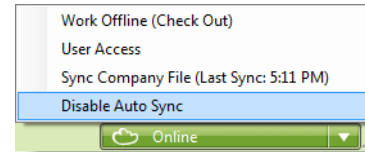


- **Library Browser:** Open the online library and sign on to AccountRight Live. Then, right-click the company file you want to enable synchronisation for, and choose **Enable Auto Sync**.

To disable automatic synchronisation

You can disable automatic synchronisation from the:

- **Status bar menu:** Open the company file for which you want to disable synchronisation. Then, choose **Disable Auto Sync** from the status bar menu.



- **Library Browser:** Open the online library and sign on to AccountRight Live. Then, right-click the company file you want to disable synchronisation for, and choose **Disable Auto Sync**.

Manual synchronisation

You can manually synchronise whenever you want. For example, you may want to manually synchronise before closing your company file, even if automatic synchronisation is enabled. This will ensure that any online changes made before closing the file are synchronised.

Note that the first time you manually synchronise, a full copy of the online company will be downloaded to your computer. This can take a while and you won't be able to work on the file while it is being synchronised. Subsequent synchronisation will be automatic, only updating the offline file with changes that are made online. If you want to disable automatic synchronisation, see '[To disable automatic synchronisation](#)' on page 63.

To manually synchronise your company file

- 1 Open the company file you want to synchronise.
- 2 Go to the **File** menu or the status bar menu and choose **Sync Company File**.

The **Ready to synchronise** message appears.

- 3 Click **Synchronise**. If you
 - have synchronised the company file before, you can continue working on the file while it is being synchronised.
 - are synchronising for the first time, this can take a while and you *won't* be able to work on the file while it is being synchronised.

The status bar will show the progress of the synchronisation.

When synchronisation has completed, a confirmation message appears.

- 4 Click **Close**.

Work offline (checking out)

You can choose to work offline with your company file. In AccountRight, working offline means that you will be checking out the file to your computer—this locks the online file from being modified by others, although they can still view the file.

You would work offline if:

- *you know you won't have internet access for a while*. For example, you will be travelling and won't have a constant internet connection.
- *you don't want to be connected to the internet all day*. For example, your internet is slow or your connection is unreliable.
- *you want exclusive access to your company file*. For example, you want to prepare end-of-period reports.

When you check out:

- the online company file is synchronised with a copy of the company file on your computer, so you can work on an exact copy of the online file without an internet connection.
- the online company file will become read-only: other users can view it but they can't make changes until you check it in.

To check out an online company file

NOTE: Online administrator access required To do this task, you need to have online administrator access. For more information, see 'Inviting a user to work online' on page 33.

- 1 Open the online company file that you want to check out.
- 2 Go to the **File** menu and choose **Work Offline (Check Out)**

If you haven't synchronised your company file before, a message appears, explaining that the check out may take a while.

- 3 Click **Check out**.

When the file has finished synchronising and has been checked out, a message appears, explaining that you need to sign on to your company file again.

- 4 Click **Sign on**. The **Sign-on** window appears.
- 5 Sign on to the company file. The checked out company file is opened.

To check in your online company file

NOTE: Administrator access required To check in a company file, you need to log in to AccountRight Live as an AccountRight Live administrator.

You can check in the changes you've made offline:

- while working in a checked out company file: Go to the **File** menu and choose **Work Online (Check In)**
- when opening the checked out company file: Click **Check in** when the **You're working offline** message appears.

NOTE: Undo check out In certain situations, you may not want to check in your files. For details on how to undo the check out and discard any changes you've made, see [Checking in without saving changes, below](#).

Checking in without saving changes

If you make changes to your company file while offline, and choose *not* to check them in (that is, you want to lose the changes you made offline, and not update the online company file), you will need to undo the check out.

A check out can be undone from the computer on which the online company file was checked out, or from another computer.

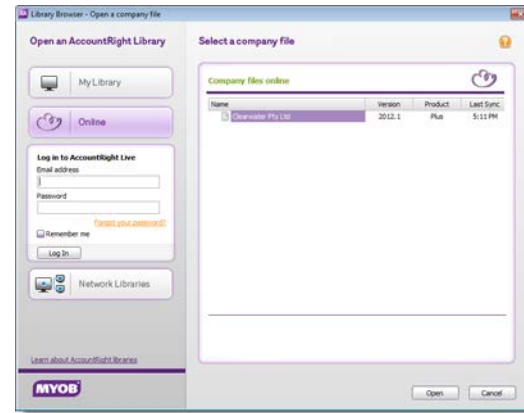
You will need to undo a check out if the company file can no longer be accessed (for example, the computer on which changes were made has been stolen, or the drive has become corrupt). It is also useful when the user who checked out the file is unavailable for a long period of time.

To undo a check out (discarding changes)

NOTE: Online administrator access required To do this task, you need to have online administrator access. For more information, see ['Inviting a user to work online' on page 33](#).

- 1 Start AccountRight and click **Open** in the **Welcome** window. The **Library Browser** appears.

- 2 Click **Online**. The **Log in to AccountRight Live** fields appear.



- 3 If you haven't already done so, log in to AccountRight Live as an AccountRight Live administrator.
- 4 In the list of online company files, find the company file whose check out you want to undo.
- 5 Right-click the company name and select **Undo Check Out (Discard Changes)**.

A message appears asking to confirm that you want to discard your offline changes.

- 6 Click **Yes**.

When the offline changes have been discarded, a message appears explaining that you can now sign on to the online company file to continue working.

Recovering a discarded file When you undo a check out, or you open a checked out file that has been undone from another computer, a copy of the offline file will be saved for you in the following folder:

C:\Users\{name}\AppData\Local\MYOB\AccountRight\Offline\Discarded Files.

To reopen this file, you need to copy it into your AccountRight library.

Troubleshoot AccountRight Live

If you have problems connecting to an online company file, check the following:

- **Internet connection issues:** To check for internet issues, try opening a webpage in your internet browser. If you can't access webpages, check your network cables, try unplugging your modem and router and wait a minute before reconnecting them, or contact your internet service provider.
- **Company file is being upgraded or restored:** An online company file can't be opened while it is being upgraded or restored. If you or another AccountRight Live administrator have recently started an upgrade or restore, you can check the status of the task in the **Library Browser** (click **Open a company file** in the **Welcome** window).
- **AccountRight Live maintenance:** The AccountRight Live server might be undergoing scheduled maintenance. Try connecting again after a few minutes.

Announcements regarding issues or maintenance are posted on the [MYOB Community Forum](#) at [community.myob.com](#).

If you can't connect to an online company file, and need to access your company information, see:

- ['When your online file is temporarily unavailable'](#) below
- ['When internet access isn't available for a while'](#) on page 67

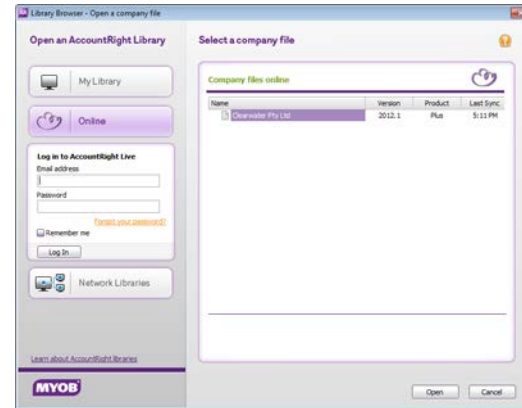
When your online file is temporarily unavailable

If automatic synchronisation is enabled on your computer, or you manually synchronise your online company file, you can view the read-only copy of your online file. See ['Synchronise a company file'](#) on page 62.

The read-only copy will be current as at the last time it was synchronised. You can use this file to view transactions and records, and to print reports and forms, but you can't make changes to the file.

To view a read-only copy of your online file

- 1 Start AccountRight and click **Open** in the **Welcome** window. The **Library Browser** appears.
- 2 Click **Online**.



- 3 In the list of online company files, find the company file you want to open. The **Last Sync** column shows the date that each company file was last synchronised.

NOTE: Company file not listed? If your company file does not appear in the list, this means that a read-only copy of your online company file is not available for you to view on this computer.

You will not be able to continue with this procedure, and you will need to wait until your internet connection becomes available again.

- Right-click the company name of the file you want to view and select **View a read-only copy (offline)**.
- Sign on to the company file.

When internet access isn't available for a while

If you have lost your internet connection for an extended period of time, you can take the following steps to continue working on your company file.

NOTE: This method is mostly applicable for an 'emergency' situation, where the internet outage is extended and unexpected, and you need to urgently make changes to a company file. If you just need read-only access to your file, see 'When your online file is temporarily unavailable' on page 66.

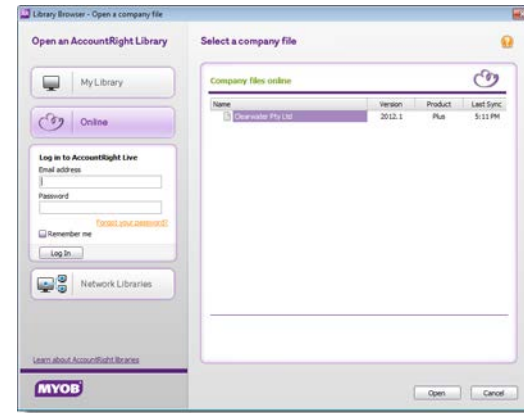
What you should know If you choose to do the following, note:

- the online company file can still be edited by other users who can connect to the internet
- when your internet is restored, you can't check in the changes you make offline, however you can import data into the online file
- you can choose to *replace* the online company file with the offline copy of the file that you work on.

Task 1: Work on an offline copy of your online file

- Start AccountRight and click **Open** in the **Welcome** window. The **Library Browser** appears.

- Click **Online**.

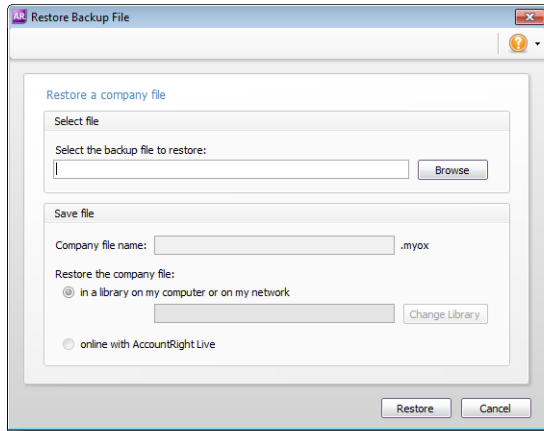


- In the list of online company files, find the company file you want to open. The **Last Sync** column shows the date that each company file was last synchronised.

NOTE: Company file not listed? If your company file does not appear in the list, this means that a read-only copy of your online company file is not available for you to view on this computer. You will not be able to continue with this procedure, and you will need to wait until your internet connection becomes available again.

- Right-click the company name of the file you want to view and select **View a read-only copy (offline)**.
- Sign on to the company file. A message appears, explaining that you are opening a read-only file. Click **Close**.
- Go to the **File** menu and choose **Back Up**. The **Back Up Company File** window appears.
- Give the backup file a name that will help you identify it, and then click **Back Up**.

- Go to the **File** menu and choose **Restore**.
The **Restore Backup File** window appears.



- Click **Browse** and select the file that you just backed up.
 - Give the restored file a unique name.
 - Select the option labelled **in a library on my computer or my network**.
 - Click **Restore**.
- When the file has finished restoring, the **Sign-on** window appears.
- Sign on to your company file. You can now work offline on your company file.

TIP: Let your other users know that you're working offline To avoid losing information in the online company file, you should contact the other users and let them know that you are working on the file offline. They should not enter or modify transactions and records in the online file until you are able to work online again.

Task 2: Update the online company file

When your internet access is restored, you can resolve the changes you made offline by exporting the transactions or records you entered

offline, and importing them into the online company file. For more information, see 'Importing and exporting data' on page 309.

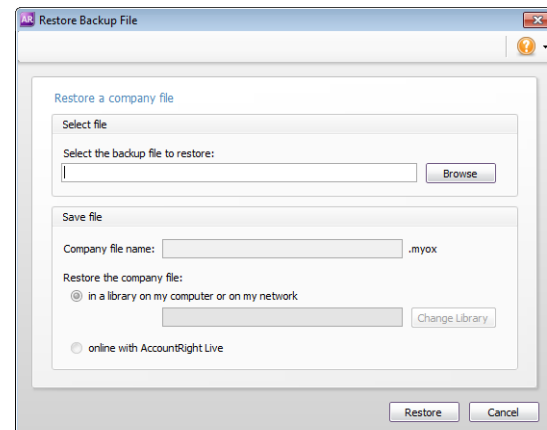
Alternatively, you can restore your company file online. Note that this option is suitable only if no changes were made to the online file, or you are wanting to replace the online file with the copy you have on your computer.

Follow the steps below to restore your company file online.

NOTE: Administrator access required To restore a company file, you will need to log in to AccountRight Live as an AccountRight Live administrator.

- In the offline company file you have been working on, go to the **File** menu and choose **Back Up**.
The **Back Up Company File** window appears.
- Give the backup file a name that will help you identify it, and then click **Back Up**.
- When the backup is complete, go to the **File** menu and choose **Restore**.

The **Restore Backup File** window appears.



- Click **Browse** and select the file that you just backed up.

- 5 In the **Restore Backup File** window, select the **online with AccountRight Live** option.
- 6 Click **Restore**. A message appears, warning that restoring can't be undone. Click **Yes** to continue.
- 7 If the **MYOB AccountRight Live Log In** window appears, log in as an AccountRight Live administrator.
- 8 When the file has finished restoring, the **Sign-on** window appears.
- 9 Sign on to your online company file. You can now work online.

5 Banking

Use AccountRight's banking features to record your bank and cash transactions and keep on top of your finances. You can:

- record the money that goes in and out of your bank accounts and credit card accounts
- manage money that you deposit in a batch, such as customer payments made by cash, cheque or credit card
- record cash payments and purchases, such as petty cash expenses
- reconcile transactions shown on your bank statement with the information you've recorded in AccountRight, to check that your records are up to date
- prepare payments to process electronically using your internet banking software or website.

Bank feeds help you keep up to date

If you're subscribed to AccountRight Live, you can sign up to the bank feeds service and have all of your bank transaction details automatically fed into your company file. You'll just need to check and approve the information before it's committed to your file.

Using bank feeds is the easiest way to keep your financial records up to date and accurate. Because you're approving transactions as you go, bank reconciliation is largely done for you.

If you're not using bank feeds...

If you haven't signed up to the bank feeds service, or you have bank or credit card accounts that don't work with the service, you can still keep your information up to date in AccountRight.

Most of your transactions can be entered from the one window (see ['Entering transactions in the Bank Register window' on page 80](#)) and there are smart features that will help you speed up your data entry too (see ['Recurring transactions' on page 211](#)).

About bank feeds

Bank feeds lets you compare your bank account and credit card transactions with the information you have in AccountRight and easily add transactions.

Before you can use bank feeds, you need to register the bank or credit card account you want to use. You also need an AccountRight Live subscription. For information on how to receive a feed for your bank or credit card account, see [‘Set up bank feeds’ on page 34](#).

Note that how often your bank feeds are updated depends on your bank. For information on feed frequency and for a list of supported banks and accounts, see myob.com.au/arlive/banks.

How bank feeds can work for you

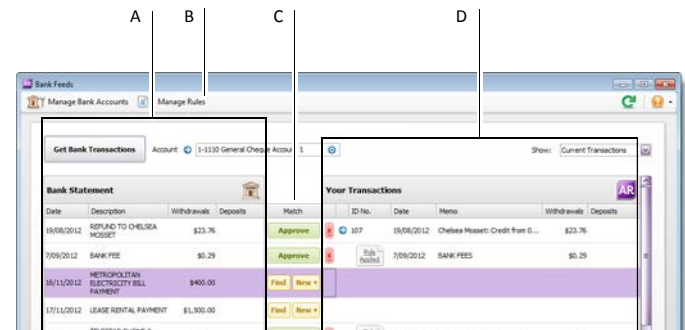
It’s simple to work with bank feeds. First you get your bank feed, then you compare the information you receive from the bank with the information available in AccountRight. If necessary, you can add a transaction if it is not already recorded in AccountRight. Then, you just need to confirm that everything received from the bank agrees with what you’ve got in your software. This is called ‘approving’ (see [‘Approving a bank feed’, on page 74](#) for more information).

You can use bank feeds to reflect the way you maintain your business records. For example, you can use bank feeds:

- **For transaction entry.** Use bank feeds as a key way of entering information in AccountRight. Bank feeds speeds up transaction entry, as a lot of the work is done for you.
- **To get up-to-date bank information.** Depending on how frequently your bank updates your feed, you can get information from bank feeds faster than from other sources. Instead of waiting for a remittance, you’ll know when a customer has paid you the moment it appears in your bank feed.
- **As a reconciliation tool.** When you confirm that the information from your bank matches the information in AccountRight, your

AccountRight transactions are automatically prepared for reconciliation. You have a lot less work to do when it comes time to reconcile your accounts.

The Bank Feeds window When you get your bank feed, the bank account transactions and your matching AccountRight transactions appear side by side in the **Bank Feeds** window. This is where you work with bank feeds.



- A Bank Statement** These are your bank feed transactions from your bank. You can sort them by clicking a column heading. For example, click **Date** to sort your transactions by date.
- B Manage Rules** Create or edit rules to automate the matching process. See [‘Using bank feed rules’ on page 76](#).
- C Match** The **Match** column shows your transaction matching options, such as **Approve**, **Find** and **New**. These options are explained in [‘Approving a bank feed’ on page 74](#).
- D Your Transactions** These are AccountRight transactions that match your bank feed transactions. You can sort them by clicking a column heading. For example, click **Date** to sort your transactions by date.

How matching works

Bank feeds works by matching transactions from your bank to those recorded in AccountRight. Where possible, AccountRight will try to automatically match bank transactions to AccountRight transactions. You can also create rules that will tell AccountRight what to do if a bank transaction matches predefined criteria.

Where no automatic match occurs, you'll need to manually match a transaction.

Automatic matching

When you receive a bank feed, AccountRight tries to automatically match transactions from your feed with existing AccountRight transactions.

A bank transaction and AccountRight transaction are matched if they have the same date and amount and the AccountRight transaction is the correct type (such as Spend Money).

Example:

A payment for Metropolitan Electricity of \$400 comes out of your bank account on November 16. When this payment appears in your bank feed, it is automatically matched to a Spend Money transaction recorded for \$400 recorded on November 16.

Of course, if there are two identical transactions, a match won't happen (you will be able to review the identical transactions).

Rule matching

You can set up rules to automatically prepare matching transactions in AccountRight. The more rules you set up, the more matching is automated and the less transactions you have to find or create.

Rules work by searching for bank transactions based on search criteria you set.

You can set up invoice rules to record invoice payments and transaction rules for all other receipts and expenses. For more information on setting up rules, see ['Using bank feed rules'](#), on page 76.

Manual matching

If there isn't an automatic match, (for example because of a rounding difference in the amounts), you can easily find the AccountRight transaction, edit it, and manually match it. Or, if it is yet to be recorded in AccountRight, you can create a matching transaction in the **Bank Feeds** window. See ['Approving a bank feed'](#) on page 74.

Approving a bank feed

To approve your bank feed, you need to bring your bank transactions into AccountRight and approve the automatic matches. For any transactions that remain unmatched, you can either find a transaction you've previously entered in AccountRight, or create a new transaction in AccountRight.

To approve a bank feed

- 1 Go to the **Banking** command centre and click **Bank Feeds**. The **Bank Feeds** window appears.
- 2 In the **Account** field, select the account you want to receive feeds from.
- 3 Click **Get Bank Transactions**. The **Bank Statement** column will refresh and display any new bank transactions that have occurred since your last update. Note that bank feeds are updated for all accounts.

Any bank feed transaction that exactly matches a transaction already entered into AccountRight, or any transaction that has a transaction rule applied to it will be automatically matched.

To approve matched transactions

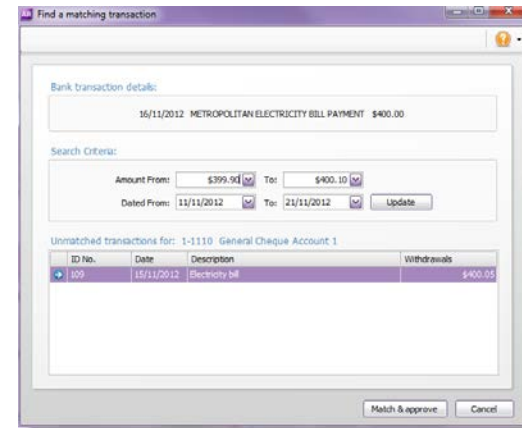
- 4 Review the matched transactions.
 - If the transactions have been matched correctly, click **Approve**.
 - If a transaction has been matched incorrectly, you can undo the match. Click the unmatch icon (⊗). This undoes the match and the AccountRight transaction disappears from the right side of the **Bank Feeds** window.

25/08/2012	Journal-deposit refNo-10000045 Deposit	\$15.00	Find	New ▾
------------	---	---------	------	-------

NOTE: Undoing a match Undoing a match does not delete the AccountRight transaction. You will also need to find another AccountRight transaction, or create a new transaction to match the bank feed transaction.

To approve unmatched transactions

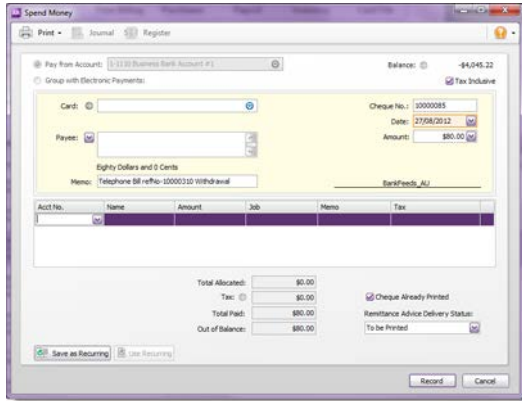
- 5 If you've already entered the transaction into AccountRight:
 - a In the **Bank Feeds** window, select an unmatched bank feed transaction and click **Find**. The **Find a Matching Transaction** window appears.



If the transaction you want doesn't appear in this window, change the amount and date ranges and click **Update** to filter your search. Note that only unreconciled transactions appear.

- b Select a transaction. If the amount of the transaction does not exactly match the bank feed transaction amount, you'll need to edit it. You can do this by clicking the zoom arrow next to it.
- c Click **Match & approve**. The **Bank Feeds** window reappears with the AccountRight transaction matched and approved to the bank feed transaction.

- 6 If you haven't entered the transaction into AccountRight:
 - a In the **Bank Feeds** window, select an unmatched bank feed transaction, click **New** and select the type of transaction you want to create. The relevant transaction window appears.



- b Complete the transaction. As the aim is to create a matching transaction, some fields, such as **Amount**, **Date** and **Memo**, automatically contain information from the bank feed transaction and greyed-out fields, such as **Pay from Account**, cannot be edited.
- c Click **Record**. The transaction is recorded and the **Bank Feeds** window reappears with the AccountRight transaction matched and approved to the bank feed transaction.

Hiding transactions

You may have transactions that you can't or don't want to match, for example, transactions left over from when you started using bank feeds. You can hide these transactions, so they don't appear in the **Bank Feeds** window.

To hide a transaction

- ❖ In the **Bank Feeds** window, right-click the transaction and choose **Hide Transaction**. The hidden transaction disappears from the **Bank Feeds** window.

To view a hidden transaction

- 1 Go to the **Display Transaction** field and select **Hidden**. If the transaction you want doesn't appear, change the date filters and click **Update**.
- 2 Select a transaction and click **Unhide**. The transaction disappears from the **Bank Feeds** window.
- 3 Go to the **Display Transaction** field and select **Current**. The hidden transaction now reappears in the **Bank Feeds** window with the rest of your bank feed transactions.

Unapproving matched transactions

If a match has been incorrectly approved, you need to undo the approval. In the **Bank Feeds** window, select the approved match and click **Undo**. The **Undo** button changes to **Approve** and the tick next to the AccountRight transaction is replaced with the unmatched icon (⊗). You can then undo the match, by clicking the unmatched icon.



TIP: Redisplay approvals If you close the **Bank Feeds** window, any approved matches will no longer appear the next time you open the window. To redisplay approved matches, select **Approved** in the **Display Transactions** field. All approved matches for the selected account appear.

Using bank feed rules

If you have transactions that regularly appear in your bank feeds, you can set up rules to automatically create matching transactions in AccountRight, or to help match payments to invoices.

Rules search for a word or phrase in your bank feed and, when found, an AccountRight transaction is suggested as a match, or created and matched, ready for you to approve. You can make the search as simple or as complex as you need. For more information about searches see 'Search options' on page 78.

The type of rule you apply, and the way the rule works depends on the type of transaction. There are two types of rules you can create in bank feeds; transaction rules and invoice rules.

Transaction Rules Use transaction rules when you receive or pay money that is not for an invoice or bill you've recorded in AccountRight. A transaction rule can create a transaction and allocate the transaction amount to one or more accounts, jobs or tax codes.

Say you regularly buy stationery from a business called *Office Supplies*, you can create a transaction rule, so that each time a transaction from *Office Supplies* comes through in your bank feed, a matching transaction is automatically created and matched in AccountRight.

You can create similar rules for utility payments, rent, petrol purchases or other Spend Money or Receive Money transactions. For information on how to set up transaction rules, see 'To create a transaction rule from a bank feed transaction' below.

Invoice Rules Use invoice rules to help match customer payments to the invoice they relate to. When the rule is applied in AccountRight, a list of possible invoice matches are provided, all you need to do is select the correct one and approve it.

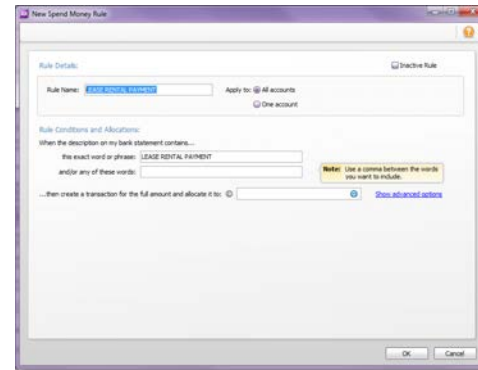
TIP: Online invoice payments from customers If a lot of your customers transfer their payment directly to your account, you can ask

them to add their name or customer reference number to their internet banking transfer, to help with the matching process.

You can create a rule from a bank feed transaction, as in the following example, or you can create a rule from the **Manage Rules** window.

To create a transaction rule from a bank feed transaction

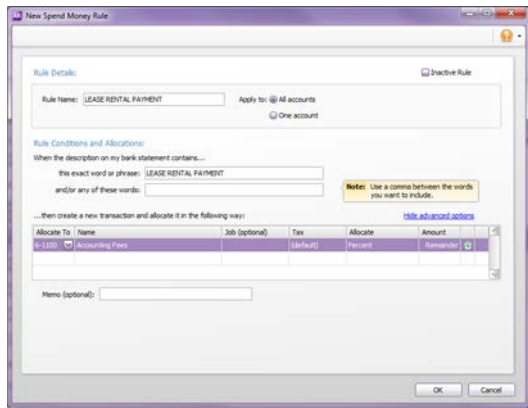
- 1 Go to the **Banking** command centre and click **Bank Feeds**. The **Bank Feeds** window appears.
- 2 Select the bank statement transaction that you want to create the rule for and click **New > Transaction Rule**. The **New Rule** window appears.



Note that the rule name automatically contains the description from the bank feed transaction. You can change this if you want.

- 3 Choose whether to apply the rule to one selected account, or all bank feeds accounts.

- Enter the word or phrase that the bank feed transaction should contain. If the text is found in the bank feed transaction's description, the rule will be applied. For more information, see 'Search options', on page 78.
- Enter the allocation details. If you want to allocate to more than one account, job or tax code, click **Show advanced options**. For more information see 'Search options', on page 78.



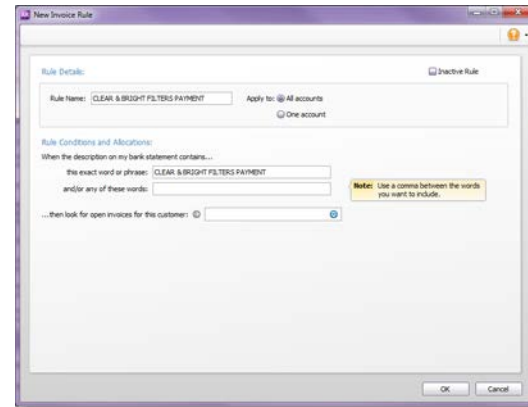
- Click **OK**. The **Bank Feeds** window reappears. The rule you have created is applied to the bank feed transaction.

The next time a bank feed transaction appears matching the rule conditions you have selected, the rule will be automatically applied.

To create an invoice rule from a bank feed transaction

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

- Select the bank statement transaction that you want to create the rule for and click **New > Invoice Rule**. The **New Invoice Rule** window appears.




Note that the rule automatically contains the description from the bank feed transaction. You can change this if you want.

- Choose whether to apply the rule to one selected account, or all bank feeds accounts.
- Enter the customer you want to create the rule for. When the rule is applied, all open invoices for this customer will be found.
- Click **OK**. The **Bank Feeds** window reappears. The rule you have created is applied to the bank feed transaction and the **Possible invoice match** link appears.





The next time a bank feed transaction appears matching the rule conditions you have selected, the rule will be automatically applied.

To edit a rule

- 1 Go to the **Banking** command centre and click **Bank Feeds**. The **Bank Feeds** window appears.
- 2 Click **Manage Rules**. The **Manage Rules** window appears.
- 3 Select a rule and click **Edit**.
- 4 In the window that appears, make the changes to the rule and click **OK**. The **Manage Rules** window reappears.
- 5 Click **Close**. The **Bank Feeds** window reappears.
- 6 Click the refresh icon () to update the **Bank Feeds** window with the changes.

To delete a rule

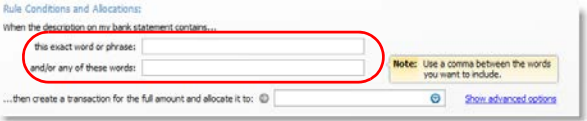
- 1 Go to the **Banking** command centre and click **Bank Feeds**. The **Bank Feeds** window appears.
- 2 Click **Manage Rules**. The **Manage Rules** window appears.
- 3 Select a rule and click the delete icon (). The rule disappears from the **Manage Rules** window.
- 4 Click **Close**. The **Bank Feeds** window reappears.
- 5 Click the refresh icon () to update the **Bank Feeds** window with the change.

Search options

When you create a rule, you specify the words you want to search for in the bank transaction description. You can also use additional options to narrow the range of this search.

You can search for an exact word or phrase that appears in your bank transaction description. If the description varies, for example, you purchase petrol from different retailers, enter additional search terms.

The **New Rule** window contains two search fields:



The screenshot shows a window titled 'Rule Conditions and Allocations'. It contains two input fields: 'this exact word or phrase:' and 'and/or any of these words:'. A red circle highlights both fields. To the right, there is a note: 'Note: Use a comma between the words you want to include.' Below the fields, there is a text area for '...then create a transaction for the full amount and allocate it to:' and a 'Show advanced options' link.

Exact word or phrase	Search for an exact term (including punctuation) in the bank transaction description.
And/or these words	Search for additional words or phrases. When you combine an exact word or phrase search with an and/or search, you can make the rule look for very specific combinations of text.

Note the following about search conditions:

- Search conditions are not case sensitive.
- You do not need to enter terms in both fields. The rule will skip a search field you leave blank.
- Words entered in both fields are treated as an 'and' phrase.
- Separate words or phrases in the and/or field must be separated by commas.
- Phrases in the and/or field must be enclosed in quotation marks.

The following table shows different search combinations and what they can find:

This word or phrase:	...and/or these words:	...finds:
BANK	FEE	<ul style="list-style-type: none">• BANK FEE• FEE - BANK

This word or phrase:	...and/or these words:	...finds:
	FEE, CHARGE	<ul style="list-style-type: none"> BANK FEE SUPPLIER CHARGE FEE - BANK
NATIONAL BANK	"FEES & CHARGES"	<ul style="list-style-type: none"> NATIONAL BANK FEES & CHARGES FEES & CHARGES NATION AL BANK

Example:

Clearwater pay rent to two different real estate agencies, Outreach Real Estate and WLJ Real Estate. They also regularly pay for property maintenance to the property services arm of one of the agencies. They set up a rule for the rental payments only. These are the rule conditions and the results:

This exact word or phrase:	...and/or these words:
REAL ESTATE	OUTREACH, WLJ, RENT

...finds:	...and skips:
<ul style="list-style-type: none"> RENT REAL ESTATE REAL ESTATE – OUTREACH WLJ REAL ESTATE. 	<ul style="list-style-type: none"> WLJ PROPERTY SERVICES EQUIPMENT RENT

Allocation options

(Spend Money and Receive Money rules only)

You can allocate payments in rules to one or more account, job, or tax code. You can allocate payments by percentage or by a dollar amount (click the **Allocate** column to switch between percentage or dollar amount allocations).

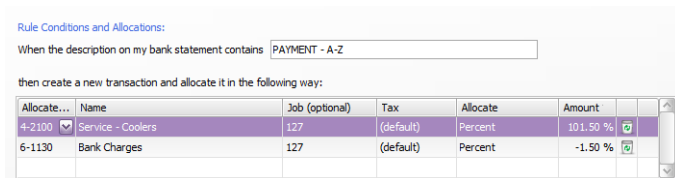
For example, you can allocate your telephone bills to multiple jobs, or split sales income between different sales accounts and departments.

Example: Allocating a credit card merchant fee

To account for bank charges or merchant fees, or to track interest on a bank loan, you can also allocate negative percentages and negative amounts in a rule.

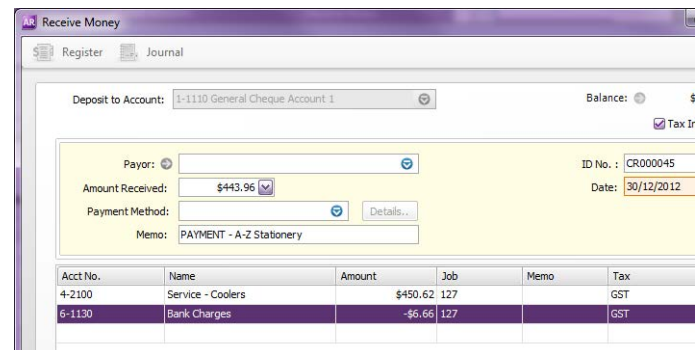
Example

Clearwater receives a regular credit card payment for servicing a customer’s water coolers. The amount of the payment varies, but a merchant fee of 1.5 percent is always deducted from the payment before it is deposited into Clearwater’s account. The rule set up below shows an allocation for the payment and a negative allocation of 1.5 percent for the merchant fee:



Note that as the total percentage allocated must equal 100, the percentage allocated for the service payment is 101.5 percent.

In December, Clearwater receives a payment of \$443.96. When the rule is approved, the following transaction is created:



Recording money you have spent and received

If you have an account that's not associated to a bank feed, an easy way to record the money that flows in to and out of the account is to use the **Bank Register** window. This includes payments for customer invoices and supplier purchases, as well as any other receipts and payments.

If you want to record a lot of detail for your transactions, use the **Spend Money** and **Receive Money** windows.

See 'Entering transactions in the Bank Register window' below and 'Entering detailed transactions' on page 81.

Entering transactions in the Bank Register window

NOTE: Are you working with an account associated to a bank feed? If so, use the **Bank Register** window when you want to add a transaction to AccountRight before it appears in your bank feed.

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

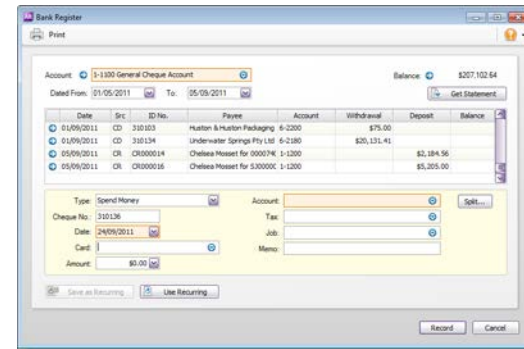
The main advantages of using the **Bank Register** window to enter transactions instead of using transaction windows such as **Spend Money**, are speed and convenience. For example, you can record a customer payment and then write a cheque without having to open multiple windows and switch between them.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

Importing your online bank and credit card statements You can also use the **Bank Register** window to import your bank and credit card statements. If a statement contains any transactions that you have not

entered, you can add them quickly in the **Bank Register** window. For more information, see 'To reconcile by importing a bank statement' on page 90.

To enter a transaction in the Bank Register window

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



- 2 In the **Account** field, select the bank or credit card account that will be used for this transaction.
- 3 In the lower part of the window, select the transaction type from the **Type** list.

Select...	When you want to...
Receive Money	record a deposit other than an invoice payment, for example, bank interest.
Spend Money	record a withdrawal from the bank account. In AccountRight Standard, Plus and Premier, use the Pay Bill option for supplier payments.

Select...	When you want to...
Enter Sale	record a cash sale.
Receive Payment	record a customer payment for invoices already entered in AccountRight.
Enter Purchase (Standard, Plus)	record a cash purchase.
Pay Bill (Standard, Plus)	pay a supplier for purchase orders you've already entered in AccountRight.

- 4 Enter a transaction reference:
 - If you select **Spend Money, Pay Bill, or Enter Purchase** from the **Type** list, enter a cheque number (or other transaction reference) in the **Cheque No.** field.
 - If you select **Receive Payment, Receive Money or Enter Sale** from the **Type** list, type a transaction reference in the adjacent **ID No.** field.
- 5 In the **Date** field, enter the date of the transaction.
- 6 In the **Card** field, enter the card for this transaction.
- 7 In the **Amount** field, type the total amount of the transaction, including tax.

TIP: To void a cheque If you want to void a cheque because, for example, you made a mistake when writing the cheque manually, leave the Amount field and the account allocation fields blank.

- 8 If you want to allocate the amount to only one account, enter the account that will be used for this transaction in the **Account** field [not applicable for Pay Bill and Receive Payment].
- 9 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.

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

- apply a payment to a particular invoice
- apply a payment to a particular bill (Standard, Plus, Premier)
- enter the payment method

- print the transaction.

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

- 10 Select the appropriate tax code in the **Tax** field (not applicable for Receive Payment and Pay Bill).
- 11 [Optional] Assign the payment to a job by entering the job code in the **Job** field (not applicable for Receive Payment and Pay Bill).
- 12 [Optional] If you want to record the purpose of the transaction, type a description in the **Memo** field.
- 13 (Standard, Plus, Premier) If you use categories and want to assign the transaction to a category, select a category from the **Category** list. [Not applicable for Pay Bill and Receive Payment] For more information about categories, see 'Categories' on page 260.

TIP: Save the transaction as recurring If you want to store the transaction as a recurring transaction, click **Save as Recurring**. In the **Recurring Schedule Information** window, enter the necessary information and click **OK**. (Note that in the Bank Register this option is available only for **Spend Money** and **Receive Money** transaction types.) For more information, see 'Recurring transactions' on page 211.

- 14 Click **Record**.

Entering detailed transactions

NOTE: Are you working with an account associated to a bank feed? If so, only use the **Spend Money** and **Receive Money** windows to add a transaction to AccountRight before it appears in your bank feed.

To record money you receive

- 1 Go to the **Banking** command centre and click **Receive Money**. The **Receive Money** window appears.
- 2 Choose the account that will be used to record the money.
 - **Deposit to Account**. Select this option if the money was deposited directly to your bank account.
 - **Group with Undeposited Funds**. Select this option if the money will be deposited at a later time. For information about undeposited funds and preparing bank deposits, see 'Preparing a bank deposit' on page 84.
- 3 If the deposit amount included tax, select the **Tax Inclusive** option.
- 4 In the **Payor** field, enter the payor's card.
- 5 In the **Amount Received** field, type the amount received.
- 6 [Optional] In the **Payment Method** field, select the payment method.
- 7 [Optional] If you want to record additional details about the transaction, such as a cheque number, click **Details** and record the details in the **Applied Payment Details** window that appears.
- 8 Enter the date of the transaction.
- 9 [Optional] Type a detailed comment in the **Memo** field to help you identify the transaction later.
- 10 Allocate the amount to the appropriate account.

A	B	C	D	E
Acct No.	Name	Amount	Job	Tax
3-1000	Paid Up Capital	\$2,000.00		NET

A Enter an account to which you want to assign the transaction or part of the transaction.

B Type the amount you want to assign to this account. The total amount in this column must equal the amount in the **Amount Received** field before you can record the transaction.

C [Optional] Assign the amount to a job by entering the job code here.

D [Optional] Type a memo for each entry in the transaction.

E The tax code that is linked to the allocation account appears here automatically. You can change it if necessary.

- 11 If the payment covers more than one account, repeat **step 10 above** on a new transaction line.
- 12 If you want to view or change the tax amounts assigned to the transaction, click the zoom arrow (🔍) next to the **Tax** field.
- 13 [Optional] If you use categories and want to assign the transaction to a particular category, select a category from the **Category** list.

TIP: Save the deposit as a recurring transaction To store the transaction as a recurring transaction so that you can use it again, click **Save as Recurring**. In the **Recurring Schedule Information** window, enter the necessary information and click **OK**. For more information, see 'Recurring transactions' on page 211.

- 14 Click **Record**.

To record money you spend

- 1 Go to the **Banking** command centre and click **Spend Money**. The **Spend Money** window appears.
- 2 Select how the payment is to be made.
 - If you are paying electronically—that is, if you will be generating an electronic payment file (ABA file) for this payment—click **Group with Electronic Payments**.
- If you are paying by some other means—such as by cash, cheque, credit card or internet banking—enter the account you are paying from in the **Pay from Account** field.

Pay from Account:
 Group with Electronic Payments: 1-1190 Electronic Clearing Account

Pay from Account: 1-1100 General Cheque Account
 Group with Electronic Payments:

- If the payment amounts you are entering are tax inclusive, select the **Tax Inclusive** option.

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

- Fill in the information in the cheque area of the window. Enter the payee card, cheque number (or other identification number), amount, memo, etc.

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

- If you want to change the default payee address, enter the payee's address in the **Payee** field.
- Allocate the payment to the appropriate account.

A	B	C	D	E	
Acct No.	Name	Amount	Job	Memo	Tax
6-6130	Electricity	\$650.00			GST

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

- If your payment covers more than one account, repeat [step 6](#). You would do this, for example, when paying for a purchase with a number of different types of purchases on it: postage, magazines, stationery, etc.
- If you want to view or change the tax amounts assigned to the payment, click the zoom arrow (🔍) next to the **Tax** field.

- (Standard, Plus, Premier) If you want to assign the payment to a particular category, select a category from the **Category** list. For more information about categories, see '[Categories](#)' on page 260.

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

Complete the payment

- If you are paying by cheque and have already written a cheque, select the **Cheque Already Printed** option.
- 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 228.
- 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.
- 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 **Recurring Schedule Information** window, enter the necessary information and click **OK**. For more information, see '[Recurring transactions](#)' on page 211.

- Click **Record**.

Preparing a bank deposit

Use the **Prepare Bank Deposit** feature to deposit payments you hold in a temporary holding account (known as an *Undeposited Funds* account) to your bank account.

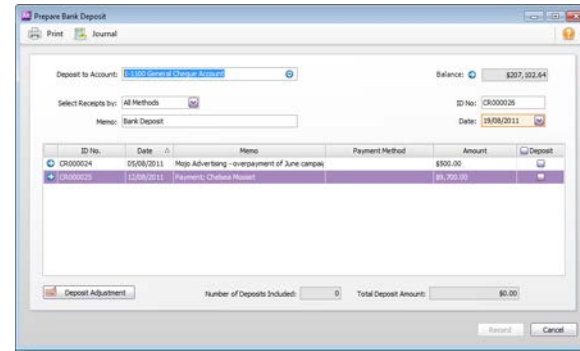
You will have payments in an *Undeposited Funds* account if you selected the **Group with Undeposited Funds** option in the **Receive Money** or **Receive Payments** windows when you recorded the payments.



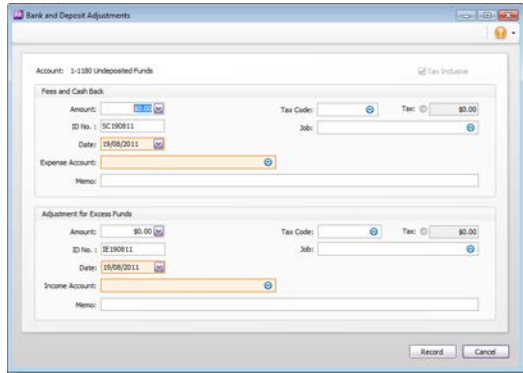
To prepare a bank deposit

- 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, enter the account you want to deposit funds into.
- 3 If you want to group receipts by payment method:
 - a In the **Select Receipts by** field, select **Payment Method**.
 - b In the adjacent field that appears, enter one or more payment types. (For credit cards, select one or more credit card types.) Only payments made using that method are listed.
- 4 Enter a date to display undeposited funds up to and including that date.

- 5 [Optional] Type a description of the bank deposit in the **Memo** field 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 them. If you want to select or deselect all receipts, click the select icon (☐) at the top of the **Deposit** column.
- 7 [Optional] If you need to enter an adjustment transaction—for example, to record credit card transaction fees or to keep part of the deposit as cash—click **Deposit Adjustment**. The **Bank and Deposit Adjustments** window appears.

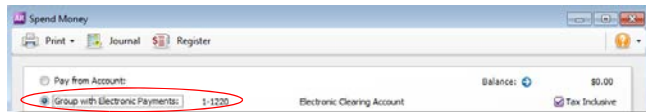


In the **Fees and Cash Back** and/or the **Adjustment for Excess Funds** sections:

- a Type the adjustment amount.
 - b Type the date and an ID number.
 - c Select an expense or income account—as appropriate—for the adjustment amounts.
 - d Type a description in the **Memo** field and complete other fields as necessary.
 - e Click **Record**. If you need to record additional adjustments or fees, click **Deposit Adjustment** again.
- 8 Click **Record** to record the bank deposit.

Electronic payments

If you pay your suppliers electronically, select the **Group with Electronic Payments** option when you record a supplier payment in the **Spend Money** window. You then prepare an electronic payment file (ABA file) for your bank to process the payments.



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

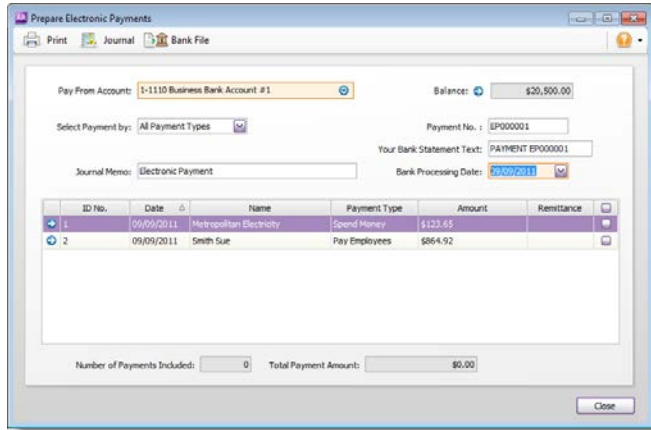
When you have prepared an electronic payment file, you can send it to your bank for processing (for example, by using online banking software provided by your bank). Contact your bank for more information on how to send electronic payment files for processing.

Setting up electronic payments Before you can prepare an electronic payment file, you need to complete the electronic payment setup tasks. For more information, see '[Set up banking: Electronic payments](#)' on page 48.

Once you have recorded all the supplier payments you want to pay electronically, you can prepare an electronic payment file.

To prepare an electronic payment file

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



- 2 In the **Pay From Account** field, select the bank account from which you are paying. The banking details of the account you select are included in the file that you send to the bank for processing.
- 3 (Standard, Plus, Premier) If you want to group the electronic payment by payment type—for example, to pay liabilities only—select a type in the **Select Payment by** field.
- 4 In the **Your Bank Statement Text** field, type the text you want to appear on your bank statement.
- 5 In the **Bank Processing Date** field, enter the date you want the payment to be processed.
- 6 Click in the select column () next to those payments you want to process.
- 7 Click **Bank File**. A window appears, informing you that the payment will be recorded before the bank file is created.
- 8 Click **OK**. The **Save As** window appears.

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

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

- 10 If you want to prepare another electronic payment file, repeat from **step 2 above**.
- 11 Click **Cancel** to exit the **Prepare Electronic Payments** window.

Transferring money between accounts

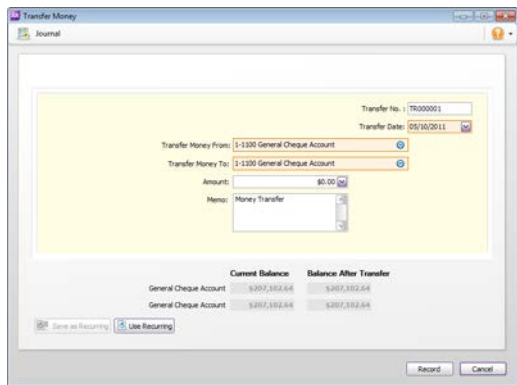
You can transfer money between bank accounts, including bank and credit card accounts, using the **Transfer Money** window. For example, if you have a petty cash account set up as a bank account, you can transfer funds to it to top up the balance of your petty cash float. For information on setting up accounts see [‘Set up accounts’, on page 41](#).

You can also record payments to credit card providers by transferring funds to credit card accounts.

TIP: Transferring money using bank feeds If you use bank feeds, you can transfer money as you check your bank transactions. For more information, see [‘About bank feeds’, on page 72](#).

To transfer money between accounts

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



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

- 4 In the **Transfer Money To** field, enter the account to which the funds will be paid.
- 5 In the **Amount** field, type the amount to be transferred.
- 6 If you want to record the purpose of the transaction, type a description in the **Memo** field.
- 7 (Standard, Plus, Premier) If you want to assign the transaction to a particular category, select the category from the **Category** list.
- 8 [Optional] If you want to store the transaction as a recurring transaction, click **Save as Recurring**. Enter details of the recurring transaction in the **Recurring Schedule Information** window and click **OK**. For more information about recurring transactions, see [‘Recurring transactions’ on page 211](#).
- 9 Click **Record**.

NOTE: Transfers can't be edited After you record a transfer, you can't edit its details. If you entered it incorrectly, you'll need to delete or reverse it. To do this, display the transfer, go to the **Edit** menu and choose **Delete** or **Reverse**. Note that whether you can delete or reverse depends on your security preferences.

Reconciling your bank accounts

Even if you use bank feeds to bring your bank account and credit card information into AccountRight, you still need to reconcile your accounts. Reconciling ensures that the bank account balances in your company file match your bank's records.

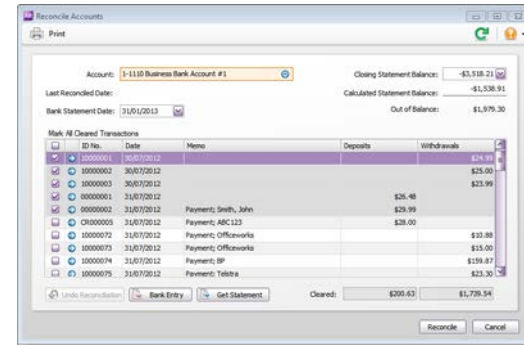
If you are reconciling your bank account for the first time since you started using AccountRight, see 'Set up banking: Your first bank rec' on page 52.

To reconcile an account you receive bank feeds for

TIP: If the **Bank Feeds** window lists bank statement transactions that you have already reconciled, you can hide them. See 'Hiding transactions', on page 75.

Follow this procedure for banking accounts that you receive bank feeds for.

- 1 Check that you have received all bank feed transactions for the period you want to reconcile, and they have been matched and approved. For information, see 'About bank feeds' on page 72.
- 2 Go to the **Banking** command centre and click **Reconcile Accounts**. The **Reconcile Accounts** window appears.



- 3 In the **Account** field, enter the account you want to reconcile.

- 4 In the **Closing Statement Balance** field, type the closing balance that appears on the statement your bank sent you.

If you are reconciling as at the end of the week or month, and your statement has transactions dated after that date, type the closing balance for the last day of the period you're reconciling.

- 5 In the **Bank Statement Date** field, enter the closing date that appears on your bank statement and then press **TAB**. Only unreconciled transactions dated on or before that date will appear.

If you are reconciling as at the end of a week or month, and your statement has transactions dated later, type the last day of the period you're reconciling.

- 6 Review the list of transactions. All bank feed transactions you have approved are marked as cleared.

If there are uncleared transactions, mark them as cleared if they have appeared on your bank statement.

This might be the case if, for example, you are performing a monthly reconciliation but you applied for bank feeds part way through the month.

7 Click **Reconcile**.

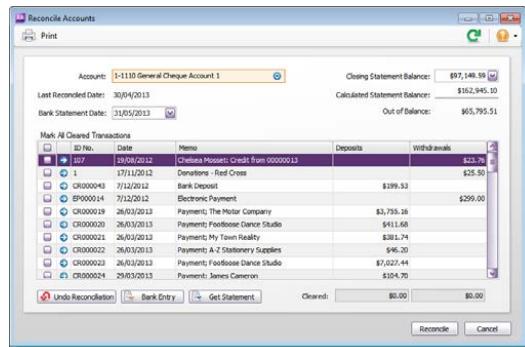
If your account is reconciled, you have the option of printing a confirmation report. You'll need to click **Reconcile** again after printing the report. If you don't want to print the report, click **Reconcile** to finish.

If your account is out of balance, see 'Reconciliation problems', on page 91.

To manually reconcile an account

Follow this procedure for banking accounts that you manually enter transactions into, that is, accounts that don't have bank feeds, and accounts you don't import bank statements for.

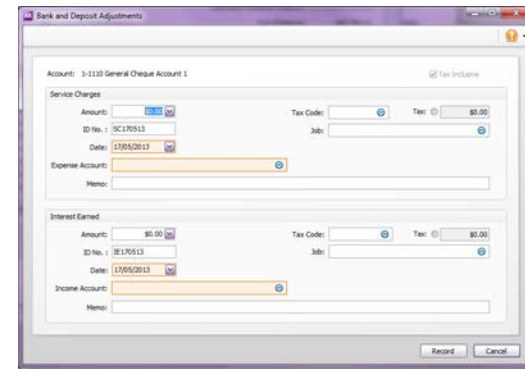
- 1 Go to the **Banking** command centre and click **Reconcile Accounts**. The **Reconcile Accounts** window appears.



- 2 In the **Account** field, enter the account you want to reconcile.
- 3 In the **Closing Statement Balance** field, type the closing balance that appears on the statement your bank sent you.
If you are reconciling as at the end of the week or month, and your statement has transactions dated after that date, type the closing balance for the last day of the period you're reconciling.
- 4 In the **Bank Statement Date** field, enter the closing date that appears on your bank statement and then press TAB. Only unreconciled transactions dated on or before that date will appear.

If you are reconciling as at the end of a week or month, and your statement has transactions dated later, type the last day of the period you're reconciling.

- 5 For each entry on your bank statement, select the corresponding transaction by clicking in the select column ().
- 6 If there are entries on the statement relating to bank charges or bank interest that do not appear among the transactions on the **Reconcile Accounts** window, you need to manually enter these transactions.
 - a Click **Bank Entry**. The **Bank and Deposit Adjustments** window appears.



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

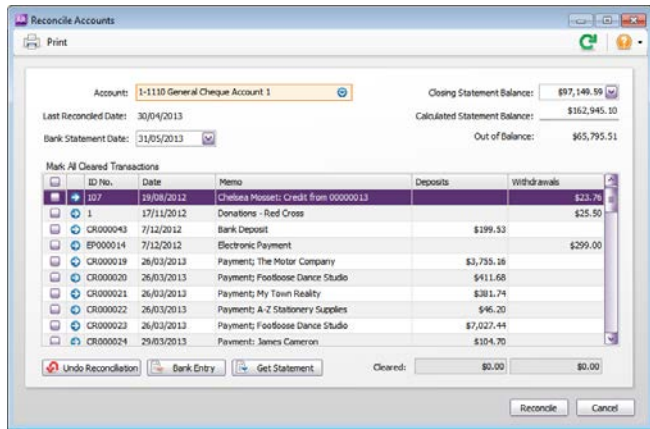
If your account is reconciled, you have the option of printing a confirmation report. You'll need to click **Reconcile** again after printing the report. If you don't want to print the report, click **Reconcile** to finish.

If your account is out of balance, see 'Reconciliation problems', on page 91.

To reconcile by importing a bank statement

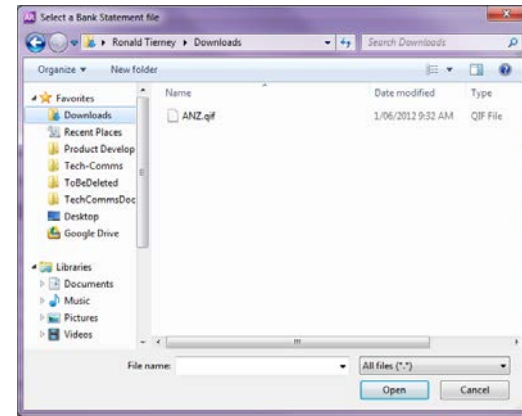
Follow this procedure for accounts that you download statement files for, from your financial institution's online banking website.

- 1 Download the statement file from your bank.
Your bank's website should provide instructions on how to download this file. The following file formats are supported: OFX, QFX, QIF and OFC.
- 2 Go to the **Banking** command centre and click **Reconcile Accounts**. The **Reconcile Accounts** window appears.



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

- 6 Click **Get Statement**. The **Select a Bank Statement file** window appears.



- 7 Locate and select the statement file you downloaded in **step 1** above.
- 8 Click **Open**. The **Get Statement** window appears.
- 9 Click **OK**. The statement transactions are automatically matched with the transactions in your company file using the cheque number, date and amount as the criteria for matching withdrawals and deposits.
- 10 If the **Unmatched Statement Transactions** window appears, choose what you want to do for each unmatched transaction:
 - **Match**: If you have already entered a transaction that matches a statement transaction, select the statement transaction and click **Match Transaction**. In the **Match Transaction** window, select the transaction that you want to match and click **Match**.
 - **Add**: If you want to add the statement transaction to your company file, select it and click **Add Transaction**. The **Spend Money** window or the **Receive Money** window (depending on the type of transaction you are adding) appears. Enter the details of the transaction and record it.
- 11 When you have finished matching and adding all statement transactions, click **Done**. The **Reconcile Accounts** window appears.

12 Click **Reconcile**.

If your account is reconciled, you have the option of printing a confirmation report. If you don't want to print the report, click **Reconcile** to finish.

If your account is out of balance, see 'Reconciliation problems' below.

Reconciliation problems

If you can't reconcile because there's an out of balance amount

1 Check the following:

- did you type the correct figure in the **Closing Statement Balance** field? You need to type the closing balance from your bank statement, not the opening balance.
- did you enter the correct date (that of the closing balance from your bank statement) in the **Bank Statement Date** field? An incorrect date may prevent some transactions from appearing in the list.
- did you select all the transactions that appear on the bank statement? If not, some transactions might not have been accounted for in the reconciled balance.
- did you select, by mistake, a transaction that didn't appear on your bank statement? If yes, you need to deselect this transaction.
- did you record all bank charges and bank interest entries that appear on the bank statement? If not, you need to record them and select them for reconciliation. See [step 6 in 'To manually reconcile an account', on page 89](#).

2 Repeat the reconciliation procedure.

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

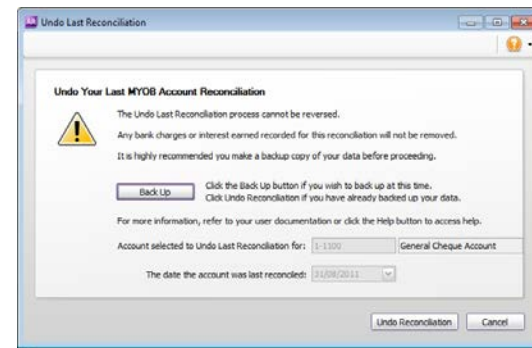
If you have deleted a reconciled transaction, re-enter it and then select it in the **Reconcile Accounts** window when performing the reconciliation.

If there's a problem with a period you've already reconciled

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.

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



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

6 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, the type of the sale (eg. quote 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.
- 6 If you use codes to identify customers, type the code for the customer in the **Card ID** field. For more information, see 'Card identification codes' on page 255.

- 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.

If you want to...	See
insert a picture	page 256
assign identifiers to the card	page 247
assign an attribute from a custom list	page 247
enter additional information in a custom field	page 255

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

A Selling information
The selections you make here will be used, by default, on new sales that you create for this customer. You can override these selections when recording a sale.

B Tax information
The customer's tax information is entered here. If the customer's tax status takes precedence over that of the item or service being sold, select the **Use Customer's Tax Code** option. See **'To assign tax codes to cards'** on page 198.

C Credit terms
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 enter the details of each job you have started or are about to start for the customer. For more information about jobs, see **'Jobs'** on page 261.
- [Optional] Click the **History** tab and type the dollar value of the sales made prior to your conversion month. You can also enter the date that the contact became a customer.
- Click **OK** to save the card.

Entering sales

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

- A **quote** records an estimated price you have quoted to a customer. A quote can be changed to an order or an invoice when your customer is ready to buy.
- (Standard, Plus, Premier) An **order** is a sale where no services or goods have been delivered. 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. 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 procedure described in this chapter is for entering sales in the **Sales** window, which allows you to record full details about a transaction. See '[Entering a sales transaction](#)' on page 95.
- the **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 80.

Entering a sales transaction

Complete the following steps to enter a sales transaction:

Task		See
1	Enter information about the customer	below
2	Choose the type of sale	page 96
3	Enter the items or services you are selling	page 96
4	Enter additional information about the sale	page 97
5	Complete the sale	page 98

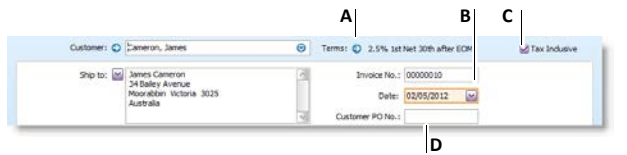
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Task 1: Enter information about the customer

- 1 Go to the **Sales** command centre and click **Enter Sales**. The **Sales** window appears.
- 2 In the **Customer** field, enter the customer's name and press TAB. The terms and ship-to address shown in the **Sales** window are the details recorded in the customer's card.

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 106.

3 Complete the fields as described in the following table.



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

Task 2: Choose the type of sale

Choose the type and layout for the sale. 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 If you want to, change the layout.

There are several layouts you can choose from: Service, Item, Professional, Time Billing (Plus, Premier), and Miscellaneous. The layout determines what fields appear on the **Sales** window.

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

NOTE: Miscellaneous layout The **Miscellaneous** layout is used only for sales where a form does not need to be printed or emailed.

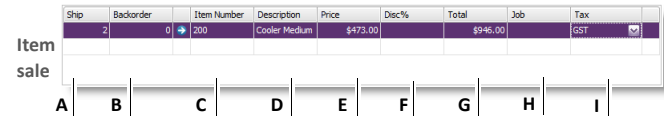
2 Select the type from the **Sales Type** list in the top-left corner: Quote, Order (Standard, Plus, Premier), or Invoice.

Task 3: Enter the items or services you are selling

The scrolling list in the middle of the **Sales** window is where you enter details of what you are selling. In this area you will enter item numbers, activity ID numbers (Plus, Premier), descriptions, account numbers (or account names) 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 sales layout you chose.

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



Label	Field Name	Description
A	Ship	The quantity to be delivered.
B	Backorder	The quantity of the item to be placed on backorder. An order for this amount will be created automatically when you click Record .
C	Item Number	Enter an item from your item list.
D	Description	A description of the item appears automatically. You can change this if you want. If you want to check spelling in this field, click Spell . For more information, see 'Spell-check' on page 23.
E	Price	The price of the item appears automatically. You can change this if you want.
F	Disc%	[Optional] Type a volume discount as a percentage.
G	Total	The total price of the items is calculated automatically.

H	Job	[Optional] Select a job number here to assign a line item to a specific job.
I	Tax	The default tax for an item appears here. If you want to change the tax code, enter the required tax code.

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

Service sale

Description	Account No.	Amount	Job	Tax
Consultation	4-5100	\$86.00		GST

A	Description	A description of the goods or services being sold. If you want to check spelling in this field, click Spell . For more information, see 'Spell-check' on page 23.
B	Acct No. or Account Name	Enter the account to which to allocate the sale. This is usually an income account. You should not select your trade debtors account for ordinary sales.
C	Amount	The amount of the sale.
D	Job	[Optional] Select a job number here to assign a line item to a specific job.
E	Tax	Select a tax code for the sale.

NOTE: Add lines, subtotals and headers to sales transactions You can add lines, headers and subtotals to invoices to make it easy to separate and subtotal different groups of line items on one invoice. For more information, see 'Adding and deleting lines, headers and subtotals' on page 98.

Task 4: Enter additional information about the sale

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

A	Optional fields	Enter optional information, such as the name of the salesperson (Standard, Plus), a comment, shipping method and the promised date of goods or services.
B	Invoice Delivery Status	If you want to print or email the invoice in a batch, select the required delivery method from the list. For more information, see 'Sending forms' on page 228.
C	Journal Memo	The journal memo is generated automatically. You can change it if you want.
D	Freight	Enter any charges for freight.
E	Freight tax	Enter the tax code for the freight charges.
F	Tax	Click the zoom arrow (🔍) if you want to view or change the tax amounts assigned to the sale.
G	Paid Today	Enter an amount here to record the amount the customer paid you at the time of the sale. (Standard, Plus, Premier) If you are creating an order, record the amount the customer gave you as a deposit.
H	Payment Method	Enter the payment method. Click Details if you want to enter details about the payment. For example, if you are being paid by credit card, you can record the last four digits of the credit card number.

Task 5: Complete the sale

There are several ways to complete the transaction.

TIP: Save the sale as a recurring sale. You can save the sale as a recurring transaction so you can use it again. Click **Save as Recurring**. In the **Recurring Schedule Information** window, enter the necessary information and click **OK**. For more information, see 'Recurring transactions' on page 211.

- If you want to record the sale without printing or sending it, click **Record** (for a sales quote, click **Save Quote**).
- (Standard, Plus, Premier) 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 133.
- If you want to record the sale and print, send or save it as a PDF, complete the relevant procedure below.

To...	Do this...
Print	Click Print and choose: <ul style="list-style-type: none">• a form from the list. For example, if a specific sales form is selected as a default form in the customer card, this form will be listed.• Select Another Form to choose a different sales form.
Print preview	Click Print and choose Preview to preview the sales form for this transaction. Note that the transaction will be recorded before the form is displayed.
Email	Click Send To and choose Email . You can choose to send the email to multiple recipients, and attach another document or file to the email. When you click Send , the email, which will include a PDF (Portable Document Format) attachment, will be sent to the outbox of your default email software. Send the email from your email software.
Save as PDF	Click Send To and choose Disk . In the window that appears, enter a name and location for the PDF file and click Save .

Adding and deleting lines, headers and subtotals

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

To insert a blank line

A blank line can be left blank, or you can enter text that will appear on the printed form.

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

To insert a transaction line

Add a transaction line if you need to enter more services or items than are allowed for on the screen.

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

To insert a header

You can group several line items by inserting a header. For example you may want to separate 'materials' and 'labour'.

- 1 In the **Sales** window, click in the line below where the header is to appear.
- 2 Go to the **Edit** menu and choose **Insert Header**. A blank line will appear in the scrolling list.
- 3 Type the text for the header in the **Description** column.
- 4 Press **TAB** to complete the header entry. The text appears in grey.

Description	Account No.	Amount	Job	Tax
Consultation fees				
Initial consultation	4-1100	\$100.00		GST

To insert a subtotal

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



Description	Account No.	Amount	Job	Tax
Consultation fees				
Initial consultation	4-1100	\$100.00		GST
Second consultation	4-1100	\$80.00		GST
Subtotal		\$180.00		
Written report	4-2100	\$40.00		GST

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

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

Recording sales with insufficient on-hand item quantities

Not available in AccountRight Basics

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

Build, buy or backorder items

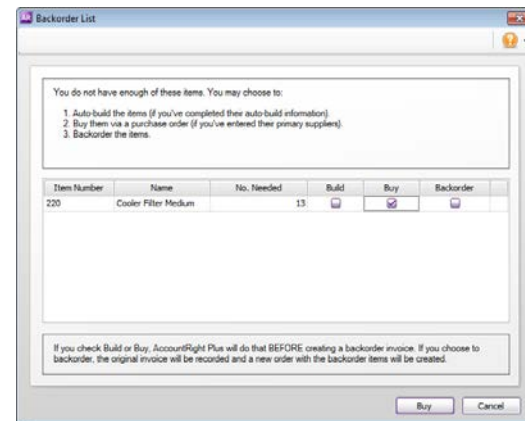
When you attempt to record a sales invoice for an item you don't have enough of, the **Backorder List** window appears. In this window, you can build and order the required quantity, or just choose to place the unavailable quantity on backorder.

Before you can build an item Before you can auto-build an item, you need to set up your item details. For more information, see 'Auto-building items' on page 185.

Before you can order an item Before you can record a purchase order, you need to enter a primary supplier for reorders in the **Buying Details** tab of the item record. For more information, see 'Creating items' on page 179.

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

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



Decide what you want to do:

To...	Do this...
Auto-build items	<ol style="list-style-type: none">1 Click in the Build column next to the item you want to auto-build and then click Build. The Auto-Build Items window appears.2 Click Build Items. The Build Items window appears.3 Change the quantity to build if you want to.4 Click Record to build the finished item.5 Record the sale.
Record a purchase order and a sales order	<ol style="list-style-type: none">1 Click in the Buy column next to the item you want to order and then click Buy. The Purchases window appears.2 Complete and record the purchase order. For information, see 'Entering purchases' on page 127.3 Return to the Sales window and click Record. The Backorder List window reappears.4 Click in the Backorder column next to the item you have ordered.5 Click Backorder. The Sales window reappears with the Ship and Backorder columns adjusted.6 Record the sale. A sales order is automatically recorded for the backordered items.
Record a sales order	<ol style="list-style-type: none">1 Click in the Backorder column next to the item you want to place on backorder.2 Click Backorder. The Sales window reappears with the Ship and Backorder columns adjusted.3 Record the sale. A sales order is automatically recorded for the backordered items.

NOTE: Multiple items with insufficient quantities You can use the **Backorder List** window to backorder multiple items with insufficient quantities. However, you can perform the backordering task only after the other two tasks (build and buy) are completed. 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.

Changing a sale's type

The following sale types can be changed:

Sale type	Can change to...	See
Quote	order (Standard, Plus) invoice	below
Order (Standard, Plus)	invoice	below
Invoice	An invoice cannot be changed.	

If you want to change several orders simultaneously, see 'To change several orders to invoices (Standard, Plus, Premier)' below.

You can change a sale's type 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 (Standard, Plus, Premier), click **Change to Order**
 - an invoice, click **Change to Invoice**.

The **Sales** window appears.

- 4 Make any necessary changes to these and other fields. For example, change the transaction date to today's date.
- 5 Click **Record**. The new order or invoice is created. The original quote will remain in the **Sales Register** window unless you indicated in the **Sales** view of the **Preferences** window that you want quotes to be deleted when they are changed to orders or invoices.

To change an order to an invoice (Standard, Plus, Premier)

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

To change several orders to invoices (Standard, Plus, Premier)

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

Reviewing your sales information

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

Tool		See
Business Insights	Use Business Insights to analyse sales and customer information.	below
To Do List	The To Do List displays all open sales, recurring sales and orders sorted by overdue dates.	page 103
Sales reports	Sales reports help you keep track of your sales activities.	page 103
Sales history	History lets you view seven years of sales history for an item, customer, or an employee (Standard, Plus, Premier).	page 103
Sales Register	The Sales Register window gives you a complete picture of your sales activity—open and closed invoices, orders, quotes, returns, credits etc.	page 206
Find Transactions	Find Transactions helps you find individual sales transactions.	page 206
Transaction Journal	The Transaction Journal lists journal entries of your sales and other transactions.	page 207

To analyse sales and customer information using Business Insights

Business Insights presents a summary of your sales and customer 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 customers

- 1 Click **Business Insights** in any command centre. The **Business Insights** window appears.
- 2 Click the **Customer Analysis** tab. This tab shows you:
 - the total you are owed and details of each overdue customer payment (based on their invoiced credit terms), including the number of days overdue
 - your top ten customers by year-to-date sales value
 - the amounts owing for each ageing period
 - a summary of your customer sales and payment history.

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.
- 3 If you want to use one of the graphs or tables in another document, right-click it and choose:
 - **Copy to Clipboard**. This copies the graph or table to the clipboard, ready to paste into a document.
 - **[Graphs only] Save As**. Choose where you want to save the image and click **Save**. This saves the graph as an image file, so you can use it later.

- 4 If you want to customise the look of Business Insights, click **Customise**. The **Customise** window appears, enabling you to show or hide information in Business Insights.

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 **Accounts Receivable** tab. A list of all unpaid sales appears. The **Overdue** column shows the number of days an invoice is overdue. (A negative number in the **Overdue** column indicates that the payment is not yet due.) The number of days an invoice is overdue is calculated by checking the original date of the invoice, comparing it to today's date and looking at the customer's credit terms.
- 3 If you want to send a collection letter to customers with overdue payments:
 - a Select those customers by clicking in the select column ().
 - b Click **Mail Merge** to create the letter directly in Microsoft Word. Otherwise, click **Disk** to save a mail merge file that you can use in another word processor.

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 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 report groups appears.
- 3 Click a group category to view the available reports.

For information on displaying, customising and printing your reports, see 'Reports' on page 217.

To view sales history

You can view sales history for an item, customer, or employee (Standard, Plus, Premier).

- 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 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 (Standard, Plus, Premier) To record employee sales history, you need to select the employee as the salesperson when you record a sale in the **Sales** window.

Receiving payments

When customers make payments against invoices, record them in the **Receive Payments** window. You can record the payments against one or more of the customer's outstanding invoices.

You can also record payments in the **Bank Register** window. Recording customer payments through the **Bank Register** window can save you time if there are several invoices that have been paid and you do not need to record detailed information (such as discounts and finance charges) for each payment. When you use the **Bank Register** window to record a customer payment, the entire payment is automatically allocated to the customer's oldest invoices first. For more information, see 'Entering transactions in the Bank Register window' on page 80.

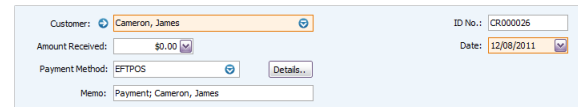
If a payment you receive is not in response to an invoice you have issued, use the **Receive Money** window. See 'About bank feeds' on page 72.

NOTE: Customer payments at point of sale If customers make payments when purchasing merchandise or services and you are issuing them an invoice, you can type the payment amount in the **Paid Today** field of the invoice. See 'Enter additional information about the sale' on page 97.

To record payments against invoices

- 1 Go to the **Sales** command centre and click **Receive Payments**. The **Receive Payments** window appears.
- 2 Choose the account that will be used to record the customer payment.
 - **Deposit to Account.** Select this option if the customer has made a direct payment to your bank account.
 - **Group with Undeposited Funds.** Select this option if the payment will be deposited at a later time. For information about undeposited funds and preparing bank deposits, see 'Approving a bank feed' on page 74.

- 3 In the **Customer** field, enter the customer's name.
- 4 Type the amount received.
- 5 If you want to record the payment method, select the method in the **Payment Method** field. Click **Details** if you want to enter further details about the payment. For example, if you are being paid by credit card, you can record the last four digits of the credit card number.
- 6 If you want, adjust the memo and payment date. You can change the ID number that is automatically generated. However, we recommend that you use the default number to make sure you don't use duplicate IDs.



The screenshot shows a software window for recording a payment. It contains the following fields and values:

- Customer:** Cameron, James
- Amount Received:** \$0.00
- Payment Method:** EFTPOS
- Date:** 12/08/2011
- ID No.:** CR000026
- Memo:** Payment; Cameron, James

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

(Standard, Plus, Premier) If the customer is paying a deposit for an order, look for **Order** in the **Status** column.

Invoice No.	Status	Date	Amount	Discount	Total Due	Amount Applied
00000012	Open	18/12/2011	\$230.00	\$0.00	\$230.00	\$230.00
00000028	Open	17/08/2011	\$268.10	\$0.00	\$268.10	\$268.10
00000035	Open	27/08/2011	\$239.50	\$0.00	\$239.50	\$239.50
00000037	Open	27/10/2011	\$505.75	\$0.00	\$505.75	\$505.75
00000038	Open	27/11/2011	\$224.38	\$0.00	\$224.38	\$224.38
00000011	Open	17/05/2012	\$20.75	\$1.01	\$19.74	\$19.74

Include Closed Sales
 Total Applied: \$1,506.97
 Finance Charge: \$0.00
 Total Received: \$1,506.97
 Out of Balance: \$0.00

- A Discount** If you intend to offer an early-payment discount for a sale, assign the discount to the appropriate invoice in this column. Note that you won't be able to assign a discount to an invoice that is not being settled in full. If this is the case, you can give them a customer credit note. See 'Customer credits' on page 109.
- B Amount Applied** Enter how much of the payment you want to apply to each sale in this column.
- C Finance Charge** If part of the payment is to pay finance charges, type the finance charge amount here. For more information, see 'Finance charges paid by customers' on page 108.
- D Out of Balance** The amount you apply in the **Amount Applied** column accumulates in the **Total Applied** field. The **Total Received** amount (which includes any finance charges) must equal the amount that appears in the **Amount Received** field in the top half of the window before you can record the transaction. The **Out of Balance** amount must be zero before you can record the transaction.

TIP: Show Customer PO Numbers Want to see your customers' purchase order (PO) numbers in the **Receive Payments** window instead of your invoice numbers? Go to the **Preferences** window, click the **Sales** tab and select the **Show Customer Purchase Number in Receive Payments** option.

If a customer overpays, you should still enter the amount received. The full payment should be entered in the **Amount Received** field and in the **Amount Applied** column in the scrolling list. When you record the payment, a credit invoice for the overpaid amount is created automatically. This can either be refunded to the customer or applied to a future invoice, see 'Settling credits' on page 110.

8 Click **Record**.

Printing payment receipts

Receipts can be printed for transactions you record in the following windows:

- Bank Register
- Receive Money
- Receive Payments
- Sales (where an amount is entered in the **Paid Today** field)
- Settle Returns & Debits (Receive Refund view).

Receipt transactions for which receipts cannot be printed are reversed receipt transactions and voided receipts.

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

To print payment receipts

- 1 Go to either the **Sales** or **Banking** command centre and click **Print Receipts**. The **Review Receipts Before Printing** window appears.
- 2 If you print receipts on pre-printed stationery, type the number of the first receipt in the **Number of First Receipt in Printer** field. The IDs of the recorded receipts will be renumbered to match the printed receipts.
- 3 Type the number of copies you want to print of each receipt in the **Print** field.
- 4 If you want to filter the list of receipts, click **Advanced Filters**. For more information, see [‘Customising form batches’ on page 230](#).
- 5 Click in the select column () next to each receipt you want to print.
- 6 Click **Print**.

For information about customising your forms, see [‘Forms’ on page 227](#).

Credit control

You can control credit by:

- setting and enforcing customer credit limits, see [‘Credit limits’ below](#)
- placing customer accounts on hold, see [‘Credit holds’ on page 108](#)
- adding finance charges to customer statements, see [‘Finance charges paid by customers’ on page 108](#).

Credit limits

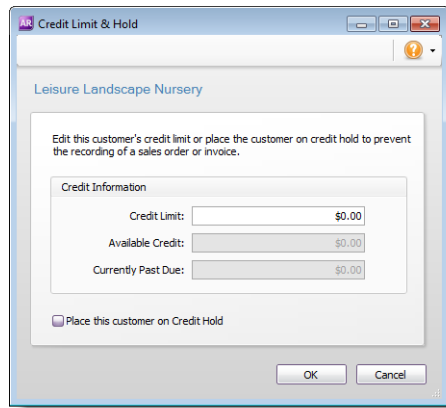
A credit limit is the maximum amount of credit you allow a customer to charge to their account. You can set a default credit limit for all new customers (see [‘Set up sales’ on page 45](#)) or set a specific credit limit for a single customer.

(Standard, Plus, Premier) If you want to enforce credit limits, you can choose to:

- be informed 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. You need 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 Open the customer card you are setting a credit limit for.
- 2 Click the **Selling Details** tab.
- 3 Click **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 credit limit is exceeded (Standard, Plus, Premier)

- 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 (Standard, Plus, Premier)

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



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

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

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

Credit holds

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

The customers you place on credit hold can be identified by an icon (⚠️) in the **Cards List** window, and you'll also see a note at the top of the **Card Information** window.

To place a customer on credit hold

- 1 Open the customer card you are placing on credit hold.
- 2 Click the **Selling Details** tab.
- 3 Click **Credit Limit & Hold**. The **Credit Limit & Hold** window appears.
- 4 Select the **Place this customer on Credit Hold** option.



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

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

Finance charges paid by customers

Finance charges are amounts added to an outstanding balance as a penalty for late payment. They are usually added to a customer's statement. When the charge is paid by the customer, the payment is recorded in the **Receive Payments** window.

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

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

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

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

Adding finance charges to customer statements

To show the finance charge owed by customers on their statements, you need to select an option when printing or emailing the statements.

- 1 Go to the **Sales** command centre and click **Print/Email Statements**. The **Review Statements Before Delivery** window appears.
- 2 Click **Advanced Filters** and select the **Add Finance Charges to Amount Due** option.
- 3 Click **OK**.

For more information about customer statements, see 'Send customer statements' on page 279.

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

Recording finance charges

When your customer pays the late-payment charge, enter the amount in the **Finance Charge** field of the **Receive Payments** window. For more information, see [‘Receiving payments’ on page 104](#).

Although the history of finance charges is not tracked, you can perform an account enquiry (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 for the finance charge—an invoice in the sales journal and a payment in the receipts journal.

To delete a finance charge, you must first delete the finance charge payment and then delete the finance charge invoice.

Customer credits

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

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

Recording credits

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

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

To reverse a sale

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

- 1 Find and open the invoice. See [‘Finding a transaction’ on page 205](#).
- 2 Go to the **Edit** menu and choose **Reverse Sale**. A credit note transaction is created in the **Sales** window. Note that the invoice amount is a negative amount.

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

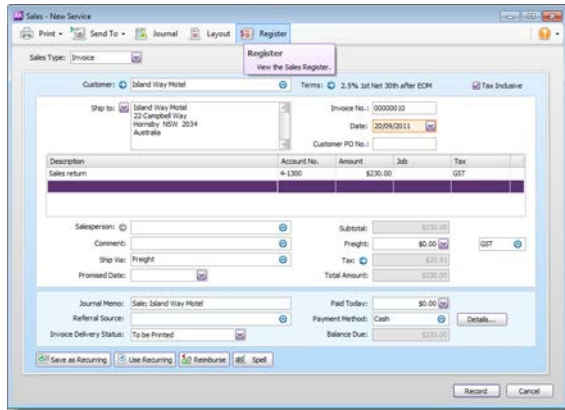
- 3 Click **Record Reversal**. A customer credit appears in the **Sales Register** window.

To manually create a credit for a non-item sale

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

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

- 1 Go to the **Sales** command centre and click **Enter Sales**. The **Sales** window appears.
- 2 Enter the customer details.
- 3 Select **Invoice** from the list in the top left corner of the window.
- 4 Click **Layout**, choose **Service** and click **OK**.
- 5 In the **Description** column, enter a description of the credit for your records.
- 6 In the **Account** column, select the account to be credited. This is the income account you use to track sales returns and allowances.
- 7 In the **Amount** field, type the amount of the credit as a negative amount.



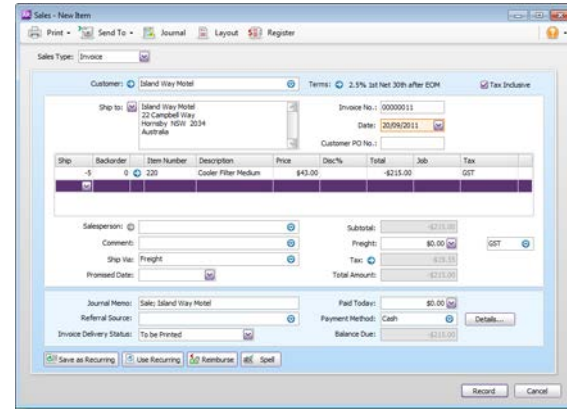
- 8 Click **Record**. A credit appears in the **Sales Register** window.

To manually create a credit for an item sale

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

- 1 Go to the **Sales** command centre and click **Enter Sales**. The **Sales** window appears.
- 2 Enter the customer details.
- 3 Select **Invoice** from the list in the top left corner of the window.

- 4 Click **Layout** and choose **Item**, then click **OK**.
- 5 In the **Ship** column, type the number of items being returned as a negative number.
- 6 In the **Item Number** field, enter the item number. The costs of the items appear as negative amounts.



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

Settling credits

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

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

To apply a customer credit to an open invoice

- 1 Go to the **Sales** command centre and click **Sales Register**. The **Sales Register** window appears.
- 2 Click the **Returns & Credits** tab. A list of customer credits appears.
- 3 Locate and 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.
- 4 Enter the amounts you want to apply to one or more open invoices in the **Amount Applied** column.

The screenshot shows the 'Settle Returns & Credits' window. At the top, the 'Customer' is 'A 2 Stationery Supplies' with a credit amount of '\$1,390.00'. Below this is a table of invoices with columns for Invoice No., Status, Date, Amount, Discount, Total Due, and Amount Applied. The table contains two rows: one for invoice 00003701 and another for 00004801. At the bottom right, there is a summary section with fields for Total Applied (\$1,390.00), Finance Charges (\$0.00), Credit Amount (\$1,390.00), and Out of Balance (\$0.00). There are 'Record' and 'Cancel' buttons at the bottom.

Invoice No.	Status	Date	Amount	Discount	Total Due	Amount Applied
00003701	Open	28/07/2011	\$23,000.00	\$0.00	\$23,000.00	\$0.00
00004801	Open	18/09/2011	\$1,500.00	\$0.00	\$1,500.00	\$1,390.00

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.

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

To pay a refund cheque

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

The screenshot shows the 'Settle Returns & Credits' window with a refund cheque form. The 'Account' is '1-1110 General Cheque Account 1' with a balance of '\$60,764.36'. The 'Customer' is 'Island Viny Motel'. The 'Payee' is 'Island Viny Motel' with address '29 Island Viny, Terrigal NSW 2118'. The 'Date' is '20/10/2011' and the 'Amount' is '\$57.75'. The 'Memo' is 'Fifty Seven Dollars and 75 Cents'. There are 'Record' and 'Cancel' buttons at the bottom.

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

Dealing with a supplier who is also a customer

Not available in AccountRight Basics

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, create a bank account called Contra Suspense.

To record contra payments

- 1 Record a payment from the customer.
 - a In the **Receive Payments** window, enter the Contra Suspense account in the **Deposit to Account** field.
 - b In the **Customer** field, enter the customer's name.
 - c Enter the amount that you need to offset against an invoice.
- 2 Record a payment made to the supplier.
 - a In the **Pay Bills** window, enter the Contra Suspense account in the **Pay from Account** field.
 - b In the **Supplier** field, enter the supplier's card.
 - c Enter the amount that you need to offset against a purchase.

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

Accounting for bad debts

When you know that a debt will not be recovered, you need to write it off. Before you can write off a bad debt, create a 'Bad Debt' expense account in your accounts list or, if you account for bad debts by posting a provision to an asset account, create a 'Provision for Bad Debts' asset account.

To write off a bad debt

- 1 Go to the **Sales** command centre and click **Enter Sales**. The **Sales** window appears.
- 2 Enter the customer's details.
 - 3 Click **Layout**, choose **Miscellaneous**, and then click **OK**.
 - 4 In the **Description** field, type a description of the transaction.
 - 5 In the **Acct No.** field, enter the expense account for Bad Debts or the Provision for Bad Debts asset account.
 - 6 In the **Amount** field, type the bad debt amount as a negative number.
 - 7 In the **Tax** field, enter the required tax code.
 - 8 Click **Record**.
 - 9 In the **Settle Returns & Credits** window, apply the credit against the original open invoice. For more information, see '[Settling credits](#)' on page 110.

7 Billing for time

AccountRight Plus only

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

Overview

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

You can specify billing rates based on the activity, such as consulting at \$40 per hour and photocopying at 10 cents per copy. You can also specify billing rates based on an hourly charge-out rate for a particular employee or customer. For example, the employee John Smith's hourly consulting rate may be \$60 per hour and subcontractor Acme Industries' charge-out rate may be \$80 per hour. Similarly, the customer My Town Realty may be charged at a rate of \$50 per hour because they are regular customers.

An activity can be chargeable or non-chargeable. The ability to track non-chargeable activities can be useful if you want to record costs such as entertainment, which generally cannot be charged to the customer.

Activities can be entered individually, or grouped together on activity slips. You can then generate time billing invoices, ready to send to your customers. Any items that you have sold to your customers can also be included with the activities in a single time billing invoice. You can also record the hours an employee works on an activity when you create an activity slip, and then include these hours in the employee's pay.

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

Setting time billing preferences

AccountRight Plus [®] 'h only

There are four preferences that should be set before you start.

Preference	Description
Time billing units	<p>Set this preference if you want to bill units of time of less than an hour.</p> <p>Special time billing units allow you to track time in units of 1, 6, 10, 12, 15 or 30 minutes.</p> <p>The unit of time you specify here will be the default billing unit when you create hourly activity slips. For example, you can specify six-minute time billing units, where an hour would be 10 billing units of time.</p>
Round timer-calculated time	<p>This preference determines how you want elapsed time to be rounded. If you want to use the activity slip timer to calculate billable hours, set how units of time will be rounded.</p> <p>You can round the up to next, down to previous or to nearest. For example, if you have chosen up to next and are using 30-minute billing units, 10 minutes would be rounded up to 30 minutes on an activity slip. As another example, if you have chosen to nearest and are using 30 minute billing units, 15 minutes would be rounded up to 30 minutes on an activity slip.</p> <p>If you are not using a special billing unit of time—that is, you are billing in hours—you can specify the rounding increment. For example, if you want to round the actual time you clock using the timer up to the next minute, choose up to next and type 1 in the Minute Increment field. That way, if you clock 21 minutes and 32 seconds of an activity, 22 minutes will be entered automatically in the Units field.</p> <p>Note that if you specify both a special time billing unit and a rounding rule, the Minute Increment field here is redundant and, as such, is not displayed.</p>

Preference	Description
Include items on time billing invoices	<p>If you selected the I Include Items on Time Billing Invoices preference, you can include both activities and items on your time billing invoice.</p> <p>Note that you can only include items for which you have selected the I Sell This Item option in the Item Information window. See 'Creating items' on page 179.</p>
Timesheets	<p>This preference allows you to include time billing and activity slip information in an employee's pay, and to create activity slips when you record employee hours using a timesheet.</p>

To set time billing preferences

- 1 Go to the **Setup** menu and choose **Preferences**. The **Preferences** window appears.
- 2 Click the **System** tab. The preferences that apply to time billing are the last four shown in the window.



- 3 Set the four preferences according to how you want to conduct time billing.

Setting billing rates

AccountRight Plus *h* *only*

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

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

To set a billing rate for an activity

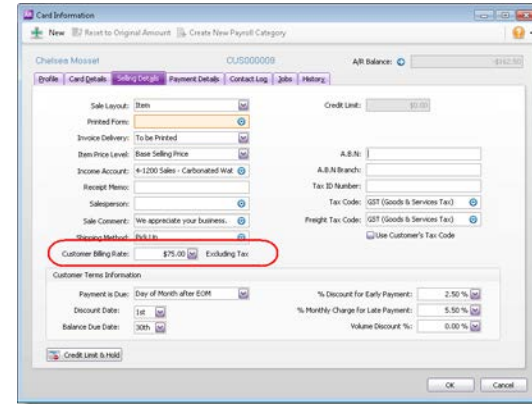
You can set up a billing rate for each activity. This will apply regardless of the customer you are billing, or the employee or supplier who performed the activity.

The billing rate for an activity is set in the **Activity Information** window. See 'Creating activities' on page 116.

To set a billing rate for a customer

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

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



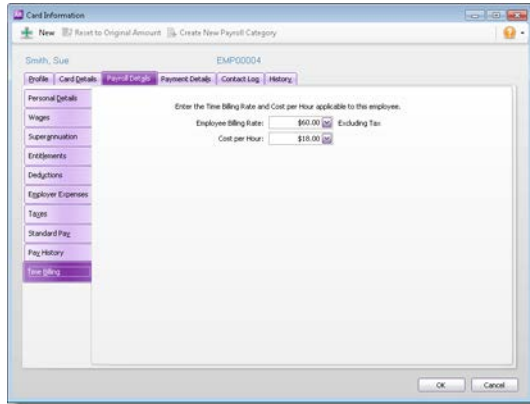
- 3 Click **OK**.

To set a billing rate for a supplier or employee

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

- 1 Display the **Card Information** window of the supplier or employee. Then do the following:
 - Supplier cards—click the **Buying Details** tab.
 - Employee cards—click the **Payroll Details** tab and then click **Time Billing**.

- In the **Supplier Billing Rate** field or the **Employee Billing Rate** field, type the hourly billing rate, excluding tax, for the supplier or employee.



- In the **Cost per Hour** field, type the hourly cost to you of having the supplier or employee perform the activity.
- Click **OK**.

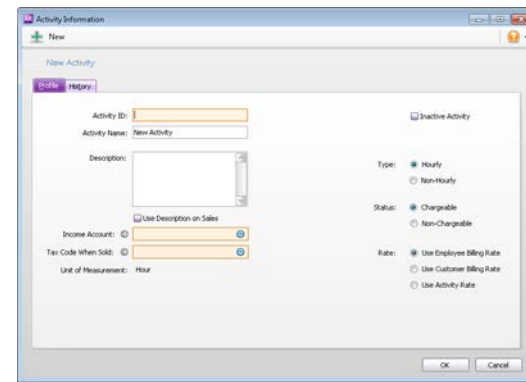
Creating activities

AccountRight Plus *h* *only*

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

- Go to the **Time Billing** command centre and click **Activities List**. The **Activities List** window appears.
- Click **New**. The **Activity Information** window appears.



- 3 In the **Profile** view, enter an ID for the activity in the **Activity ID** field and press TAB.
- 4 In the **Activity Name** field, type a name for the activity.
- 5 In the **Description** field, type a description of the activity.
- 6 If you want the description of the activity (rather than the activity name) to appear on time billing invoices, select the **Use Description on Sales** option.
- 7 Select the type of activity (**Hourly** or **Non-hourly**), the status (**Chargeable** or **Non-Chargeable**), and the billing rate (employee, customer or activity).

For this type	And this status	Do this...
Hourly	Chargeable	Choose the billing rate you want to use. The rate is the price you charge for one unit of the activity. You can: <ul style="list-style-type: none"> • use the rate you set up on the employee or supplier card • use the rate you set up on the customer card • type a rate to apply to this activity only by entering a rate in the Activity Rate field.
Hourly	Non-Chargeable	Go to step 10 .
Non-hourly	Chargeable	Enter a unit of measurement in the Unit of Measurement field and an activity rate in the Activity Rate field.
Non-hourly	Non-Chargeable	Type the unit of measurement in the Unit of Measurement field and then go to step 10 .

- 8 In the **Income Account** field, enter the account you want to use to track the income you receive for this activity.

- 9 In the **Tax Code When Sold** field, enter the tax code that you want to appear as the default when you create a sales invoice for this activity.

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.

- 10 Click **OK**. The new activity will now be listed in the **Activities List** window.

To change, inactivate or delete an activity

- To change details of an activity, see [‘Changing a record’ on page 200](#).
- To inactivate an activity, see [‘Inactivating or reactivating a record’ on page 201](#).
- To remove an activity from your records, see [‘Deleting a record’ on page 201](#).

Creating activity slips

AccountRight Plus *h* *only*

Activity slips are used to record time-based activities performed for a customer and form the basis for the invoices that you send that customer.

You can invoice the full amount for the activity or invoice just part of the amount, leaving the balance for a later date.

You can create an activity slip in three ways.

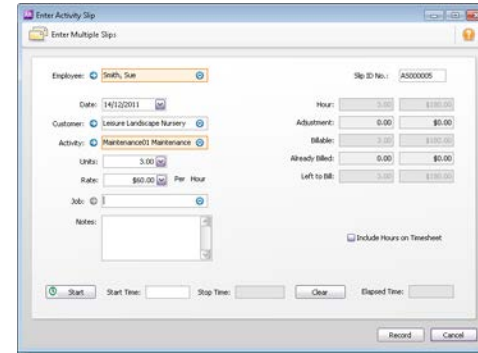
- Create a single activity slip. This allows you to enter the most detail about the activity slip.
- Create multiple activity slips. You can enter multiple activity slips at once, while not entering as much detail for each.
- Create a timesheet. You can enter the hours per day an employee spends to complete work for clients and customers, while automatically creating an activity slip. For more information, see 'Timesheets' on page 156.

You can also create a timesheet entry by assigning an hourly payroll category to an activity slip.

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 employee name, customer name, activity slip ID number and the number of units to be charged.

NOTE: Units refers to time billing units The **Units** field shows time billing units as you have set them up in the **System** tab of the **Preferences** window. Therefore, one billable unit of 15 minutes will need to be entered as four billable units to make one hour.



- 3 In the **Adjustment** fields, you can enter any adjustments to the billable hours or the amount of the activity you want to bill, or both. You need to enter adjustment units or amounts as negative numbers if you want to reduce hours or an amount.
- 4 In the **Already Billed** field, type any hours or amounts already billed.

For example, if you have partially billed the customer on an invoice for this activity, either type the number of *hours* already billed (and the amount field will automatically update), or type the *amount* they have already been billed for. Your entry is subtracted from the hours and amounts in the **Billable** field. The units and amounts that you haven't billed appear in the **Left to Bill** fields.

NOTE: Billing an activity slip 'Billing' an activity slip means recording a time billing invoice for the activity slip. If you enter units or an amount in the **Already Billed** fields of the **Enter Activity Slip** window, the amount won't appear in the sales journal or in the activity's history. It will only be recorded for the activity slip.

5 [Hourly activities only] If you pay the employee based on the activity performed:

- a Select the **Include Hours on Timesheet** option.
- b Then, enter an hourly wage payroll category in the **Payroll Category** field.

The activity hours (units) recorded for this activity are assigned to this wage category on the employee's timesheet.

NOTE: Activity hours are assigned to timesheets on the activity slip date When you record the activity slip, the activity hours are assigned to the employee's timesheet on the date entered on the activity slip. If you want to record activity hours over a number of days or pay periods, you need to record the hours in the **Enter Timesheets** window (see 'Timesheets' on page 156).

6 Click **Record**. The activity slip is now recorded.

If you entered a chargeable activity on the activity slip, the activity becomes available for billing in the **Prepare Time Billing Invoice** window.

To create an activity slip using the timer

The **Enter Activity Slip** window has a timer that allows you to record the time you spend performing an activity. The timer appears only on activity slips for hourly activities.

To use the timer, you must keep the **Enter Activity Slip** window open until the activity is complete. You can still use other software or access other windows during this time.

- 1 Go to the **Time Billing** command centre and click **Enter Activity Slip**. The **Enter Activity Slip** window appears.
- 2 Enter the employee or supplier name, date and customer name.
- 3 In the **Activity** field, type or select an hourly activity ID number. The timer fields appear at the bottom of the window.
- 4 Click **Start** to start the timer. If you don't enter a start time in the **Start Time** field, your computer's current system time appears, and the timer starts incrementing the time in the **Elapsed Time** field.

NOTE: Entering a start time that is before the current system time If you enter a start time that is before the current system time, the difference will be added to the elapsed time measured by the timer. For example, if you entered 8:00 a.m. in the **Start Time** field and then clicked **Start** at 9:00 a.m., 1:00:00 will appear in the **Elapsed Time** field and the time calculated by the timer will be added to that amount.



Leave the **Enter Activity Slip** window open as you perform the activity.

5 When you have completed the activity or if you want to pause the timer, click **Stop**. The current system time appears in the **Stop Time** field. The number of billing units corresponding to the elapsed time appears automatically in the **Units** field.

You can edit the start and stop times if you want. The entries in the **Actual Units** and **Elapsed Time** fields will be updated automatically.

You can round your timer entries in the **Units** field automatically. See 'Setting time billing preferences' on page 114.

6 If you want to resume timing an activity, click **Start** again. The entry in the **Stop Time** field will be cleared. The timer will continue incrementing, starting from your current elapsed time.

7 [Hourly activities only] If you pay the employee based on the activity performed:

- a Select the **Include Hours on Timesheet** option.
- b Enter an hourly wage payroll category in the **Payroll Category** field.

The activity hours (units) recorded for this activity are assigned to this wage category on the employee's timesheet.

NOTE: Activity hours are assigned to timesheets on the activity slip date When you record the activity slip, the activity hours are assigned to the employee's timesheet on the date entered on the activity slip. If you want to record activity hours over a number of days or pay periods, you need to record the hours in the **Enter Timesheets** window (see 'Timesheets' on page 156).

- 8 When you have completed the activity, click **Record**.
If you entered a chargeable activity on the activity slip, the activity becomes available for billing in the **Prepare Time Billing Invoice** window.

To reset the timer

- ❖ Click **Clear** at any time to clear the **Elapsed Time**, **Start Time**, **Stop Time** and **Units** fields.

Creating multiple activity slips

In addition to being able to create single activity slips, you can also create multiple activity slips at once. In the **Enter Multiple Activity Slips** window, each line in the list represents one activity slip. Although this view limits the amount of detail you can enter on the activity slip, you can view any activity slip in the **Activity Slip** window and enter more detail at a later stage.

NOTE: Adding activity hours to a timesheet In the **Enter Multiple Activity Slips** window, you can't choose to include an activity's hours on a timesheet.

To create multiple activity slips

- 1 Go to the **Time Billing** command centre and click **Enter Activity Slip**. The **Enter Activity Slip** window appears.
- 2 Click **Enter Multiple Slips**. The **Enter Multiple Activity Slips** window appears.
- 3 In the **Employee** or **Supplier** field, type or select the name of the employee (or supplier) performing the activity. Any activity slips you have already created for the employee or supplier are listed, with each line representing a single activity slip.
- 4 On the first blank line, enter details of an activity.
- 5 Press **TAB** or click in the next line to move the insertion point to the next line where you can enter another activity slip.
- 6 Repeat from **step 4** to **step 5** for each activity slip you want to create. When you have entered the details of all the required activity slips, click **Record** to record the activity slips.

Changing and reviewing activity slips

AccountRight Plus **h** *only*

If you want to review, edit or delete an activity slip, follow the relevant procedures below.

To review or edit an activity slip

- 1 Go to the **Time Billing** command centre and click **Activity Log**. The **View Activity Log** window appears.
- 2 Enter the name of the employee or supplier who performed the activity and, if you know it, the date range within which the activity was recorded. All activities that match the criteria are listed.
- 3 Click the **Diary View** tab and the **Detail View** tab to view different information about the activity slip.
- 4 Select the activity slip you want to view and click **Edit**. The **Enter Activity Slip** window appears with details of the activity slip.
- 5 Make any required changes and then click **OK**.

To delete an activity slip

NOTE: Billed activity slips You cannot delete an activity slip that has been billed.

- 1 Go to the **Time Billing** command centre and click **Activity Log**. The **View Activity Log** window appears.

- 2 Enter the name of the employee or supplier who performed the activity and, if you know it, the date range within which the activity was recorded. All activities that match the criteria are listed.
- 3 Select the activity slip you want to delete.
- 4 Go to the **Edit** menu and choose **Delete Activity Slip**.

NOTE: Deleting activity slip details in timesheets When you remove timesheet entries with activity slip details, the linked activity slip is also removed.

Creating time billing invoices

AccountRight Plus 'h' only

There are two ways you can create a time billing invoice:

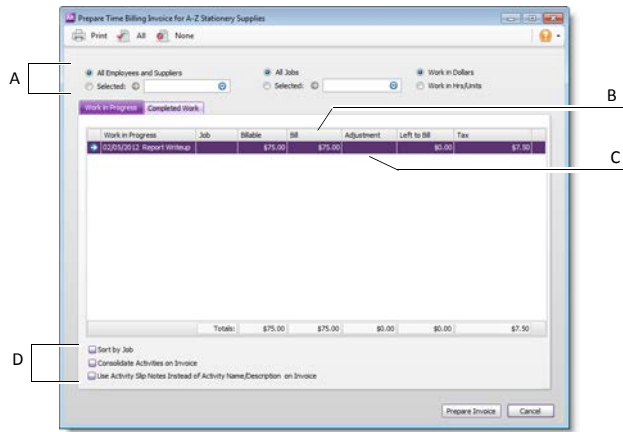
- In the **Prepare Time Billing Invoice** window. This is the recommended method because the full details of activities and activity slips are recorded. See [below](#).
- In the **Sales** window. Use this method if you don't need to record details of activities and activity slips or track work in progress. See [page 123](#).

To create a time billing invoice using the Prepare Time Billing Invoice window

The **Prepare Time Billing Invoice** window allows you to enter and adjust the billing information for activity slips. As you make changes in the **Prepare Time Billing Invoice** window, your activity slip records are updated automatically.

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 **Include Items on Time Billing Invoices** option in the **Preferences** window. See 'Setting time billing preferences' on [page 114](#).

- 1 Go to the **Time Billing** command centre and click **Prepare Time Billing Invoice**. The **Time Billing Customers** window appears.
- 2 Find and select the customer for whom you want to create a time billing invoice and then click **OK**. The **Prepare Time Billing Invoice** window appears, listing all the open activity slips for the selected customer.



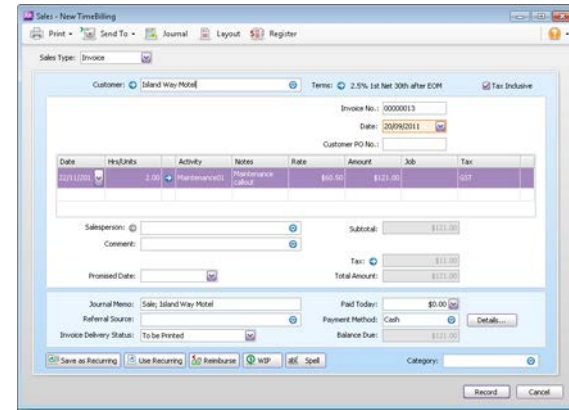
- A Filters** Use these filters to find the required activity slips.
- B Bill** If necessary, override the amount or number of hours you want to bill for each activity slip here. Any activity slip with 0.00 units or \$0.00 in the **Left to Bill** column is considered billed in full.
- C Adjustment** Enter any adjustments you want to make in this column.
- D Print & sort options** Select the relevant option if you want to:
 - sort activity slips according to job number.
 - consolidate all activity slips with the same activity and job number on the invoice.
 - print the activity slip notes on the invoice.

- 3 Click **Prepare Invoice**. The **Sales - New Time Billing** window appears displaying the details of the time billing invoice.
- 4 If you invoice for items, information is already entered for the following fields:
 - the date in the **Date** field
 - the quantity being sold in the **Hrs/Units** field
 - the item number in the **Activity** field
 - the price of the item in the **Rate** field

- [optional] the job number in the **Job** field
- the appropriate tax code in the **Tax** field.

You can edit any information you require.

NOTE: Entering items on this invoice If you have selected the **I Include Items on Time Billing Invoices** option in the **Preferences** window, you can also enter items on this invoice. See **'Setting time billing preferences'** on page 114.



- 5 If you want to group and subtotal the items and activities separately on the invoice, you can do so by inserting headers, blank lines and subtotals. For more information, see **'Adding and deleting lines, headers and subtotals'** on page 98.
- 6 Enter additional information about the sale, such as the salesperson, referral source and invoice delivery status.
- 7 Complete the invoice in any of the following ways.
 - Record the invoice. Click **Record** to record the invoice without printing.
 - Print and record the invoice. Click **Print** and then choose the form you want to use for this invoice. For more information about printing invoices, see **'Sending forms'** on page 228.
 - Save the invoice as a recurring sale. Click **Save as Recurring**. The **Recurring Schedule Information** window appears. Enter the

necessary information about the sale and click **OK**. For more information about recurring transactions, see 'Recurring transactions' on page 211.

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 118) 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 121).

- 1 Go to the **Sales** command centre and click **Enter Sales**. The **Sales** window appears.
- 2 In the **Customer** field, type or select the customer you want to invoice.
- 3 Click **Layout**. The **Select Layout** window appears.
- 4 Click **Time Billing** to select the **Time Billing** layout and then click **OK**.
- 5 For each billable activity, enter:
 - the date the activity was performed in the **Date** field
 - the number of units or hours being billed in the **Hrs/Units** field
 - the activity name or press **TAB** in the **Activity** field and select it from the list
 - the rate charged for a single unit or hour of the activity in the **Rate** field
 - [Optional] the job number in the **Job** field
 - the appropriate tax code in the **Tax** field.

- 6 If you also invoice items, enter the following details for each item:
 - the date in the **Date** field
 - the quantity being sold in the **Hrs/Units** field
 - the item number in the **Activity** field
 - the price of the item in the **Rate** field
 - [optional] the job number in the **Job** field
 - the appropriate tax code in the **Tax** field.
- 7 If you want to group and subtotal the items and activities separately on the invoice, you can do so by inserting headers, blank lines and subtotals.

For more information, see 'Adding and deleting lines, headers and subtotals' on page 98.

- 8 Enter additional information about the sale, such as the salesperson, referral source and invoice delivery status.
- 9 Complete the invoice in any of the following ways:

TIP: Save the invoice as a recurring sale. Click **Save as Recurring**. The **Recurring Schedule Information** window appears. Enter the necessary information about the sale and click **OK**. For more information about recurring transactions, see 'Recurring transactions' on page 211. 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 228.

Work in progress

AccountRight Plus™ only

Work in progress is work that you have done for your clients but haven't billed yet. Work in progress is indicated on activity slips by a value other than zero in the **Left to Bill** field.

Your accounting records will only reflect a sales transaction when you bill the activities. However, some accountants consider that, from an accounting perspective, your clients owe you for your work in progress even if you haven't yet billed your clients for it.

If your work in progress routinely represents a significant amount of money, you should consider adjusting your accounting records to reflect this. Consult your accountant for advice on how to do this.

8 Purchases

Not available in AccountRight Basics

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), type of the purchase (quoted, ordered or billed) and details of the purchased items or services. This chapter also explains how to pay your suppliers for these purchases, how to deal with suppliers who owe you money (settling a supplier debit) and how to review and analyse your purchasing activity with a variety of reports and analytical tools.

Creating a supplier card

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

To create a 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.
- 6 If you use codes to identify suppliers, type the code for the supplier in the **Card ID** field. For more information, see 'Card identification codes' on page 255.

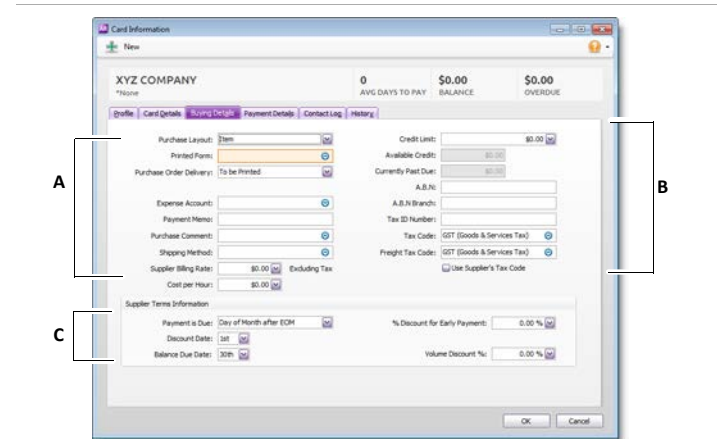
- 7 Enter contact details for the supplier.

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

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

If you want to...	See
insert a picture	page 256
assign identifiers to the card	page 247
assign an attribute from a custom list	page 247
enter additional information in a custom field	page 255

- 9 (Standard, Plus, Premier) Click the **Buying Details** tab and enter your buying details.



- | | |
|----------------------|--|
| A Buying information | The selections you make here will be used, by default, on quotes, orders and bills that you create for this supplier. You can override these selections when recording a purchase. |
| B Tax information | The supplier's tax information is entered here. If the supplier's tax status takes precedence over that of the item or service being sold, click the Use Supplier's Tax Code option. See 'Setting up tax codes' on page 196. Note also that if this is a supplier you pay for building and construction services, you need to select the Report on Taxable Payments option, and enter their ABN. |
| C Credit terms | The credit terms entered here are used as the default terms for all purchases from the supplier, but can be changed at any time. |

- 10 (Standard, Plus, Premier) If you will pay this supplier electronically, click the **Payment Details** tab and enter your supplier's bank account details.
- 11 (Standard, Plus, Premier) You can click the **History** tab and type the dollar value of the purchases made prior to your conversion month. You can also enter the date that the contact became a supplier.
- 12 Click **OK** to save the card.

Entering purchases

Not available in AccountRight Basics

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 do affect your inventory levels. Orders don't create transactions unless you have paid a deposit to the supplier. An order can be changed to a bill but not a quote.
- You can use a **receive item** purchase to record the receipt of items you have ordered but have not yet been billed for. When you record items received, the item is added to your inventory and the cost of the item is added to an accrual account for inventory items until you record a purchase for it.

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

- A **bill** is usually created when you receive the items or services you ordered and are required to pay the supplier (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 purchases procedure described in this section is for entering purchases in the **Purchases** window, which allows you to record full details about a transaction. See 'Entering a purchase transaction' on page 127.

- the **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 80.

Entering a purchase transaction

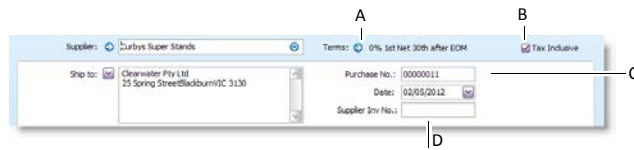
Do the following tasks to enter a purchase transaction:


Task	See
1	Enter information about the supplier below
2	Choose the layout and purchase type page 128
3	Enter the items or services you are purchasing page 128
4	Enter additional information about the purchase page 129
5	Complete the purchase page 129

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, enter the supplier's name and press **TAB**. The terms shown in the **Purchases** window are the terms recorded in the supplier's card.

3 Complete the fields as described in the following table:



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

Task 2: Choose the layout and purchase type

When you enter a purchase, you need to choose the appropriate purchase settings for recording it. This means choosing a purchase type, as well as a purchase layout.

To choose the layout and purchase type

- Click **Layout**. The **Select Layout** window appears. You can choose from: Service, Item, Professional or Miscellaneous.
Note that the default layout is determined by the selections made when you set up purchase details (using the Purchases Easy Setup Assistant) or when you created the supplier's card.
- Choose the layout you want to use and click **OK**.
- Select the type of purchase from the **Purchase Type** list in the top-left corner. You can choose from: Quote, Order, Receive Items or Bill.

Note that the Receive Items option only appears for the item purchase layout.

Task 3: Enter the items or services you are purchasing

The scrolling list in the middle of the **Purchases** window is where you enter details of what you are buying. In this area, you will enter item numbers, descriptions, account numbers (or account names) 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 purchase layout you chose.

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

The following illustration shows the fields for a purchase with a **Service** layout and a **Bill** type. These fields also apply to the **Professional** and **Miscellaneous** layouts. Add lines, subtotals and headers to purchases

Description	Account No.	Amount	Job	Tax
Consultation	E-1100	\$120.00		GST

A | B | C | D | E

- | | | |
|---|---------------------------------|---|
| A | Description | A description of the service being purchased. If you want to check spelling in this field, click Spell . For more information, see ' Spell-check ' on page 23. |
| B | Acct No. or Account Name | Enter the account to assign to the purchase. This should be an expense or cost of sales account. You should not select your accounts payable account for supplier purchases. |
| C | Amount | The amount you have been invoiced. |

D	Job	[Optional] Select a job number here to assign the line item to a specific job. For more information about jobs, see 'Tracking financial information' on page 259.
E	Tax	Select a tax code for the line item.

NOTE: Adding and deleting lines You can add lines, headers and subtotals to purchases to make it easy to separate and subtotal different groups of line items on one bill. For more information, see 'Adding and deleting lines, subtotals and headers' on page 130.

Task 4: Enter additional information about the purchase

The fields that appear at the bottom of the **Purchases** window depend upon the type of purchase you are creating.

A	Optional fields	Enter optional details, such as a comment, shipping method and the date the goods or services were promised.
B	Bill Delivery Status	If you want to print or email the purchase in a batch, select the required bill delivery method from the list. For more information, see 'Sending forms' on page 228.
C	Journal Memo	The journal memo is generated automatically. You can change it if you want.
D	Tax	Click the zoom arrow (↔) if you want to change the tax amount of the purchase.
E	Freight	Enter any charges for freight.

F	Paid Today	Enter an amount here to indicate how much money you paid at the time of the purchase or, if you are creating an order, how much money you gave as a deposit.
G	Freight tax	Select the tax code for the freight charges.

Task 5: Complete the purchase

There are several ways you can complete the purchase.

TIP: Save the purchase as a recurring purchase You can save the purchase as a recurring transaction so that you can use it again in the future. Click **Save as Recurring**. In the **Recurring Schedule Information** window, enter the necessary information and click **OK**. (For more information, see 'Recurring transactions' on page 211.)

- If you want to record the purchase without printing or sending it, click **Record**.
- If you want to record the purchase and print, send or save it as a PDF, complete the relevant procedure below. The transaction will be recorded first.

NOTE: Purchases with the miscellaneous layout Purchases that use the miscellaneous layout cannot be printed, saved or emailed.

To	Do this
Print	Click Print and choose: <ul style="list-style-type: none"> • a form from the list. For example, if you selected a default purchase form in the supplier card, this form will appear in the list. • Select Another Form to choose a different purchases form.
Print preview	Click Print and choose Preview to preview the purchases form for this transaction.

To	Do this
Email	Click Send To and choose Email . You can choose to send the email to multiple recipients, and attach another document or file to the email. When you click Send , the email, which will include a PDF (Portable Document Format) attachment, will be sent to the outbox of your default email software. Send the email from your email software.
Save as PDF	Click Send To and choose Disk . In the window that appears, enter a file name and location for the PDF file and click Save .

Adding and deleting lines, subtotals and headers

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

To insert a blank line

A blank line can be left blank, or you can enter text that will appear on the printed form.

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

To insert a transaction line

Add a transaction line if you need to enter more services or items than are allowed for on the screen.

- 1 In the **Purchases** window, click in the line below where you want the transaction line to appear.
- 2 Go to the **Edit** menu and choose **Insert Transaction Line**.

To insert a header

You can group several line items by inserting a header. For example you may want to separate 'materials' and 'labour'.

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

Description	Account No.	Amount	Job	Tax
Advertising				
TV Campaign	6-1110	\$1,200.00		GST
Print Campaign	6-1110	\$1,000.00		GST

- 4 Press **TAB** to complete the entry. The text appears in grey.

To insert a subtotal

- 1 In the **Purchases** window, click in the first line below the items to be subtotalled.
- 2 Go to the **Edit** menu and choose **Insert Subtotal**. A line appears, displaying the subtotal of the individual amounts that appear above the subtotal line. Note that if there are amounts that have already been subtotalled above this line, they will be disregarded.

Description	Account No.	Amount	Job	Tax
Advertising				
TV Campaign	6-1110	\$1,200.00		GST
Print Campaign	6-1110	\$1,000.00		GST
Subtotal		\$2,200.00		

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

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

Receiving items without a supplier bill

Not available in AccountRight Basics

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** type. When you record a purchase with a **Receive Item** type, you enter an estimated purchase amount, which is then allocated to the accounts payable accrual account. Your accounts payable is not affected at this time.

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

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

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

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

If the account does not exist, you need to create it. The account should be a liability account named, for example, 'AP Accrual - Inventory'. For information on creating an account, see '[Set up accounts](#)' on page 41.

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

To link an account for items received

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

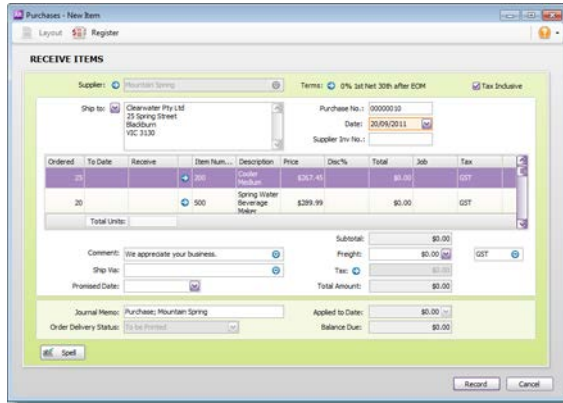
Recording items received without a supplier bill

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

To record items received against an order

- 1 Go to the **Purchases** command centre and click **Purchases Register**. The **Purchases Register** window appears.
- 2 Click the **Orders** tab.
- 3 Find the required order and select it.

- Click **Receive Items**. The **Purchases** window appears with the **Receive Items** type.



- In the **Receive** field, type the item quantity received.
- Click **Record**. The items are recorded in your inventory and the original order is updated with the number of items received.
- If the total number of items in the **Receive** and **To Date** columns of an item receipt is greater than the quantity in the **Ordered** column, a message appears. You can:
 - Update order:** If you choose to update the order, your original order will be updated by the difference between the quantity of the original order and the total received (the quantities in the **Receive** column plus the quantity in the **To Date** column).
 - New order:** If you choose to create a new order, the quantity of items listed in the new order will equal the difference between the amount of the original order and the total received (the quantities in the **Receive** column plus the quantity in the **To Date** column).
 - Cancel:** If you choose to cancel, you will return to the **Receive Item** window without updating or creating any orders.
- When you receive the supplier's bill, convert the order to a bill. For more information, see 'Changing a purchase's type' on page 134.

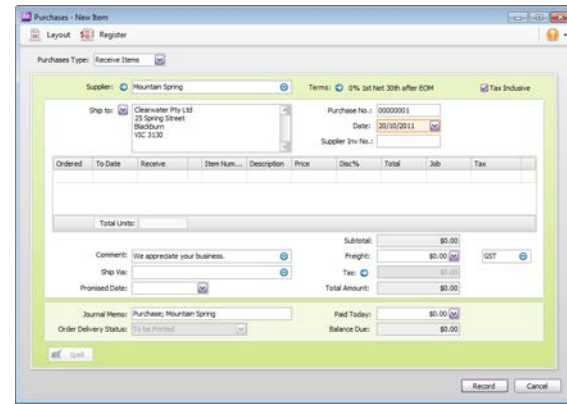
To create an order when you record items received

If there is no purchase order for the items received, you can create one when you receive the items.

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

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

- In the **Supplier** field, enter the supplier's name.
- If the item layout does not appear:
 - Click **Layout**. The **Select Layout** window appears.
 - Select **Item** and then click **OK**.
- Select **Receive Items** from the **Purchases Type** list in the top-left of the window.



- Enter the purchase date and your order number.
- In the **Ordered** field, type the quantity you ordered. This can be more than the quantity received.
- In the **Receive** field, type the quantity received.

- 8 In the **Item Number** field, enter the item.
- 9 In the **Price** field, type the estimated price for the items.

- 10 Click **Record**. The items are recorded in your inventory and a purchase order is created with the number of items received.
- 11 When you receive the supplier's bill, convert the order to a bill. For more information, see '[Changing a purchase's type](#)' on page 134.

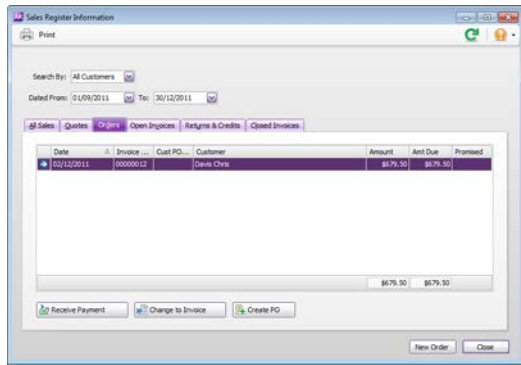
Creating a purchase order from a sale

Not available in AccountRight Basics

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 a purchase's type

Not available in AccountRight Basics

The following purchase types can be changed.

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

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

To change a quote to an order or a bill

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

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

To change an order to a bill

You can change an order to a bill in the **Purchases** window or from the **Purchases Register** window. If you want to change several orders to bills simultaneously, see 'To change several orders to bills' on page 134.

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

To change several orders to bills

You can change several orders to bills in the **To Do List** window.

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

Reviewing your purchases information

Not available in AccountRight Basics

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

Tool	Description	See
Business Insights	Use Business Insights to analyse purchases and supplier information.	below
To Do List	The To Do List window displays all open purchases, recurring purchases and orders, sorted by due date.	page 136
Purchase Reports	Purchase reports help you keep track of your purchase activities.	page 136
Purchase History	History lets you view seven years of purchase history for an item or a supplier.	page 136
Purchases Register	The Purchases Register window gives you a complete picture of your purchase activity—open and closed purchases, orders, quotes, returns, etc.	page 205
Find Transactions	Find Transactions helps you find purchase transactions.	page 205
Transaction Journal	The Transaction Journal lists journal entries of your purchases and other transactions.	page 205

To analyse 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 Click **Business Insights** in any command centre. The **Business Insights** window appears.
- 2 Click the **Supplier Analysis** tab. This tab shows you:
 - the total payments you owe suppliers and details of each overdue supplier payment (based on their credit terms), including the number of days overdue
 - your top ten suppliers by purchase value
 - the amounts owing for each ageing period
 - a summary of your purchase and supplier payment history.

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.
- 3 If you want to use one of the graphs or tables in another document, right-click it and choose:
 - **Copy to Clipboard**. This copies the graph or table to the clipboard, ready to paste into a document.
 - **[Graphs only] Save As**. Choose where you want to save the image and click **Save**. This saves the graph as an image file, so you can use it later.

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 **Accounts Payable** 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.
- 3 If you want to pay a bill, select a purchase in the list and click **Pay Bills**.

To view purchase reports

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

- 1 Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.
- 2 Click the **Purchases** tab. A list of purchase report groups appears.
- 3 Select a group to view the available reports.
For information on displaying, customising and printing your reports, see 'Reports' on page 217.

To view purchase history

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

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

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

Paying bills

Not available in AccountRight Basics

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

You can also make payments to suppliers in the **Bank Register** window. Paying bills through the **Bank Register** window can save you time if you have several purchases to pay and do not need to record detailed information (such as discounts and finance charges) for each payment. When you use the **Bank Register** window to make a supplier payment, the entire payment is automatically allocated to the supplier's oldest

purchases first. See 'Entering transactions in the Bank Register window' on page 80.

You can also pay several outstanding bills at once in the **Accounts Payable** view of the **To Do List** window. For more information, see 'To pay several bills at once' on page 138.

NOTE: Electronic Payments setup If you pay your suppliers electronically—that is, by sending an electronic payment file (ABA file) to your bank for processing—you need to complete the electronic payment setup tasks. For more information, see 'Set up banking: Electronic payments' on page 48.

To pay bills

- 1 Go to the **Purchases** command centre and click **Pay Bills**. The **Pay Bills** window appears.
- 2 Select how the payment is to be made.

- If you are paying the supplier electronically—that is, if you will be generating an electronic payment file (ABA file) for this payment—select the **Group with Electronic Payments** option.

Pay from Account:
 Group with Electronic Payments: 1-1190 Electronic Clearing Account

- If you are paying the supplier by some other means—such as by cash, cheque, credit card or internet banking, select the **Pay from Account** option and enter an account in the adjacent field.

Pay from Account: 1-1110 Cheque Account
 Group with Electronic Payments:

- 3 In the **Supplier** field, enter the supplier's name.

NOTE: If you receive an alert message If you have an outstanding debit with this supplier, a message may appear. You will have the opportunity to settle the debit now, or at a later date. (See 'Settling supplier debits' on page 139).

- 4 In the **Amount** field, type the total amount paid.
- 5 Change the memo and payment date if necessary.

TIP: Show Supplier Invoice Numbers Want to see your suppliers' invoice numbers in the **Pay Bills** window instead of your purchase numbers? Go to the **Preferences** window, click the **Purchases** tab and

- 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
00000003	Order	22/01/2010	\$2,978.00		\$2,978.00	\$2,978.00
00000012	Open	24/02/2010	\$2,087.00		\$2,087.00	\$20.00
00000012	Order	19/02/2010	\$13.50	\$1.85	\$11.30	

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

Total Applied: \$3,000.00
 Finance Charge: \$0.00
 Total Paid: \$3,000.00
 Out of Balance: \$0.00

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

B Discount If you are taking an early-payment discount for a purchase, assign the discount to the appropriate purchase in this column. Note that you cannot assign a discount to a purchase that you are not settling in full. If this is the case and you want to record a discount that the supplier has given you, create a supplier debit. See 'Settling supplier debits' on page 139.

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

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

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

select the **Show Supplier Invoice Number in Supplier Payments** option.

If you have overpaid a supplier, you should still enter the amount paid. The full payment should be entered in the **Amount Paid** field and in the **Amount Applied** column in the scrolling list. When you record the payment, a debit note for the overpaid amount is created automatically. This can either be settled as a refund or applied to a future purchase. For more information, see [‘Settling supplier debits’ on page 139](#).



- 7 If you want to print or email a remittance advice later, select an option from the **Remittance Advice Delivery Status** list.
- 8 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.
- 9 If you want to print a cheque or remittance advice now, click **Print** and select the form type you want to print, or select to preview the form before printing it. Note that the payment is recorded before it is printed or previewed.
- 10 Click **Record**.

Paying bills electronically

When you have recorded the bill payments you want to pay electronically, you can prepare the electronic payment file for your bank to process. See [‘Electronic payments’ on page 85](#).

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

Recording and settling supplier debits

Not available in AccountRight Basics

A *supplier debit* is money that a supplier owes you. For example, if you receive goods that are damaged, the supplier may refund you the purchase value or apply the amount to other unpaid purchases you have with them.

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

Recording supplier debits

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

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

To reverse an existing purchase

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

- 1 Find and display the purchase. See 'Finding a transaction' on page 205.
- 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**. The supplier debit appears in the **Purchases Register** window.

To manually create a debit for a non-item purchase

TIP: Tracking purchase returns and allowances Before you create a supplier debit for the first time, you may want to create an expense account for tracking purchase returns and allowances.

- 1 Go to the **Purchases** command centre and click **Enter Purchases**. The **Purchases** window appears.
- 2 In the **Supplier** field, enter the supplier's name.
- 3 Select **Bill** from the **Purchases Type** list in the top left corner of the window.

- 4 Click **Layout** and select **Miscellaneous**.
- 5 In the **Description** field, type the reason for the supplier debit.
- 6 In the **Acct No.** field, enter the account number to be debited. 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**. The supplier debit appears in the **Purchases Register** window.

To manually create a debit for an item purchase

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

Settling supplier debits

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

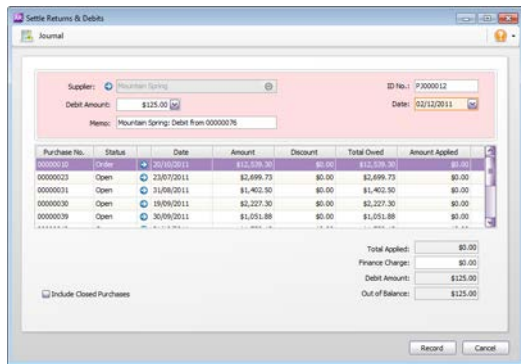
- **Apply the debit to an unpaid purchase.** Use this method to apply the supplier debit to one or more of your unpaid purchases from the supplier, or
- **Receive a refund.** Use this method to record the receipt of a refund cheque from the supplier.

To apply a supplier debit to an unpaid purchase

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

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

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



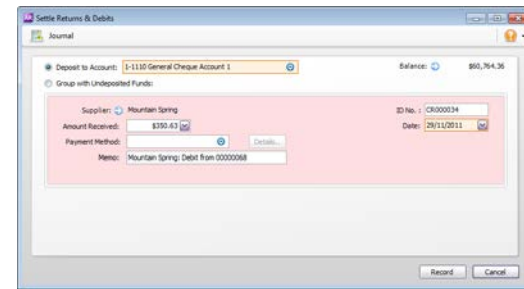
- 5 If you want to apply part of the supplier debit to unpaid finance charges you may have accrued, enter an amount in the **Finance Charge** field.

- 6 Click **Record** to apply the supplier debit.

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

To record a refund cheque

- 1 Go to the **Purchases** command centre and click **Purchases Register**. The **Purchases Register** window appears.
- 2 Click the **Returns & Debits** tab.
- 3 Locate and select the debit that is being refunded and click **Receive Refund**. A refund cheque for the amount of the supplier debit appears in the **Settle Returns & Debits** window.
- 4 Select a payment method in the **Payment Method** field and click **Details**. The **Applied Payment Details** window appears.
- 5 Enter the details and click **OK**.



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

Adding finance charges paid to suppliers

Not available in AccountRight Basics

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 the history of finance charges is not tracked, 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 for the finance charge—a bill in the purchases journal and a payment in the disbursements journal.

To delete a finance charge, you must first delete the finance charge payment and then delete the finance charge bill.

9 Paying your employees

AccountRight Plus **h** *only*

You can use the Payroll feature to process pays for wages and salary. You can also calculate overtime rates, allowances, union fees and other deductions, employer expenses, superannuation and entitlements such as annual leave and personal leave, along with tax deductions.

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

Some payroll categories (deductions, expenses and taxes) determine what are known as payroll liabilities. These are amounts withheld for later payment to the appropriate authority or agency.

When you process pays, you can vary an employee's pay by overriding the standard pay values, such as the actual number of hours worked and the number of hours of annual leave taken. At year-end, you can print payment summaries for your employees to use at tax time. For more information, see '[Closing a payroll year](#)' on page 286.

Before you can pay your employees, you need set up your payroll. See '[Set up payroll](#)', on page 47.

Securing employee information If you are concerned about employee privacy, you can use the security features to restrict access to this and other areas of AccountRight. See '[Manage users](#)' on page 293.

Creating payroll categories

AccountRight Plus **h** *only*

An employee's pay is made up of separate components, such as normal time, overtime, superannuation guarantee, salary sacrifice, PAYG withholding, and so on. In AccountRight, these components are called *payroll categories*, and they are grouped into six types: wages, superannuation, entitlements, deductions, expenses and taxes.

Payroll category	Description
Wages	All monies paid to an employee for labour or services rendered on an hourly, salary or other basis.
Superannuation	Superannuation benefits such as superannuation guarantee and salary sacrifice. Note that any reportable superannuation contributions need be set up as separate superannuation payroll categories. For more information, see ' Reportable Employer Super Contributions (RESC) ', on page 169.

Payroll category	Description
Entitlements	Items such as annual and personal leave, which employees accrue under the terms of their work agreement.
Deductions	Amounts withheld by the employer and paid to other organisations on behalf of the employee, for example, union fees.
Expenses	Employer-paid benefits other than superannuation, for example, WorkCover.
Taxes	Amounts withheld by the employer from the employee's paycheque and paid to a statutory authority, for example, PAYG Withholding paid to the ATO.

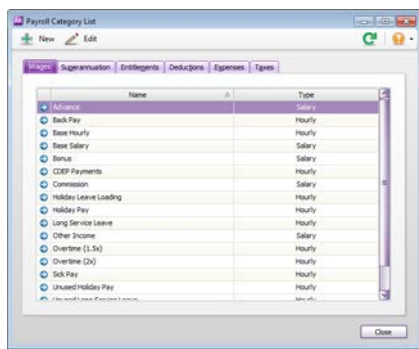
A default list of payroll categories is generated when you create your company file. You may want to review these categories and tailor them to suit your business needs.

If you want to create a new payroll category, see the relevant procedure below.

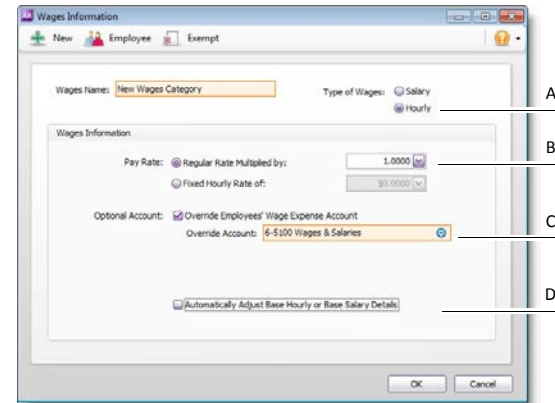
If you want to edit an existing category, see 'Editing payroll categories' on page 151.

To create a wage category

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



- 2 Click the **Wages** tab.
- 3 Click **New**. The **Wages Information** window appears.
- 4 Type a name for the wage category and make the required selections in the window.



- A Choose either **Salary** or **Hourly** to specify whether the calculation will be based upon the hours worked or a set amount per pay period. Linked wage categories for entitlements (such as Annual Leave) must be hourly for all employees (even those paid a salary) for the entitlements to be processed correctly.
- B If you select **Hourly** as the type of wages, the **Pay Rate** fields appear. Select **Regular Rate Multiplied by** and enter, for example, 2 for double time or 1.5 for time and a half. This will multiply the employee's **Hourly Base Pay** (entered in the **Payroll Details** tab of their card) by this amount. Alternatively, you can enter a fixed hourly rate. This dollar amount per hour will be the same for each employee regardless of their hourly base pay.

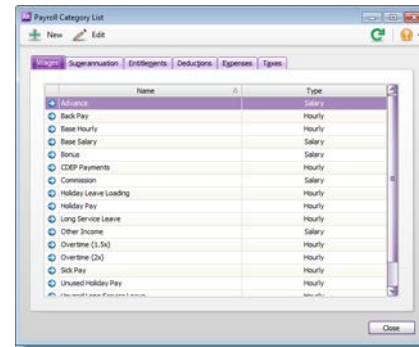
C If you want to override the employees' wage expense account (entered in the **Payroll Details** tab of their card) for this particular wage, select the **Optional Account** option and enter the override account in the field that appears.

D [Hourly wages only] If you want to use this wage category to pay leave entitlements (such as **Personal Leave** or **Annual Leave**), select the **Automatically Adjust Base Hourly or Base Salary Details** option. When you record leave, base pay amounts will be adjusted for the amount of leave paid.

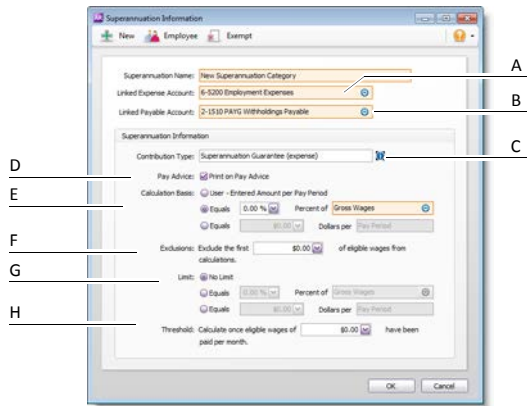
- 5 Click **Employee**. The **Linked Employees** window appears.
- 6 Select the employees whose pay will include this category, then click **OK**.
- 7 Click **Exempt**. The **Exemptions** window appears for the payroll category you are creating.
- 8 Select the taxes and deductions that do not apply to the new category.
- 9 Click **OK**.
- 10 Click **OK** to return to the **Payroll Category List** window.

To create a superannuation category

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



- 2 Click the **Superannuation** tab.
- 3 Click **New**. The **Superannuation Information** window appears.
- 4 Type a name for the superannuation category and make the required selections in the window.



A **Linked Expense Account** is the account to which you charge employer expense superannuation payroll categories (**Employer Additional, Productivity Superannuation, Redundancy Superannuation or Superannuation Guarantee**). The **Default Employer Expense Account** you specified when setting up payroll appears as the default.

We recommend you create an expense account called Superannuation Expense and select it as the linked expense account.

B **Linked Payable Account** is the liability account to which the superannuation amounts accrue. The **Default Tax/Deductions Payable Account** you specified when setting up payroll appears as the default.

We recommend you create a liability account called Superannuation Liability and select it as the linked payable account.

C The **Contribution Type** may be **Employee Additional, Employer Additional, Productivity, Redundancy, Salary Sacrifice, Spouse or Superannuation Guarantee**. Select the appropriate type from the list.

- The **Salary Sacrifice (deduction)** contribution type is deducted from an employee's gross pay, that is, before PAYG withholding tax is calculated. It reduces the employee's gross taxable income.
- The **Employee Additional (deduction)** and **Spouse (deduction)** contribution types are deducted from the employee's net pay, that is, after PAYG withholding tax is calculated.
- The **Employer Additional (expense), Productivity (expense), Redundancy (expense)** and **Superannuation Guarantee (expense)** contribution types are paid in addition to the employee's gross pay.

D If you want the superannuation amount accrued to appear on employees' pay advice, select the **Print on Pay Advice** option.

E **Calculation Basis** can be:

- **User-Entered Amount per Pay Period** allows you to enter an amount at the time the pay is processed each pay period. Choose this option if the amount varies regularly or if you want to use the amount you have entered in an employee's standard pay details.
- **Equals x Percent of** allows you to enter a percentage of a payroll category (such as wage, deduction or superannuation) or a percentage of all wage categories (by choosing **Gross Wages** or **Federal Wages**). The superannuation will be calculated until the limit is reached.
- **Equals x Dollars per** allows you to enter a specified amount per pay period, per hour, per month or per year until the specified limit is reached.

F In the **Exclusions** field type the amount by which the eligible wage is reduced before the superannuation is calculated. For example, an employee with a gross wage of \$1000 per month and an exclusion of \$100 will have the superannuation calculated only on \$900.

G Superannuation limits can be used to place a ceiling on the superannuation calculation. For example, for an **Employee Additional** superannuation deduction of \$30 per pay period and a limit of 2% of gross wages, a pay with gross wages of \$1000 yields superannuation of only \$20 (i.e. 2%). **Limit** can be one of the following three choices:

- **No Limit** signifies no limit to the superannuation calculated for this category.
- **Equals x Percent of** results in the maximum superannuation calculated being a percentage of wage, deduction or superannuation payroll categories. For example, an **Employer Additional** superannuation contribution might be \$20 per pay period, but this should not exceed a maximum of 20% of the employee's base salary.
- **Equals x Dollars per** results in the maximum superannuation calculated being a fixed amount per pay period, per hour, per month or per year. For example, a **Salary Sacrifice** superannuation might be 5% of the employee's gross wages up to \$1000 per year.

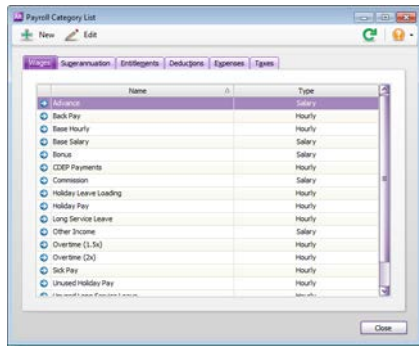
H If this superannuation calculation is only payable if wages exceed a specified amount per month (such as for superannuation guarantee contributions), enter this amount in the **Threshold** field. For example, if the threshold is \$450 per month, then superannuation is not payable until the employee's gross wage exceeds \$450 per month. When determining whether the gross wages on a pay exceeds the threshold per month, other pays issued that month are included. (See 'Troubleshooting superannuation calculations' on page 169.)

5 Click **Employee**. The **Linked Employees** window appears.

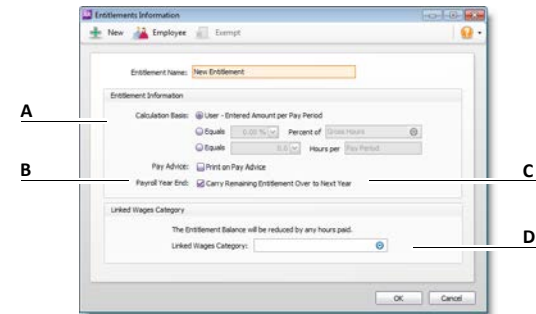
- 6 Select the employees whose pay will include this category, then click **OK**.
- 7 Click **Exempt**. The **Exemptions** window appears for the payroll category you are creating.
- 8 Select the taxes and deductions that do not apply to the category.
- 9 Click **OK** and click **OK** again to return to the **Payroll Category List** window.

To create an entitlement category

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



- 2 Click the **Entitlements** tab.
- 3 Click **New**. The **Entitlements Information** window appears.
- 4 Type a name for the entitlement and make the required selections in the window.



A Calculation Basis can be:

- **User-Entered Amount per Pay Period** should be selected if you want to manually enter a specific amount for each employee, each pay period. Choose this option if the amount varies regularly or if you want to use the amount you have entered in an employee's standard pay details.
- **Equals x Percent of** allows you to set the entitlement as a percentage of the number of hours of any wage category. It can only be used with employees who have an **Hourly Base Pay** (entered in the **Payroll Details** tab view of their card). For information about the way in which you should determine the percentage rate for calculating annual leave and personal leave accruals, see '[Calculating annual and personal leave accruals](#)' below. Type the percentage in the first field and then select the wage category from the selection list.
For example, an annual leave entitlement may be for 20 days per year, being 152 hours per year based on a 38-hour week. Every hour worked accumulates 0.076923 hours of leave, or 7.6923%. If a worker is paid an hourly pay of 38 hours plus 2 hours overtime, and both are included in gross hours, the **Gross Hours** options will calculate an entitlement on a weekly pay of 7.6923% of 40 hours, or 3.076 hours.
- **Equals x Hours per** allows you to enter a fixed number of hours to be accrued each **Pay Period, Month or Year**, regardless of the hours worked by the employee. If you have set your employees to be paid on a salary basis rather than on an hourly basis, this is the only option that will automatically accrue entitlements. Using this method, an annual leave entitlement may be for 20 days per year, being 152 hours per year based on a 38-hour week. If the employee is being paid fortnightly, there are 26 pay periods per year. The amount you enter here would be $152 \div 26 = 5.846$ hours per pay period. If you pay more than a standard pay period in one cheque, you will need to manually adjust this figure. For example, for 2 weeks pay on one pay (1 week in advance), you would double it to 11.692 hours.

- B If you want the entitlement amount to appear on the pay advice, select the **Print on Pay Advice** option.
- C If you want to carry over any entitlement leave balance from the previous year, select the **Carry Remaining Entitlement Over to Next Year** option.
- D Each entitlement category must have a **Linked Wages Category**. For example, the **Annual Leave Accrual** entitlement could be linked to the **Annual Leave Pay** wage category and the **Personal Leave Accrual** entitlement could be linked to the **Personal Leave** wage category. If you create a new entitlement, you must link it to a wage category.
- When employees use their entitlement, for example, by taking a holiday, you allocate the hours taken against the linked wage category (in this example, the **Annual Leave Pay** wage category). The employee's accrued leave balance is reduced by the hours taken.
- Note that you can link multiple wage categories to an entitlement. This enables you to provide and track different types of the same entitlement. For example, you can link a **Personal Leave** wage category and **Personal Leave Without Certificate** wage category to the **Personal Leave Accrual** entitlement. When an employee takes either type of leave, **Personal Leave Accrual** entitlement is reduced by the hours taken.

- 5 Click **Employee**. The **Linked Employees** window appears.
- 6 Select the employees whose pay will include this category, then click **OK**.
- 7 Click **Exempt**. The **Exemptions** window appears for the payroll category you are creating.
- 8 Select the taxes and deductions that do not apply to the new category.
- 9 Click **OK**.
- 10 Click **OK** to return to the **Payroll Category List** window.

Calculating annual and personal leave accruals The following examples may help you calculate the percentage rate for your hourly employees.

Annual leave entitlements

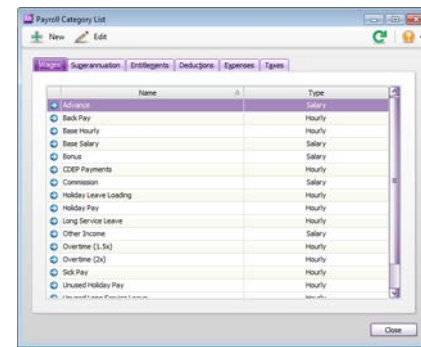
- An employee has 20 days annual leave per year and works a 7.6-hour day (38-hour week).
 $7.6 \text{ hours} \times 20 \text{ days} = 152 \text{ hours of annual leave}$
 $152 \text{ hours} \div (38 \text{ hours} \times 52 \text{ weeks}) = \mathbf{7.6923\%}$

Personal leave entitlements

- An employee has 10 days personal leave per year and works a 7.6-hour day (38-hour week).
 $7.6 \text{ hours} \times 10 \text{ days} = 76 \text{ hours of personal leave}$
 $76 \text{ hours} \div (38 \text{ hours} \times 52 \text{ weeks}) = \mathbf{3.846\%}$

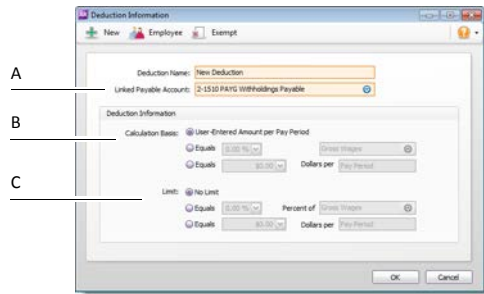
To create a deduction category

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



- 2 Click the **Deductions** tab.
- 3 Click **New**. The **Deduction Information** window appears.

- 4 Type a name for the deduction and make the required selections in the window.



A **Linked Payable Account** is the account (usually a liability account) in which all the deducted money will be accrued. The **Default Tax/Deductions Payable Account** you specified when setting up payroll appears as the default. You can change this default if you want to track the deduction separately. For example, if you are deducting union fees, create a **Union Fees Payable** liability account. This way, the balance sheet will display the deductions separately from your PAYG Withholding and other deductions.

B **Calculation Basis** can be one of the following choices:

- **User-Entered Amount per Pay Period** should be selected if you want to manually enter a specific amount for each employee, each pay period or if you want to use the amount you have entered in an employee's standard pay details. Note that manually entered deductions should be entered as negative values.
- **Equals x Percent of** allows you to enter a percentage of any of the wage categories. This amount will be deducted until the deduction limit (see below) is reached.
Type or select a wage category upon which the calculation is to be based. Alternatively, you can select **Gross Wages** or **Federal Wages**, which totals all wage categories (hourly and salary) you pay an employee.
- **Equals x Dollars per** allows you to deduct the specified amount per pay period, per month, per year or per hour. This amount will be deducted until the limit (see below) is reached.

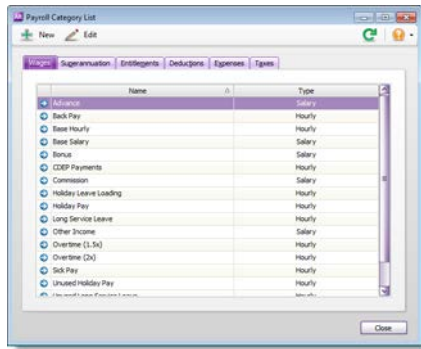
C **Limit** may be one of the following choices:

- **No Limit** signifies no limit on the amount of money that can be deducted from the employee's pay for this category.
- **Equals x Percent of** results in the maximum deduction amount being a percentage of a wage category. For example, a deduction might be \$50 per pay period up to a maximum of 50% of the employee's base salary. The special categories of **Gross Wages** and **Federal Wages** is also available here (refer to discussion in 'Equals x Percent of', above).
- **Equals x Dollars per** results in the maximum deduction being a fixed dollar amount per pay period, per month or per year. For example, a deduction might be 10% of the employee's gross wages up to \$1,500 per year.

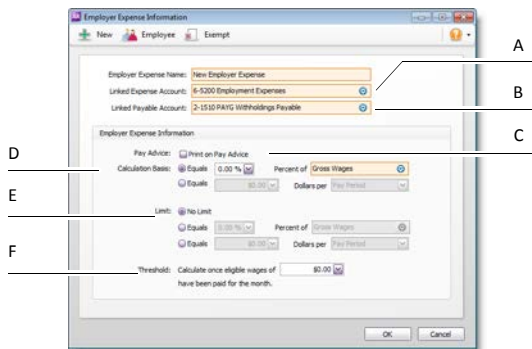
- 5 Click **Employee**. The **Linked Employees** window appears.
- 6 Select the employees whose pay will include this category, then click **OK**.
- 7 Click **Exempt**. The **Exemptions** window appears for the payroll category you are creating.
- 8 Select the taxes and deductions that do not apply to the new category.
- 9 Click **OK**.
- 10 Click **OK** to return to the **Payroll Category List** window.

To create an employer expense category

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



- 2 Click the **Expenses** tab.
- 3 Click **New**. The **Employer Expense Information** window appears.
- 4 Type a name for the deduction.
- 5 Make the required selections for the payroll category.



- A **Linked Expense Account** is the account to which you are charging this expense. The **Default Employer Expense Account** you specified when setting up payroll appears as the default.

- B **Linked Payable Account** is the liability account to which your expense will accrue. The **Default Tax/Deductions Payable Account** you specified when setting up payroll appears as the default.

- C If you want employer expense amounts to appear on employees' pay advice, select the **Print on Pay Advice** option.

- D **Calculation Basis** can be one of the following choices:

- **Equals x Percent of** allows you to enter a percentage of any of the wage or deduction categories, or a percentage of all the wage categories (by choosing **Gross Wages**). This expense will be charged until the expense limit is reached.
- **Equals x Dollars per** allows you to enter the specified amount per pay period, per month or per year until the limit is reached.

- E Limits can be used to place a ceiling on the expense. For example, for an expense of \$30 per pay period and a limit of 2% of gross wages, a pay with gross wages of \$1,000 yields an expense of only \$20 (i.e. 2%). **Limit** may be one of the following choices:

- **No Limit** signifies no limit to the expense for this category.
- **Equals x Percent of** results in the maximum expense being a percentage of a wage or deduction category or of all wage categories. For example, an expense may be \$20 per pay period up to a maximum of 20% of the employee's salary.
- **Equals x Dollars per** results in the maximum expense being a fixed dollar amount per pay period, per month or per year. For example, an expense might be 5% of the employee's gross wages up to \$1,000 per year.

- F Employer expenses, such as WorkCover, are only payable if wages exceed a specified amount per month. Enter this amount in the **Threshold** field. When determining if the gross wages on a pay exceed the minimum wage threshold per month, other pays processed in that month are included.

- 6 Click **Employee**. The **Linked Employees** window appears.
- 7 Select the employees whose pay will include this category, then click **OK**.
- 8 Click **Exempt**. The **Exemptions** window appears for the payroll category you are creating.
- 9 Select the taxes and deductions that do not apply to the new category.
- 10 Click **OK**.
- 11 Click **OK** to return to the **Payroll Category List** window.

You cannot create tax categories

You cannot create tax categories, you can only view the existing PAYG Withholding category. To view the tax table information, click the **Taxes** tab and then click the zoom arrow (🔍) next to **PAYG Withholding**.

Tax table information is set by the ATO. Therefore, any queries should be referred to the ATO.

Editing payroll categories

To edit a payroll category

NOTE: Payroll category changes affect all linked employees If you edit a payroll category, any changes you make will apply to all employee cards linked to that category.

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

2 Click the tab corresponding to the type of payroll category you want to edit—**Wages, Superannuation, Entitlements, Deductions** or **Expenses**.

NOTE: You cannot create or edit tax categories You cannot edit the PAYG Withholding tax category, you can only view it. To view the tax table information, click the **Taxes** tab and then click the zoom arrow (🔍) next to **PAYG Withholding**. Tax table information is set by the ATO. Therefore, any queries should be referred to the ATO.

3 Click the zoom arrow (🔍) next to the payroll category you want to edit. The information window for that category appears.

4 Make the required changes to the payroll category.

For more information about each payroll category type, see the relevant procedure in ‘[Creating payroll categories](#)’ on page 143.

5 Click **OK**.

Creating employee cards

Employee cards are used to store the personal information, contact details and payroll details of your employees. You need to create a card for any employee you will pay using AccountRight.

Will your employee use AccountRight? If you are setting up an employee and they are going to use AccountRight, you will also need to create them as a user of the company file. For more information, see ‘[Set up user access](#)’ on page 30.

To create an employee card

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

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

3 Select **Employee** in the **Card Type** field.

4 Enter the employee’s name and their contact details.

5 If you want to assign a code to identify the employee, enter one in the **Card ID** field.

6 (Standard, Plus, Premier) If you want to enter payroll information, continue with ‘[Entering employee payroll information](#)’ on page 152.

7 Click **OK**.

Entering employee payroll information

AccountRight Plus *h* *only*

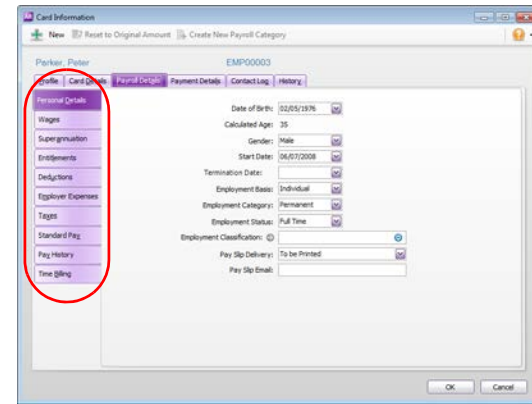
Once you have created payroll categories (see ‘Creating payroll categories’ on page 143) and an employee card (see ‘Creating employee cards’ above), you can enter the employee’s payroll information.

Restrict user access to employee information You can set up user accounts to restrict access to employee payroll information. For more information, see ‘Manage users’ on page 293.

To enter payroll information

- 1 Go to the **Card File** command centre and click **Cards List**. The **Cards List** window appears.
- 2 Click the **Employee** tab and then click the zoom arrow next to the employee card you want to enter details for. The **Card Information** window appears.
- 3 Click the **Payroll Details** tab. This window is divided into a number of subsections.

- 4 Click a tab on the left of the window to enter payroll details.



To enter personal information

The screenshot shows the 'Card Information' window for card EMPO00003. The 'Personal Details' tab is active, displaying the following fields and values:

Field	Value
Date of Birth	02/02/1976
Calculated Age	35
Gender	Male
Start Date	06/07/2008
Termination Date	
Employment Basis	Individual
Employment Category	Permanent
Employment Status	Full Time
Employment Classification	
Pay Slip Delivery	To be Printed
Pay Slip Email	

- A Enter personal details, such as start date, employment category, employment status and employment classification.
- B Select how you will deliver the employee's pay slip. If you select email, enter the employee's email address in the **Pay Slip Email** field.

NOTE: Adding employment classifications If the employment classification you require does not appear in the list of classifications, you need to add it to the list. You can do this in the **Employment Classification List** window (go to the **Lists** menu and choose **Employment Classifications**).

To enter wage information

- A Select the employee's pay basis.
When you select a pay basis, the corresponding payroll category for paying wage amounts is automatically selected in the **Wage** list. If you select Hourly, the **Base Hourly** wage category (or the name you assigned to this category) is selected. If you select Salary, the **Base Salary** wage category (or the name you assigned to this category) is selected.
- B Enter the employee's annual salary or hourly wage rate.
- C Select the employee's pay frequency.
- D In the **Hours in [...] Pay Period** field, type the number of hours in the employee's pay period.
- E If the employee's wage expense account is different from the default account, in the **Wages Expense Account** field, type or select the required account.
- F Click in the select column () next to each wage category that applies to the employee.

To enter superannuation information

- A In the **Superannuation Fund** field, enter your employee's nominated fund. If your employee's superannuation fund does not appear on the list, you need to create it. For more information, see '[Superannuation reporting](#)' on page 168.
- B Type the employee's fund membership number in the **Employee Membership No.** field.
- C If you need to provide a *Standard Choice Form* to this employee:
 - 1 Click **Create Superannuation Choice Form**. The **Review Employees Before Exporting** window appears.
 - 2 Click **Mail Merge**. A Standard Choice Form appears for the employee as a Word document.
 - 3 Save or print the form.
 - 4 Click **Cancel**. The **Card Information** window reappears.
- D Click in the select column () next to each superannuation category that applies to the employee.

To enter entitlement, deduction and expense information

- 1 Click **Entitlements** and click in the select column () next to each entitlement that applies to the employee.
- 2 Click **Deductions** and click in the select column () next to each deduction that applies to the employee.
- 3 Click **Employer Expenses** and click in the select column () next to each expense that applies to the employee.

To enter tax information

The screenshot shows the 'Card Information' window for Peter Pflucker (EMP00003). The 'Tax' section is expanded, showing the following fields:

- Tax File Number:** 333 333 333 (Callout A)
- Tax Table:** Tax Free Threshold (Callout B)
- Withholding Variation Rate:** 0.00 % (Callout C)
- Total Rebates:** \$0.00 Per Year (Callout D)
- Extra Tax:** \$0.00 Per Pay

- Type the employee's tax file number in the **Tax File Number** field.
- Select the employee's tax table from the **Tax Table** list. If you select **Withholding Variation** from the **Tax Table** list, type the variation rate in the **Withholding Variation Rate** field.
- If the employee is claiming a tax rebate, type the total amount in the **Total Rebates** field. Amounts entered in this field reduce the tax payable over the year in instalments based on the employee's pay frequency. For example, if the employee is paid monthly, 1/12th of the rebate is applied to each pay.
- If the employee requests additional tax to be withheld from their pay, type the amount to be withheld each pay period in the **Extra Tax** field.

To enter standard pay information

The default values in this window are determined by the payroll categories selected and wage information entered.

The screenshot shows the 'Card Information' window for Peter Pflucker (EMP00003). The 'Wages, Deductions and Taxes' section is expanded, showing a table with the following columns: Payroll Category, Hours, Amount, and Job. Callouts A, B, and C point to the Default Category, Hours, and Job columns respectively.

Payroll Category	Hours	Amount	Job
Base Salary		\$1,250.00	
Commission		\$1,250.00	
Holiday Pay	0.00		
PAYG Withholding		<Calculated>	
Sick Pay	0.00		
Entitlements		<Calculated>	
Holiday Leave Actual		<Calculated>	
Sick Leave Actual		<Calculated>	
Employer Expenses		<Calculated>	
Superannuation Guarantee		<Calculated>	

- [Optional] If you track financial information using categories, select a category from the list.
- [Optional] If you want to assign a job number to a payroll category for this employee, click in the **Job** column and enter or select a job number.
- If necessary, change the employee's default pay details by overriding the values that appear in the **Hours** or **Amount** column next to a payroll category. If you use timesheets to record all hours worked by an employee, enter zero as the default hours for the **Base Hourly** payroll category.

NOTE: Payroll categories with a calculated value The value of a payroll category with **Calculated** displayed in the **Hours** or **Amount** column is calculated when you process a pay. For example, tax amounts and entitlement hours where hours are calculated as a percentage of the gross hours paid.

To enter pay history and time billing information

- 1 If you started processing payroll part-way through the payroll year, click **Pay History** and type the amounts paid prior to the first recorded pay in the **Activity** column. You can enter pay history for specific months, quarters or for the year to date.

Amounts entered in the **Pay History** window appear on payment summaries and reports not derived from payroll activity (such as register reports). They are not recorded as transactions in your accounts.

- 2 If you use the **Time Billing** function to track time the employee spends to complete work for clients and customers, click **Time Billing** and enter the employee's time billing rate and cost per hour. For more information, see [Chapter 7, 'Billing for time,' starting on page 113](#).

To enter payment details information

- 1 Click the **Payment Details** tab and select the method you use to pay the employee in the **Payment Method** field.
- 2 If you selected **Electronic**:
 - a Select the number of bank accounts (up to three) the employee wants their pay to be distributed to.
 - b Enter the employee's bank details for each account.
 - c Enter the statement text (**Account 1** only) you want to appear on the employee's bank statements.
 - d If you are distributing to more than one account, in the **Value** field, type the amount or percentage of the pay to be deposited into the account and select the distribution method (**Percent** or **Dollars**) from the list. Note that the final account will receive the remaining amount of your employee's net pay.
- 3 Click **OK**. The **Cards List** window reappears.
- 4 Click **Close** to return to the **Card File** command centre.

Timesheets

AccountRight Plus **h** *only*

Timesheets are used to record all the hours worked by hourly employees or to record extra hours worked by employees that are paid based on a standard pay. If you pay employees for time-billing activities, you can also enter activity details on timesheets and use these details to create activity slips.

The timesheet feature is optional. If your hourly employees work a fixed number of hours per pay and you don't pay employees for time-billing activities, there's no need for you to use this feature. However, if you pay employees for additional hours worked, such as overtime, you can record these hours using timesheets.

When you record timesheet information for a pay period, you can then include the timesheet details when you process employee pays.

NOTE: Creating a timesheet entry when recording an activity slip

You can create a timesheet entry from the **Enter Activity Slip** window by selecting the **Include Hours on Timesheet** option. This allows you to enter greater detail about the activity. See ['Creating activity slips' on page 118](#).

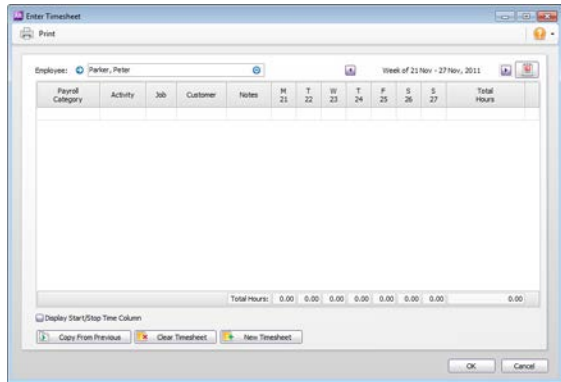
Before using timesheets, you need to set a preference.

To set up timesheets

- 1 Go to the **Setup** menu and choose **Preferences**. The **Preferences** window appears.
- 2 In the **System** tab, select the **I Use Timesheets for [...]** and **My Week Starts on [...]** preference.
- 3 If you use timesheets to record:
 - time billing and payroll information, select **Time Billing** and **Payroll** from the **I Use Timesheets for [...]** list.
 - payroll information only, select **Payroll** from the **I Use Timesheets for [...]** list.
- 4 Select the first day of your timesheet period from the **My Week Starts on [...]** list, enter the first day of your timesheet period. Note that if you just use timesheets for payroll and your pay period starts on a different day each period, for example, you pay monthly, you can select any day.
- 5 Click **OK**.

To enter a timesheet

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



- 2 In the **Employee** field, type or select the employee's name. The employee's timesheet, with any previously entered details for the period shown, appears.

NOTE: Grey values in the hours column A grey value in an hours column indicates hours paid.

- 3 If you are recording details for a week other than the current week, select the required week:
 - click the back arrow (←) to select a previous week
 - click the forward arrow (→) to select a future week
 - click the calendar icon (📅) to select a week from the calendar that appears.
- 4 Enter timesheet details in one of the following ways:

If you want to...

Enter the daily hours for each payroll category worked

Do this...

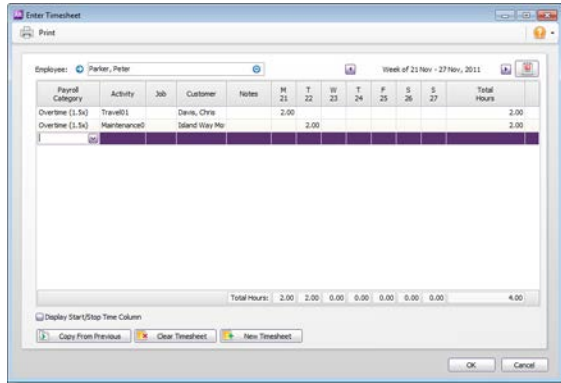
For each payroll category, enter an hourly payroll category in the **Payroll Category** field and enter the daily hours worked in the date fields.

You can also:

- record time-billing details (depending on your selection in the **Preferences** window)
- type a description in the **Notes** field
- assign a job number.

Use the same details as the previous week

Click **Copy From Previous**. The employee's timesheet details for the previous week appear.



- 5 If you want to record the start and stop times for a payroll category:
 - a Select the **Display Start/Stop Time Column** option. The **Start/Stop** column appears.
 - b Enter the start and stop time for the required categories.
- 6 If you want to enter a timesheet for another week, repeat from [step 3](#) above.
- 7 Click **OK**.
If you recorded time-billing activity details on this timesheet, an activity slip is created. You can review or modify the activity slip information in the **Enter Activity Slip** window or the **Enter Timesheet** window.

Delete timesheet entries

You can delete unpaid timesheet entries at any time by clearing all timesheet details for a week or by deleting a timesheet line entry.

When you delete timesheet entries with activity details, the linked activity slip is also deleted.

To clear a timesheet for a week

- 1 In the **Enter Timesheet** window, select the employee and the required week.
- 2 Click **Clear Timesheet**. All unpaid details for the selected week are cleared.

To delete a timesheet line entry

- 1 In the **Enter Timesheet** window, select the employee and the required week.
- 2 Click in the line entry you want to delete.
- 3 Choose **Delete Line** from the **Edit** menu.

View timesheet reports

- 1 Go to the **Reports** menu and select **Index to Reports**. The **Index to Reports** window appears.
- 2 Click the **Payroll** tab. A list of report headings appears.
- 3 Click **Employees**. A list of reports appears.
 - **Timesheets**—to view all timesheets entered for a specific week.
 - **Unprocessed Timesheets**—to view all unprocessed timesheets.

For information about reports, see [‘Producing reports’ on page 217](#).

Processing your payroll

AccountRight Plus *h* *only*

The Process Payroll Assistant guides you through the process of recording your employees' pays.

In some windows of the Process Payroll Assistant you can click **Back** to return to a previous window to review and change the entries you have made. You can quit the assistant by clicking the **Close** button. If you quit before recording employee pays, you can choose to save the pay run. You can then return to the Process Payroll Assistant later to finish recording pays for that period.

Pay frequency You can process pays for all employees assigned a pay frequency, such as, weekly or monthly, or process pay for an individual employee.

If you want to record pays for more than one pay frequency on the same day—for example, when your weekly and monthly pay dates coincide—you need to process a separate pay run for each frequency.

Excluding employees from pay processing You can filter the list of employees using the **Advanced Filters** function. This enables you to include or exclude employees from the pay run based on employment basis, status, classification, custom lists or identifiers. For example, if you employ seasonal workers and full-time employees, select only full-time employees in the **Advanced Employee Filter** window.

To make an employee card inactive, open the employee's card and select the **Inactive Card** option in the **Profile** tab.

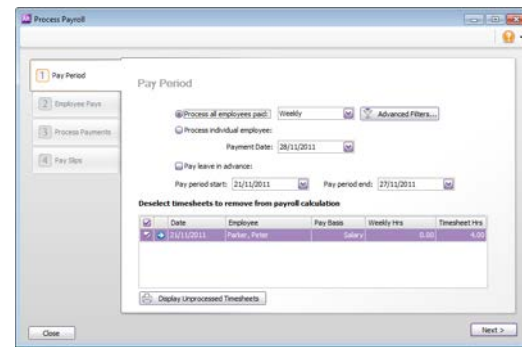
Before you begin Before you process pays, you need the following information:

- hours worked by hourly employees
- annual leave and personal leave hours taken
- details of any other wage amounts, such as sales commissions and bonuses.

Task		See
1	Select the pay period	below
2	[Optional] Include employee timesheets	page 160
3	Select and edit employee pays	page 161
4	Record employee pays	page 164
5	Process payments	page 164
6	Print or email pay slips	page 166

Task 1: Select the pay period

- 1 Go to the **Payroll** command centre and click **Process Payroll**. The **Process Payroll** window appears.



- 2 Select the employees to be included in the pay run.
 - If you are processing pays for all employees, click **Process all employees paid** and select the pay frequency in the adjacent field.

If you want to filter the list of employees paid at this frequency, click **Advanced Filters**. In the window that appears, select additional filters based on employment basis, status, classification, custom lists or identifiers, then click **OK**.

NOTE: Paying bonuses and commissions If you are processing pays for bonuses or commissions outside your normal pay period, select the **Bonus/Commission** pay frequency. When you select this frequency, standard pay details will not be included in processing. Also note that you need to manually calculate and enter tax for these amounts.

- If you are processing a pay for an individual employee, click **Process individual employee** and select the employee in the adjacent field. The pay frequency assigned to the employee's card is used in the pay run.
- 3 If you are paying leave in advance:
 - a Select the **Pay leave in advance** option. The **Leave In Advance** window appears.
 - b If you are paying leave in addition to your employee's standard pay, type 1 in the [...] of **standard pay** field. If you are paying leave in advance only, type 0.
 - c In the [...] of **leave in advance** field, type the number of pay periods you are processing in advance.
 - d Click **OK**. The **Pay Period** window reappears.

When you include multiple pay periods in the one pay run, employee pay details are adjusted accordingly. This includes the calculation of entitlements, superannuation and PAYG withholding amounts.

NOTE: Paying leave in advance for more than one employee

You can process a separate pay run for each employee being paid leave in advance, or process a pay run for all employees and, in the **Employee Pays** window, exclude from the pay run those employees not being paid in advance.

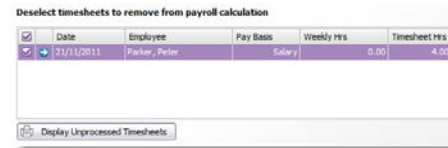
- 4 In the **Payment date** field, enter the date on which you are processing the pays.

- 5 In the **Pay period start** field, enter the start date of the pay period.
- 6 In the **Pay period end** field, enter the last date of the pay period.
- 7 If you use timesheets, continue with 'Task 2: [Optional] Include employee timesheets' next.
- 8 If you do not use timesheets, click **Next** and continue with 'Task 3: Select and edit employee pays' on page 161.


Task 2: [Optional] Include employee timesheets

If you record employee hours on timesheets, the **Pay Period** window lists employee timesheets for the specified pay period. Initially, all timesheets are selected to be included in the pay period.

Note that this option is only available if you have selected the timesheets preference. See 'Timesheets' on page 156.



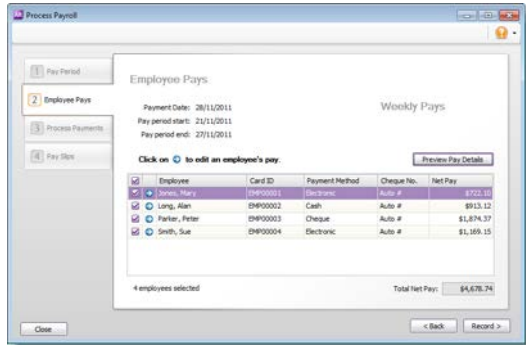
- 1 To change, view or exclude a timesheet:

If you want to...	You need to....
Exclude a timesheet	click in the select column (<input type="checkbox"/>) to deselect it in the list.
Change the timesheet details of an employee	click the zoom arrow () next to the employee's name and make the required changes in the Enter Timesheets window.
View the details of unprocessed timesheets	click Display Unprocessed Timesheets .


- 2 When you have finished, click **Next** to continue. The **Employee Pays** window appears.

Task 3: Select and edit employee pays

The **Employee Pays** window displays the standard pay details and timesheet amounts (if applicable) for employees who are paid according to the selected pay frequency.




To select and edit an employee's pay

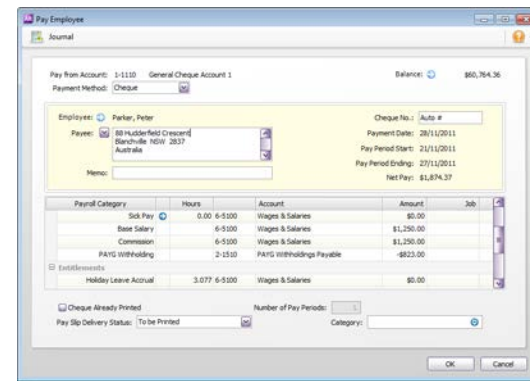
- 1 If you want to exclude an employee from the pay run, click in the select column () to deselect them in the list.
- 2 If you want to view the pay details for all employees before you record their pays, click **Preview Pay Details**. The **Payroll Verification** report appears.
- 3 If you need to change the pay details for an employee, click the zoom arrow () next to the employee's name. In the **Pay Employee** window that appears, you can:
 - change the hours worked (see [below](#))
 - record annual leave and personal leave pay (see [page 162](#))
 - record any other types of pay (see [page 162](#))
 - assign job numbers to payroll category amounts (see [page 163](#))
 - change the employee's bank account details (see [page 163](#)).

To change hours worked for an hourly employee

You may need to change the standard hours worked by an employee if they are not being paid for a full standard pay period, for instance, if they have only worked a portion of their usual hours.

NOTE: Editing hours If you edit an employee's hours in the **Pay Employee** window, any adjustments you make will not update hours entered on timesheets, timesheet reports or, if you record time-billing activities, activity slips.

- 1 In the **Employee Pays** window, click the zoom arrow () next to the employee's name. The **Pay Employee** window appears.

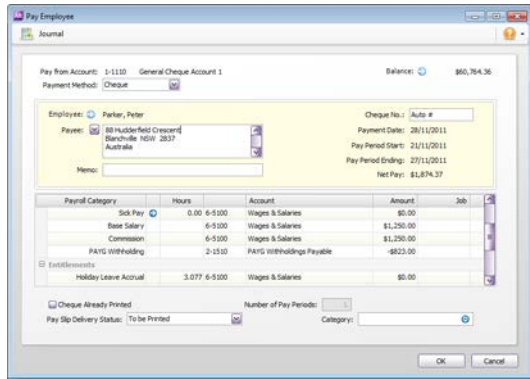


- 2 Change the hours worked for the applicable wage categories and press TAB. The payroll category amounts are calculated automatically and displayed in the **Amount** column.
- 3 Click **OK**. The **Employee Pays** window reappears.
- 4 Repeat from [step 1 above](#) for each employee whose hours you want to change.

To record annual leave and personal leave pay

NOTE: Annual leave and personal leave pay hours recorded on a timesheet If you've entered annual leave and personal leave hours on a timesheet, you don't need to follow this procedure.

- 1 In the **Employee Pays** window, click the zoom arrow (⊕) next to the employee's name. The **Pay Employee** window appears.



- 2 Type the number of personal leave or annual leave hours in the **Hours** column for the appropriate wage category and press **Tab**.
 - If you have set up this wage category to automatically adjust the employee's base pay details, the amount for this wage category is calculated and the **Base Hourly** (or **Base Salary**) wage category amounts are adjusted.

NOTE: Automatically adjusting Base Hourly or Base Salary amounts Before base pay details can be automatically adjusted, you need to select the **Automatically Adjust Base Hourly or Base Salary Details** option in the **Wages Information** window for the annual leave or personal leave payroll category you are entering. For more information, see 'To create a wage category' on page 144.

- If you have not set up this wage category to automatically adjust the employee's base pay details, reduce the number of hours allocated to the **Base Hourly** wage category or the amount allocated to the **Base Salary** wage category by the amount entered for the annual leave or personal leave payroll category.

- 3 If you want to record the details of the leave taken, click the zoom arrow next to the leave category and enter the details in the **Leave Tracking Information** window that appears.
- 4 Click **OK**. The **Employee Pays** window reappears.

NOTE: Automatic adjustment to entitlement-hours balance

When you record the transaction, the hours you entered will be subtracted from the number of entitlement hours the employee has accrued.

To record other types of pay

NOTE: Other types of pay recorded on a timesheet If you've entered other types of pay—such as sales commission and bonuses—on a timesheet, you don't need to use this procedure.

- 1 In the **Employee Pays** window, click the zoom arrow (⊕) next to the employee's name. The **Pay Employee** window appears.
- 2 In the **Hours** or **Amount** fields next to each appropriate wage category, type the hours or amounts you want to record.

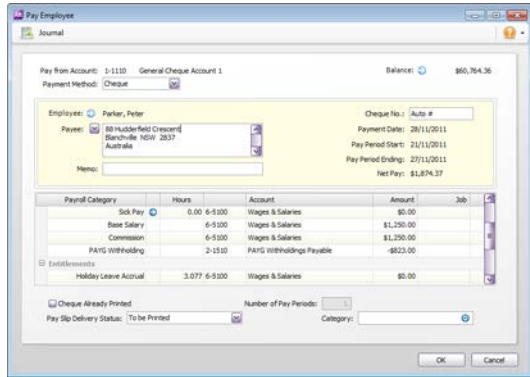


- 3 If the payroll category you want to record hours or amounts against isn't listed, click **Add Payroll Category** to add it to this pay run. If you want to make this category part of the employee's standard pay, see 'Entering employee payroll information' on page 152.
- 4 Click **OK**. The **Employee Pays** window reappears.

To assign jobs to payroll category amounts

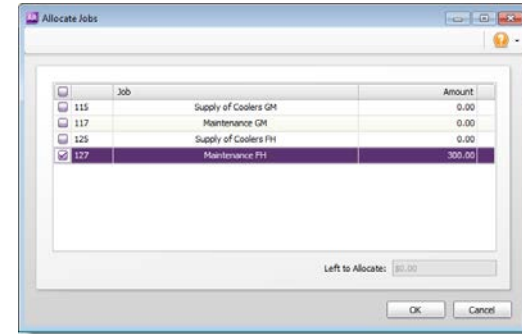
Job numbers can be assigned to payroll category amounts to track the wage expense of work performed. You can assign one or more jobs to each payroll category.

- 1 In the **Employee Pays** window, click the zoom arrow (↕) next to the employee's name. The **Pay Employee** window appears.



- 2 Type or select the job number in the **Job** column corresponding to the payroll category.
- 3 If you want to assign multiple jobs to a payroll category:
 - a Click in the **Job** column corresponding to the appropriate payroll category and then click the search icon (🔍). The **Allocate Jobs** window appears.

- b Click in the select column (☐) next to each applicable job and type the amount in the **Amount** column.



- c Click **OK**. The **Pay Employee** window reappears.
- 4 Click **OK**. The **Employee Pays** window reappears.

You can also assign a default job to an employee in the **Standard Pay** section of the employee's card. For more information, see 'Entering employee payroll information' on page 152.

To change an employee's bank account details

If you pay your employees electronically, you can change an employee's bank account details for this pay run.

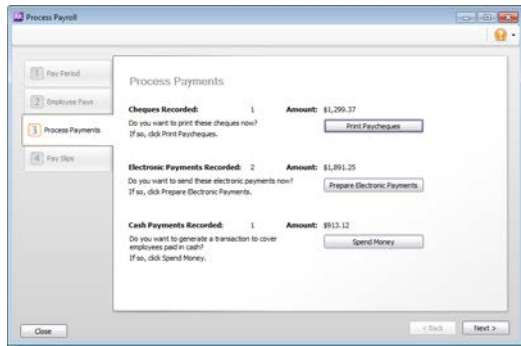
- 1 In the **Employee Pays** window, click the zoom arrow (↕) next to the employee's name. The **Pay Employee** window appears.
- 2 Click **Banking Details** and enter the required bank details in the **Banking Details** window that appears.
- 3 Click **OK**. A confirmation message appears:
 - a If you want to update the employee's bank details for all subsequent pay runs, click **Yes**.
 - b If the change to bank details is for this pay only, click **No**.
- 4 Click **OK**. The **Employee Pays** window reappears.

Task 4: Record employee pays

- 1 In the **Employee Pays** window, click **Record** to record the pays.

NOTE: Changing the details of a recorded pay If you need to change a recorded pay, continue processing your payroll. When you have finished processing, reverse or delete the incorrect transaction and then process a new pay for the individual employee. For more information on reversing or deleting a transaction, see 'Changing or deleting a transaction' on page 208.

- 2 In the confirmation window that appears, click **OK**.
- 3 When the pays are recorded, the **Process Payments** window appears.



Task 5: Process payments

In the **Process Payments** window, you can:

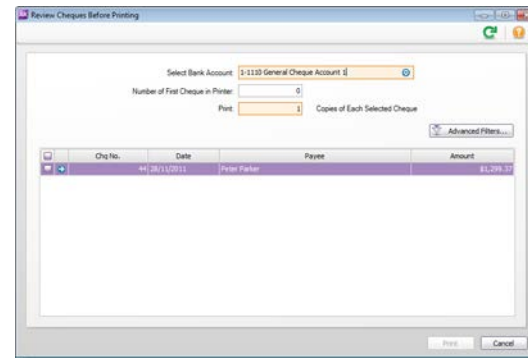
- print employee paycheques (see [below](#))
- process electronic payments (see [page 165](#))
- record a bank withdrawal for the cash pays (see [page 165](#)).


If you want, you can perform these tasks later using the relevant command centre function. For example, if you want to include weekly and monthly payments in one electronic payment file, process both

pay frequencies and then click **Prepare Electronic Payments** in the **Payroll** command centre to prepare the combined payment file.

To print paycheques

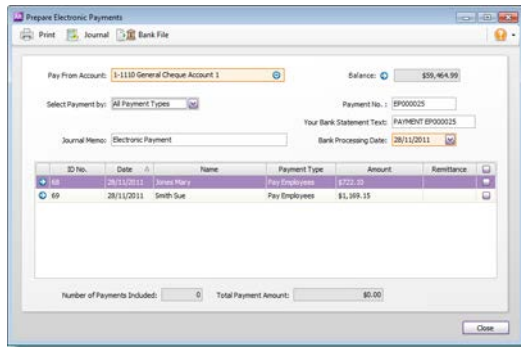
- 1 Click **Print Paycheques**. The **Review Cheques Before Printing** window appears.




- 2 If you use customised forms that have pre-printed cheque numbers, type the first cheque in the **Number of First Cheque in Printer** field.
- 3 Type how many copies you want to print in the **Print [...] Copies of Each Selected Cheque** field.
- 4 If you want to filter the employee list or change the customised form it will be printed on, click **Advanced Filters**. For more information, see 'Customising form batches' on page 230.
- 5 Click in the select column () next to the paycheques to be printed.
- 6 If you want, click the zoom arrow () to view more information about a particular pay.
- 7 Click **Print**.

To process an electronic payment

- 1 Click **Prepare Electronic Payments**. The **Prepare Electronic Payments** window appears.



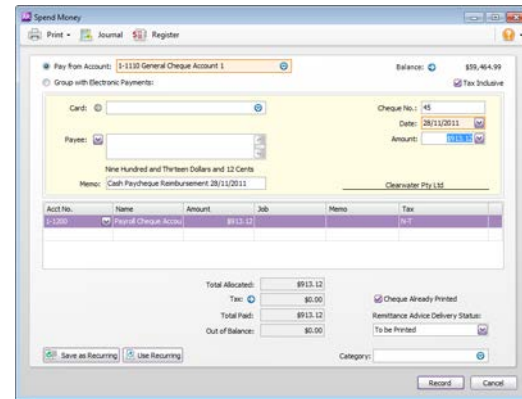
- 2 In the **Pay From Account** field, select the bank account from which you make electronic payments.
- 3 Select **Pay Employees** from the **Select Payment By** list, if it is not already selected.
- 4 In the **Bank Processing Date** field, type the date you want the bank to process the pays. Unprocessed pays up to and including this date appear.
- 5 [Optional] Record the purpose of the transaction in the **Journal Memo** field.
- 6 Click in the select column () next to the payments you want to include in the electronic payment.
- 7 Click **Bank File**. A message appears stating that the transaction will be recorded before the bank file is created.
- 8 Click **OK**. The **Save As** window appears.

NOTE: Preparing multiple electronic payment files When you save the electronic payment file, it is given a default name and is formatted as an .ABA file. If you prepare multiple electronic payment files, you should rename each file (keeping the .ABA file extension), so that you do not overwrite an unprocessed file.

- 9 Choose where you want to save the electronic payment file and click **Save**. The **Prepare Electronic Payments** window reappears.
- 10 Click **Cancel**. The **Process Payments** window reappears.

To create a Spend Money transaction to record cash wages

- 1 Click **Spend Money**. The **Spend Money** window appears with the details of total cash wages paid and the default clearing account you use for cash wages.



- 2 In the **Pay from Account** field, select the bank account from which you withdrew the cash wage amount.
- 3 Click **Record**. The **Process Payments** window reappears.

Task 6: Print or email pay slips

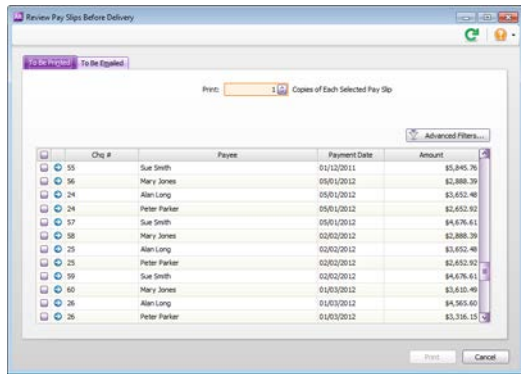
You can provide employees with details of their pay by printing or emailing pay slips. You can print or email pay slips from the **Pay Slips** window.

To access this window, click **Next** in the **Process Payments** window.

NOTE: If you pay employees by cheque If you pay employees by cheque, and you printed a paycheque in 'Task 5: Process payments' on page 164, the pay details for these employees are already included on their paycheque. You do not need to do this step.

To print pay slips

- 1 Click **Print or Email Pay Slips**. The **Review Pay Slips Before Delivery** window appears.



- 2 Click the **To Be Printed** tab.
- 3 Type the number of pay slips you want to print per employee in the **Print** field.

- 4 If you want to filter the list of employees or change the type of form it will be printed on, click **Advanced Filters**. For more information, see 'Customising form batches' on page 230.
- 5 Click in the select column () next to the employees you are printing pay slips for.
- 6 Click **Print**.
- 7 If you have finished processing the pays, click **Finish** to close the Process Payroll Assistant.

To email pay slips

- 1 Click **Print or Email Pay Slips**. The **Review Pay Slips Before Delivery** window appears.
- 2 Click the **To Be Emailed** tab.
- 3 If you want to filter the list of employees or change the type of form that will be sent, click **Advanced Filters**. For more information, see 'Customising form batches' on page 230.
- 4 Click in the select column () next to the employees you to whom you want to email pay slips.
- 5 If you want to change an employee's email address, select the employee's name and type a different address in the **Email Address** field.
- 6 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.
- 7 Click **Send Email**.
- 8 If you have finished processing the pays, click **Finish** to close the Process Payroll Assistant.

Payroll liabilities

AccountRight Plus *h* *only*

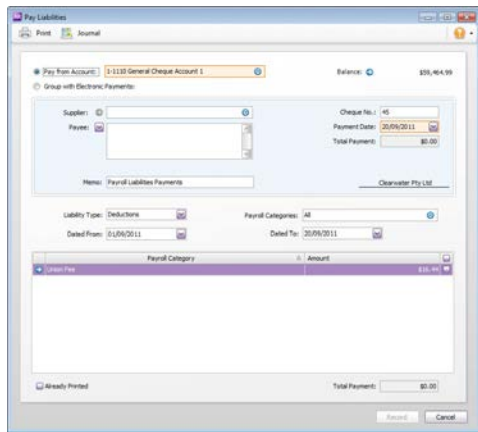
A *payroll liability* is an amount withheld from an employee's pay that must be paid to an appropriate authority or agency, for example, deductions, expenses, superannuation payments and taxes.

Your payroll liabilities are recorded when you process your payroll. When you need to pay these amounts, you can use the **Pay Liabilities** window.

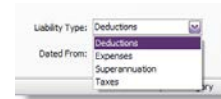
BASlink and PAYG withholding If you use BASlink to record PAYG withholding payments, you may not need to use the **Pay Liabilities** window. Press F1 in the **Pay Liabilities** window for more information about whether you should use this method to pay PAYG withholding amounts. For more information about setting up BASlink, see '[Lodge your activity statement \(BAS or IAS\)](#)' on page 281.

To pay your payroll liabilities

- 1 Go to the **Payroll** command centre and click **Pay Liabilities**. The **Pay Liabilities** window appears.



- 2 In the **Pay from Account** field, type or select the account you are making the payment from.
- 3 In the **Supplier** field, select the card for the authority or agency to whom the withheld amount is being paid.
- 4 Select the type of liability you are paying from the **Liability Type** list.



By default, all payroll categories for the selected liability type are included in the payment.

- 5 If you do not want to include all payroll categories:
 - a Click the search icon (🔍) in the **Payroll Categories** field. The **Select from list** window appears.
 - b Deselect categories by clicking in the select column next to each payroll category you want to exclude.
 - c Click **OK**. The **Pay Liabilities** window reappears.
- 6 In the **Dated From** and the **Dated To** fields, enter the period in which the payroll liabilities were withheld.

The payroll liabilities withheld during the specified period appear in the **Payroll Category** section.
- 7 Click in the select column next to the payroll liability amounts you want to include with this payment.

The total of the selected payroll liabilities appears in the **Total Payment** fields.
- 8 Click **Record**.

Superannuation reporting

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Before you can calculate, report and pay superannuation amounts for employees, you need to:

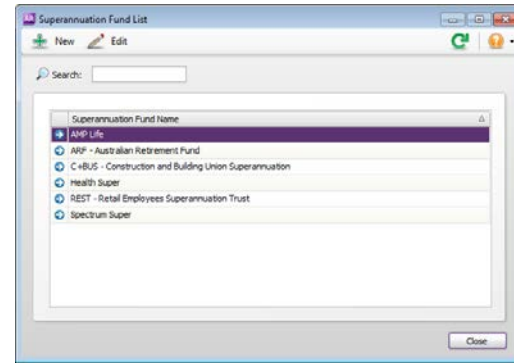
- create the superannuation payroll categories you need (see ‘Creating payroll categories’ on page 143)
- create superannuation funds for your employees (see below)
- record employee superannuation information (see ‘Entering employee payroll information’ on page 152).

NOTE: Choice of superannuation fund To meet your choice of superannuation fund obligations, you need to provide eligible employees with a *Standard Choice Form* and then make contributions to their nominated complying fund. You can print the *Standard Choice Form* from an employee’s card (see ‘Entering employee payroll information’ on page 152). For more information about your obligations, contact the ATO.

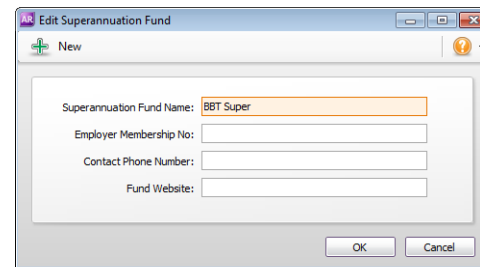
When you have processed pays for your employees, you can manage your superannuation obligations by viewing superannuation reports and by recording superannuation payments in the **Pay Liabilities** window. For information on recording superannuation payments, see ‘Reviewing payroll liabilities’ on page 177.

To create a superannuation fund

- 1 Go to the **Lists** menu and choose **Superannuation Funds**. The **Superannuation Fund List** window appears.



- 2 Click **New**. The **Edit Superannuation Fund** window appears.
- 3 Type the name of the superannuation fund in the **Superannuation Fund Name** field and press TAB.



- 4 If you have the superannuation fund's membership number, type this number in the **Employer Membership No.** field. This is a unique employer identification number provided by some superannuation funds when you register an employee or group of employees.
- 5 Type the contact details for the fund in the **Contact Phone Number** and **Fund Website** fields.
- 6 Click **OK**. The superannuation fund now appears in the **Superannuation Fund List** window.
- 7 Repeat from **step 2** for each additional superannuation fund you need to create.
- 8 Click **Close**.

Reportable Employer Super Contributions (RESA)

The ATO requires that some superannuation contributions that exceed the superannuation guarantee amount (for example, salary sacrifice and some salary packaged amounts), be reported on payment summaries. These reportable contributions need to be set up as separate superannuation payroll categories, so that they are easily reported when preparing payment summaries and the electronic EMPDUPE file you send to the ATO.

For more information about how to create and edit payroll categories, see:

- [‘Creating payroll categories’ on page 143](#)
- [‘Editing payroll categories’ on page 151.](#)

When you prepare payment summaries, you need to select the superannuation payroll categories that are reportable (this does not include superannuation guarantee categories). For more information about preparing payment summaries, see [‘Prepare payment summaries’ on page 286.](#)

For detailed information about Reportable Employer Super Contributions, contact the [ATO](#) or your accountant.

Troubleshooting superannuation calculations

The calculation of superannuation can be affected by the following:

- exclusions and threshold amounts entered in the superannuation payroll category setup. See [‘To check the superannuation exclusions and threshold amounts’ below](#)
- manual changes to the employee's superannuation or gross wages amounts in the **Pay History** section of the employee's card. For more information on the Pay History section, see [‘Viewing pay history for the current year’ on page 175.](#)

To check the superannuation exclusions and threshold amounts

- 1 Go to the **Payroll** command centre and click **Payroll Categories**. The **Payroll Category List** window appears.
- 2 Click the **Superannuation** tab.
- 3 Select the superannuation payroll category that has been assigned the **Superannuation Guarantee (expense)** contribution type.
- 4 Click **Edit**. The **Superannuation Information** window appears.
- 5 Check the amount entered in the **Exclusions** field.

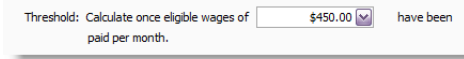


The exclusions amount is the amount by which the eligible wage is reduced before the superannuation is calculated.

For example, an employee with a gross wage of \$1000 per month and an exclusion of \$100 will have the superannuation calculated only on the amount of \$900.

Change the exclusions amount if the incorrect amount has been entered.

- 6 Check the amount entered in the **Threshold** field at the bottom of the window.



The threshold amount determines whether superannuation should be calculated for a particular pay.

For example, if the threshold is \$450.00 and the employee is paid \$400.00 gross per week. For the first pay of the month no

superannuation will be calculated because the employee has earned less than the minimum threshold for the month.

For the second pay of the month superannuation is calculated because the employee is paid \$400, which brings the total gross amount paid for that month to \$800 (that is, \$350 more than the threshold). Superannuation is calculated on \$800.

Change the threshold amount if the incorrect amount has been entered.

- 7 Click **OK**, then click **Close** to return to the **Payroll** command centre.

Payroll tax reporting

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If you are liable to pay state or territory payroll tax, you can calculate your payroll tax amounts using the payroll information in your company file. If you are unsure about whether you are liable to pay state or territory payroll tax, contact your state or territory revenue office.

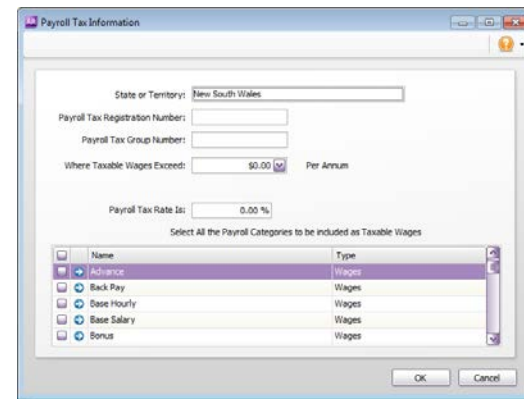
Before you can report payroll tax, you need to set up your payroll tax details. After you process pays for your employees, you can run a report to display the payroll tax due for a period. Note that you can only set up payroll tax for one state or territory.

For more information about calculating your payroll tax liability, see ['Report and pay payroll tax'](#) on page 278.

To set up state or territory payroll tax details

- 1 Go to the **Setup** menu and choose **General Payroll Information**. The **General Payroll Information** window appears.
- 5 Enter the threshold details and Payroll Tax rate for your selected

- 2 Click **Set Up Payroll Tax**. The **Payroll Tax Information** window appears.



- 3 Select your state or territory.
- 4 Enter your Payroll Tax Registration Number and Payroll Tax Group Number.
- 5 Enter the threshold details and Payroll Tax rate for your selected state or territory.

- In the list at the bottom of the window, select the Payroll Categories to be included as taxable wages. Amounts recorded against these categories will be included in payroll tax calculations.

NOTE: If you are unsure about taxable wage calculations If you are unsure which payroll categories should be included as taxable wages, contact your state or territory revenue office.

- After you have entered your payroll details, click **OK**.

Processing termination payments

AccountRight Plus only

Before you process a termination payment (ETP) for an employee, you need to calculate any termination amounts you owe the employee—for example, accrued annual leave amounts—in addition to processing their final standard pay.

NOTE: Before you begin Check the relevant award or employment contract for exact details of what needs to be paid to the employee on termination.

Do the following tasks to process a termination payment.

Task	See
1 Process the final standard pay	below
2 Determine any outstanding entitlements	below
3 Create payroll categories for termination payments	page 172
4 Exclude termination payroll categories from superannuation calculation	page 173
5 Record the final termination pay	page 174
6 Enter termination details	page 174
7 Prepare ETP summaries	page 174

Task 1: Process the final standard pay

Process the employee's standard pay for the current pay period. Note, this may not be for a complete pay period, so you may need to adjust their hours or salary and the tax withheld. For more information on processing pays, see 'Processing your payroll' on page 159.

Task 2: Determine any outstanding entitlements

- Go to the **Reports** menu and select **Index to Reports**. The **Index to Reports** window appears.
- Click the **Payroll** tab, click the **Entitlements** category and select the **Balance Detail** report.
- In the **Date** fields, enter a date range that includes the final pay date for the employee.
- Click **Display**. The report appears.
- In the **Filters** tab, type or select the employee's name in the **Employees** field. The report display changes to show only the selected employee entitlements.

The **Available Hours** column shows the total entitlement hours outstanding for each entitlement category. The total recorded in the card is displayed, as well as the pay run balance. These amounts should match, and the **Difference** field should show 0.00.

NOTE: If the difference field does not show 0.00 If an amount appears in the **Difference** field, this means an amount has been entered in the pay history of the employee card for the entitlement. You will need to work out if the amount was entered in error, or if the amount should have been included in a previous pay run. You will then need to correct the error before processing the termination pay.

- 6 Print or save the report for your records.

Task 3: Create payroll categories for termination payments

Termination payments are normally taxed at different rates and may not accrue superannuation. Also, different types of payments are reported separately on ETP payment summaries. You may need to create several new payroll categories as part of your ETP preparations in order to report payments correctly.

NOTE: Calculations required to make employment termination payments Consult your accountant or visit the ATO at ato.gov.au/businesses for advice on how to calculate ETP and bona fide redundancy payments.

- If the employee whose services you are terminating is entitled to a redundancy payment, you may need to pay an employment termination payment (ETP) and a bona fide redundancy payment. You will need to set up payroll categories for these payments, such as ETP and ETP tax.
- If the employee whose services you are terminating has unused annual leave, you will need to create a wage category for unused annual leave pay if one does not already exist.

Creating payroll categories for Lump Sum Payment A payments

When reporting Lump Sum Payment A amounts on payment summaries, you also need to report the reason for the employee's termination as part of reporting this amount. Terminations can be one of two types, redundancy or termination. A redundancy type includes bona fide redundancy, approved early retirement or invalidity payments. A termination type includes all other termination reasons (such as resignation).

To report the termination payment type, you need to create a termination payroll category for each amount that will be included as part of a Lump Sum Payment A amount. When creating a category, give it a name that identifies the payment type. For example, if you need to create a wage category for unused annual leave pay for a bona fide redundancy payment, use a name such as 'Unused Annual Leave Pay (R)', where (R) indicates a redundancy type.

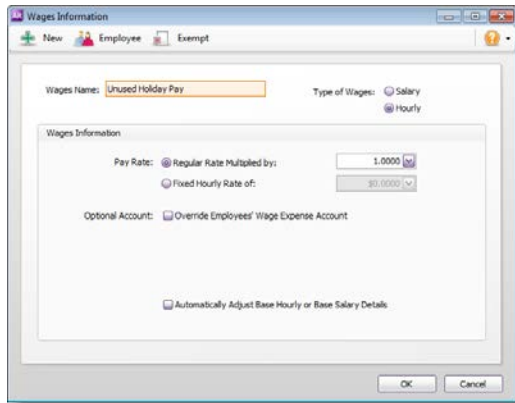
Later, when you prepare the payment summary, you need to link each Lump Sum Payment A payroll category to a relevant **Lump Sum Payment A** field (redundancy or termination) in the **Payment Summary Fields** step of the Payment Summary Assistant.

To create a termination payroll category

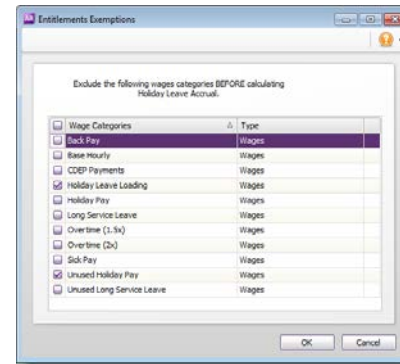
- 1 Go to the **Payroll** command centre and click **Payroll Categories**. The **Payroll Category List** window appears.
- 2 Click the **Wages** tab.
- 3 Click **New**. The **Wages Information** window appears.
- 4 Type the name of the wage category in the **Wages Name** field.

TIP: Lump Sum Payment amounts If you are creating a payroll category to record a Lump Sum Payment amount, give the payroll category a name that clearly identifies the payment type, such as 'Lump Sum Payment A'. For more information, see 'Creating payroll categories for Lump Sum Payment A payments' above.

- 5 Choose the type of wages—**Salary** or **Hourly**—according to the type of payment: **Hourly** for unused annual leave amounts, **Salary** for ETP amounts, etc.



- 6 Click **Employee**. The **Linked Employees** window appears.
- 7 In the select column (), click next to the employee who is leaving.
- 8 Click **OK** and then **OK** again. The **Payroll Category List** window reappears with the new payroll category in the list.
- 9 If you are creating a payroll category to pay an entitlement balance (such as unused annual leave), and the payroll category used to accrue the entitlement is set up to calculate leave based on a percentage of gross hours, you need to exclude the new payroll category from the entitlement accrual calculation.
 - a Click the **Entitlements** tab. The list of entitlement payroll categories appears.
 - b Select the payroll category used to calculate the accrual, for example, Annual Leave Entitlement, and click **Edit**. The **Entitlements Information** window appears.
 - c Click **Exempt**. The **Entitlements Exemptions** window appears.
 - d In the select column (), deselect the payroll category to exclude this payroll category from being included in the entitlement accrual calculation.



- e Click **OK** and then **OK** again. The **Payroll Category List** window reappears.
- 10 Repeat from **step 2** for each required termination payroll category.

Task 4: Exclude termination payroll categories from superannuation calculation

- 1 Go to the **Payroll** command centre and click **Payroll Categories**. The **Payroll Category List** window appears.
- 2 Click the **Superannuation** tab and select a superannuation payroll category that is linked to the employee's pay.
- 3 Click **Edit**. The **Superannuation Information** window appears.
- 4 Click **Exempt**. The **Superannuation Exemptions** window appears.
- 5 Click in the select column () next to the termination payroll categories you want to exclude from the superannuation calculation.
- 6 Repeat from **step 2 above** for each required termination payroll category.
- 7 Click **OK** to return to the **Superannuation Information** window.

Task 5: Record the final termination pay

- 1 Go to the **Payroll** command centre and click **Process Payroll**. The Process Payroll Assistant opens.
- 2 In the **Pay Period** section, click **Process individual employee** and type or select the employee you want to process in the adjacent field.
- 3 Click **Next**. The **Employee Pays** window appears.
- 4 Click the zoom arrow (↕) next to the employee's name. The **Pay Employee** window appears.
- 5 If you are including unused entitlements (as calculated in 'Determine any outstanding entitlements' on page 171), type the total outstanding entitlement hours in the **Hours** column for each required wage category.
- 6 If you are including a redundancy payment, include the ETP, ETP tax or bona fide redundancy payments in the **Amount** column for each required payroll category. Consult your accountant for advice on how to calculate these payments. Your accountant will also tell you how much extra tax should be withheld. You will need to manually include this extra tax.

CAUTION: Tax on gross wages Gross wages are taxed as if they were all earned in that pay period. If the pay includes termination items, the tax calculated may be incorrect and may need adjusting.

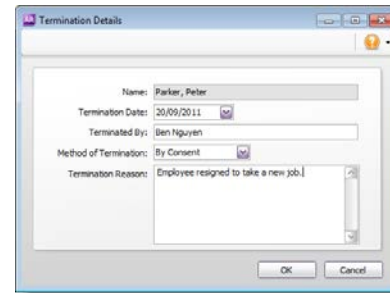
- 7 Click **OK**. The **Employee Pays** window reappears.
- 8 Click **Record** to record the termination pay.
- 9 Complete the remaining tasks in the Process Payroll Assistant.

Task 6: Enter termination details

Once you have finalised the employee's termination pay, including leave entitlements and redundancy payments, you need to enter details of their termination in their employee card.

- 1 Open the card for the employee who is being terminated and click **Edit**. The **Card Information** window appears.

- 2 Click the **Payroll Details** tab.
- 3 Type the date of termination in the **Termination Date** field and press TAB.
- 4 A message appears warning you that all entitlement balances will be cleared for the employee. Click **OK**. A zoom arrow appears next to the **Termination Date** field.
- 5 Click the zoom arrow. The **Termination Details** window appears.



- 6 Complete the termination details and click **OK**.
- 7 Click **OK** to close the employee card.

Task 7: Prepare ETP summaries

At the end of the payroll year, you will need to process payment summaries for any ETPs that occurred that payroll year. For more information, see 'Prepare payment summaries' on page 286.

After you have prepared the ETP Payment Summary, you might also want to make the employee card inactive, so that it no longer appears in selection lists. To do this, select the **Inactive Card** option in the **Profile** tab of the card.

Reviewing payroll information

AccountRight Plus *h* *only*

The following tools can help you manage your payroll.

Tool		See
Pay history	View an employee's pay history in their employee card.	below
Payroll reports for previous financial years	Run reports containing prior year payroll details.	page 176
Entitlement balance	View an employee's entitlement balance in their employee card.	page 176
Review payroll liabilities	Use payroll liability reports to view payroll details.	page 177
Find Transactions window	Use the Find Transactions window to search for an account, card or payroll category.	page 206

Viewing pay history for the current year

Every time you process an employee's pay, the amounts from that payment are recorded in the employee's pay history.

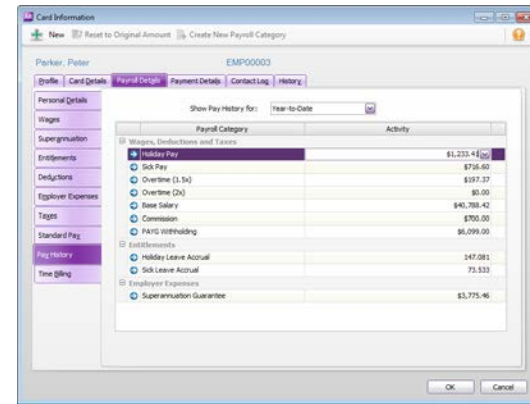
The **Pay History** section of an employee's card is used to enter the employee's pay history when you are setting up payroll and, later, to review their pay history.

If you've paid an employee the wrong amount, *don't* attempt to correct it by adjusting their pay history. Altering an employee's pay history does not affect the original pay record or the amounts posted to the accounts. Instead, make adjusting entries on the employee's next pay.

Changing an employee's pay history on their employee card can also affect the calculation of payroll liabilities, such as superannuation.

To view an employee's pay history

- 1 Go to the **Card File** command centre and click **Cards List**. The **Cards List** window appears.
- 2 Click the **Employee** tab and select the employee whose pay history you want to view.
- 3 Click **Edit**. The **Card Information** window appears.
- 4 Click the **Payroll Details** tab.
- 5 Click **Pay History**. The **Pay History** section displays the totals of each payroll category for the specified month, quarter, or year to date.



- 6 Select a pay history period from the **Show Pay History for** list.

Viewing pay history for previous years

The following reports can be used to view prior year payroll details. You can find these reports in the **Payroll** tab of the **Index to Reports** window.

- Employees—Register Summary
- Employees—Register Detail
- Superannuation—Accrual by Category
- Superannuation—Accrual by Fund Summary
- Superannuation—Accrual by Fund Detail
- Superannuation—Employee Advice Summary
- Superannuation—Employee Advice Detail
- Payroll Categories—Payroll Summary
- Entitlements—Balance Summary
- Entitlements—Balance Detail

Note that you can only view historical details in these reports for the financial years you have selected to keep paycheques from.

Viewing an employee's entitlement balances

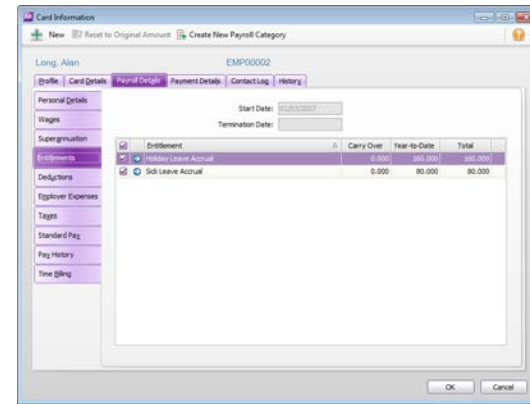
The **Entitlement** section in the **Payroll Details** tab of an employee's card displays the entitlement amounts that have been carried over from the previous payroll year, the entitlement amounts for the year to date, and the total entitlement amounts owing to the employee.

For example, an employee may have 40 hours of accrued annual leave carried over from the last payroll year. In the current financial year, the employee has accrued another 10 hours, but has taken 8 hours of annual leave. Therefore, 2 hours will be displayed in the **Year-to-Date** column and the **Total** column will display 42 hours.

To view an employee's entitlement balances

NOTE: Only carry-over balances can be edited You can only edit the employee's carry-over entitlement balances in this window. If you need to edit the employee's entitlement balance for the current payroll year, adjust the entitlement accrual when processing the employee's pay in the Process Payroll Assistant.

- 1 Go to the **Card File** command centre and click **Cards List**. The **Cards List** window appears.
- 2 Click the **Employee** tab and select the employee. Click **Edit**. The **Card Information** window appears.
- 3 Click the **Payroll Details** tab.
- 4 Click **Entitlements**. The **Entitlements** section displays the total number of hours an employee is entitled to take as personal leave and annual leave.



- 5 If you want to, type the entitlement hours carried over from a previous period in the **Carry Over** column next to the entitlement category.
- 6 Click **OK**, then click **Close** to return to the **Card File** command centre.

Reviewing payroll liabilities

Payroll liability reports show which payroll liability amounts have been withheld from employee payments, and which amounts have been paid, for any given period. You can view these payroll report categories:

- **Payroll Liabilities** reports—lists amounts that have been withheld for all or selected liability types.
- **Superannuation** reports—details superannuation contributions that have been withheld for all or selected payroll categories.
- **Superannuation Payments** reports—displays contribution amounts that have been paid to super funds.

To view these reports

- 1 Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.
- 2 Click the **Payroll** tab and select any of the above report categories.

For information about displaying, customising and printing reports, see 'Customising reports' on page 219.

10 Inventory

Not available in AccountRight Basics

The inventory feature enables you to track the quantity and value of the items you buy, sell and build. You can also:

- compensate for inventory variations. For example, you may find that, from time to time, your recorded inventory levels differ from what is on the shelves. These variations can be caused by data-entry errors, spoilage and theft, etc.
- revalue your inventory. Sometimes the quantity of items recorded may be correct, but their values are incorrect. For example, a range of items may become outdated.
- track the assembly of individual items into finished items. Many retailing and manufacturing businesses combine a number of inventory items to create finished items. For example, a retailer may combine a bottle of perfume, lotion and bath salts to make up a gift pack.

Creating items

Before you begin to track your inventory, you need to create a record for each item of inventory. An item can be:

- a physical unit that your company may buy, sell or inventory
- a service that your company wants to include on item invoices, for example, 'On-site service fee', 'Handling', '1-hour consultation' and so on.

To create an item

NOTE: Using AccountRight Basics? See 'To create an item (Basics)' below.

- 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.
- 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. All information for that item will be copied to the current item 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.

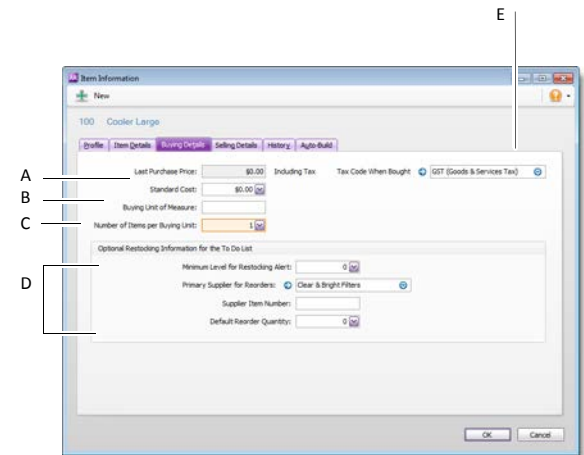
As you select the options, account fields appear next to them. These fields change according to the combination of selections you make.

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, such as 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. 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.

- 6 Enter the appropriate accounts in the fields that appeared during the previous step.

Account	Description
Cost of Sales Account	Enter the account to use for tracking the costs of producing or purchasing this item.
Income Account for Tracking Sales	Enter the account to use for recording income from the sale of this item.
Asset Account for Item Inventory	Enter the account to use for recording the on-hand value of this item.
Expense Account for Tracking Costs	Enter the account to use for tracking the costs of purchasing this item.

- 7 Click the **Item Details** tab and enter additional information about the item.
- 8 If you buy this item, click the **Buying Details** tab and enter your buying details.



- A [Optional] Type the standard cost of the item. You can set this cost as the default price for purchases, instead of the last purchase price. You can change this cost on each purchase.
To use the standard cost, go to the **Preferences** window, click the **Inventory** tab, and select the **Use Standard Cost as the Default Price on Purchase Orders and Bills** option.
- B Type the unit of measure (such as 'each' or 'unit') in which you purchase the item. The buying unit is printed on the purchase order. 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 and track their purchase individually, enter 12 as the number of items per buying unit. When you buy one carton, your item inventory is updated by twelve items. If you leave this field blank, the value defaults to one.

- D [Optional] Enter the restocking information:
- Type the minimum level of this item you want to keep in your inventory. When the quantity drops below this level, a re-order reminder appears in the **To Do List**.
 - Enter the supplier from whom you usually re-order this item.
 - Type the supplier's number for the item.
 - Enter a re-order quantity for the item.

E Choose the tax code you want to use when you purchase this item. You can override the tax code when you record the purchase.

- 9 If you sell this item, click the **Selling Details** tab and enter your selling details.

- A Type the retail price of one selling unit.
- B Type the selling unit of the item (such as 'each' or 'unit'). You can type up to five characters. The selling unit can be 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 item inventory is reduced by six items.

D You can set pricing levels for different kinds of customers. See ['Custom price levels'](#) on page 190.

E Select the tax code you want to use when you sell this item. You can override the tax code on invoices.

F If the prices on the **Selling Details** tab are tax inclusive, select the **Prices are Tax Inclusive** option. If the prices are exclusive of tax, deselect this option.

- 10 If this is an item that you build using other components in your inventory, click the **Auto-Build** tab and enter the required details. For more information, see ['Auto-building items'](#) on page 185.
- 11 Click **OK**.

NOTE: 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 item opening balances'](#) on page 55.

To create an item (Basics)

- Go to the **Lists** menu and select **Items**. The **Items List** window appears.
- Click **New**. The **Item Information** window appears.
- 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.

- Enter details about the item in the relevant fields:

- Type a name for the item.
- Select the account you want to use to record the income you receive from the sale of this item.

- Enter the retail price of one selling unit. If this price includes tax, select the **Prices are Tax Inclusive** option. If the price is tax exclusive, deselect this option.
- 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.
- Select the tax code you want to use when you sell this item. Note that you can override the tax code on invoices.

- Click the **Item Details** tab and enter additional information about the item or add a picture of the item.
- [Optional] If you want to enter sales history for the item, click the **History** tab and enter the sales figures for the previous 12 months.
- Click **OK**.

Making inventory adjustments

Not available in AccountRight Basics

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.

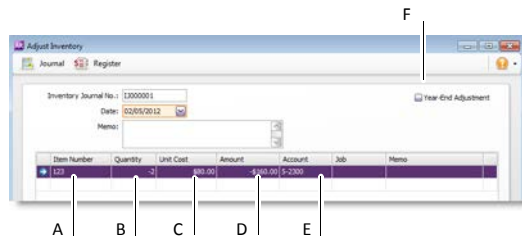
This section explains how to make an adjustment to a single item or a few items. If you need to update the quantities of several items, see ['Recording stocktakes' on page 186](#).

For examples of common inventory adjustments, see ['Examples of inventory adjustments' below](#).

NOTE: Print the Items List Summary report When making inventory adjustments, you may find it useful to print the **Items List Summary** report. This report displays on-hand quantities and values of 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.



- A Select the item you want to adjust.
- 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 unit cost of the item appears by default. The unit cost is calculated as the total cost of the item divided by the number of units on hand. 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 Enter the account you want to assign the adjustment amount to. If you're reducing the inventory value, this account is usually a cost of sales or expense account.
- F Select whether you want this adjustment to be allocated as an end-of-year adjustment. End-of-year adjustments can be excluded from your financial reports.

- 3 Click **Record** to save the inventory adjustment.

Examples of inventory adjustments

The following are some examples of inventory adjustments.

Example 1a This inventory adjustment increases the number of items on hand by two and the total value of the items on hand by \$700.

Item Number	Quantity	Unit Cost	Amount	Account	Job	Memo
100	2	\$350.00	\$700.00	5-1000		

Example 1b This inventory adjustment increases the number of items on hand by two but does not change the total value of the items. The average cost of the items will decrease as result of this adjustment.

Item Number	Quantity	Unit Cost	Amount	Account	Job	Memo
100	2	\$0.00	\$0.00	5-1000		

Example 2 This inventory adjustment increases the total value of the items on hand by \$120 but does not change the number of items on hand. The average cost of the items will increase as a result of this adjustment.

Item Number	Quantity	Unit Cost	Amount	Account	Job	Memo
100	0	\$120.00	\$0.00	5-1000		

Building items

Not available in AccountRight Basics

Building items is the process of making a *finished item* by transferring quantities and values from the *component items* (such as raw materials) to the finished item.

For example, you could build an item of furniture (the finished item) by transferring the required quantities and value of timber and fabric (component items) to that furniture item.

You can build items in two ways:

- manually, for a one-off build. See [below](#).
- automatically, for an item you build repeatedly. See '[Auto-building items](#)' on page 185.

Before you can build a finished item, you need to have created an item record for each component and the finished item. See '[Creating items](#)', on page 179.

To build items manually

- 1 Go to the **Inventory** command centre and click **Build Items**. The **Build Items** window appears.
- 2 In the **Item Number** field of the first row, select the finished item you want to make.
- 3 Type the number of finished items you want to make in the **Quantity** field.
- 4 In the **Item Number** field of the next row, select a component you are using to make the finished item.

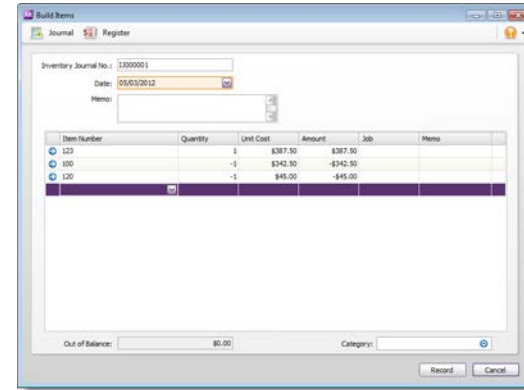
Auto-building items

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.

- 4 In the **Minimum Level for Restocking Alert** field, enter the

- 5 Type the number of units used as a negative number in the **Quantity** column.



- 6 Repeat [step 4](#) and [step 5](#) above for all other components used.
- 7 If required, edit the unit cost of the finished item and of each component included in the build.

The value in the **Out of Balance** field must be zero before you can record the transaction. That is, the value of the finished items in the **Amount** column must be equal to the sum of the component values.

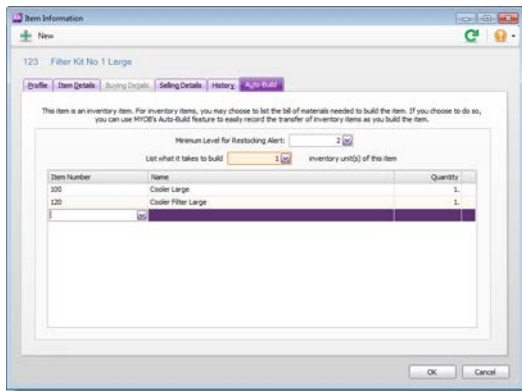
- 8 Click **Record** to save the inventory transfer.

The built item is added to your on-hand inventory and the component items are subtracted from your on-hand inventory.

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.
minimum level of the item you want to have in inventory.

- 5 In the **List what it takes to build** field, type the number of finished item units you can make with the component quantities you will specify in the list.
- 6 Enter the details of each of the components required to build the item.
 - a In the **Item Number** column, select a component that's required to build the new finished item.
 - b In the **Quantity** column, type the number of component items required to build the specified quantity of the finished item.
 - c Repeat from **step a** for each component required to build the new finished item.



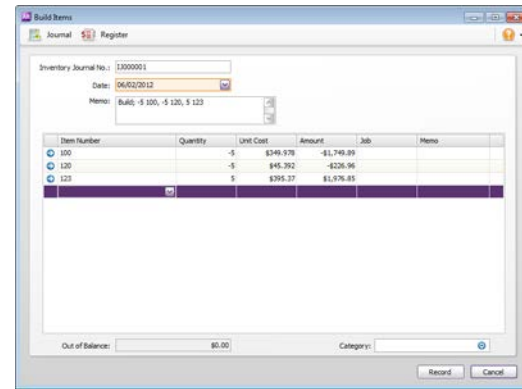
- 7 When you have entered all the components, click **OK**.

To auto-build an 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**.

- 1 Go to the **Inventory** command centre and click **Auto-Build Items**. The **Auto-Build Items** window displays all items that you have designated as finished items.

- 2 In the **Quantity 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 quantities and values.

Recording stocktakes

Not available in AccountRight Basics

You can use the **Count Inventory** window to adjust item quantities and to record the results of your regular inventory counts.

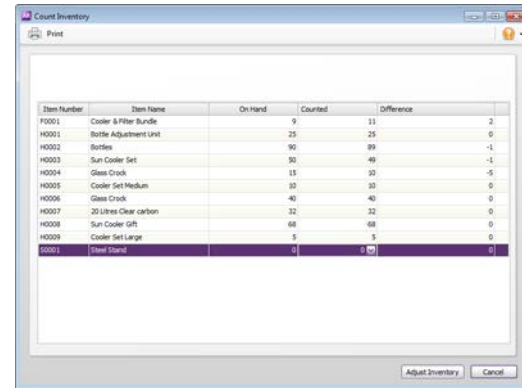
The value of any inventory adjustment must be allocated to an account so that your records accurately reflect the reasons for the adjustment. For example, you can use an expense account called 'Shrinkage and Spoilage' to track loss or theft of items.

To record a stocktake

- 1 Count the actual items in your inventory.

NOTE : Inventory Count Sheet report You can use the **Inventory Count Sheet** report, which lists all your inventory items, to manually record your actual quantities. To print the report, click **Print** in the **Count Inventory** window or, if you want to set filters, access it from the **Index to Reports** window.

- 2 Go to the **Inventory** command centre and click **Count Inventory**. The **Count Inventory** window appears.
- 3 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.



- 4 Click **Adjust Inventory**. If there are differences between on-hand and counted values, the **Adjustment Information** window appears. In this window you can select an expense account, (for example, 'Shrinkage and Spoilage') to which all necessary inventory

adjustments will be allocated. It should not be your inventory asset account.

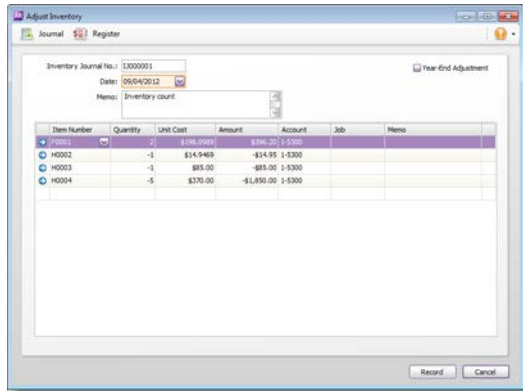
Selecting a default account saves you having to enter an account on every line of the inventory adjustment. If you need to use different accounts, don't enter a default account.

- 5 Click **Continue**. The **Adjust Inventory** window appears, displaying a line item for each required adjustment.

If you entered a default adjustment account in **step 4**, that account appears in the **Account** column for each line item.

If you didn't enter a default adjustment account, enter the accounts you want to use to track the adjustment in the **Account** column for each line item.

- 6 [Optional] Enter a reason for the adjustment in the **Memo** column (for example, 'End of year stocktake').



- 7 If the count is an end of financial year stocktake, select the **Year-End Adjustment** option.
- 8 Click **Record** to update your inventory.

Reviewing your inventory information

Not available in AccountRight Basics

The following tools help you review your inventory information.

Tool	Description	See
To Do List	Displays an alert for items that need to be purchased or built.	below
Inventory reports	Inventory reports help you keep track of your item quantities and value.	below
View history	You can view the sales and purchase transaction histories of an item or supplier for seven years.	page 189
Find Transactions	Find Transactions helps you find inventory transactions.	page 206
Items Register	Gives you a list of your inventory transfers, adjustments, sales and purchases for all items.	page 207
Transaction Journal	Lists journal entries of your inventory transactions.	page 207

To view a list of all items that need to be built or purchased

- 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 backorder for customers.
- 3 If you want to change the details of an order or auto-build transaction before recording it, click the **Order** or **Build** zoom arrow (↕) next to the item. Complete the transaction in the window that appears.
- 4 If you want to automatically order or build items:

- a Click in the select column (☐) next to each item you want to build or order and then click **Order/Build**. A window appears, displaying the current date.
- b If you want to, enter a different date.
- c Choose whether you want to **Order** or **Build** and click **OK**.

An order will automatically be created for the items that need to be purchased. The restocking information entered in the **Buying Details** tab view of the **Item Information** window is used to determine the supplier and quantity to order or the items to build.

To view inventory reports

The following are some reports to help you track your inventory.

- **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.
- **Item List Summary** report. This report shows information about your items, including their on-hand quantities and total value. The **Item 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 List Summary** report. This report lists your item prices, and is useful for sending to your customers.

For information on reports, see [Chapter 13, 'Reports', starting on page 217](#)

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.

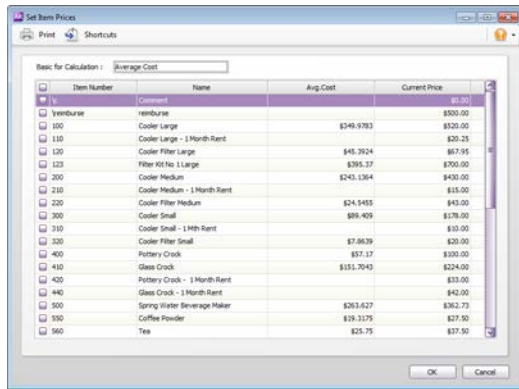
Setting item prices

Not available in AccountRight Basics

You can set the default selling prices of the items you sell using the **Set Item Prices** window. Then, if required, you can change the price at the point of sale, which overrides the default price for that sale only.

To change the price of an item

- 1 Go to the **Inventory** command centre and click **Set Item Prices**. The **Set Item Prices** window appears.



If an item is not listed, it means that you haven't selected the **I Sell This Item** option on the **Profile** tab of the **Item Information** window.

- 2 From the **Basis for Calculation** list, select whether you want to show the average cost or last cost of each item. This will help you compare the selling prices of your items to their cost.

Select...	If you want to view...
Average Cost	the total on-hand cost of each item divided by the number of units you have on hand.
Last Cost	the most recent purchase price for the item.

- 3 Click in the **Current Price** column of an item and enter a new price. Do this for each item price you want to change.

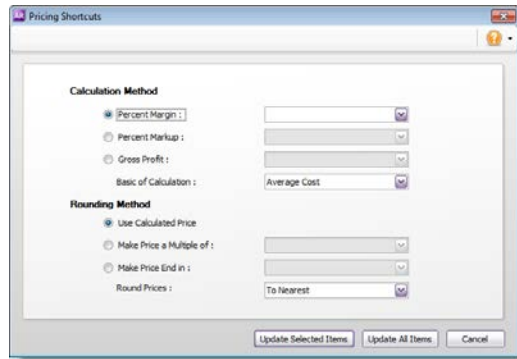
You can enter unit prices with up to four decimal places. On your invoices, the unit price is multiplied by the quantity sold and the result is rounded to two decimal places.

- 4 Click **OK**.

To update the prices of multiple items at once

- 1 Go to the **Inventory** command centre and click **Set Item Prices**. The **Set Item Prices** window appears.
- 2 Click in the select column (☐) next to the items that require a price update.

- 3 Click **Shortcuts**. The **Pricing Shortcuts** window appears.



- 4 Indicate how you want to calculate the new prices and apply rounding.

For example, if you want a markup of 30% over the average cost of your items, select the **Percent Markup** option, type 30 in the adjacent field and select Average Cost as the basis of calculation.

- 5 If you want to:
- update only the items you selected in **step 2**, click **Update Selected Items**.
 - update the price of all items, click **Update All Items**.

Customising inventory

You can customise items using the following options:

- **Custom price levels (Standard, Plus)** 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** Use custom fields to record additional item information, such as Warranty, Serial Number and Voltage. Use these fields for information that you don't need to use as report filters.
- **Custom lists** Create custom lists of attributes that you can apply to your items and then filter and group your inventory items by. For example, if you are running a trailer-rental business, you might

have custom lists of *Colour* and *Type*. By assigning the custom list entries to your items, you could then run a report to include only trailers of a certain colour or type.

Custom price levels

Not available in AccountRight Basics

You can customise your pricing according to customer status and sales quantities.

For example, a level A 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 for each of them.

NOTE: Volume discount The volume in the **Volume Discount %** field in the **Selling Details** view of a customer's card will apply in addition to the quantity-break price levels you set up.

To set custom pricing 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).

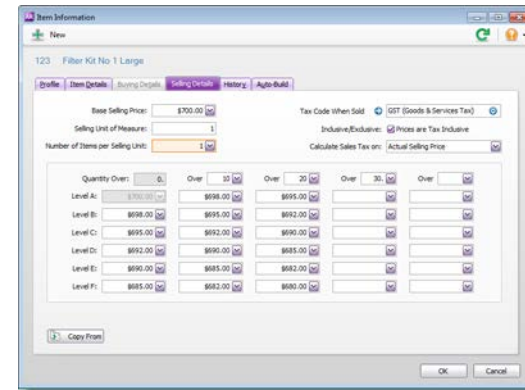
- 1 Go to the **Lists** menu, choose **Custom Lists & Field Names** and then **Price Levels**. The **Custom List and Field Names** window appears.
- 2 Enter names for the price levels. These names will appear in the **Selling Details** tab of the **Item Information** window. Note that long names will appear shortened to the first 11 characters.
- 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 have chosen 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 that are over the quantity break.
 - b In the next **Over** field, type a new quantity break. Assign the 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.



- 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.
- 4 In the **Item Price Level** field, select the price level you want to assign to the customer.

You can assign the item's base selling price or one of the six price levels. If you don't assign one of the six price levels, the item's base price is used instead.

The selected price level, and any associated quantity breaks, will now determine the price this customer is charged for the item.

- 5 Click **OK**.

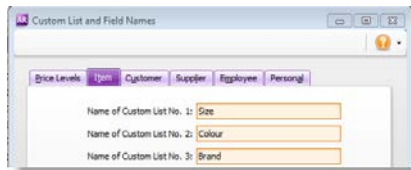
Custom item lists

You can create three custom lists that you can use to filter and group your inventory items.

An example of a custom list is *Colour*, in which you can create list entries of *yellow*, *red*, *green* and *blue*. When you create or edit an item, you can assign one of these colours to it. When you run an inventory report, you can choose to include only *red* items in the report.

To name a custom item list

- 1 Go to the **Lists** menu, choose **Custom Lists & Field Names**, and then click **Items**. The **Custom List and Field Names** window appears.
- 2 Enter names for each of the three custom lists in the appropriate fields and click **OK**.

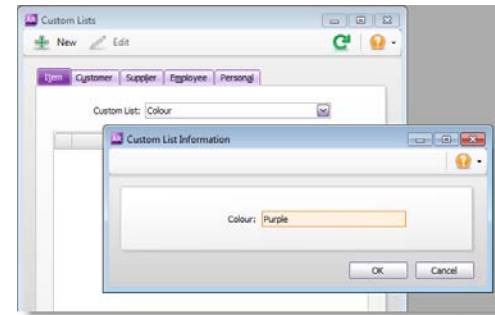


These list names will now appear on the **Items Details** view of the **Item Information** window.

To create a custom list entry

- 1 Go to the **Lists** menu, choose **Custom Lists** and then **Items**. The **Custom Lists** window appears.
- 2 Select the custom list to which you want to add entries in the **Custom List** field.

- 3 Click **New** and type the name of the list entry. For example, if you have a colour list, you would enter a colour, such as *Purple*.



- 4 Click **OK**.
- 5 Repeat from **step 3** until you have created all your list entries.
- 6 Click **Close** to close the **Custom Lists** window.

To assign a custom list entry to an item

- 1 Go to the **Inventory** command centre and click **Items List**.
- 2 Click the zoom arrow (↔) to the left of the item. The **Item Information** window appears.
- 3 Click the **Item Details** tab.
- 4 Select the list entry you require from the appropriate custom list.
- 5 Click **OK**.

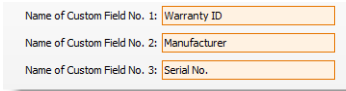
Custom item fields

Custom fields can be used to record additional information about your items. Examples of custom fields are *Warranty*, *ID No.* and *Manufacturer*. However, unlike custom lists, custom fields cannot be used to filter inventory reports.

You can create up to three custom fields.

To name a custom item field

- 1 Go to the **Lists** menu and choose **Custom Lists & Field Names** and then **Items**. The **Custom List and Field Names** window appears.
- 2 In the **Name of Custom Field** fields, type the field names and click **OK**.



The screenshot shows a dialog box with three rows of input fields. Each row has a label on the left and a text input field on the right. The labels are 'Name of Custom Field No. 1:', 'Name of Custom Field No. 2:', and 'Name of Custom Field No. 3:'. The input fields contain the text 'Warranty ID', 'Manufacturer', and 'Serial No.' respectively.

Name of Custom Field No. 1:	Warranty ID
Name of Custom Field No. 2:	Manufacturer
Name of Custom Field No. 3:	Serial No.

These field names will appear on the **Item Details** view of the **Item Information** window for all items, and you can enter the relevant details in these fields.

11 Lists

Your company file has lists for different types of records—customers, accounts, tax codes, recurring transactions and so on. This chapter explains how to add records to lists, and how to inactivate or delete them.

For information about item custom lists and fields, see [‘Customising inventory’ on page 190](#).

Adding a record

Lists are made up of individual records. For example, each item in your Items List is a record, as is each job in your Jobs List. You can add as many records as you want to a list.

To add this type of record...	See
Account	page 41
Card	Creating a card
Time billing activity (Plus h only)	page 116
Item	page 179
Tax code	page 196
Recurring transaction	page 211
Category (Standard, Plus h)	page 260
Job	page 261

- 2 In the **Customer** field, type the customer’s name and press TAB. If there is no card for this customer, a drop-down list appears.

Adding records when entering transactions

You can create new records easily from any transaction window. For example, you can add accounts and cards to your lists when entering transactions.

To create a record in a transaction window

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.

Card Name	ID	Current Balance
A-Z Stationery Supplies	CU5000001	\$24,610.00
Cameron, James	CU5000002	\$17,697.00
Cash Sales	CU5000009	\$0.00
Chelsea Mosset	CU5000003	\$37,035.94
Davis, Chris	CU5000005	\$0.00
Footloose Dance Studio	CU5000004	\$15,021.00
Island Way Motel	CU5000006	\$35,742.25
Leisure Landscape Nursery	CU5000007	\$0.00
My Town Realty	CU5000008	\$0.00
The Motor Company	CU5000010	\$0.00

Buttons: Cancel, Easy Add, New..., Use Customer

3 Do one of the following:

- To create a detailed new record, click **New**. The **Card Information** window appears, where you can enter the details of the new customer.
- To create a quick record to complete later, click **Easy-Add**. A new card is added to your cards list, using just the customer name you entered in the **Customer** field. You can go back and add details to the card later.

NOTE : Easy-Add is not available from some transaction windows In windows such as **Spend Money**, the type of card you want to create is not immediately obvious, so the Easy-Add button is not available.

Setting up tax codes

Tax codes are used to track tax paid to and by your business. Each tax code represents a particular type of tax.

AccountRight has an extensive list of tax codes that can be used in a variety of situations—for example, when doing business with overseas customers, when tracking capital acquisitions, and so on.

Summary of tax types

When you create a tax code, you need to select which type of tax it is. The table below describes what each tax type is for.

Tax Type	Description
Consolidated	This tax type is used for taxes that are made up of two or more tax codes or sub-taxes. For more information, see ‘Consolidated tax codes’ on page 198 .
Import Duty	Importers, who are bringing goods into Australia from other countries, should use this tax type. Tax codes with this tax type are used to record the import duty payable on a purchase order without changing the total amount of the purchase order. (The import duty is treated as a separate transaction since the duty is payable to the ATO, not to the company supplying the goods.)
Sales Tax	This tax type is associated with the Wine Equalisation Tax.
Goods & Services Tax	This tax type is associated with the Goods & Services Tax assigned to sales and purchases. This tax type also is used for GST-free goods and GST on Wine Equalisation Tax.

Tax Type	Description
Input Taxed	This tax type should be used by organisations, such as suppliers of financial services, that must pay GST on the purchases they make but don't collect GST from their clients or customers. The Input Taxed tax type also should be used by businesses that haven't registered for GST.
Luxury Car Tax	This tax type is used by the Automotive industry to handle the luxury car tax.
Voluntary withholdings	This tax type should be used for the PAYG voluntary withholdings scheme.
No ABN/TFN	<p>This tax type should be used for suppliers that have not quoted ABNs on their invoices, or for amounts that are withheld from investment income because no tax file number was quoted. This type indicates that the tax code is a PAYG Withholding tax type and will always be rounded down to the nearest dollar.</p> <p>You should use a No ABN/TFN tax code of 48.5% for suppliers who do not quote an ABN on invoices for more than \$75 tax exclusive, or where amounts are withheld from investment income because no tax file number was quoted. If both of these situations apply to your company, you will need to create two tax codes to handle them separately.</p>

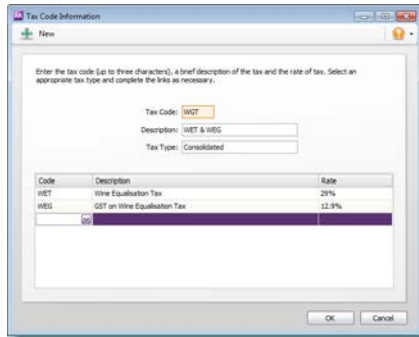
To create a tax code

- 1 Go to the **Lists** menu and choose **Tax Codes**. The **Tax Code List** window appears.
- 2 Click **New**. The **Tax Code Information** window appears.
- 3 In the **Tax Code** field, type a code (up to three characters) for the new tax and press **TAB**.
- 4 Complete the other fields in this window.

- A Enter a description, type and rate. If you selected **Consolidated** as the **Tax Type**, see ['Consolidated tax codes'](#) on page 198.
- B Select the linked account for tax collected and for tax paid. These fields are only available for some tax types.

Consolidated tax codes

You can create consolidated tax codes by combining two or more tax codes. For example, you could create a GW tax code (with a 41.9% tax rate) that is composed of WET (Wine Equalisation Tax) at 29% and WEG (GST on Wine Equalisation Tax) at 12.9%.



NOTE: You can only consolidate tax codes that are in your tax code list Make sure you first create the tax codes you want to consolidate. The rest of the fields are filled in for you and the consolidated tax rate is calculated automatically.

To assign tax codes to accounts

You can assign a tax code to any detail account in your accounts list. The tax code you assign will appear as the default tax code when you post a transaction to this account.

For example, you have assigned the GST tax code to your electricity expense account. When you settle your electricity bill in the **Spend Money** window and allocate it to this account, the GST tax code will appear in this window by default.

You can allocate a tax code to an account in the **Account Information** window. To open this window, go to the **Accounts** command centre, click **Accounts List**, double-click the required account, and click the **Details** tab.

To assign tax codes to items

When you set up an item, you must assign a GST code to use when selling it. If you use AccountRight Standard, Plus or Premier, you'll also need to assign a GST code to use when buying the item.

These item GST codes will appear by default when buying and selling your items *unless* you have specified that the customer or supplier GST code is to be used instead (see [below](#)).

You assign GST codes to items in the following tabs of the **Item Information** window:

- **Buying** and **Selling** tabs (Standard, Plus, Premier)
- **Profile** tab (Basics).

For more information, see '[Creating items](#)' on page 179.

To assign tax codes to cards

You can define a default tax code for a customer or supplier (Standard, Plus, Premier). You would only need to select a default tax code if the customer's or supplier's tax status takes precedence over that of the item or service being sold or purchased.

For example, if a customer is one to whom you only ever make export sales, you should assign the EXP (Export Sales) tax code to that customer's card.

When you create a quote, order or invoice, the tax code assigned to the customer will be used as the default. This tax code will override the item's tax code in an item sale, and the allocation account's tax code in a non-item sale.

Tax codes are assigned to customers in the **Selling Details** tab of their **Card Information** window.

Make sure you select the **Use Customer's Tax Code** option. (If this is not selected, the customer's tax code will not be used, even if one has been assigned.)

Tax Code: GST (Goods & Services Tax)

Freight Tax Code: GST (Goods & Services Tax)

Use Customer's Tax Code

Similarly, in AccountRight Standard, Plus and Premier, when you create a quote, order or bill, the tax code assigned to the supplier will be used as the default. This tax code will override the item's tax code in an item purchase and the allocation account's tax code in a non-item purchase. Tax codes are assigned to suppliers in the **Buying Details** tab of their **Card Information** window.

Make sure you select the **Use Supplier's Tax Code** option. (If this option is not selected, the supplier's tax code will not be used, even if one has been assigned.)

Tax Code: GW (Consolidated WEG & WET)

Freight Tax Code: GST (Goods & Services Tax)

Use Supplier's Tax Code

Finding a record

Records are stored and displayed in lists. For example, the **Jobs List** window lists the jobs you have created, the **Accounts List** window lists your accounts, and so on. As lists get long, it can take time to locate a record. Use the following tools to find a record quickly.

Tabs Some lists are divided into separate views using tabs. For instance, the accounts list is divided by account type into nine tabs, making it easier for you to find an account. For example, if you are looking for an asset account, click the **Asset** tab. Within the tab you can use the scroll bar to find the record.

Account Number	Account Name	Type	Tax Code	Linked	Balance
1-0000	Assets	Asset			\$663,803.84
1-1000	Current Assets	Asset			\$635,973.84

Search fields You can filter lists using the search field. To do this, click the column heading by which you want to search (for example, by code

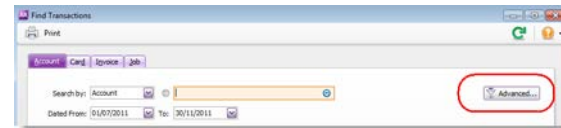
or name), then type your search terms in the **Search** field (Search:). The list is updated as you type to display all records that contain your search terms for the selected column.

To reset the list, delete the text you entered in the search field or click the X () icon.

Item Number	Name	Sell Price
100	Cooler Large	\$520.00
110	Cooler Large - 1 Month Rent	\$20.25
120	Cooler Filter Large	\$67.95

Advanced search filters In some list windows, you can use advanced search filters to narrow down your record search. To do this, click **Advanced**. Enter the relevant filters and click **OK**. The window will display only those records that meet your search criteria.

Inactive records are hidden by default In some list windows there is an option to **Show Inactive** records. Select this option to show all records, including inactive ones.



Changing a record

You can make changes to records, like your accounts and cards, whenever you want to.

If you change the details of a record that does not affect a transaction's balance (for example, changing a customer name), then all the transactions you've entered using that record are updated.

If you make changes to a record that *do* affect a transaction's balance (such as an item's selling price or the rate of a tax code) transactions you've entered previously using that record are not updated.

For example, if you change an item's selling price from \$6 to \$8, transactions you've recorded with the old price will retain that price. The new price applies to any new transactions you enter.

To change a record

- 1 Display the list to which the record belongs. For example, if you are making changes to an account, display the **Accounts List** window; if you are changing an item, display the **Items List** window, and so on.
- 2 Locate the record you want to change in the list. Use a search method described in 'Finding a record' on page 199, 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 records that you rarely use—for example, a card you created for a one-off sale—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. For example, if you are making changes to an account, display the **Accounts List** window; if you are changing an item, display the **Items List** window, and so on.

- 2 Locate the record you want to inactivate (or reactivate) and click the zoom arrow (🔍) next to it. The record's details appear.
- 3 If you are inactivating or reactivating a card, account, activity or item, click the **Profile** tab.
- 4 Select (or deselect) the **Inactive [...]** option.

Deleting a record

You can delete a record, like an account or card, that you no longer need. However, a record cannot be deleted if it is used in a transaction, has been selected in another record, or if it has a balance.

NOTE: Deleting accounts and jobs You can only delete an account or a job if it has never been used in a transaction. If the account or job has been used, you will not be able to delete it, even after deleting the transaction.

As an alternative, you can choose to make the account or job inactive. See 'Inactivating or reactivating a record' on page 201 for more information. For accounts, you can choose to combine the account you no longer require with another account to remove it from the **Accounts List**. See 'Combining records' below for more information.

To delete a record

- 1 Go to the **Lists** menu and choose the list to which the record belongs. For example, if you are deleting an item, choose **Items**; if you are deleting a card, choose **Cards**, and so on.

- 2 Locate the record you want to delete and click the zoom arrow (🔍) next to it. The record details appear in the **Information** window.
- 3 Go to the **Edit** menu and choose **Delete [...]**. For example, if you want to delete a customer card, choose **Delete Card**.

Combining records

In some situations you may want to combine two records. For example, you may have records in your cards list for two suppliers who have merged their operations. Or you may have separate accounts for two departments whose sales figures you now want to combine.

When you combine two records, you identify one as the primary record and the other as the secondary record. The primary record becomes the owner of all the transaction details (transactions, jobs, history, and so on) currently linked to the secondary record and the secondary record is deleted.

NOTE: Historical reports When you view historical reports from the previous financial year (for instance, the previous financial year's balance sheet), the primary account is listed showing the combined account balance.

Combining cards

You can combine:

- customer cards
- supplier cards
- personal cards.

You cannot combine:

- employee cards
- cards with a different type
- cards where the primary card is inactive.

When cards are combined, the non-transaction card information for the primary card—such as card name, address and buying and selling details—is retained as the default information for the combined card. The transaction details for the secondary card are added to the primary card. Non-transaction information for the secondary card is deleted.

To combine two cards

- 1 Go to the **Card File** command centre and click **Cards List**. The **Cards List** window appears.
- 2 Select the primary card.
- 3 Click **Combine Cards**. The **Combine Cards** window appears.



The primary card appears under the **Primary - Move all transactions to** list. If necessary, you can choose another primary card from the list.

- 4 Select the secondary card from the **Secondary - Remove all transactions from** list.

CAUTION: The next action cannot be undone Before continuing, check that you've selected the correct cards to be combined. If you combine the wrong cards, you will have to restore them from a backup and re-enter transactions posted to those cards since the backup.

- 5 Click **Combine Cards**. A confirmation window appears.

- 6 Click **OK** to confirm you want to combine the two cards.

Combining accounts

You can only combine accounts that are:

- accounts of the same account type (for example, asset and expense accounts cannot be combined) and
- detail accounts.

You cannot combine:

- header accounts
- accounts that are linked to other accounts
- accounts that are associated with bank feeds.

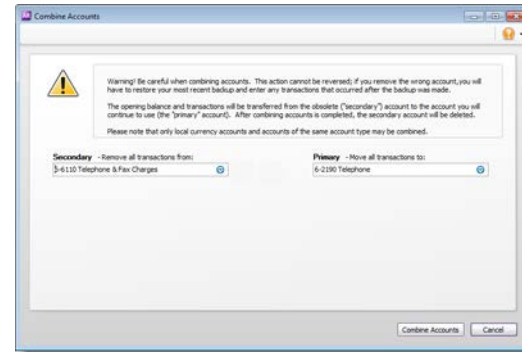
When accounts are combined, the non-transaction account information for the primary account—such as account name, description and bank details (for banking accounts)—is retained as the default information for the combined account. The transaction details and opening balance of the secondary account are 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. You will have to revise the budgets and job budgets of the primary account after combining them.

To combine two accounts

- 1 Go to the **Accounts** command centre and click **Accounts List**. The **Accounts List** window appears.
- 2 Select the primary account. This is the account that the secondary account's transaction history and opening balance will be transferred to.

- 3 Click **Combine Accounts**. The **Combine Accounts** window appears.



The primary account appears under the **Primary - Move all transactions to list**. If necessary, you can choose another primary account from the list.

- 4 Select the secondary account from the **Secondary - Remove all transactions from list**.

CAUTION: The next action cannot be undone Before continuing, check that you've selected the correct accounts to be combined. If you combine the wrong accounts, you will have to restore from a backup and re-enter transactions posted to the accounts since the backup.

- 5 Click **Combine Accounts**. A confirmation window appears.
- 6 Click **OK** to confirm you want to combine the two accounts.

12 Transactions

You create a transaction when you record entries such as sales invoices, general journal transactions and cheques. You can change, delete or reverse these 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 choose to record recurring transactions automatically on their due date.

Finding a transaction

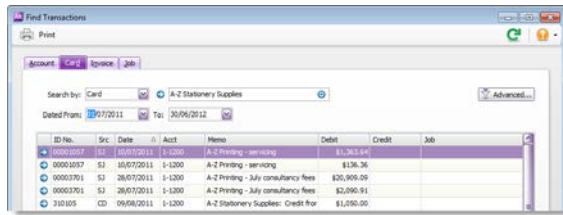
There are several ways to find a transaction. The method you use depends on the information you have at hand.

Use the...	To find...	See
Find Transactions window	journal entries, sales, purchases, cheques, deposits, supplier and customer payments.	page 206
Sales Register	transactions relating to sales (such as open and closed invoices), quotes, orders, credits and returns. This method is most useful if you know the transaction date or the customer's name.	page 206
Purchases Register <i>(Standard, Plus)</i>	transactions relating to purchases (such as open and closed bills) quotes, orders, debits and returns. This method is most useful if you know the transaction date or the supplier's name.	page 206
Bank Register	cash and bank transactions, including customer and supplier payments.	page 207

Use the...	To find...	See
Items Register <i>(Standard, Plus)</i>	inventory item transactions for a particular date range. This includes adjustments, auto-build and other inventory transactions.	page 207
Transaction Journal window	any transaction by source journal.	page 207
Recurring Transactions List window	recurring transactions. You can sort transactions by name, type, or frequency, or search for a transaction by name, amount, or next due.	page 208

To find a transaction using the Find Transactions window

- 1 From any command centre, click **Find Transactions**.
- 2 In the **Find Transactions** window, click the appropriate tab—for example, the **Card** tab to search by card.
- 3 Filter your search using the **Search By** and date range fields.



- 4 If you want to narrow your search further:
 - a Click **Advanced**. The **Advanced Filters** window appears.
 - b Type or select additional search filters, and click **OK**.
The transactions that match your search criteria appear in the **Find Transactions** window. You can view a transaction in detail by clicking the zoom arrow (↕) next to it.

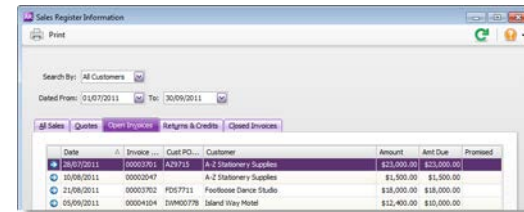
NOTE: Quotes and orders without applied payments don't appear in the Find Transactions window (Standard, Plus, Premier) To find these types of transactions, go to the **Quotes** and **Orders** views of the **Sales Register** or **Purchases Register**.

To find a transaction using the Sales Register window

The **Sales Register** window lists all open and closed invoices, quotes, orders, returns and credits. You can also view a list of all sales, if you choose.

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

- 2 Click the tab of the sales category you would like to view—for example, **Open Invoices**.



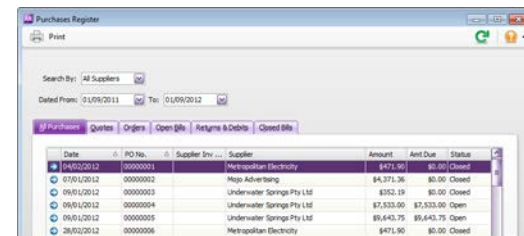
- 3 [Optional] Filter your search using the **Search By** and date range fields.

The transactions that match your search criteria appear in the **Sales Register** window. You can view a transaction in detail by clicking the zoom arrow (↕) next to it.

To find a transaction using the Purchases Register window (Standard, Plus, Premier)

The **Purchases Register** window lists all open and closed purchases, returns and debits, quotes and orders. You can also view a list of all purchases.

- 1 Go to the **Purchases** command centre and click **Purchases Register**. The **Purchases Register** window appears.
- 2 Click the tab of the type of purchase you would like to view—for example, **All Purchases**.



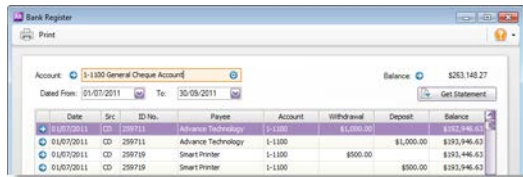
- 3 [Optional] Filter your search using the **Search By** and date range fields.

The transactions that match your search criteria appear in the **Purchases Register** window. You can view a transaction in detail by clicking the zoom arrow (🔍) next to it.

To find a transaction using the Bank Register window

You can use the **Bank Register** window to find cash and banking transactions like Spend Money, Receive Payments and Receive Money transactions.

- 1 Go to the **Banking** command centre and click **Bank Register**. The **Bank Register** window appears.
- 2 Type or select the bank, credit card or petty cash account you used for the transaction in the **Account** field.

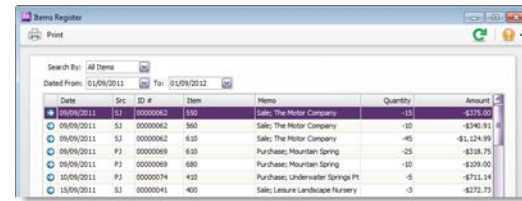


- 3 In the **Dated From** and **To** fields, enter the date range during which the transaction was recorded. The transactions that match your search criteria appear in the **Bank Register** window.
- 4 If you want to view a transaction in detail, click the zoom arrow (🔍) next to the transaction.

To find a transaction using the Items Register window (Standard, Plus, Premier)

The **Items Register** window gives you quick access to transactions relating to items. When the register is filtered to show a single item, a running balance of the item's quantities and values appears.

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



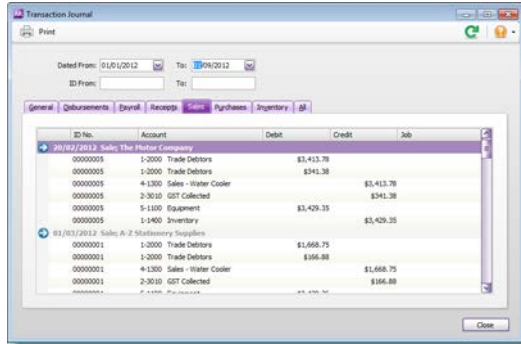
- 2 In the **Search By** field, select whether you want to view transactions for all items or a single item.
- 3 If you selected **Item** at step 2, type or select the item number in the field that appears to the right of the **Search By** field.
- 4 In the **Dated From** and **To** fields, enter the date range during which the transaction was recorded. The transactions that match your search criteria appear in the **Items Register** window.
- 5 If you want to view a transaction in detail, click the zoom arrow (🔍) next to the transaction.

To find a transaction using the Transaction Journal window

The **Transaction Journal** window groups all your accounting entries into journals, or you can display all transactions.

- 1 Click **Transaction Journal** from any command centre (except **Card File**). The **Transaction Journal** window appears.

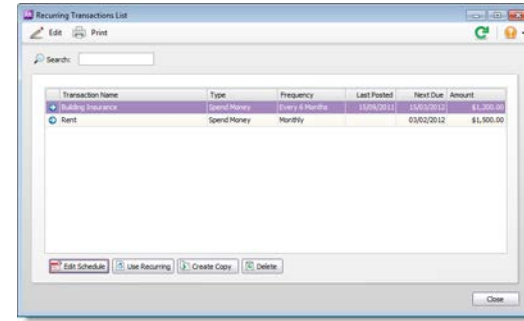
- Click the appropriate tab—for example, the **Sales** tab to find a sales invoice.



- In the **Dated From** and **To** fields, enter the date range within which the transaction was recorded. All transactions between (and occurring on) these dates will be listed.
- If you want to search for a range of journal ID numbers, enter the range in the **ID From** and **To** fields. All transactions with IDs between (and matching) these numbers will be listed.
- To open the transaction in its original window, click the zoom arrow (↷) to the left of the journal entry.

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 more information on changing the details of a recurring transaction, see 'Recurring transactions' on page 211.

Changing or deleting a transaction

If you are part way through entering a transaction, you can erase it and start again by choosing **Erase** from the **Edit** menu.

Sometimes, however, you may need to make changes to or delete a transaction you have already recorded. A transaction can only be changed or deleted:

- if it is *changeable*. A changeable transaction is identified by a blue zoom arrow (↷) next to it.

To check if your transaction is changeable, make sure the **Transactions CAN'T be Changed; They Must be Reversed** option is deselected in the **Security** view of the **Preferences** window. Note that when you create your company file, this preference is not selected.

If you want to maintain a strict audit trail, you should consider making your transactions unchangeable by setting this preference.

An unchangeable transaction is identified by a grey zoom arrow (🔍) next to it.

- if it is not dated within a locked period.

Lock periods prevent you from inadvertently making an entry in a period in which you don't want new entries. For example, after you have completed end-of-month reports for January, you might lock the period so that the balances for that month cannot be changed. If you want to change a transaction in a locked period, you need to unlock the period first.

If you make your transactions unchangeable, you need to reverse a transaction to cancel its effect on your accounts (see ['Reversing a transaction' on page 210](#)).

Changing a transaction

Before changing a transaction, note the following:

Some transactions cannot be changed You cannot change a refund cheque, Transfer Money transaction, 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 210](#).

Some fields cannot be edited If you are changing a Pay Bills transaction (Standard, Plus, Premier), Receive Payments transaction, or an employee pay (Plus, Premier), 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 205](#).
- 2 Make the necessary changes to the transaction and then click **OK**.

GST reporting period, your GST reported for that period may be

Deleting a transaction

When you delete a transaction, it is permanently removed from your records. Note the following when deleting a transaction:

Sales You can only delete a sale that does not have a payment applied to it. If you have recorded a payment for a sale, 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 credit note towards a sale, you must delete the credit before you can delete the sale.

Purchases (Standard, Plus) You can only delete a purchase that does not have a payment applied to it. If you have recorded a payment for a 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.

Grouped receipts that have been deposited If you want to delete an individual receipt that was recorded as part of a bank deposit of receipts grouped in the undeposited funds account, you must first delete the bank deposit. When you delete a bank deposit, all of the cash receipts included in that bank deposit are returned to the **Prepare Bank Deposit** window. You can then delete the required receipt from this window.

Reconciled transactions If you delete a reconciled transaction, your bank reconciliation will be out of balance. If you want to reverse a reconciled transaction, you need to undo the bank reconciliation first, then reverse the entry and re-reconcile the account. See ['Reconciliation problems' on page 91](#).

GST and activity statement reporting If you delete a transaction that must be reported on an activity statement, the transaction details will not be included in your GST reports or in an activity statement prepared using BASlink. Also, if you delete a transaction from a prior affected.

Insufficient on-hand item quantities (Standard, Plus, Premier) You cannot delete a purchase that will result in negative inventory on-hand.

To delete a transaction

- 1 Find and display the transaction in its original transaction window.
For more information, see [‘Finding a transaction’ on page 205](#).

- 2 Go to the **Edit** menu and choose **Delete [...]**. For example, if you want to delete a sale, choose **Delete Sale**. The transaction will be removed permanently from your records.

Reversing a transaction

If your accountant wants you to maintain a strict record of all your accounting entries, you should reverse a transaction rather than change or delete it.

A reversal transaction is a new transaction that replicates the original transaction, but with debit amounts shown as credit amounts and vice versa. After posting a reversal transaction, you have two transactions (the original and the reversal), but the account balances appear as if the original transaction was never posted.

A reversal transaction is automatically posted to the same account for the same amount as the original transaction. You cannot change the amount or account of a reversal transaction.

Before you can reverse a transaction You can only reverse a transaction if it is *unchangeable*. An unchangeable transaction is identified by a grey zoom arrow (🔍) next to it. To make your transactions unchangeable, select the **Transactions CAN'T be Changed; They Must be Reversed** option on the **Security** tab view of the **Preferences** window. You can change this option at any time.

Reversing a transaction can affect closed periods When you reverse a transaction, be aware of the transaction date you enter:

- If you use the current date when you reverse a transaction from a prior month, the month-end financials for the prior month will not reflect the reversal transaction.

- If you use the original date for the reversal transaction, your prior month's financials should be reprinted because they will have changed.
- If the original transaction date falls in a prior GST period, recording the transaction on the original date may affect the GST reportable in that period.

Negative inventory (Standard, Plus, Premier) 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 to a purchase (Standard, Plus, Premier), you also need to reverse the discount. For information about how to find a transaction, see [‘Finding a transaction’ on page 205](#).

To reverse a transaction

- 1 Find the transaction you want to reverse. See [‘Finding a transaction’ on page 205](#) for instructions.
- 2 Go to the **Edit** menu and choose **Reverse [...]**. For example, if you want to reverse a sale, choose **Reverse Sale**. A new transaction containing corresponding negative amounts to that of the original transaction appears.
- 3 If you want, alter the date and memo. Note that you can't change the accounts and amounts.

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

- 4 Click **Record Reversal** to record the reversal transaction. The transaction is reversed and all account balances are returned to their previous levels.

Recurring transactions

If you have transactions that you record regularly—for example, a rent cheque—you can set them up as recurring transactions and save them for future use.

When you save a recurring transaction, you can specify how often you want the transaction to be recorded, and for how long you want to schedule it. For example, you can schedule your car payments monthly, for the next 22 months.

If the transaction details are the same each time—such as a rent payment, you can set up a recurring transaction to record automatically. Or you can open the transaction as required, alter the details (for example, if you make regular sales to a customer and vary the items), and then record the transaction.

You can make the following transactions recurring: sales, purchases (Standard, Plus, Premier), Spend Money, Receive Money and general journal entries.

Setting up recurring transactions

You can create a recurring transaction in a transaction window, or copy an existing recurring transaction to create a new one. Later on, you can change details of a recurring transaction, or delete one if it is no longer used.

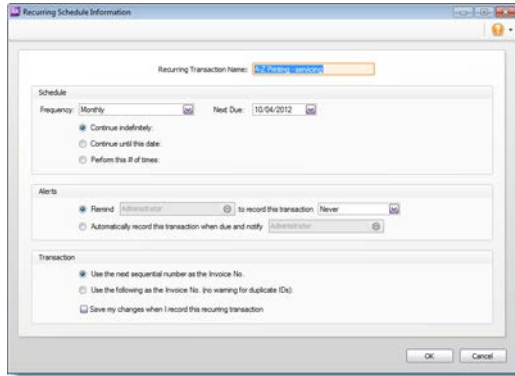
If you want to...	See
Create a recurring transaction	below
Create a recurring transaction from an existing entry	page 213
Edit a recurring transaction	page 214
Delete a recurring transaction	page 214
Record a recurring transaction from a transaction window	page 215
Record multiple recurring transactions	page 215

To create a recurring transaction

When you create a recurring transaction, you can select how often you want the transaction to be recorded, and for how long you want to schedule it. For example, you can schedule your car payments monthly, for the next 22 months.

- 1 Enter the transaction details in a transaction window—such as the **Sales** window—if you make regular sales to a customer.

- Click **Save as Recurring** (instead of clicking **Record**). The **Recurring Schedule Information** window appears.



- In the **Recurring Transaction Name** field, type a name to identify the transaction.

Schedule the transaction

- From the **Frequency** list select the transaction frequency.

TIP: Recurring transaction reports If you specify the frequency and a reminder date for the transaction, you can use the Recurring Transactions reports to keep track of the transactions you need to enter.

- In the **Starting on** field type the date on which the transaction is first due.

NOTE: Pre-dated recurring transactions You can save a recurring transaction with a start date prior to the system date, provided the date entered is within the current financial year and is not in a locked period.

- Indicate how long you want the recurring transaction to continue.

If you want to...	then...
schedule the transaction for an unlimited period	Select Continue indefinitely .
schedule the transaction until a set date	Select Continue until this date and type the date in the adjacent field.
schedule the transaction for a set number of times	Select Perform this # of times and type the number of times in the adjacent field.

Specify an alert option

In the **Alerts** section of the window, you can set a reminder to record the transaction, or set for an automatic recording of the transaction and receiving a notification when the transaction is recorded.

NOTE: Pre-dated recurring transactions cannot be recorded automatically If you entered a pre-dated recurring transaction and you set a reminder date, the transaction will display as overdue on the To Do List. Pre-dated recurring transactions cannot be set to be recorded automatically.

If you want to...	then...
set a reminder	<ol style="list-style-type: none"> 1 Click Remind. 2 Select a reminder option from the to record this transaction list. 3 If you selected No. days in advance, type the number of days in the adjacent field. 4 Select the user who needs to be reminded from the list adjacent to the option. 5 Continue with step 7 below.
automatically record the transaction	<ol style="list-style-type: none"> 1 Click Automatically record this transaction when due and notify. 2 Select the user who needs to be notified from the list adjacent to the option.

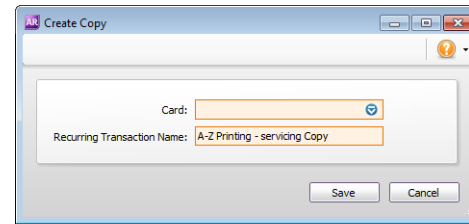
Select the transaction ID

- 7 In the **Transaction** section, select how you want the transaction ID number to be created:
 - if you want the transaction ID number to be one greater than the previous transaction ID, click **Use the next sequential number as the [...] No.**
 - if you want to use a specific 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 **OK**. The transaction window appears.
- 10 Click **Record** to record the transaction showing or click **Cancel** to close the transaction window. The new recurring transaction now appears in the **Recurring Transactions List** window. See [‘To find a recurring transaction’ on page 208](#).

To create a recurring transaction from an existing entry

You can create a recurring transaction by copying an existing recurring transaction entry, then customising the details for the new one.

- 1 Go to the **Lists** menu and choose **Recurring Transactions**. The **Recurring Transactions List** window appears.
- 2 Select the recurring transaction you want to copy and click **Create Copy**. The **Create Copy** window appears.



- 3 In the **Card** field, click the search button (🔍).
The **Select from List** window appears listing only card types relevant to the type of recurring transaction you are copying. For example, a sales transaction can only be applied to your customer cards.
- 4 Select the cards you want create a copy for:
 - if you want to select all the cards, click the icon above the select column (☑)
 - if you only want to select some cards, click in the select column next to each required card.
- 5 Click **OK** when you've finished selecting from the list. The **Create Copy** window appears.

- 6 Click **Save**.

If you selected...	Then...
One card	The transaction window for the new recurring transaction appears. You can edit the transaction details if required. Click Save . The Recurring Transactions List window appears.
More than one card	The Recurring Transactions List window lists all your recurring transactions. Each new transaction has a unique name—the original name suffixed by the name of the relevant card.

- 7 If you need to change the schedule details or the name of a new recurring transaction:
 - a Select the recurring transaction.
 - b Click **Edit Schedule**. The **Recurring Schedule Information** window appears.
 - c Make your changes and click **OK**.
- 8 Click **Close**.

To edit a recurring transaction

After you've created a recurring transaction, you can edit the details (such as the cheque details of a **Spend Money** transaction) or edit the schedule.

- 1 Go to the **Lists** menu and choose **Recurring Transactions**. The **Recurring Transactions List** window appears.
- 2 If you want to change the recurring transaction details:
 - a Select the recurring transaction and click **Edit**. The transaction window appears for the selected type of recurring transaction.
 - b Make the necessary changes.
 - c Click **Save**.
- 3 If you want to change the schedule of the recurring transaction:
 - a Select the recurring transaction and click **Edit Schedule**. The **Recurring Schedule Information** window appears.

- b Change the scheduling details of the transaction as required.
- c Click **OK**.

- 4 Click **Close**.

Deleting a recurring transaction

Deleting a recurring transaction only removes it from your list of recurring transactions. Transactions recorded previously, using this recurring transaction as a template, are not affected.

To delete a recurring transaction

- 1 Go to the **Lists** menu and choose **Recurring Transactions**. The **Recurring Transactions List** window appears.
- 2 Select the recurring transaction you want to delete and click **Delete**. An information message appears explaining that this action will not delete any recorded transactions based on this transaction template.
- 3 Click **OK** to delete the recurring transaction.

Recording recurring transactions

For recurring transactions that are not set up to record automatically, you need to decide when to record them. You can:

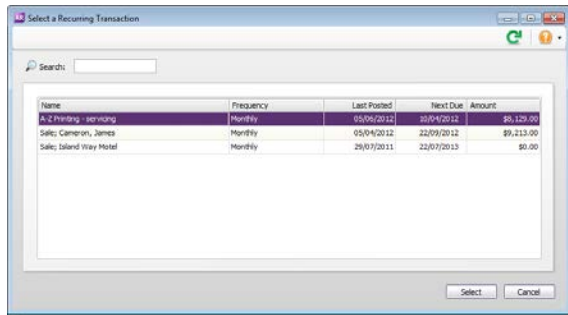
- record a single recurring transaction from a transaction window—see [below](#)
- record several transactions at the same time—see [page 215](#).

You can also record a recurring transaction:

- in the **Reminders** window (if you use the reminders option)—see 'Recurring transaction reminders' on [page 215](#)
- in the **Recurring Transactions List** window by going to the **Lists** menu and choosing **Recurring Transactions**.

To record a recurring transaction from a transaction window

- 1 Open the transaction window for the recurring transaction you want to use. For example, open the **Sales** window if you are recording a recurring sales transaction.
- 2 Click **Use Recurring**. The **Select a Recurring Transaction** window appears listing only recurring transactions for this type of transaction.

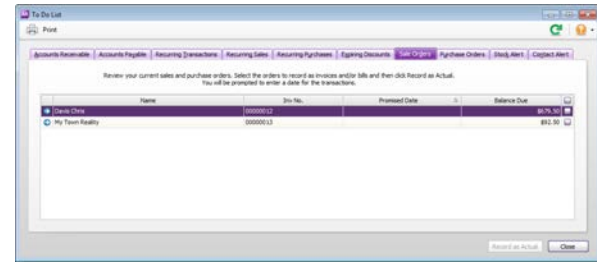


- 3 Choose the recurring transaction from the list and then click **Select**. The transaction appears.
- 4 If necessary, change the date, amount, account and other details.
- 5 Click **Record**.

To record multiple recurring transactions

- 1 From any command centre, click **To Do List**. The **To Do List** window appears.

- 2 Click the appropriate **Recurring...** tab.

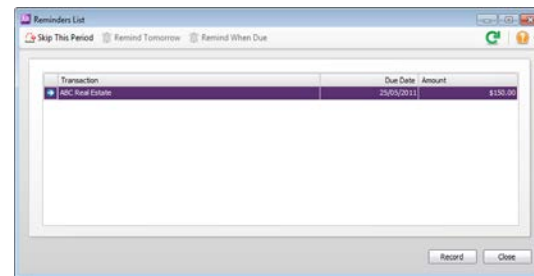


In the list of recurring transactions that appears, you can click the zoom arrow (🔍) to the left of a transaction to view it in detail.

- 3 Click in the select column (☐) next to the recurring transactions you want to record.
- 4 Click **Record**. A window appears requiring you to enter a date for the selected transactions. This is the date that the transactions will be recorded in your journals.
- 5 Enter a date and click **OK**.

Recurring transaction reminders

You can choose to be reminded on, or before, the scheduled date of a recurring transaction—see 'Specify an alert option' on page 212. If you use this option, the **Reminders List** window appears when you open your company file, when a recurring transaction is due (or overdue).



The options available in this window depend on the status of the selected recurring transaction (if more than one is showing). For example, if the selected transaction has a due date of today or is overdue, the **Remind Tomorrow** and **Remind When Due** buttons are not available.

The reminder options are outlined below.

Click...	If...
Skip This Period	You don't want to record the transaction this period. The reminder is removed from the list.
Remind Tomorrow	You don't want to record the transaction today, but want to be reminded tomorrow.
Remind When Due	You don't want to record the transaction today, but want to be reminded when the transaction is next due.
Record	You want to record the transaction now.

13 Reports

There are many reports that can 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 to re-use when required.

Producing reports

When you prepare reports, you can easily modify the format, content and appearance of a report, and export it to a different format. You can also create customised reports that suit the specific needs of your business and save them for future use.

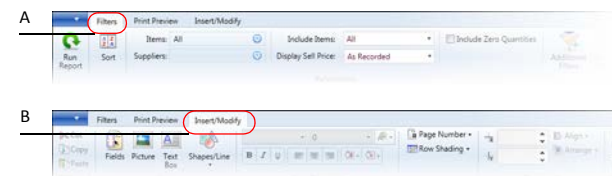
If you want to...	See
view a report	below
print, send or save a report	page 218
save a report in another file format	page 218

Displaying a report

- 1 Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.
- 2 Click the tab corresponding to the type of report you want to display. A list of report headings appears.
- 3 Click the required report group and then click the report you want to display.
- 4 Enter or select the date range or period for which you want to view the report. Note that this option is not available for some reports.
- 5 Click **Display Report**. The **Report** window appears.

TIP: Click **Advanced Filters** to select more filters. If you want to select more report filters before generating the report, click **Advanced Filters** in the **Index to Reports** window.

- 6 If you want to filter or modify the report, click the appropriate tab of the window. Each tab shows customisation options.



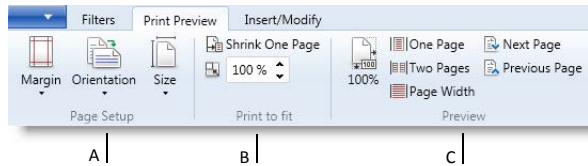
- A Click the **Filters** tab to sort and filter the information that appears on the report. After selecting your filters, click **Run Report** to apply the changes. See **'Filtering and sorting data in a report'** on page 219.
- B Click the **Insert/Modify** tab to add or remove report fields, insert a picture or include additional text. See **'Customising reports'** on page 219.

For detailed information about modifying reports, see **'Customising reports'** on page 219.

- 7 Go to **'Printing, saving and sending a report'** on page 218.

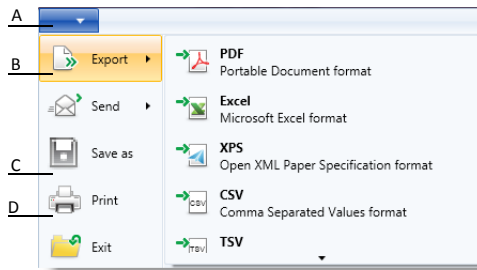
Printing, saving and sending a report

- 1 With the report displayed, click the **Print Preview** tab and select options for how the report will appear when printed.





- A Select the margins, page orientation and page size.
- B To scale the size of the report, enter a percentage value in the **Scale** field. To fit the report to the page width, click **Shrink One Page**.
- C Select how the report appears on screen while you are previewing it.

- 2 Choose how you want to print, save or send the report.



- A Click the **File** menu to see printing, saving and sending options.
- B Click **Export** to export the report to a different format (such as Excel), or click **Send** to send the report via email. For detailed information about these options, see 'Saving reports in other formats' below.
- C Click **Save as** to save the report as a custom report. For more information, see 'Saving custom reports' on page 225.
- D Click **Print** to print the report.

TIP: Share your reports online If you store your company file online, you can share your reports with any user you have set up to access your online company file. For example, your accountant can access your company file and view reports without you having to email them. For more information about setting up access to your online company file, see 'Set up user access' on page 30.

Printing and sending shortcuts In the toolbar at the top of the main **Report** window, click the **Print** icon () to print the report. Click the save icon () to save the report as a custom report.

Saving reports in other formats

You can save reports in various file formats so that they can be viewed and edited in other programs.

- 1 Display the report you want to save. For more information, see 'Displaying a report' on page 217.
- 2 Go to the **File** menu and click **Export**. A list of file format options appears in the right side of the window.
- 3 Click a file format option:

File format	Description
PDF (Portable Document Format)	If you save a report as a PDF file, the person who receives the report must have a PDF viewer, such as Adobe Reader, to view the report.
Microsoft Excel document (only available if you have Microsoft Excel installed)	If you save the report as an Excel document, the person who receives the document must have a program that can open Microsoft Excel spreadsheets, to view the document.
TSV (tab-separated values) .txt file	When you save a report using tab-separated values, fields in the report are separated by tab characters. The file is then saved as a .txt file, which can be opened by most word processor and spreadsheet programs.

File format	Description
CSV (comma-separated values) .txt file	When you save a report using comma-separated values, fields in the report are separated by commas. The file is then saved as a .txt file, which can be opened by most word processors and spreadsheet programs.
XPS (XML Paper Specification)	You can view XPS files in Windows 7 or using Internet Explorer 7 or 8.

Depending on the report format you chose:

- the **Export report as** window appears. Specify the file name and location, and then click **Save**.
- the report is displayed in the selected program (such as Excel). Save the report in the program as you normally would.

Customising reports

You can easily change the look and content of reports. For example, you can filter the type of information that appears, add additional columns and change the appearance.

You can customise a report for once-off use and print it immediately, or if you want to retain a report's modifications, you can save it as a custom report.

When you save a custom report, it appears in the **My Custom Reports** tab of the **Index to Reports** window. See 'Saving custom reports' on page 225.

There are a number of customisation tasks you can perform.

Task	See
Filtering and sorting data in a report	below
Adding text and graphics to a report	page 222
Changing the report background	page 223
Saving custom reports	page 225

- 3 If you want to change the date range, enter or select a new date range or period in the **Dates** section.

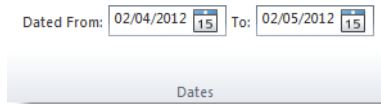
Filtering and sorting data in a report

You can customise the information that appears in your reports by specifying the range of data that you want to include, and by applying report filters. For example, if you want to print a **Customer Payments (Closed Invoices)** report for a single customer for the months May to July, you can use filters to select just that customer and just those months.

Once you filter the data, you can then select and sort the content of the report. For example, if you want the report to show the original purchase order number used by the customer, you can choose to show this data as well.

To set report filters

- 1 Open the report you want to view. See 'Displaying a report' on page 217.
- 2 Click the **Filters** tab. The options that appear depend on the report being customised.



Note that date filters are unavailable for some reports.

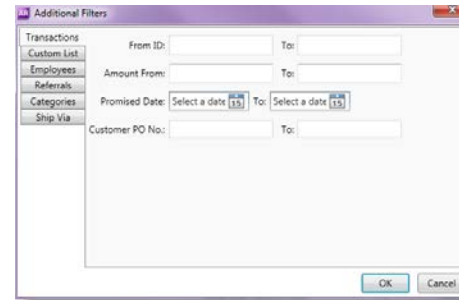
- In the **Refinements** section, select values for the various filters. The example below shows the options available for the **Item List [Summary]** report.



- A Click **Run Report** to apply filter changes.
- B Click **Sort** to sort the order of information in the report. For more information, see 'To sort report data' on page 222.
- C Select values for filters to limit the data that will be included in the report. Depending on the report you are producing, you may be able to filter by card type, custom lists, tax codes, amounts, etc.
- D Click **Additional Filters** to set filtering options that are not visible in the tab. See [step 5](#) below.
- E Click to return all filters to their default values.

- If you want to apply more filtering options, click **Additional Filters**. The **Additional Filters** window appears.

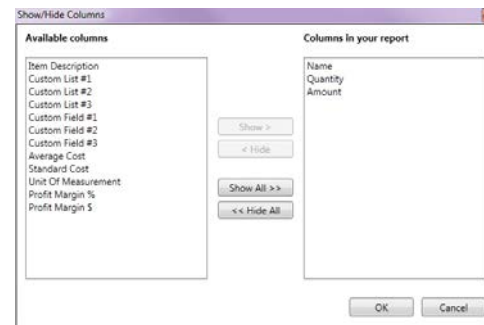
Note that the options available in this window depend on the report you are viewing.



- For each filter you want to apply to the report:
 - Click the tab for the type of record you want to filter the report by.
 - Select the values for any filters you want to apply.
 - Click **OK**. The **Reports** window reappears.
 - Click **Refresh Report** to apply the new filter settings.

To add report data

- Click the **Insert/Modify** tab.
- Click **Show/Hide**. The **Show/Hide Columns** window appears.



- 3 If you want to:
 - add a column to your report, select it in the **Available columns** list and click **Show**.
 - remove a column from your report, select it in the **Columns in your report** list and click **Hide**.
- 4 Click **OK**. Your selections are displayed on the report.

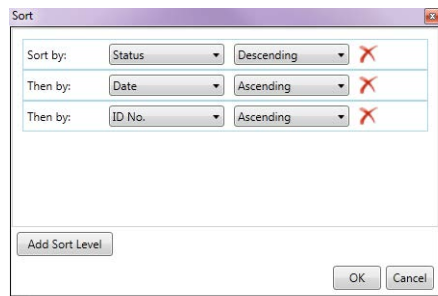
To change the column order

If you want to change the column order, do one of the following:

- Click on a column heading, hold the mouse button down and drag the column to a new position.
- Click **Order** in the **Insert/Modify** tab and in the window that appears, select the column heading you want to reorder and then click the up and down arrows to change the column order.

To sort report data

- 1 Click the **Filters** tab, then click **Sort**. The **Sort** window appears.



- a In the **Sort by** field, select the column you want to sort the report by, then select which order you want to sort that information in.
For example, to sort a report alphabetically, by customer name, select **Customer**, then select **Ascending** in the adjacent field.
- b If you want to add additional sorting levels, click **Add Sort Level**, then select the type of information you want to sort by and the order you want to sort it in.

For example, if the report was sorted alphabetically by customer, and you wanted to sort each customer by amount due, you would select **Customer** in the **Sort by** field, then **Amount Due** in the **Then by** field.

- 2 Click **OK**. The report is sorted in the specified order.

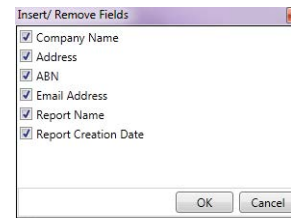
Adding text and graphics to a report

You can refine the appearance of your reports by adding elements such as text boxes, graphics and data fields.

To add a data field

Data fields contain pre-specified data, such as your company name or your ABN.

- 1 In the **Report** window, click the **Insert/Modify** tab.
- 2 Click **Fields**. The **Insert/Remove Fields** window appears.



- 3 Select the fields you want to appear in your report, then click **OK**.

To add a text box

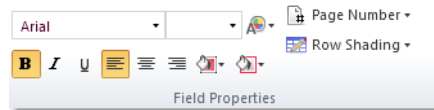
Text boxes are fields that contain text you enter yourself.

- 1 In the **Report** window, click the **Insert/Modify** tab.
- 2 Click **Text Box**.
- 3 Click and drag the mouse cursor in the area of the report you want the text box to appear.

- 4 Double-click in the text box and type the text you want to appear on your report.
- 5 If you need to reposition or resize the element, see [‘To move, resize or rotate an element’ on page 224](#).

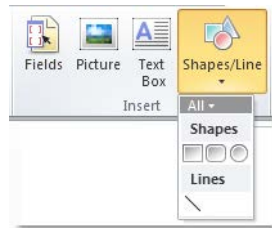
To format text in text boxes and data fields

- 1 In the **Report** window, click the **Insert/Modify** tab.
- 2 Click to select the field containing the text you want to format.
- 3 Use the options in the **Field Properties** section to select the required font, size, alignment, style and colour for the text in the field.



To add a shape or line

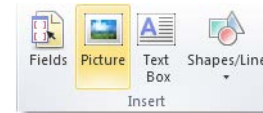
- 1 In the **Report** window, click the **Insert/Modify** tab.
- 2 Click the **Shapes/Lines** button and select the type of shape or line you want to add to your report.



- 3 Click and drag the mouse cursor over the area of the report where you want the selected shape to appear.
- 4 If you need to reposition or resize the element, see [‘To move, resize or rotate an element’ on page 224](#).

To add a picture or logo

- 1 In the **Report** window, click the **Insert/Modify** tab.
- 2 Click **Picture**.



- 3 Locate and select the picture file (bmp, jpg, gif, png or tif) and click **Open**. The picture appears in the report.
- 4 If you need to reposition or resize the element, see [‘To move, resize or rotate an element’ on page 224](#).

Changing the report background

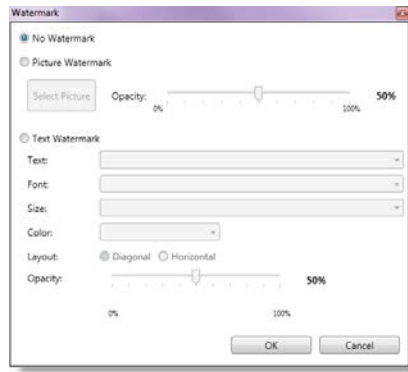
You can change the colour of a report background and insert watermarks.

- 1 Display the report.
- 2 In the **Reports** window, click the **Insert/Modify** tab.
- 3 If you want to change the page colour, click **Page Colour** and select the required background colour.



- 4 If you want to add a watermark, click **Watermark** and choose one of the predefined watermarks, or select **Custom Watermark**.

- If you are adding a custom watermark, choose a picture or enter the watermark text and select the required formatting options.



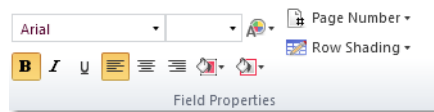
- Click **OK**.

Common commands for editing report elements

You can modify elements you have added to a report, such as shapes, text boxes and images, using the options in the **Insert/Modify** tab. The following procedures describe some of the options.

To format an element

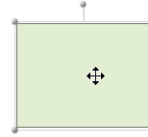
- Select the element you want to format.
- Use the options in the **Field Properties** section to select the required background colour and border colour for the element.



Depending on the element you select, different options may be available.

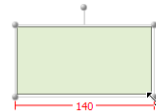
To move, resize or rotate an element

- Click to select the element you want to edit.
- Move the element by clicking and dragging it to a new position on your report.

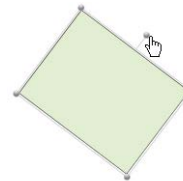


You can also set the element's position manually by entering coordinates in the **Placement** fields in the **Insert/Modify** tab.

- Change the element's size by clicking and dragging the anchor points on the corners of the element.

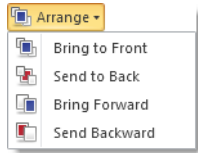


- Rotate the shape by clicking the top anchor point and dragging the cursor. The element is rotated around one of its corners.



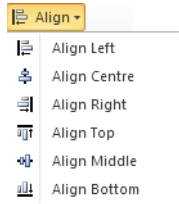
To arrange elements

- 1 Click the element once to select it.
- 2 Click **Arrange** and then choose an option.




To align elements

- 1 Select the elements you want to align. To do this, hold down the CTRL key on your keyboard and click each element.
- 2 Click **Align** and then choose an alignment option.



To undo changes

- ❖ To undo the last change you made to the current report, click the undo button ( Undo).

To cut, copy or paste elements

- 1 Select the element and do one of the following to copy or cut:
 - Use the clipboard buttons in the **Insert/Modify** tab to cut, copy and paste.




- Right mouse-click and choose **Cut** or **Copy**.
- 2 Click on the area of the report where you want to paste the element, then either:
 - Use the clipboard buttons in the **Insert/Modify** tab to paste.
 - Right mouse-click and choose **Paste**.

To delete an element


- ❖ Select the element and do one of the following:
 - press DELETE on your keyboard.
 - right mouse-click and choose **Delete**.

Saving custom reports

If you plan to use a report's filtering options and format again, you can customise the report once, save the changes and then re-use the report whenever you want. Once saved, you can access your custom report from the **My Custom Reports** tab in the **Index to Reports** window.

- 1 With the report displayed, click the save icon () at the top of the window. The **Save report as** window appears.
- 2 Enter a name and a brief description of the custom report.
- 3 Click **Save**.

Note that the report you have just saved is now listed in the **My Custom Reports** tab of the **Index to Reports** window. You can run the report again by selecting it from the **My Custom Reports** tab.

Deleting a custom report If you want to remove a custom report, select the report in the **My Custom Reports** tab of the **Index to Reports** window and click the delete icon ().

14 Forms

You can print and email a wide range of business forms using AccountRight, such as quotes, invoices, statements, pay slips (Plus, Premier) and mailing labels. You can customise the forms to suit the needs of your business.

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 table.

Command Centre	Type of Form	Function
Banking	Cheques	Print Cheques
	Receipts	Print Receipts
	Remittance Advices	Print/Email Remittance Advices
Sales	Invoice forms	Print/Email Invoices
	Packing slips	Print/Email Invoices
	(Standard, Plus)	

Command Centre	Type of Form	Function
	Shipping Labels	Print/Email Invoices
	Statements	Print/Email Statements
	Receipts	Print Receipts
Purchases (Standard, Plus)	Purchase forms	Print/Email Purchase Orders
	Cheques (payable)	Print Cheques
	Remittance Advices	Print/Email Remittance Advices
Payroll (Plus <i>h</i> only)	Cheques	Print Paycheques
	Payment summaries	Print Payment Summaries
	Pay slips	Print/Email Pay Slips
Card File	Mailing labels	Print Mailing Labels
	Personalised letters	Create Personalised Letters

Sending forms

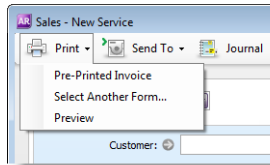
You can send forms when you record a transaction, or later, in a batch.

Sending forms when you record a transaction

You can print, email, or save forms as you enter a transaction.

To print a form

- 1 In the transaction window (for example, the **Sales** window), click **Print**. A list of print options appears.

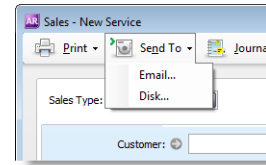


- 2 Choose a print option:
 - **Default form**—If you have specified a default form in the customer or supplier card, this form appears as an option. Otherwise, the **Pre-Printed [...]** option appears.
 - **Select Another Form**—Click to choose a different form or a customised form from a list.
 - **Preview**—Preview the form in a new window.

Note that the transaction will be recorded before the form is printed.

To email or save a form

- 1 In the transaction window (for example, the **Sales** window), click **Send To**. A list of sending options appears.



- 2 Choose a sending option:
 - **Email**—Send the form as a PDF attachment by email. If you're emailing a sale or purchase (Standard, Plus, Premier), you can send the email to multiple addresses and attach another file or document to the email.

NOTE: Compatible email applications To email using AccountRight, Microsoft Outlook or another MAPI compliant email application must be installed on your computer.

- **Disk**—Save the form to your computer or removable media as a PDF.

Note that the transaction will be recorded before the form is sent.

TIP: Automatically print, email, or save You can set up your preferences so that you can automatically print, email, 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.

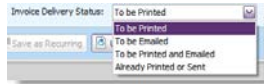
Sending forms in a batch

Instead of printing each form in the transaction window when you record it, you can select to print or email the forms later, in a batch.

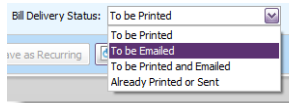
To do this, select **To be Emailed**, **To be Printed** or **To be Printed and Emailed** in the [...] **Delivery Status** field in a transaction window.

For example:

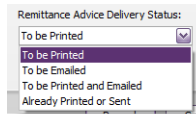
■ Sales window



■ Purchases window (Standard, Plus, Premier)



■ Spend Money window



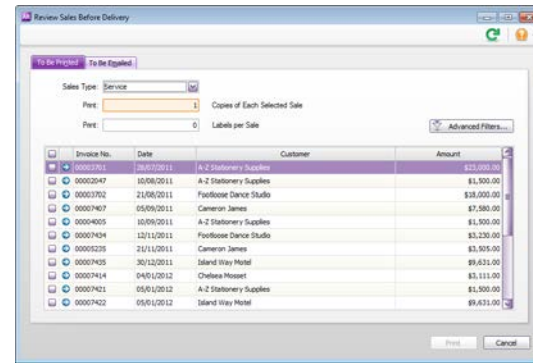
After you have completed a number of transactions, say, the invoices for the day, you can print or email a transaction batch. You also can choose which forms to print by applying selection criteria. For example, you can choose to print customer statements only if the balance of the customer's account is not zero.

NOTE: Compatible email applications To email using AccountRight, Microsoft Outlook or another MAPI compliant email application must be installed on your computer.

To send forms in a batch

- 1 Click the command centre function for the forms you want to send. For example, if you want to send sales invoices, go to the **Sales** command centre and click **Print/Email Invoices**.
- 2 Depending on the type of form you are sending, you have the option to print or email. Click the relevant tab for how you want to send the forms:

- **To Be Printed**
- **To Be Emailed**



- 3 If the field is available for the form you are sending, make a selection in the [...] **Type** field. For example, if you want to send item invoices, select **Item**.
- 4 If you want to view the details of a transaction, click the zoom arrow (↕) next to it.
- 5 If you want to change the form stationery or filter the list of forms, click **Advanced Filters**. For more information, see 'Customising form batches' on page 230.
- 6 Click in the select column (☐) next to a transaction you want to send. If you want to send all the transactions, click the icon in the heading of the select column.

TIP: Hiding transactions If there's a transaction in the list that you don't need to send, you can hide it by clicking its zoom arrow and changing the **Delivery Status** field to **Already Printed or Sent**.

- 7 If you are printing forms:
 - a Type the number of copies you want to print in the **Print [...]** **Copies** field.
 - b (Basics) For sales forms, you can print mailing labels at the same time. Type the number of copies in the **Labels** field.
 - c (Standard, Plus, Premier) For sales and purchases, you can print mailing labels and packing slips. Type the number of copies in the **Labels** and **Packing Slips** fields.
 - d Click **Print**. The forms will be sent to your printer.
- 8 If you are emailing forms:
 - a 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.
 - b Enter a subject title and message or accept the default title and message.

NOTE: You can update the default email title and message for all emailed forms To do this, click **Email Defaults**. The **Email Defaults** window appears. Click the tab corresponding to the form you are preparing. Make the required changes in the window and click **OK**.

- c Click **Send Email**. The forms will be emailed as PDF attachments.

Customising form batches

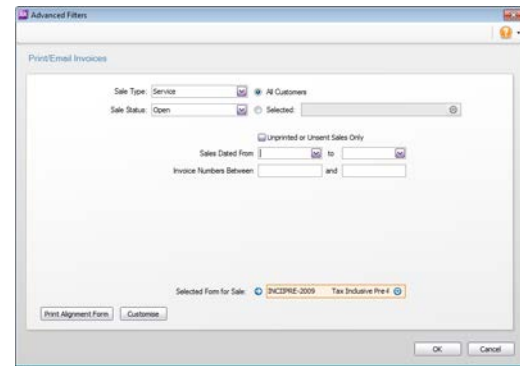
You can filter the list of transaction forms you are sending and change the stationery you use before you send forms. You can do this in the **Advanced Filters** window.

To customise a form batch

- 1 In the **To Be Printed** or **To Be Emailed** tab of the **Review [...]** **Before Delivery** window, click **Advanced Filters**. The **Advanced Filters** window appears.

Select the transactions

- 2 Select the criteria by which you want to filter the list of transactions. You can specify a transaction type, and select all cards or a specific card.



- 3 If you want to filter the transactions using other criteria, 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 sending.

Stationery	Select this for...
Pre-printed	Select the preprinted stationery to print on paper that already contains lines, columns and headings. The preprinted stationery is designed to match most commonly used forms provided by third-party forms suppliers. Note that this type of stationery is not suitable for emailing forms.
Plain paper	Select plain-paper stationery if you want to print on blank paper. Lines, columns and headings are automatically printed with the form's information.
Customised	Select a customised stationery form if you want to print or email a form you have already customised. See 'Personalising forms' below.

TIP: Test the printing alignment If you are using continuous-feed paper or pre-printed stationery and you want to test the alignment of the information that will be printed using sample data, click **Print Alignment Form**.

- 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.
- Click **Print** or **Email** to send the forms.

Personalising forms

You can customise the look and content of most forms in AccountRight. You can also change the form size, add text labels, draw lines and boxes, insert graphics, move fields, and more. Then you can save your customised stationery so that you can select it when you send a form.

The following describes the tasks involved in customising a form:

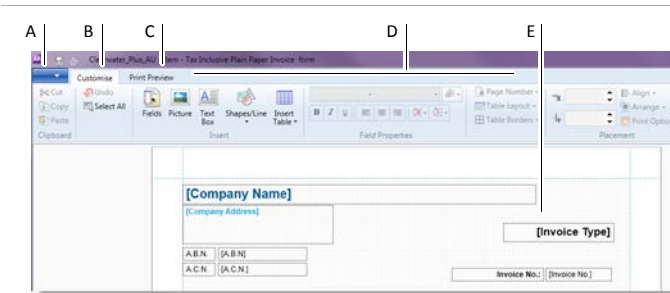
To do this...	See
Displaying a form	below
Setting form properties	page 232
Adding and editing form elements	page 233
Saving personalised forms	page 238

To do this...	See
Setting the default form to print and email	page 239
Exporting and importing personalised forms	page 239

Displaying a form

- Go to the **Setup** menu and choose **Customise Forms**. The **Customise Forms** window appears.
- Click the tab corresponding to the type of form you want to customise.

- 3 Select a form group from the list to display a list of forms associated with that group. For example, select the **Item** group in the **Invoices** tab.
- 4 Click the form, then click **Customise**. The selected **Form** window appears.



A	File menu	View printing and saving options.
B	Customise tab	This is the main tab for customising your form. You can add fields, format text and select table layouts.
C	Print Preview	View your form as it will appear printed. Your form is instantly updated in this tab as you customise.
D	Customise options	This area of the window is where you make selections for customising your form.
E	Form body	Select and modify form elements in this section of the window. Select an element, then view the properties in the Customise tab.

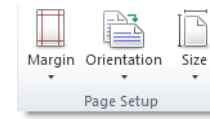
NOTE: Cheques have two parts A cheque form has two parts: the cheque itself and the stub. You customise the cheque and the stub separately. For more information, see 'Personalising cheques' on page 236.

Setting form properties

You can set properties that apply to the whole form, such as background colour and page size.

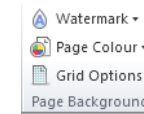
To set page margins, orientation and page size

- 1 Open the form you want to customise.
- 2 Click the **Print Preview** tab.
- 3 Set the page margins, orientation and page size.



To edit the page background

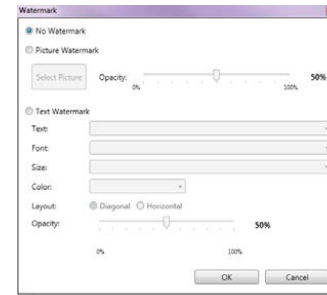
Use the **Page Background** options in the **Customise** tab to change the background of a form.



- 1 Open the form you want to customise.
- 2 If you want to change the page colour, click **Page Colour** and select the required background colour.



- 3 If you want to add a watermark, click **Watermark** and choose one of the predefined watermarks, or select **Custom Watermark**.
- 4 If you are adding a custom watermark, choose a picture or enter the watermark text and select the required formatting options.



- 5 Click **OK**.

Adding and editing form elements

There are a number of different elements you can add to your forms, including images, data fields, lines and shapes.

To make working with form elements easier, you can use the form gridlines to help you align elements on your form.

To use form gridlines

- 1 Open the form you want to add or edit elements in.
- 2 In the **Customise** tab, click **Grid Options**. The **Grid Options** window appears.



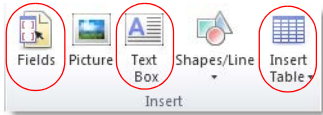
- 3 Select the spacing you want between gridlines.
- 4 If you want to see the gridlines as you edit the form, click the **Display grid on screen** option.
- 5 If you want form elements to always align to the gridlines, select the **Snap to grid** option.
- 6 Click **OK**.

For detailed information about working with elements, see:

- 'Adding data and text fields to forms' on page 234
- 'Adding tables to forms' on page 234
- 'Adding shapes and images to forms' on page 235
- 'Common commands for editing form elements' on page 236.

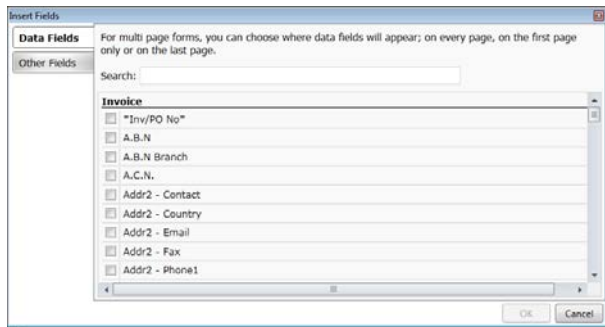
Adding data and text fields to forms

You can add data fields to a form, and then change their properties (such as font and colour) using the **Customisation** tab in the **Form** window.



To add a data field to a form

- 1 Open the form you want to add data fields to.
- 2 In the **Customise** tab, click **Fields**. The **Insert Fields** window appears.



- 3 Select the fields you require by clicking in the column next to them.
- 4 Select where you want the field to appear, for example, on every page, or just at the start or end of the form.
- 5 When you have finished making your selections, click **OK**. The selected data fields appear on the form.
- 6 Move the field to the required position by clicking and dragging it, or entering placement coordinates in the **Customise** tab.

To edit a data field

- 1 Select the data field in the **Form** window.
- 2 Edit the properties of the data field using the options in the **Customise** tab.
- 3 Move or resize the field as required. See 'To move, resize or rotate elements' on page 236.

To add a text field to a form

- 1 Open the form you want to add text to.
- 2 In the **Customise** tab, click **Text Box**.
- 3 Click and drag the mouse cursor over the area of the form where you want the text field to appear.
- 4 Double-click in the text field and type the text you want to appear.

To edit a text field

- 1 Select the text field in the **Form** window.
- 2 Edit the properties of the field using the options in the **Customise** tab.
- 3 Edit the text by typing in the active text field.
- 4 Move or resize the field as required. See 'To move, resize or rotate elements' on page 236.

Adding tables to forms

Tables contain transaction information such as line items or tax summary information. Different table options are available for each form type.

To add a table to a form

- 1 Open the form you want to add a table to.
- 2 In the **Customise** tab, click **Insert Table** and choose the type of table you want to use from the list. The table appears on the form.

To move a table

- ❖ Select it, then click on the highlighted edge and drag it to a new position. Alternatively, you can enter placement coordinates in the **Customise** tab.


To add or remove table columns

- 1 Select the table and in the **Customise** tab, click **Table Layout**.
- 2 Choose **Show/Hide Columns**. The **Show/Hide Columns** window appears.
- 3 If you want to:
 - add a column to your form, select it in the **Available columns** list and click **Show**.
 - remove a column from your form, select it in the **Columns in your table** list and click **Hide**.
- 4 Click **OK**. The columns appear in your table.

To change column order in a table

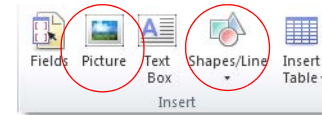
- ❖ Click and hold a column heading and drag it to a new position.

To edit table borders and shading

- 1 Double-click the column or column header.
- 2 Click the **Customise** tab.
- 3 To change the format or alignment of the text, edit the text format options.
- 4 To add a background colour to a column, click the shape fill icon () and choose fill colour options.
- 5 To change the table borders, click the table or column and change the border options.
- 6 To show alternate rows as shaded in the table, click **Table Layout**, then choose **Show Row Shading**.

Adding shapes and images to forms

You can also add graphic elements to a form: rectangles to visually group elements, lines to separate elements, icons, logos, photos, location maps and other graphic elements. You do this in the **Customise** tab.



To add an image

- 1 Open the form you want to customise.
- 2 In the **Customise** tab, click **Picture**. The **Open** window appears.
- 3 Locate and select the picture file (bmp, jpg, gif, png or tif) and click **Open**. The picture appears in the form.
- 4 Move, resize or rotate the image as required. For more information, see [‘To move, resize or rotate elements’ on page 236](#).




To add a shape or line

- 1 Open the form you want to add a line to.
- 2 In the **Customise** tab, click **Shapes/Line** and choose the required shape or line.
- 3 Click and hold the mouse cursor at the location on the form where you want the shape or line to appear, then drag the cursor to draw it.

To edit a shape or line

- 1 Select the shape or line.
- 2 Move, resize or rotate the element as required. For more information, see [‘To move, resize or rotate elements’ on page 236](#).

- 3 Edit the properties of the shape using the options in the **Customise** tab.

To...	Do this...
change the colour of a line or shape border	Click the shape border icon () and choose from a theme colour or standard colour.
change the thickness of a line or shape border	Click the shape border icon (), choose Border Width , and then choose a width.
change the fill colour of a shape	Click the shape fill icon () and choose from a theme colour or standard colour.

Personalising cheques

Cheques are made up of two forms—the cheque and the stub. The stub usually displays a summary of the information that appears on the cheque.

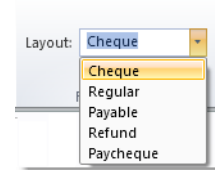
You can customise both the cheque and each type of cheque stub in one window, by selecting the stub layout. Stub layouts include:

- **Regular**—This layout is assigned to cheques recorded in the **Spend Money** window.
- **Payable** (Standard, Plus, Premier)—This layout is assigned to cheques recorded in the **Pay Bills** window.
- **Refund**—This layout is assigned to cheques recorded in the **Settle Returns & Credits** window.
- **Paycheque** (Plus, Premier)—This layout is assigned to cheques recorded in the **Pay Employees** window.

TIP: Print two cheque stubs If your business prefers to produce two stubs for each cheque, you should select the **Laser Cheque** layout in the **Selected Form for Cheque** field in the **Advanced Filters** window when you print your cheque.

To customise cheques

- 1 Display the cheque form you want to customise. For more information, see ‘[Displaying a form](#)’ on page 231.
- 2 Click the **Customise** tab.
- 3 In the **Layout** field, choose the layout type you want to customise.



If you want to customise the payment section of the cheque, choose **Cheque**, otherwise, choose the stub layout you want to customise.

- 4 Make your changes to each layout as required. For more information, see ‘[Adding and editing form elements](#)’ on page 233.
- 5 When you are finished, save the form.

TIP: Test your customised cheques You should print an alignment cheque to make sure your new form prints correctly. Go to the **Banking** command centre and click **Print Cheques**. Click **Advanced Filters**, select your customised cheque in the **Selected Form for Cheque** field and then click **Print Alignment Form**.

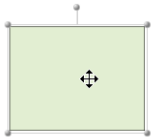
Common commands for editing form elements

You can modify elements you have added to a form, such as shapes, text boxes and images, using the options in the **Customise** tab. The following procedures describe some of the options.

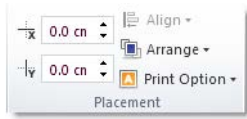
To move, resize or rotate elements

- 1 Click to select the element you want to edit.

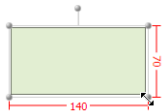
- 2 Move the element by clicking and dragging it to a new position on your report.



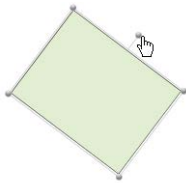
You can also set the element's position manually by entering coordinates in the **Placement** fields in the **Customise** tab.



- 3 Change the element's size by clicking and dragging the anchor points on the corners of the element.



- 4 Rotate the shape by clicking the top anchor point and dragging the cursor. The element is rotated around one of its corners.



Note that you cannot rotate tables.

To cut, copy or paste elements

- 1 Select the element and do one of the following to copy or cut:
 - Use the clipboard buttons in the **Customise** tab to cut, copy and paste.



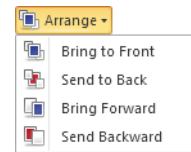
- Right mouse-click and choose **Cut** or **Copy**.
- 2 Click on the area of the form where you want to paste the element, then either:
 - Use the clipboard buttons in the **Customise** tab to paste.
 - Right mouse-click and choose **Paste**.

To delete elements

- ❖ Select the element and do one of the following:
 - press DELETE on your keyboard.
 - right mouse-click and choose **Delete**.

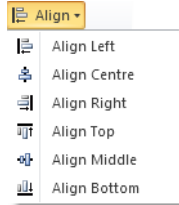
To arrange elements

- 1 Click the element once to select it.
- 2 Click **Arrange** and then choose an option.




To align elements

- 1 Select the elements you want to align. To do this, hold down the CTRL key on your keyboard and click each element.
- 2 Click **Align** and then choose an alignment option.



To undo changes

- ❖ To undo the last change you made to the current form, click the undo button ( Undo).

Saving personalised forms

TIP: Preview the form before saving Click the **Print Preview** tab to view the form as it will appear printed.

- 1 When you have finished customising your form, go to the **File** menu and click **Save As**. The **Save Form As** window appears:
 - a If you created a new customised form, enter a name and a description for the form.
 - b If you modified an existing custom form, do not change the default information in the window.

Setting the default form to print and email

Once you've designed and saved a form template, you can make it the default template to use when printing or emailing a batch of forms. You

- 2 Click **Save**. The **Form** window reappears.

The form will appear under the group of forms that the form was based on. For example, if you created a new form based on an existing item sales invoice, your form will appear under the **Items** group of the **Invoices** tab.

- 3 To close the form, go to the **File** menu and choose **Exit**.

TIP: Deleting a customised form If you want to delete a customised form, go to the **Setup** menu and choose **Customise Form**. Select the form you want to delete, and then click the red X icon to delete it. Note that you can't delete default forms provided with AccountRight.

do this in the **Advanced Filters** window.

Example: To set the default item sale template

- 1 Go to the **Sales** command centre and click **Print/Email Invoices**.

- 2 Click **Advanced Filters**.
- 3 Select the **Item** sale type.
- 4 Select the template you want to use in the **Selected Form for Sale** field.

To set the default template for other form types, like statements and cheques, use the example above as a guide, but go to the **Advanced Filters** window for the **Print/Email...** window relevant to your form (e.g. for cheques, click **Print Cheques** in the **Banking** command centre). See also 'Sending forms in a batch' on page 229.

Overriding the default template

You can set a default template for individual customers and suppliers (Standard, Plus, Premier). Go to the customer or supplier card and select the template in the **Printed Form** field of the **Selling Details** or **Buying Details** tab.

You can also select a different form for an invoice or purchase order, from the transaction window. If printing the form, click **Print > Select Another Form** in the transaction window. If emailing, click **Send to > Email** and then select the form to use in the **Email Information** window.

Exporting and importing personalised forms

You can incorporate customised forms created in a company file into other company files. The process used to share customised forms in this way is called *exporting and importing customised forms*.

To export customised forms

- 1 Go to the **Setup** menu and choose **Export Customised Forms**. The Export Customised Forms assistant appears.
- 2 Click **Browse** and select the folder you want to export customised forms to.
- 3 Select the form types you want to export.
- 4 Click **Next**. The **Select forms to export** step of the Export Customised Forms assistant appears.
- 5 Select the type of customised forms you want to export. To do this, click on the first form type you want to export in the **Available Items** column and then click **Add**. The form will appear in the **Selected Items** column. If you want to export all available form types, click **Add All**.
- 6 Click **Export**. The export process begins.

- 7 When the export process finishes, the **Conclusion** step of the assistant appears showing the results of the export process, such as the number of forms exported and the number not exported.

You can open the folder that you have exported your customised forms to by clicking a link to that folder. You can also view more information about the export results by clicking the link to the export log file.
- 8 Click **Finish** to close the Export Customised Forms assistant.

To import customised forms

NOTE: Are you importing forms from AccountRight v19? If you've upgraded from AccountRight v19 and want to import your forms, use the **Migrate Forms** feature, accessible from the **File** menu, instead of this procedure.

- 1 Go to the **Setup** menu and choose **Import Customised Forms**. The Import Customised Forms assistant appears.
- 2 Click **Browse** to locate and select the folder containing the customised forms you want to import.

- 3 Select an option to handle duplicate customised forms. If you:
 - want to replace any existing customised forms, select **replace the existing form with the imported form**.
 - don't want to replace any existing customised forms, select **reject the form being imported**.
- 4 Click **Next**. If you didn't make a backup of your company file prior to starting the import process, click **Back up** to make one now.
- 5 Click **Import**. The import process starts.
- 6 When the import process finishes, the **Conclusion** step of the assistant appears showing the results of the import process, such as the number of forms imported and the number not imported.

You can view more information about the import results by clicking the link to the import log file.
- 7 Click **Finish** to close the Import Customised Forms assistant. You can select customised forms that were successfully imported from the relevant tab of the **Customise Forms** window, from transaction windows and from the relevant **Advanced Filters** window.

15 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:

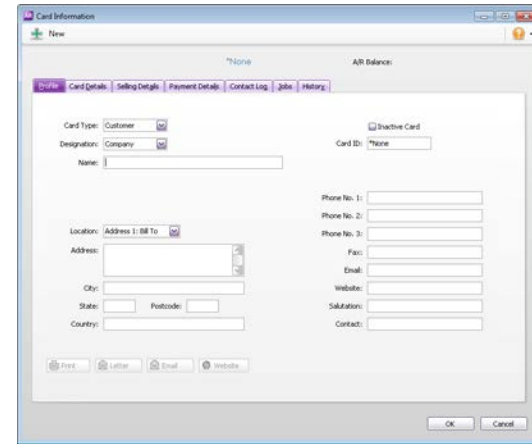
- record sales and track the amounts owed to you
- record purchases and track the amounts owing to suppliers (Standard, Plus, Premier)
- print mailing labels
- print personalised letters
- record contact details.

When you set up your company file, you may have created cards for your customers, and suppliers and employees. In addition to these cards, you can create personal cards for your friends and relatives.

If you want to create a card for...	See
a customer	page 93
a supplier	page 125
an employee	page 151
a friend or relative (personal card)	below

To add a personal card

- 1 Go to the **Card File** command centre and click **Cards List**. The **Cards List** window appears.
- 2 Click **New**. The **Card Information** window appears.



The screenshot shows the 'Card Information' window with the following fields and options:

- Card Type: Customer (dropdown)
- Designation: Company (dropdown)
- Name: [text input]
- Location: Address 1: Bill To (dropdown)
- Address: [text input]
- City: [text input]
- State: [text input]
- Postcode: [text input]
- Country: [text input]
- Phone No. 1: [text input]
- Phone No. 2: [text input]
- Phone No. 3: [text input]
- Fax: [text input]
- Email: [text input]
- Website: [text input]
- Salutation: [text input]
- Contact: [text input]

Buttons at the bottom: Print, Letter, Email, Website, OK, Cancel.

- 3 Select the Personal card type from the **Card Type** list.

- 4 Type the name for the card and press TAB.
- 5 If you want to, complete the other fields in the **Profile** tab.
- 6 Click the **Card Details** tab. In this tab, you can:
 - *add a picture*—see ‘Card pictures’ on page 256.
 - *enter a card ID*—these are useful for grouping your cards. See ‘Card identification codes’ on page 255.
- 7 When you have finished entering the card details, click **OK** to save the card and close the **Card Information** window.

Keeping in touch with your contacts

There are a number of features you can use to help you stay in touch with your customers, suppliers, employees and personal contacts. You can create personalised letters from templates, send emails, enter contact log entries and create mailing labels.

Personalised letters

You can create personalised letters (also known as mail-merge letters) for any of your contacts. A personalised letter is a document template that contains standard text as well as fields that can be automatically filled with data stored in your company file.

Personalised letters are useful when you need to send the same letter to several contacts. For example, you may want to send several slow-paying customers a payment reminder letter. Instead of entering each contact’s information on the letters yourself, you can set up a letter template that contains the text you want to appear, and insert data fields that automatically fill in the contact’s name, address and the amount owing.

Printing personalised letters using Microsoft Word and OfficeLink

OfficeLink is a feature that automates the process of merging contact information stored in your company file with a Microsoft Word template (a .dot file).

The following table summarises the templates provided with your software.

Use this template...	When you want to...
Apology.dot	apologise for a problem your company has caused for a customer, and to assure the customer that the problem will be addressed.
Backordr.dot	let your customers know that items they’ve ordered are on backorder and will be shipped as soon as possible.
Blank.dot	write your own letter.
BOUNCED.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.

Use this template...	When you want to...
Credit Application.dot	enable your customers to formally apply for credit.
FaxCover.dot	create a fax cover page. This page includes room for a memo.
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.
Super Choice Form.dot (Plus h only)	print a superannuation choice form to provide to an employee.
Super employee privacy.dot (Plus h only)	notify an employee that you are passing on personal details to their superannuation fund.
ThankYou.dot	thank new customers for their business.

You can edit these templates and create new ones using the mail-merge features of Microsoft Word. For information about working with mail-merge templates, see Microsoft Word Help.

To print a personalised letter using Microsoft Word

- 1 Go to the **Card File** command centre and click **Create Personalised Letters**. The **Review Cards Before Exporting** window appears.
- 2 If you want to, filter the 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 in the select column next to each contact to whom you would like to send a personalised letter.
- 4 Click **Mail Merge**. The **Select from List** window appears.
- 5 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.

- 6 Edit the letters as required and then print them using Microsoft Word.

TIP: If you want to send letters to customers with unpaid invoices. Display the **Accounts Receivable** tab of the **To Do List** window and click the **Select** column for each customer to whom you want to send a letter. Click **Mail Merge** to select a collection letter template, which includes information such as the customer's outstanding balance.

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 If you want to, 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 in the select column next to each contact to whom you would like to send a personalised letter.
- 4 Click **Disk**. A window with a list of file formats appears.
- 5 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.

- 6 Click **Save**. The **Save As** window appears.

- 7 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.
- 8 Use your word processing software to merge the data contained within the text file with a letter template that you have created.

Mailing labels

If you print and send cheques, quotes, orders, invoices, statements or personalised letters you may also want to print mailing labels that you can stick on the envelopes.

The **Print Mailing Labels** function in the **Card File** command centre prints your contact's name and address on sheets of adhesive mailing labels. You customise the way mailing labels are printed, including their size, the number of labels per sheet and the margins. For information about customising mailing label forms, see '[Personalising forms](#)' on [page 231](#).

To print mailing labels

- 1 Go to the **Card File** command centre and click **Print Mailing Labels**. The **Review Labels Before Printing** window appears.

TIP: Print invoices and labels simultaneously When you print a batch of invoices using the **Print/Email Invoices** function in the **Sales** command centre, you can choose to print a label for each invoice.

- 2 Click **Advanced Filters**. The **Advanced Filters** window appears.
- 3 From the **Selected Form for Mailing Label** list, select the form template that best matches the size and layout of your labels and label sheets.

- 4 Make any other selections in the **Advanced Filters** window as required (for example, you may want to filter your contacts list to only those living within a specific postcode) and then click **OK**.
- 5 Click in the select column next to each contact for whom you would like to print a mailing label.
- 6 Click **Print**.

The 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.

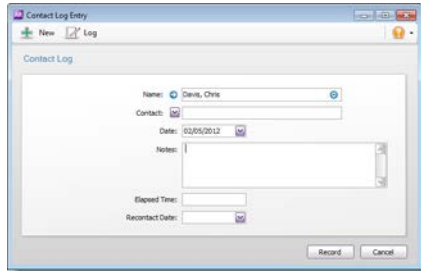
For example, let's say that you call a customer regarding an overdue invoice. You could create a log entry that records the date of the phone call, a summary of the outcome, and the date you will want to recontact them by if their invoice is still outstanding.

When a customer or supplier calls, you can use the contact log to retrieve a complete history of your business relationship with that contact.

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 Enter the contact you are creating the log entry for in the **Name** list.
- 3 Click **New**. The **Contact Log Entry** window appears.

- 4 Complete the **Contact Log Entry** window as described in the following table.



Name	The name of the contact. To view the contact's card, click the zoom arrow.
Contact	Type the name of the person that is associated with this entry. For example, you can record the name of the person you spoke to on the phone. If you have specified a contact person in the contact's card, you can click the down-arrow to choose that person.
Date	Type the date you spoke to or wrote to the contact. If you are simply entering an appointment or reminder, you can enter today's date.
Notes	Enter any information you want to save about the conversation or follow-up.
Elapsed Time	If you want to record the time you spend speaking to the contact, or working on a particular task related to the entry, type the time in hours and minutes. For example, if you spend 15 minutes, enter 15 . If you spend 1 hour and 15 minutes, enter 1 : 15 .
Recontact Date	If you want to be reminded to follow up the contact, type or select the date you want to be reminded to recontact them. The reminder will appear in the Contact Alert tab of the To Do List on this date. For more information, see 'Reviewing your contact information' on page 256.
Log	View all contact log entries for the selected contact.
New	Open another Contact Log entry window to create a new entry for this or another contact.

To automatically create 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.

- 1 Go to the **Setup** menu and choose **Preferences**. The **Preferences** window appears.
- 2 Click the **Banking** tab.
- 3 If you want to create an automatic contact log entry for each payment you record, select the **Make Contact Log Entry for Every Cheque** option.
- 4 If you want to create an automatic contact log entry for each receipt you record, select the **Make Contact Log Entry for Every Deposit** option.
- 5 Click the **Sales** tab.
If you want to create an automatic contact log entry for each sale you record (including quotes and orders), select the **Make Contact Log Entry for Every Sale** option.
- 6 (Standard, Plus, Premier) Click the **Purchases** tab.
If you want to create an automatic contact log entry for each purchase you record (including quotes and orders), select the **Make Contact Log Entry for Every Purchase** option.
- 7 Click **OK**.

To edit a contact log entry

- 1 Go to the **Card File** command centre and click **Contact Log**. The **View Contact Log** window appears.
- 2 In the **Name** field, enter the contact for whom you want to view the contact log.
- 3 Select the entry and click **Edit**, or click the zoom arrow next to it.
- 4 Make your changes and click **Record**.

Other ways to keep in touch

To send an email message to a contact

NOTE: Compatible email applications To email using AccountRight, Microsoft Outlook or another MAPI compliant email application must be installed on your computer.

- 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. For example, you may have a different email address stored for this contact under Address 2.
- 4 Click **Email**. The **Email** window appears.
The **Email Address** field displays the name and email address from the card. You can change these if you wish.
- 5 Enter a subject and message, and then click **Send**. The email is sent via your email program's outbox. Send the file from your email program as you normally do.

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

To access a contact's website

- 1 Make sure your computer is connected to the internet.
- 2 Open the card for the contact whose website you want to view.
- 3 In the **Profile** tab, click **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 Open the card contact whose location you want to view.
- 3 Right mouse-click and choose **Contact Card**, then:
 - **View in Google Maps**TM. Your web browser window will appear, showing the location of your contact on a street map.
 - **View Directions**. Your web browser window will appear, displaying a street map with directions from your primary business location to the contact's address.

- filter lists so that it's easier for you to send a batch of personalised letters, customer statements and other forms to a group of contacts.

Identifiers

Identifiers are one-letter labels you can assign to cards.

When you create reports or view card lists, you can limit the information to a particular group of cards by specifying the identifiers that you've assigned to those cards.

For example, say you want to be able to identify all clients who are not-for-profit organisations. You could assign them identifier N and when printing sales reports you can choose to filter the report to show only customers who have that identifier.

You can also assign multiple identifiers to a card. For example, say you assign O to your overseas customers and W to your wholesale customers. If you have overseas wholesale customers you can assign them the OW identifiers. You can then filter a report to only show your overseas wholesale customers by specifying the OW identifiers in the **Filters** tab of the **Report** window.

To define identifiers

- 1 Go to the **Lists** menu and choose **Identifiers**. The **Identifiers** window appears. It provides a field for each letter of the alphabet.
- 2 Enter a description for as many identifiers as you want and click **OK**.

To assign identifiers to a card

- 1 Go to the **Card File** command centre and click **Cards List**. The **Cards List** window appears.
- 2 Click the zoom arrow next to the card you want to edit. The **Card Information** window appears.
- 3 Click the **Card Details** tab.
- 4 Click **Identifiers**. The **Select Identifiers** window appears.
- 5 Click next to the identifiers you want to assign to the card.
- 6 Click **OK**.

Custom lists

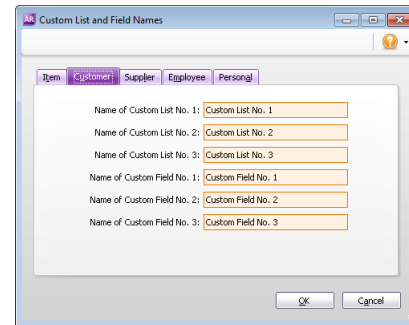
You can set up lists of predefined attributes and assign the appropriate attributes to your cards.

By assigning attributes from a custom list to your cards, you are able to group your contacts to a greater degree than is possible with identifiers.

For example, you could assign all your wholesale customers the W identifier. If you also set up a custom list containing each of your sales territories, and allocate those customers to the appropriate territory, you can then filter reports to only show information about wholesale customers who are within a particular sales territory.

To name a custom list

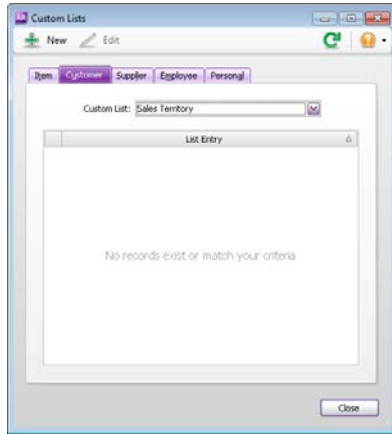
- 1 Go to the **Lists** menu, choose **Custom Lists & Field Names**, and then choose the card type for which you want to create a custom list, for example, **Customers**. The **Custom List and Field Names** window appears.



- 2 Enter names for the lists you want to create for the card type you selected. For example, enter 'Sales territory'.
- 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. For example, **Sales territory**.
- 3 Click **New**. The **Custom List Information** window appears.
- 4 Type the custom list entry name (for example, enter 'City centre', 'Inner east', etc.) 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**. 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 Enter the list entry you want to assign to the card next to each custom list field. For example, select **Inner east** from the **Sales territory** field.

A screenshot of the 'Card Information' window, specifically the 'Card Details' tab. It shows a list of fields for assigning a custom list entry to a card. The fields are: 'Sales Territory:' with a dropdown menu showing 'Sales Territory' and a search icon; 'Custom List No. 2:' with an empty text box and a search icon; 'Custom List No. 3:' with an empty text box and a search icon; 'Custom Field No. 1:' with an empty text box; 'Custom Field No. 2:' with an empty text box; and 'Custom Field No. 3:' with an empty text box.

Synchronising cards with Microsoft Outlook

You can synchronise your AccountRight cards and your Microsoft Outlook contacts. If your business uses Microsoft Outlook for email and to manage contact information, this will make it easier for you to keep both your AccountRight cards and your Outlook contacts up to date.

Your AccountRight cards are your customer, supplier, employee and personal cards stored in your AccountRight card file. Your Outlook contacts are your contacts stored in your Microsoft Outlook address book.

When you synchronise your AccountRight cards and your Outlook contacts, you can:

- make the details in your Outlook contacts match the details in your AccountRight cards (by exporting your AccountRight cards to your Outlook contacts) or
- make the details in your AccountRight cards match the details in your Outlook contacts (by importing your Outlook contacts to your AccountRight cards).

When you synchronise, the following details are imported or exported: company name or contact name, address details, email and web addresses and telephone, fax and mobile numbers.

If you are exporting your AccountRight cards to your Outlook contacts, you can also include your Card File custom fields in the export. When you do this, you specify how your custom fields match the Categories, Anniversary, Birthday or Spouse's name fields in your Outlook contacts. For information on setting up Card File custom fields see '[Custom card fields](#)' on page 255.

Synchronisation update rules As part of the synchronisation process, you choose whether or not you want to update the details for

existing contacts. To do this, you select from one of the following update rules.

Rule	Description
Update existing contacts	New contacts are added and existing contacts are updated. You will not be prompted to confirm updates.
Do not update existing contacts	New contacts are added <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">• review and update the details for each contact• select to update all contacts (if you select this option, you will not be prompted to confirm any further updates) or• skip an update for a contact and leave the details for the contact unchanged.

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**.



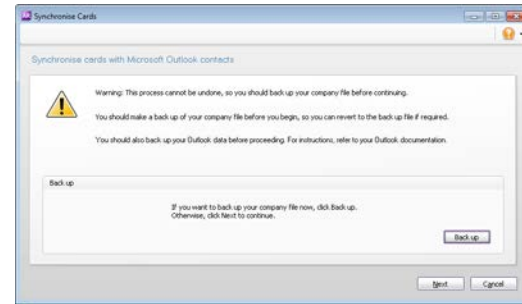
If you want to synchronise your Outlook contacts and your Personal Digital Assistant (PDA) or mobile device, your contacts must be saved to the Microsoft Outlook default **contacts** folder. When you export your AccountRight cards to your Outlook contacts, you can select an option to save your contacts to the default contacts folder (see [step 7 on page 251](#)).

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.

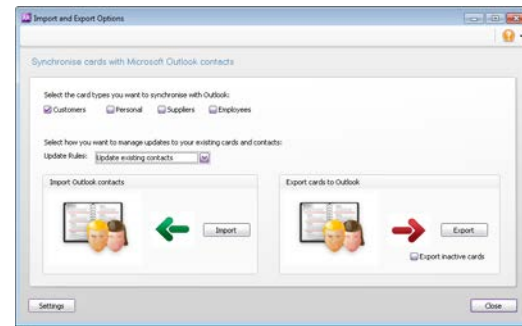
To export your AccountRight cards to your Outlook contacts

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

- 2 Click **Synchronise Cards**. The **Synchronise Cards** window appears.



- 3 Click **Next**. The **Import and Export Options** window appears.

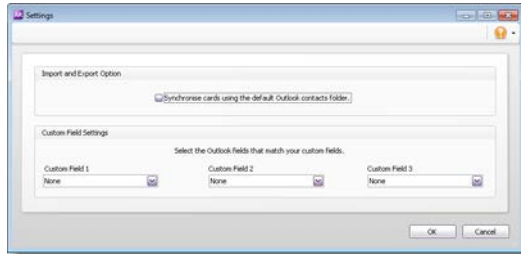


- 4 Select the card types that you want to synchronise.

NOTE: You can synchronise cards from any of the Cards List views (Customer, Supplier, Employee and Personal) The default card type selected varies according to the tab you are on when you click **Synchronise Cards**.

- 5 If you want to include inactive cards in your synchronisation, select the **Export inactive cards** option. For information about inactive cards, see [‘Inactivating or reactivating a record’ on page 201](#).
- 6 Select a synchronisation rule from the **Update Rules** list. For more information, see [‘Synchronisation update rules’ on page 249](#).

- 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 mobile device), or if you want to export your AccountRight custom fields to your Outlook contacts, click **Settings**. The **Settings** window appears.

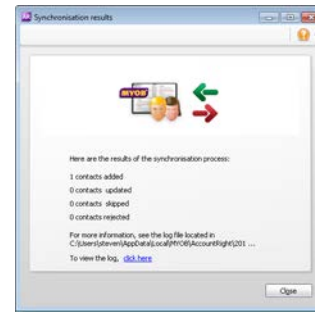


- a If you want to synchronise your Outlook contacts and your PDA or mobile device, select the **Synchronise cards using the default Outlook contacts folder** option.
- b If you want to export your AccountRight custom fields to your Outlook contacts, select a matching Outlook contact field for **Custom Field 1**, **Custom Field 2** and **Custom Field 3**.
- c Click **OK**. The **Import and Export Options** window reappears.
- 8 Click **Export**. The export process starts. Depending on the version of Microsoft Outlook you use, and the synchronisation update rules you have chosen, the following messages and windows may appear:

If this window appears...	...do this
Microsoft warning message	<p>Select a period for your AccountRight software to access your Outlook contacts:</p> <ol style="list-style-type: none"> 1 Select the Allow access for option. 2 Select a period from 1 minute to 10 minutes. 3 Click Yes.

If this window appears...	...do this
Confirm Update	Select how you want to deal with each update.
Confirm Add	Select whether you want to add the card to your Outlook contacts or skip it.

- 9 When the export process is complete, the **Synchronisation results** window appears.



- 10 Review the results.

Summary field	Description
x contacts added	The number of new contacts added to your Outlook contacts.
x contacts updated	The number of Outlook contacts updated to match the details in your AccountRight cards. Note that if you selected the Do not update existing contacts rule, updated duplicate contacts will always be 0.
x contacts skipped, x contacts rejected	The number of cards you skipped (if you selected the Ask me to confirm updates rule) or the number of duplicate contacts (if you selected the Do not update existing contacts rule). Duplicate contacts have not been updated to match your AccountRight cards. Note that if you selected the Update existing contacts rule, rejected cards will always be 0.

- 11 If you want to view the log file that details the exported records, click the link in the **Synchronisation results** window.

Importing your Outlook contacts to AccountRight

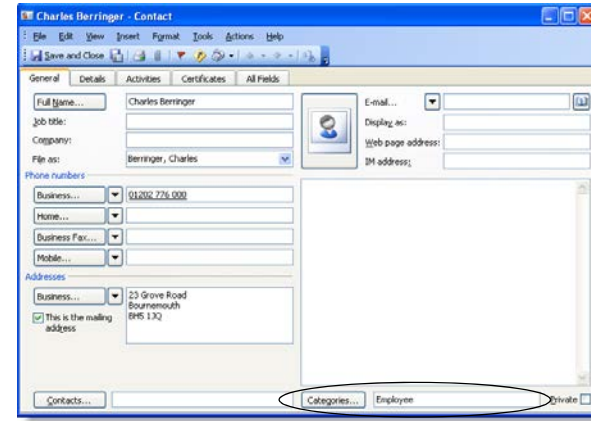
You can import your Outlook contacts to your AccountRight cards from either the default contacts folder, or from group contact folders created for each AccountRight card type.

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 the contacts from your default Outlook Contacts folder to AccountRight, you'll need to categorise them in Outlook before you sync:

- **For Office 2003-2007:** For each contact, type either Customer, Supplier, Employee or Personal in the **Categories** field of the **General** tab.



- **For Office 2010-2013:** Click **Categorize** in the **Home** ribbon to set up categories named Customer, Supplier, Employee and Personal, and then assign the appropriate category to each contact.

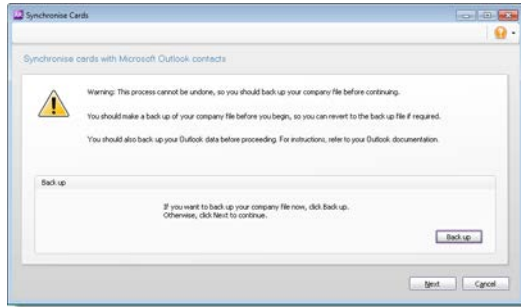
Importing from group contacts folders You need to save your contacts to group contact folders labelled MYOB Customer, MYOB Supplier, MYOB Employee and MYOB Personal. For instructions on how to set up group contact folders in your Outlook contacts, refer to your Microsoft Outlook documentation.



Before importing your Outlook contacts Check that the details recorded in your Outlook contacts are up to date and entered in the correct field.

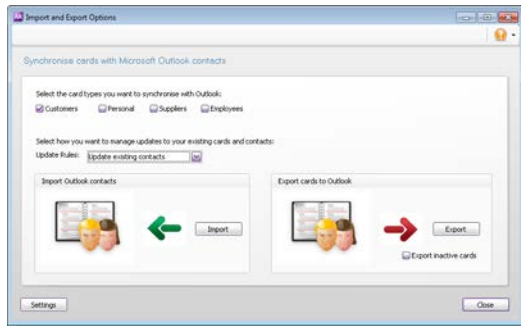
To import your Outlook contacts to AccountRight

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



CAUTION: Back up your company file Importing your Outlook contacts to your 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 'Back up and restore company files' on page 303.

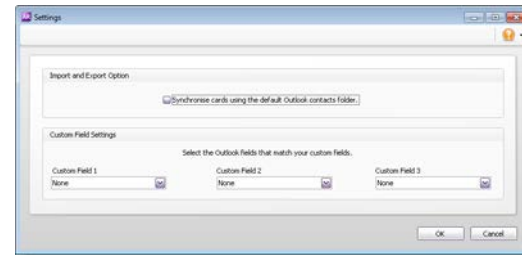
- 3 Click **Next**. The **Import and Export Options** window appears.



- 4 Select the card types that you want to synchronise.

NOTE: You can synchronise cards from any of the **Cards List** tabs (**Customer, Supplier, Employee and Personal**). The default card type selected will vary according to the tab you are on when you click **Synchronise Cards**.

- 5 Select a synchronisation rule from the **Update Rules** list. For more information, see 'Synchronisation update rules' on page 249.
- 6 If you want to import your Outlook contacts from the default Outlook contacts folder, click **Settings**. The **Settings** window appears.



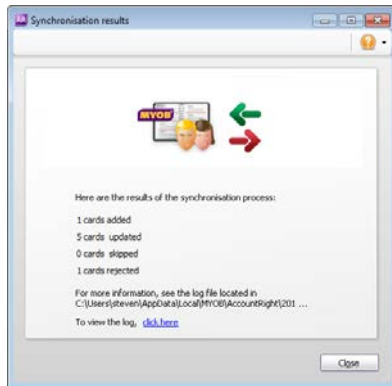
If you are importing your contacts from group contact folders, go to **step 7** below.

Select the option **Synchronise cards using the default Outlook contacts folder** and then click **OK**.

- 7 Click **Import**. The import process starts. Depending on the version of Microsoft Outlook you use, and the synchronisation update rules you have chosen, the following messages and windows may appear:

If this message appears...	...do this
Microsoft warning message	Select a period for your AccountRight software to access your Outlook contacts: <ol style="list-style-type: none"> 1 Select the Allow access for option. 2 Select a period from 1 minute to 10 minutes. 3 Click Yes.
Warning: Blank Outlook Contact Fields	This window appears if a field in your Outlook contact is blank and the corresponding field in the card contains data. The message is to notify you that the card fields will not be updated. Click Skip to continue the import process.
Confirm Update	Select how you want to deal with each update.
Confirm Add	Select whether you want to add the contact to your cards or skip it.

- 8 When the import process has finished, the **Synchronisation results** window appears.



- 9 Review the results.

Summary field	Description
x cards added	The number of cards added or updated in AccountRight.
x cards updated	The number of cards updated but the details in your AccountRight cards may be incomplete.
x cards skipped, x cards rejected	The number of contacts you chose to skip (if you selected update rule Ask me to confirm updates) and the number of contacts that were not imported because they contained blank Outlook contact fields.

- 10 If you want to view the log detailing the imported records, click the link in the **Synchronisation results** window.

Customising cards

Custom card 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 customise a report to show **Custom Field** information.

To set up custom card fields

- 1 Go to the **Lists** menu, choose **Custom Lists 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 custom field names you 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. For example, type 01/10/1970 in the **Birthday** field.

Card identification codes

If you have assigned identification codes (IDs) such as customer numbers or account numbers to your customers, you can enter those IDs in their cards.

You can also set a preference that will let you select customers by their ID instead of their last name or company name when entering a transaction. Customer search lists will also be sorted by their ID when this preference is set. For more information, see '[To select contacts using Card IDs](#)' below.

NOTE: The Card ID preference affects all card types If you choose this preference, you will have to select all card types by their IDs.

To enter an identification code

- 1 Go to the **Card File** command 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 Enter a unique code of up to 15 alphanumeric characters in the **Card ID** field.
- 4 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 importing a picture file to their card. The picture appears in the **Card Details** tab of the **Card Information** window.

NOTE: Supported picture formats Pictures need to be saved in one of the following formats: bmp, jpg, tif, gif, or png. The maximum image file size that can be imported is 200KB.

To add a card 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 click the picture file area. The **Open** window appears.
- 4 Locate the picture file you want to display for this card and then click **Open**. The picture appears in the **Card Details** tab.

To remove or replace a picture

If you want to remove or replace the picture displayed in a card, click the displayed picture. A message appears. Click **Yes**. If you want to add a new picture to the card, continue with **step 3** in 'To add a card picture' above.

Reviewing your contact information

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

Tool	Description	See
To Do List	The Contact Alert tab in the To Do List displays contact log entries with recontact dates on or before the current date.	below
Card reports	Card reports give you lists of contact information in several formats.	below
Find Transactions	Find Transactions helps you quickly find all transactions for a contact.	page 205

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 and click a report group. 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 detail (for information on how to customise a report, see 'Customising reports' on page 219).

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.
Address List	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.
To Do List – Overdue Contacts	A list of contact log entries with recontact dates that are dated on or before the day you specify in the report filter.

16 Financial control

You can control your finances by setting budgets, auditing your records and by reviewing and analysing your financial activities.

Tracking financial information

You can track financial information at these levels:

- **Accounts** level—view the profitability and financial details of your business as a whole.
- **Categories** level (Standard, Plus, Premier)—view the profitability and financial details of your individual business divisions, departments, properties, offices or locations.
- **Jobs** level—view the profitability and financial details of the individual jobs or tasks carried out for customers and clients.

Accounts

The accounts list could be set up to provide a basic overview of your business's overall performance. For example, a car dealership might set up their accounts to distinguish new and used car sales, from service and parts income. The following income accounts could be used:

4-0000 Income	[Header]
4-1000 Car Sales	[Header]
4-1010 New Car Sales	[Detail]
4-1020 Pre-owned Car Sales	[Detail]
4-2000 Service and Parts Income	[Header]
4-2010 Service Income	[Detail]
4-2020 Parts Income	[Detail]
4-2030 Accessories Income	[Detail]

When entering a transaction, the transaction amount is allocated to an appropriate account. A standard profit and loss statement can then be printed for the business to show income and expenses generated by the business.

Setting up accounts You can set up your accounts using the Easy Setup Assistant or in the **Accounts** command centre (see 'Set up accounts' on page 41).

Not available in AccountRight Basics

Categories

Categories enable you to track profitability of departments, offices, properties and other business segments.

When entering a transaction, you need to allocate the appropriate category to it. You can then prepare a profit and loss statement for each category.

Categories can be assigned to the following transaction types:

- spend money
- receive money
- transfer money
- general journal entries
- sales
- purchases
- build items
- inventory transfers
- inventory adjustments
- payroll processing (Plus, Premier)
- pre-conversion sales and purchases.

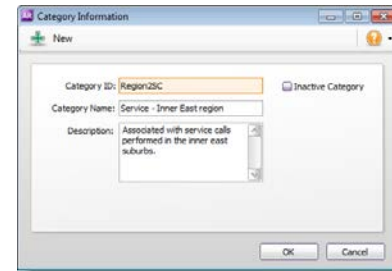
NOTE: You cannot allocate categories to some transactions You cannot allocate a category to these transactions: **Pay Bills, Receive Payments, Prepare Bank Deposit, Settle Returns and Credits/Debits and Pay/Receive Refunds**. When entering these transactions, the categories assigned to the original transactions will be used. For example, the categories assigned to purchases appearing in the **Pay Bills** window will also be assigned to the payment.

To enable category tracking

- 1 Go to the **Setup** menu and choose **Preferences**.
- 2 Click the **System** tab.
- 3 Select the **Turn on Category Tracking** option.
- 4 If you want to make the selection of a category mandatory for all transactions, choose **Required** from the list.

To create a category

- 1 Go to the **Lists** menu and choose **Categories**. The **Categories List** window appears.
- 2 Click **New**. The **Category Information** window appears.
- 3 In the **Category ID** field, type a code that will be used to identify the category and press TAB.
- 4 In the **Category Name** field, type the name of the category.
- 5 In the **Description** field, type a description of the category or notes relating to the category.



- 6 Click **OK**.

Jobs

Jobs can be set up to track income and expenses related to service jobs. This is particularly useful when multiple jobs are performed for a single customer. When you enter a transaction, the appropriate job number can be assigned to each individual amount. This enables you to associate several jobs with the various amounts in a single transaction.

For example, if a sale includes parts for three different jobs, you can specify these jobs on the invoice. A profit and loss statement can then be prepared for each job.

Specific job-tracking tasks include:

- linking jobs to specific customers
- assigning jobs to individual line items on transactions
- analysing the profit and loss of a job.

In AccountRight Standard, Plus and Premier, you can also:

- organise jobs in a hierarchy
- set budgets for each job
- track reimbursable expenses for your jobs
- prepare invoices to reimburse job expenses.

Job types There are two types of jobs, header and detail.

- **Header jobs** (Standard, Plus, Premier) total associated detail jobs. You cannot assign transactions to header jobs.
- **Detail jobs** are assigned to transactions to track income, costs and expenses.

Set up sub-jobs (Standard, Plus, Premier) You can set up jobs to track individual jobs that form part of a larger job. Note that sub-jobs can be either a detail or header type job.

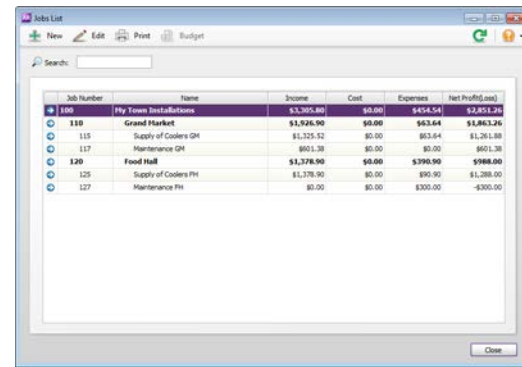
Job Number	Name	Income	Cost	Expenses	Net Profit(Loss)
E1	Electricity connection	\$10,013.84	\$2,195.90	\$68.18	\$7,749.76
E101	Transformer setup	\$9,786.57	\$2,150.45	\$0.00	\$7,636.12
E102	Transformer test	\$0.00	\$0.00	\$36.36	-\$36.36
E2	Electricity switch on	\$227.27	\$45.45	\$31.82	\$150.00
E202	Voltage test	\$227.27	\$45.45	\$31.82	\$150.00
O1	Other Services	\$2,795.46	\$0.00	\$2,082.73	\$712.73

To create a header job (Standard, Plus, Premier)

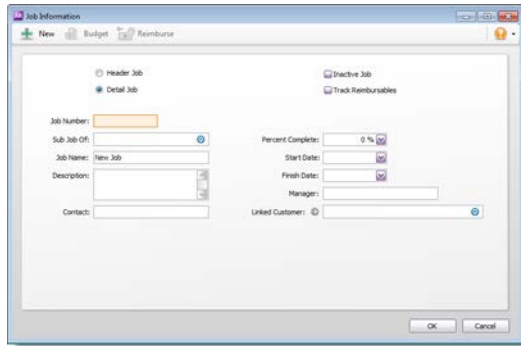
- 1 Go to the **Lists** menu and choose **Jobs**. The **Jobs List** window appears.
- 2 Click **New**. The **Job Information** window appears.
- 3 Select **Header Job** and enter a job number, name and description.
- 4 If you want to create this job as a sub-job, type or make a selection from the **Sub Job Of** field.
- 5 Click **OK**. The header job appears in the **Jobs List** window.

To create a detail job

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



- Click **New**. The **Job Information** window appears.



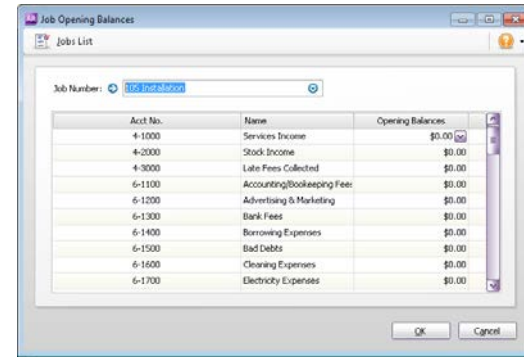
- (Standard, Plus, Premier) Select **Detail Job**.
- Type a code for the job in the **Job Number** field and press TAB.
- Enter additional information about the job in the **Description** field.
- (Standard, Plus, Premier) If you are setting up a sub-job, select the header job in the **Sub Job Of** field.
- If you want to link the job to a customer, enter a customer in the **Linked Customer** field. This allows you to select the job when you create invoices for this customer. You can also view details of all jobs linked to a customer in the **Jobs** view of the customer's card.
In AccountRight Standard, Plus and Premier, you need to select this option if you will seek reimbursement for goods and services purchased on the customer's behalf.
- Click **OK**. The **Jobs List** window reappears.
- Review the jobs you have created. If you need to change the details of a job, select the job and click **Edit**.

To enter opening balances for jobs

If you started using your AccountRight 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.

TIP: What about header jobs? (Standard, Plus, Premier) 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, enter 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.

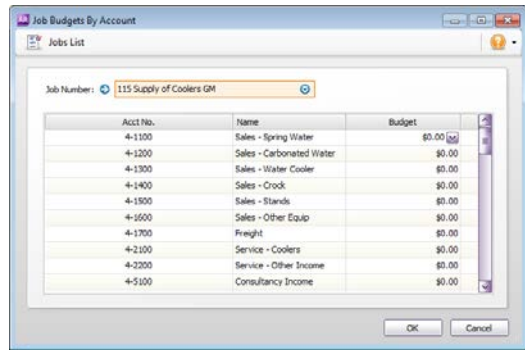
To enter budget amounts for jobs (Standard, Plus, Premier)

You can enter budgets for detail jobs. The budget information you enter for each job is used to help you assess your progress on a particular job and to determine the job's effect on the state of your business. The amounts you enter will be recorded against accounts in your accounts list for comparison purposes.

Once you begin recording transactions for the job, you will be able to print the **Jobs Budget Analysis** report to see a comparison between the actual amounts and the amounts you have budgeted for the job.

- 1 Go to the **Lists** menu and choose **Jobs**. The **Jobs List** window appears.
- 2 Select the detail job for which you want to enter budgets.
- 3 Click **Budget**. The **Job Budgets By Account** window appears, with the number of the job you selected in the **Job Number** field.

All your company's income, cost of sales, expense, other income and other expense accounts appear in the scrolling list.



- 4 In the **Budget** column, type the amounts you've budgeted for specific accounts for this job and then click **OK**.

To analyse the profit and loss of a job

You can use the Jobs Profit & Loss report to view the profit and loss of selected jobs.

- 1 Go to the **Reports** menu and select **Index to Reports**. The **Index to Reports** window appears. Click the **Accounts** tab.
- 2 In the list of reports that appears in the left column, locate the **Jobs** subheading, then select **Job Profit & Loss Statement** in the list below it.
- 3 Click **Display**. The **Report** window appears.
- 4 In the **Filters** tab, select the jobs to include in the report.
- 5 If you want to view the combined profit and loss for the selected jobs, select the **Consolidated** option.
- 6 Select the range of dates for which you want to produce the report.
- 7 Click **Refresh Report**. The filtering options you have selected are applied to the report.
- 8 If you want to print the report, click the **Print** icon (🖨️) in the toolbar at the top of the **Report** window.

Reimbursable expenses

Not available in AccountRight Basics

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	below
2	Assign the expenses to the job when recording them	below
3	Add the reimbursable expenses to the invoice when billing the customer	below

Example You have created job 01 for Edgar Reuss. During the course of working on job 01, you incur expenses that you want to have reimbursed by the customer when you bill him.

When you enter the expenses using the **Spend Money** window, 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

- 1 Create a detail job (see 'To create a detail job' on page 261) or open an existing detail job record. The **Job Information** window will appear.
- 2 Select the **Track Reimbursables** option.
- 3 In the **Linked Customer** field, enter the name of the customer who will be billed for this job.

- 4 Click **OK**.
- 5 Continue with [Task 2: Assign expenses to the job](#).

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 stock cannot be reimbursed.
 - **Pay Employee** window (Plus, Premier). 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.
- 4 Continue with [Task 3: Bill the customer](#).

Task 3: Bill the customer

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

- 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' below.

- 8 Make any other changes to the invoice, and then click **Record**.

Changing the status of a reimbursable expense

NOTE: Changing a status does not affect the transaction If you change the status of a reimbursable expense, the original transaction on which you recorded the expense is not affected. If you want to remove the expense from the original expense transaction or from the invoice, you will need to edit or delete the transaction.

To change the status of a reimbursable expense

- 1 Go to the **Lists** menu and select **Jobs**. The **Jobs List** window appears.
- 2 Select the job for which you want to edit an expense and click **Edit**. The **Job Information** 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 **Cancel**. The **Job Information** window reappears.
- 7 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 detail 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 out 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. For information on displaying, customising and printing reports, see [Chapter 13, 'Reports,' starting on page 217](#).

Entering budget amounts

You can use the **Prepare Budgets** window to enter budget amounts for each month of the current or next financial year. See '[To enter the budget for an account](#)' below.

If you want to quickly enter budget amounts for a group of months, you can use the **Budget Shortcuts** window. See '[To enter a budget using the Budget Shortcuts window](#)' on page 267.

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—for example, to indicate an end of month balance change in balance sheet type accounts—by inserting a hyphen before the amount (for example, -250). When you enter a negative amount, you are indicating that the balance of the account is going to reduce.

Using existing data If you have already prepared a budget in a spreadsheet or in other software, you may be able to import that information into your company file. For more information on how to import account budgets, see '[Importing data](#)' on page 311.

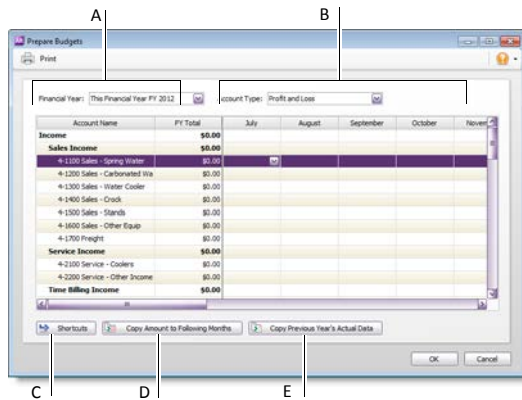
You can also use the previous financial year's data as a basis for your budget.

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.

- From the **Account Type** list, choose the type of account you want to enter a budget for—**Profit and Loss** or **Balance Sheet**.
- For each month, click in the appropriate cell and enter the amount. If you want to enter a negative amount, insert a hyphen before the figure (for example, -250).

As you enter data, the **FY Total** column will display the total budget for each account.



- The **Account Name** and **FY Total** columns display the list of accounts and their current budget totals for the financial year.
- You can enter the budget amount for a specific account and month. You can use the horizontal scroll bar to scroll through the months.
- Click **Shortcuts** to open the **Budget Shortcuts** window from where you can quickly enter budget amounts for the selected account. For more information, see 'Budget Shortcuts window' below.
- Click **Copy Amount to Following Months** to copy the selected amount to the months that follow.
- Click **Copy Previous Year's Actual Data** to insert the previous year's amounts for the selected account and month.

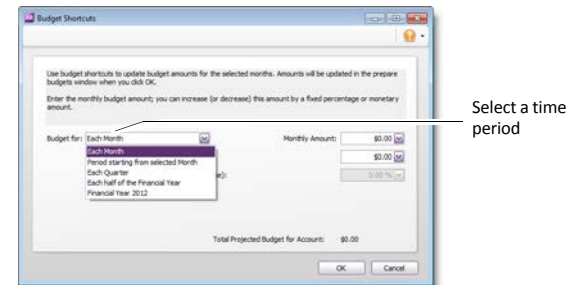
- Click **OK** to save the budget data and exit the **Prepare Budgets** window.

Budget Shortcuts window

If you want to quickly enter budget figures for a group of months, you can use the **Budget Shortcuts** window. You can use this window to enter quarterly, half-yearly and yearly budgets. You can also enter a budget that increases or decreases by a specific amount every month.

To enter a budget using the Budget Shortcuts window

- Go to the **Accounts** command centre and click **Accounts List**. The **Accounts List** window appears.
- Click **Budgets**. The **Prepare Budgets** window appears.
- Select the account you want to enter the budget for.
- Click **Shortcuts**. The **Budget Shortcuts** window appears.
- From the **Budget for** list, select a time period:



The fields change according to the period you select.

Select...	If you want to...
Each Month	Enter the same amount for every month of the year or a set increase or decrease every month (starting from a base amount).
Period starting from selected Month	Enter a total amount for a group of consecutive months.
Each Quarter	Enter the total amount for each quarter.

Select...	If you want to...
Each half of the Financial Year	Enter the total amount for each half of the year.
Financial Year yyyy	Enter the total amount for the entire financial year, (where yyyy is your financial year).

- 6 Enter the budget amounts in the appropriate fields. Amounts that cover more than one month (such as quarterly, half-yearly and yearly amounts, and amounts for a group of months) will be divided equally among all the months in the group.

If you selected the **Each Month** option, you can also set a base budget amount for the first month, and the amount or percentage by which this will vary every month onwards.

- 7 When you have finished entering the information, click **OK**. The **Prepare Budgets** window appears with the new amounts.

If the account already has budget figures, a message appears asking if you want to replace the existing budget. Click **Yes** to replace the budget, or **No** if you want to keep the existing amounts (if you click **No**, click **Cancel** to return to the **Prepare Budgets** window).

If you have not entered any amounts for the budget, a message appears asking if you want to enter zero amounts. Click **Yes** if you want to do this, or **No** if you want to change the amounts.

Reviewing financial information

There are tools that you can use to review your financial information:

Tool	Description	See
Business Insights	Business Insights enables you to analyse information about your accounts and your profitability.	below
Financial reports	Financial reports help you review your financial information.	page 269

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 accounts, profit and loss, the money that you owe suppliers (Standard, Plus, Premier), and the money that customers owe you. You can open Business Insights from any command centre.

The **Business Insights** window presents different types of financial information in a series of tabs. From these tabs, you can open other windows, such as **Prepare Budgets**, **Cards List** and **Sales Register**.

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 or table as an image so you can use it in another document. To do this, right-click it and choose:

- **Copy to Clipboard**. This copies the graph or table to the clipboard, ready to paste into a document.
- **[Graphs only] Save As**. Choose where you want to save the image and click **Save**. This saves the graph as an image file, so you can use it later.

If you want to customise the look of Business Insights, click **Customise**. The **Customise** window appears, enabling you to show or hide information in Business Insights.

About the Business Insights tabs

Profitability Details This tab displays graphs comparing income and expenses, the cumulative profit and loss and the budgets and actuals of your top ten expenses.

You can use this information to:

- **Compare income against expenses** You can compare the profit and loss of your previous financial year against your current one, and project your profit and loss for the next financial year.
- **Identify excessive spending and budget blowouts** Compare the actual balances of cost of sales accounts against their budgets.
- **Analyse item margins (Standard, Plus, Premier)** Compare item profit margins and quantities of items sold.

Customer and Supplier Analysis For more information about analysing sales and purchases, see 'Reviewing your sales information' on page 102 and 'Reviewing your purchases information' on page 135.

Account Details This tab displays the balances of your bank and credit card accounts and shows your total assets and total liabilities.

You can use this information to:

- **Identify excessive debt** Compare assets against liabilities.
- **Organise your funds** Check the liquidity of your assets; prioritise your liability repayments.
- **Check account balances** Before making a large payment, ensure that the account it is drawn from has sufficient funds.

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
Profit & Loss Statement	Shows your profit and loss figures.
Balance Sheet	Reviews your financial position as of the end of a period.
Trial Balance	Identifies amounts incorrectly entered. When reviewing this report, check for: <ul style="list-style-type: none">• entries that seem unusually high or low for the account that has been affected• debit amounts for accounts that normally have credit entries and vice versa• unusually high or low ending balances• an unusually high or low number of entries for a specific account.
Balance Sheet Budget Analysis	Lists account balances as at the end of a selected period, along with the budgeted amounts for them. If you've determined that changes need to be made to the amounts you've budgeted for the coming months, you can adjust your budget.
Profit & Loss Budget Analysis	Lists account balances for a selected period, along with the budgeted amounts for them. If you've determined that changes need to be made to the amounts you've budgeted for the coming months, you can adjust your budget.

Statement of Cash Flow (Standard, Plus, Premier) In the **Banking** tab of the **Index to Reports** window, you can print the Statement of Cash Flow report. This report 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 13, 'Reports,' starting on page 217.**

Auditing your records

The following features are available to help you ensure the accuracy of the records in your company file.

Company Data Auditor

The Company Data Auditor allows you to check the accuracy of the records in your company file. You can use this tool to perform maintenance tasks and reconcile bank or credit card accounts.

The Company Data Auditor also checks your transactions for exceptions such as invoices that do not reconcile with your receivables account, future-dated transactions, and audit trail changes. For more information on how to use the Company Data Auditor, see [‘Run the Company Data Auditor’ on page 274](#).

Audit trail

Transaction journal changes are tracked by the audit trail system. You can print the Journal Security Audit report, which lists the changes made to transaction dates, accounts and amounts, and also lists all transaction reversals and deletions made within a specified date range.

The changes that are tracked are outlined below:

Change type	Description
Transactional	<ul style="list-style-type: none">• deletion of transaction• change of card selection• change of ID #• change of date• change of amount on any line• change of account on any line• change of item selection• change of job selection.
Tax	<ul style="list-style-type: none">• deselection of tax code on any line of a sales or purchase transaction• change of tax code for a sales or purchase transaction• change of tax amount for a sales or purchase transaction• adding transactions with a tax code other than the default code for the selected card or account (invoices only, not orders or quotes)• adding transactions with a changed taxable amount• change of the linked account selection in any of the Tax Code Information windows.

Change type	Description
Account	<ul style="list-style-type: none"> change of the current account number change of the account's opening balance addition of a new account deletion of an account.
Payroll (Plus h only)	<p>Changes to the setup of an employee's card, including:</p> <ul style="list-style-type: none"> employment category employment status termination details pay basis, pay rate or pay frequency the default wages expense account 'Carry Over' entitlements pay history tax table withholding variation rate extra tax amount total rebate amount. <p>Changes to the setup of a payroll category include:</p> <ul style="list-style-type: none"> Type of Wages selection and pay rate Type of Entitlement field superannuation calculation basis Type of Deduction field or Deduction Limit field Type of Expense field and Expense Limit field.
System	<ul style="list-style-type: none"> Change of the linked account selection in any of the Linked Accounts windows change to the lock periods security preference (this includes changes of the lock period date and the selection/deselection of the preference) change to the Transactions CAN'T be Changed; They must be Reversed preference.

17 End-of-period procedures

It is important to ensure that your accounting records are accurate. Reconciling the accounts regularly will assure you and your accountant that your books are complete, accurate and balanced.

Month-end procedures You should reconcile your company file information with any source documents and resources available to you. For example, each month your bank account can be reconciled with your bank statement, creditors balances can be checked against statements, and your customers' balances can be verified. Typical end-of-month procedures include reviewing your trial balance, reviewing your budgets and cash flow, paying payroll taxes (Plus, Premier) and sending out customer statements.

Year-end procedures End-of-year procedures need to be carried out to prepare your company file for the coming year. These include any adjustments you need to make to your company file so that it agrees with your accountant's final records before you start a new year. If you track inventory using AccountRight Standard, Plus or Premier, your inventory should be counted, valued and, where necessary, adjusted in your company file. By closing the year in your company file, you are effectively bringing the company file up to date.

End of payroll year (Plus, Premier) Closing a payroll year includes processing final pays, printing payroll reports and preparing payroll forms. You must close the payroll year in the last month of your payroll year or soon after. Otherwise, you will not be able to enter pays for the next payroll year.

Month-end procedures

The following is a list of tasks we suggest you complete at the end of each month. Depending on the nature of your business, some of these tasks may not apply to you.

Task	See
1 Run the Company Data Auditor	below
2 Reconcile bank accounts	page 277
3 Review reports	page 277
4 Report and pay superannuation contributions (Plus h only)	page 278

Task	See
5 Report and pay payroll tax (Plus h only)	page 278
6 Send customer statements	page 279
7 Record depreciation	page 280
8 Lodge your activity statement (BAS or IAS)	page 281
9 Lock periods	page 282

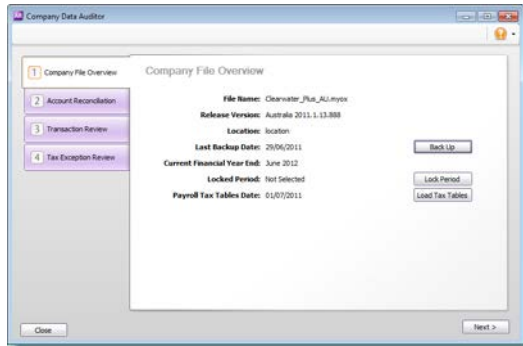
Task 1: Run the Company Data Auditor

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, lock periods, last backup date, etc.
- perform maintenance tasks, such as back up your company file and set lock periods
- display bank and credit card account details, including the current balance and the date when they were last reconciled
- reconcile your bank and credit card accounts
- check your transactions for exceptions and audit trail changes.

To run the Company Data Auditor

- 1 Go to the **Accounts** command centre and click **Company Data Auditor**. The **Company File Overview** window appears.



This window shows you:

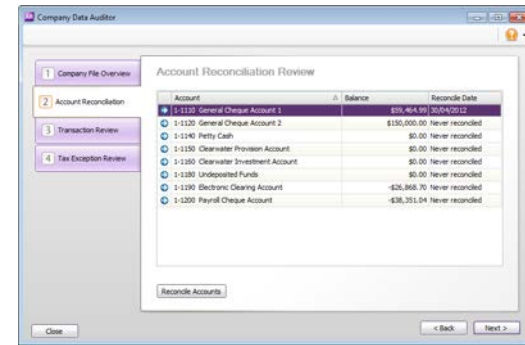
- the company file name
- the AccountRight release version
- the location of the company file
- the date on which the company file was last backed up
- the end month and year of the current financial year

- the locked period date, if one has been specified
- the date of the payroll tax tables (*Plus h*).

If necessary, you can perform the following maintenance tasks from this window:

To...	Do this...	See
Back up your company file	Click Back Up and complete the backup procedure.	page 303
Set a locked period for your company file	Click Lock Period and select the date defining the locked period (that is, a period before which data cannot be entered).	page 282
Load PAYG Withholding tax tables <i>(Plus h only)</i>	Click Load Tax Tables and then follow the on-screen instructions.	page 292

- 2 When you have completed the required maintenance tasks, click **Next**. The **Account Reconciliation Review** window appears.

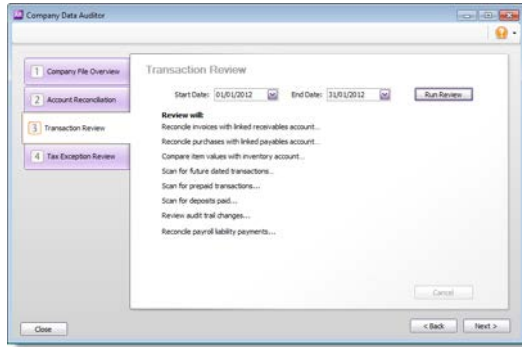


This window shows you:

- your bank and credit card accounts
- the balance of each account
- the date on which each account was last reconciled.

- If you want to reconcile an account, select the account and click **Reconcile Accounts**. For information on how to reconcile your accounts, see 'Reconciling your bank accounts' on page 88.

Click **Next**. The **Transaction Review** window appears, or if you're using AccountRight Basics, the **Data Exception Review** window



appears.

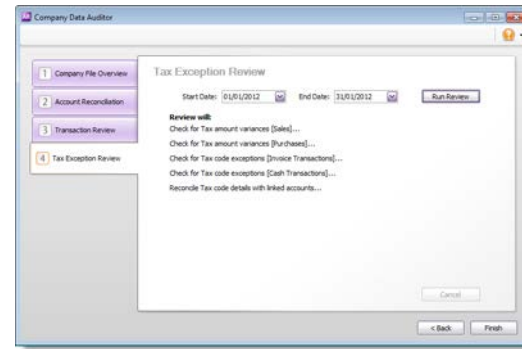
- Enter the start date and end date of the period you want to review.
- Click **Run Review** to start the transaction review of the following:

Review task	Description
Reconcile invoices with the linked receivables account	The total of all customers balances is compared to the current balance of the linked receivables account. If there is an out-of-balance amount, click Display to view the Receivables Reconciliation Exceptions report and analyse the details of the report.
Reconcile purchases with the linked payables account <i>(Standard, Plus)</i>	The total of all suppliers balances is compared to the current balance of the linked payables account. If there is an out-of-balance amount, click Display to view the Payables Reconciliation Exceptions report and analyse the details of the report.

Review task	Description
Compare item values with inventory account <i>(Standard, Plus)</i>	The total value of items on hand is compared to the current balance of the linked inventory account. If there is an out-of-balance amount, click Display to view the Inventory Value Reconciliation Exception report and analyse the details of the report.
Scan for future-dated transactions	The company file is checked for any transactions dated later than the current date. If there are such transactions, click Display to view the Future Dated Transactions report and analyse the details of the report.
Scan for prepaid transactions	The company file is checked for any prepaid transactions. These transactions include all customer and supplier payments (excluding deposit payments) that have a payment date prior to the date of the invoice or purchase. If there are such transactions, click Display to view the Prepaid Transactions report and analyse the details of the report.
Scan for deposits paid <i>(Standard, Plus)</i>	The company file is checked for any deposits paid (within the date range specified) on sales orders or purchase orders. If any orders have a payment flagged as a deposit transaction, click Display to view the Deposit Transactions report and analyse the details of the report.
Review audit trail changes <i>(Standard, Plus)</i>	The company file is checked for transaction changes made during the review period. If any such changes are found, click Display to view the Journal Security Audit report and analyse the details of the report.

Review task	Description
Check for job exceptions [Cash Transactions] <i>(Standard, Plus)</i>	If you have selected the Warn if Jobs Are Not Assigned to All Transactions option in the Preferences window, the company file is checked for cash transactions (within the date range specified) that have no job number. If any transactions are detected with no job number, click Display to view the Job Exceptions—Cash Transactions report and analyse the details of the report.
Check for job exceptions [Invoice Transactions] <i>(Standard, Plus)</i>	If you have selected the Warn if Jobs Are Not Assigned to All Transactions [System-wide] option in the Preferences window, the company file is checked for sales and purchase transactions (within the date range specified) that have no job number. If any transactions are detected with no job number, click Display to view the Job Exceptions—Invoice Transactions report and analyse the details of the report.
Reconcile payroll liability payments <i>(Plus only)</i>	If you use integrated payroll, the total of payroll liabilities transactions that are unpaid is checked against the balance of the linked accounts payable account Payroll Category. If there is an out-of-balance amount, click Display to view the Payroll Liabilities Reconciliation Exceptions report and analyse the details of the report.

- When you have finished viewing and, if necessary, printing the transaction review reports, click **Next**. The **Tax Exception Review** window appears.



- Enter the start date and end date of the period you want to review.
- Click **Run Review** to do the following:

Review task	Description
Check for Tax amount variances [Sales]	The company file is checked for variations between the tax amount posted and the tax amount calculated for the tax codes assigned to sales transactions. If a variation is found, click Display to view the Tax Amount Variance report and analyse the details of the report.
Check for Tax amount variances [Purchases] <i>(Standard, Plus h)</i>	The company file is checked for variations between the tax amount posted and the tax amount calculated for the tax codes assigned to purchase transactions. If a variation is found, click Display to view the Tax Amount Variance report and analyse the details of the report.

Review task	Description
Check for Tax code exceptions [Invoice Transactions]	The company file is checked for sale and purchases transactions without a tax code assigned or where the entered tax code is different to the default tax code. If such a transaction is found, click Display to view the Tax Code Exceptions—Invoice Transactions report and analyse the details of the report.
Check for Tax code exceptions [Cash Transactions].	The company file is checked for Spend Money and Receive Money transactions without a tax code assigned or where the entered tax code is different to the default tax code. If such a transaction is found, click Display to view the Tax Code Exceptions—Cash Transactions report and analyse the details of the report.
Reconcile Tax code details with linked accounts	The company file is checked for variances between the balance of the linked tax accounts and the amount of tax that has been collected and paid on transactions. If variances are found, click Display to view the Tax Code Reconciliation Exceptions report and analyse the details of the report.

- 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 without printing the report.

Task 2: Reconcile bank accounts

To ensure the accuracy of your business records, you should keep your record of each bank account balance matched up with your bank's records. For details on reconciling, see '[Reconciling your bank accounts](#)' on page 88.

Task 3: Review reports

There are several reports that we recommend you review at the end of each month. You can use these reports to identify and correct any discrepancies in your records, as well as spot any trends in your business.

Report	Description
Accounts List [Summary]	Lists all accounts and their balances. Make sure you set the report filters to print account balances.
Receivables Reconciliation Summary	Lists all your outstanding receivables.
Payables Reconciliation Summary (Standard, Plus h)	Lists all your outstanding payables.
Analyse Sales—Customer	Shows your company's sales activity and trends on a month-by-month basis.
Analyse Purchases—Supplier (Standard, Plus h)	Displays your company's monthly purchases.
Items List Summary	Shows a list of your items, including current selling price.
Journal Security Audit	Reviews changes made to recorded transactions.
Profit & Loss Statement	Displays your profit and loss figures.
Balance Sheet	Displays your financial position as of the end of a month.

Report	Description
Trial Balance	Use this report to identify incorrectly entered amounts. When reviewing this report, check for: <ul style="list-style-type: none"> • entries that seem unusually large or small for the account that has been affected • debit amounts for accounts that normally have credit entries, and vice versa • unusually high or low ending balances • an unusually high or low number of entries for a specific account.
Balance Sheet [Multi-Period Budget]	Lists account balances as at the end of a selected month, along with the budgeted amounts for them. If changes need to be made to the amounts you've budgeted for the coming months, adjust your budget.
Profit & Loss [Multi-Period Budget]	Lists profit and loss account balances for a selected period, along with the budgeted amounts for them. If changes need to be made to the amounts you've budgeted for the coming months, 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.
GST [Summary – Accrual]	Use this report if your accounting is done on an accrual basis. Displays a summary of tax charged, but not necessarily collected or paid. For a more detailed view, use the GST [Detail – Accrual] report.
GST [Summary – Cash]	Use this report if your accounting is done on a cash basis. Displays a summary of GST collected and paid. For a more detailed view, use the GST [Detail – Cash] report.

Task 4: Report and pay superannuation contributions

AccountRight Plus *h* *only*

If you have employees, you are required to pay superannuation guarantee contributions at least quarterly. These contributions must be paid within 28 days of making the final contribution for the quarter.

Superannuation guarantee	Cut-off date for superannuation guarantee contributions
1 July–30 September	28 October
1 October–31 December	28 January
1 January–31 March	28 April
1 April–30 June	28 July

You can use reports to view superannuation contributions payable to superannuation funds and use the [Pay Liabilities](#) feature to record payments. For information, see [‘Superannuation reporting’ on page 168](#) and [‘Payroll liabilities’ on page 167](#).

Task 5: Report and pay payroll tax

AccountRight Plus *h* *only*

If your monthly or annual wages are over a certain amount, you may be liable to pay state or territory payroll tax. Usually, state or territory payroll tax is paid monthly.

You can use the [Payroll Tax](#) report and the [Amount by Category \(Payroll Tax\)](#) report to view your payroll tax liability. You can access these reports in the [Payroll](#) tab of the [Index to Reports](#) window.

NOTE: [Filter the Payroll Tax report for the entire month](#) When you produce the [Payroll Tax](#) report, you should enter the date range for the entire month for which you want to view your payroll tax liability.

Once you have confirmed the amount you need to pay, you can create a **Spend Money** transaction to record the payment.

NOTE: Before you can calculate payroll tax You need to set up your payroll tax information in your company file before you can calculate payroll tax. For information about setting up your payroll tax information, see 'Payroll tax reporting' on page 170.

Task 6: Send customer statements

Most businesses send statements to customers who have outstanding balances at the end of a month. You can print or email the statements.

To print a customer statement

- 1 Go to the **Sales** command centre and click **Print/Email Statements**. The **Review Statements Before Delivery** window appears.
- 2 Click the **To Be Printed** tab.
- 3 In the **Statement Type** field, select the type of statement you want to print.
 - **Invoice** statements list all invoices aged as at a specified date.
 - **Activity** statements list all sales invoices, payments and orders with a customer deposit within a specified date range. Activity statements include a running account balance.
- 4 Specify the statement period.
 - If you selected **Invoice** as the statement type, enter an ageing date to display invoices outstanding as at that date. If you want to include only invoices recorded up to the statement date, select the **Only include invoices up to Statement Date** option.
 - If you selected **Activity** as the statement type, enter the statement date range in the **From** and **To** fields.
- 5 Type the number of statements you want to print per customer in the **Print** field.
- 6 If you want to filter the statement information or change the type of form the statement will be printed on, click **Advanced Filters** and

make your selections. For more information, see 'Customising form batches' on page 230.

- 7 Click in the select column () next to the customers you are printing statements for.
- 8 Click **Print**.

To email a customer statement

- 1 Go to the **Sales** command centre and click **Print/Email Statements**. The **Review Statements Before Delivery** window appears.
- 2 Click the **To Be Emailed** tab.
- 3 In the **Statement Type** field, select the type of statement you want to email.
 - **Invoice** statements list all invoices aged as at a specified date.
 - **Activity** statements list all sales invoices, payments and orders with a customer deposit for a specified date range. Activity statements include a running account balance.
- 4 Specify the statement period.
 - If you selected **Invoice** as the statement type, enter an ageing date to display invoices outstanding as at that date. If you want to include only invoices recorded up to the statement date, select the **Only include invoices up to Statement Date** option.
 - If you selected **Activity** as the statement type, enter the statement date range in the **From** and **To** fields.
- 5 If you want to filter the customer list or select a different statement form, click **Advanced Filters** and make your selections. For more information, see 'Customising form batches' on page 230.
- 6 Click in the select column () next to the customers to whom you want to email statements.
- 7 If you want to change a customer's email address, select the customer's name and then select another address from the **Email Address** list or type a different address in the **Email Address** field at the top of the window.

A message appears asking if you would like to update the employee's card. Click **Yes** if you want to update it or **No** if this is a temporary change.

- 8 Type the subject 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.
- 9 Click **Send Email**.

Task 7: Record depreciation

Your company's vehicles and equipment lose value each year. Part of the cost of vehicles and equipment can be allocated as an expense to your company each year you benefit from their use. The allocation of the cost of a piece of equipment over its useful life is called *depreciation*.

There are several methods of recording depreciation. Consult your accountant to see which method is best for you.

NOTE: If you depreciate your assets at the end of the financial year, make this step a part of your end-of-year routine. Consult your accountant for information about when to depreciate your assets.

Depreciation isn't calculated automatically, but you can record your depreciation figures with a journal entry.

To record depreciation

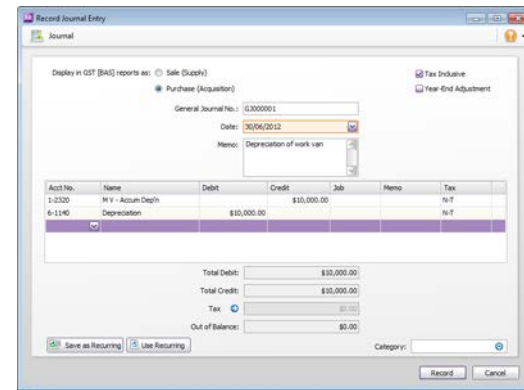
Before you can record depreciation for an asset, you need to create an asset account and an expense account for each type of asset you depreciate. You only need to create these accounts once.

- 1 Create a new asset account for each type of asset you depreciate.
 - Add the words 'Accum. Depr.' (for Accumulated Depreciation) at the start of each new account name. Give the new account a number that allows it to come after its corresponding asset account in the accounts list. For more information on creating a new account, see 'Set up accounts' on page 41.

In the following example, we have a header account, *Motor Vehicles* numbered 1-2400, and a detail account *Motor Vehicles At Cost* numbered 1-2410. We have created a new asset account called *Accum. Depr. Motor Vehicles* numbered 1-2420. Notice that the header account shows the current book value of the vehicles.

	1-2400	Motor Vehicles	Asset			\$30,000.00
	1-2410	Motor Vehicles At Cost	Fixed Asset	CAP		\$40,000.00
	1-2420	Accum. Depr. Motor Vehicles	Fixed Asset	N-T		-\$10,000.00

- 2 Create a new expense account. You may want to call it *Depreciation*.
- 3 Once you've determined your depreciation amounts, make journal entries to credit the new accumulated depreciation asset account (for example, the *Accum. Depr. Motor Vehicles* account) and debit the new depreciation expense account. The accumulated depreciation asset accounts will always have a negative balance to show a reduction in the value of the depreciable assets.



Task 8: Lodge your activity statement (BAS or IAS)

You can use the **BASlink** feature to prepare your Business Activity Statement (BAS) or Instalment Activity Statement (IAS).

Before you begin, you need to set up your activity statement information.

NOTE: Electronic activity statement lodgement If you will lodge your activity statement using the ATO's Business Portal website or Electronic Commerce Interface (ECI) software, you need to have a digital certificate from the ATO on your computer. For more information, contact the ATO.

To set up your activity statement information

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

2 Click **BAS Info**. The **BAS Information** window appears.

TIP: For information about the fields in this window, choose **Show Field Help** in the **Help** menu and then hover over a field.

3 Specify your activity statement information. If registered for GST or PAYG, you need to specify:

- GST information (such as your accounting basis, reporting frequency and calculation method)
- PAYG Instalments information
- PAYG Withholdings information.

4 Click **OK**.

To prepare your activity statement

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

2 Select the last month of your reporting period.

3 If you have recorded end-of-year adjustments in your company file and you want to include them in your activity statement, select the **Include Year-End Adjustments** option.

4 Click **Prepare Statement**.

- A message appears informing you that the details you added in the BAS Information window will determine the basis of the MYOB BASlink statement. Click **OK** to continue.
- A disclaimer window appears, stating that BASlink is a calculation tool, and does not provide tax advice. Click **OK** to continue.

The **AccountRight BASlink** window appears.

NOTE: BASlink help If you are using BASlink for the first time, a window also appears with the option to open the **BASlink Help** window. Click **Yes** if you need setup assistance.

GST amounts you owe the ATO from sales	
G1	Total sales (including any GST)
G2	Export sales
G3	Other GST free sales
G4	Input taxed sales
G5	G2 + G3 + G4

Total sales subject to GST (GST minus GST)	
G6	Total sales subject to GST (GST minus GST)
G7	Adjustments (if applicable)

5 If you are setting up BASlink for the first time, or you have added new tax codes, payroll categories or accounts since your last reporting period, you need to review the setup of each field. You need to do this on each sheet of the BAS.

Click the **Setup** and **Link** buttons next to the applicable fields to set the information that will appear in them. Click on a field label for more information about a field.

- 6 Click **Check** to check your activity statement for errors. If there are any errors—for example, a field has not been completed or has an invalid amount—an **Error List** appears detailing the error and the field name.
- 7 If you need a copy of the activity statement for your records (recommended), click **Print**. You can also use the printed statement to copy the field values to the ATO's paper or electronic activity statements.
- 8 Print the ATO transaction that you need to record in your company file.
 - a Click **Transaction** to view a report showing the **Spend Money** or **Receive Money** transaction.
 - b Click **Print**.
- 9 Click **Save Setup & Exit** to save your current BASlink setup and the details of your current activity statement reporting period. A window appears, reminding you to back up your activity statement. Click **Yes** to create a backup copy of your activity statement details.

To lodge your activity statement with the ATO

Once you have prepared your activity statement information using BASlink, you can lodge your activity statement electronically or by post.

- **Completing the activity statement manually and sending by post.** Copy the BASlink values to the Business Activity Statement or Instalment Activity Statement sent to you by the ATO. Also send the tax payable to the ATO by the payment due date on the activity statement.
- **Lodging the activity statement electronically.** If you use the ATO's Business Portal website or Electronic Commerce Interface (ECI) software, type the BASlink values in the corresponding fields on the electronic version of the activity statement.

To record your activity statement transaction in your company file

- 1 Go to the **Banking** command centre and click:
 - **Spend Money**, if you are recording a payment to the ATO. The **Spend Money** window appears.
 - **Receive Money**, if you are recording a receipt from the ATO. The **Receive Money** window appears.
- 2 Enter the details as appears in the transaction you printed at **step 8** in 'To prepare your activity statement', above. Note that you should assign the N-T (not reportable) code to all transaction lines.
- 3 Click **Record**.

Task 9: Lock periods

After you have completed your month-end tasks, you should lock that period using the **Lock Periods** feature. This will prevent anyone from inadvertently making an entry in a period in which you don't want new entries. To do this:

- 1 Go to the **Setup** menu and choose **Preferences**. The **Preferences** window appears.
- 2 Click the **Security** tab.
- 3 Select the **Lock Periods: Disallow Entries Prior to** option, and select the relevant date.

This selection places a temporary lock on the date you select and the period before it. If you need to make an entry in a locked period at a later time—for example, you locked 31st of May, and now want to make an entry in April— you can unlock that date in the **Preferences** window.

Closing a financial year

This section describes the tasks you should perform at the end of your financial year.

However, you don't need to close your financial year at any particular time. You can continue to use your company file after the last month of your current financial year.

Complete the tasks listed below to close your financial year and start a new one.

Task		See
1	Complete month-end tasks	below
2	Perform a stocktake (Standard, Plus h)	below
3	Provide information to your accountant	below
4	Enter end-of-year adjustments	page 284
5	Back up your company file	page 285
6	Close a financial year	page 285

Task 1: Complete month-end tasks

Make sure you complete each of the month-end tasks. See 'Month-end procedures' on page 273.

Task 2: Perform a stocktake

Not available in AccountRight Basics

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 'Recording stocktakes' on page 186.

Task 3: Provide information to your accountant

Once you have completed your year-end tasks, you can send your accounting data to your accountant. If your accountant uses MYOB Accountants Office, you can export your accounts list, journal entries, sales and purchases directly to your accountant as a text file. This file can be sent by email or saved to disk.

Your accountant may also request that you print the following reports:

- Profit & Loss [With Year to Date]
- Balance Sheet
- Trial Balance
- Receivables Reconciliation [Summary]
- GST reports
- Account Transactions (only if your accountant wants to review each and every transaction you've entered in the company file during a particular period).

And you can also export your accounting data to other accounting packages using the export function.

To export to MYOB Accountants Office

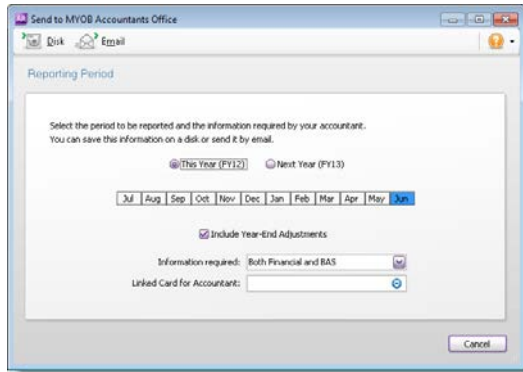
When you export financial information to MYOB Accountants Office, the Receivables Reconciliation Exceptions, Payables Reconciliation Exceptions (Standard, Plus, Premier), and Bank Reconciliation reports are included in the file.

If inventory or GST exceptions are found, the Inventory Value Reconciliation Exceptions (Standard, Plus, Premier), GST Amount Variance and GST Code Exceptions reports are also included.

These reports are designed to alert your accountant to any irregularities in your company file and provide them with supplementary information to analyse your accounts.

- 1 Go to the **Accounts** command centre and click:
 - **Send to Accountant** (Standard, Plus, Premier).
 - **Send to MYOB Accountants Office** (Basics).

The **Reporting Period** window appears.



- 2 Select the month or range of months you want to export. To select a range of months, click and hold the mouse button on the first required month and then drag the cursor over the names of the remaining months.

CAUTION: Choose the reporting months carefully It is important not to include dates you have included in a previous export because this would result in double-counting your transactions. As a

precaution, we recommend that you tell your accountant the periods you have selected.

- 3 Select the type of information to be provided from the **Information required** list.
- 4 Select the method you want to use to send the information.

Email—If you want to email the file:

- a Enter your accountant's card in the **Linked Card for Accountant** field and then click **Email**. The **Email** window appears. An export file is automatically attached to the email (called *companyname.MYE*). A .zip file of the reports is also attached.
- b If you want, you can change the email address and edit the subject line.
- c Click **Send**.

Disk—If you want to save the file to disk:

- a Click **Disk**. The **Save As** window appears.
 - a Enter a name and location for saving the export file. The default file name is *companyname.MYE*. You can change the file name if you want but you must retain the '.MYE' extension. A .zip file of the reports is also saved.
 - b Click **Save**.

Task 4: Enter end-of-year adjustments

Your accountant is likely to provide you with a number of adjustments that will need to be entered in your company file as journal transactions. If the adjustments have been provided on paper, you can manually enter them in the **Record Journal Entry** window.

If you send information to your accountant using the **Send to Accountant** feature (see [Task 3: Provide information to your accountant](#)), you can import the adjusting journal entries your accountant sends you. Make sure your accountant has sent you the journal adjustment file as a text file with a .txt extension. For more information about importing journal entries, see 'Importing data' on page 311.

To record adjustments manually

- 1 Go to the **Accounts** command centre and click **Record Journal Entry**. The **Record Journal Entry** window appears.
The general journal number and transaction date appear by default. You can change these if necessary.
- 2 Select the **Year-End Adjustment** option to identify the transaction as an adjustment journal entry. When you prepare reports for the period, you can exclude these adjustments from appearing.
- 3 [Optional] In the **Memo** field, enter a comment to describe the transaction, for example, 'EOY adjustment from accountant'.
- 4 Each row of information entered in the scrolling list is a line item. The line item details are identified in the journal adjustments provided by your accountant.

For each line item:

- a Type the account number (or name), or select it from the account list.
- b In the **Debit** and **Credit** fields, enter the debit or credit amount for the line item.
- c [Optional] In the **Job** field, enter the job number for the line item.
- d [Optional] In the **Memo** field, enter a description of the line item.
- e If necessary, change the default code in the **Tax** column by typing the required tax code or selecting it from the list.

NOTE: Journal entry must be balanced The journal entry cannot be recorded until the **Out of Balance** field is zero.

- 5 Click **Record** to record the journal entry.

Task 5: Back up your company file

Make a backup of your company file after you have finished entering adjustments and store it in a safe location. See 'Back up and restore company files' on page 303.

Task 6: Close a financial year

Before closing a financial year, make sure you have:

- completed tasks 1 to 5 of the 'Closing a financial year' procedure, starting on page 283.
- 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 close the financial year. Note that you can't enter new or edit existing transactions in a financial year once you have closed it.

When you close the financial year:

- The 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.

To close a financial year

- 1 Go to the **File** menu and choose **Close a Financial Year**. The Close a Financial Year Assistant opens.
- 2 Follow the on-screen instructions.

If you need help in any of the windows, click **Help** and then choose **Help for This Window**.

Closing a payroll year

AccountRight Plus only

You must close the payroll year in the last month of your payroll year or soon after. Otherwise, you will not be able to enter pays for the next payroll year.

Do the following tasks to close your current payroll year and start a new one.

Task		See
1	Process the last pays for the year	below
2	Print payroll reports	below
3	Prepare payment summaries	below
4	Back up your company file	page 291
5	Close a payroll year	page 291
6	Load the PAYG tax tables	page 292

Task 1: Process the last pays for the year

You must make sure that all pays for the payroll year you are about to close have been entered.

Task 2: Print payroll reports

Prepare the Taxable Payments Annual Report

If you pay anyone as an employee or supplier for services related to building and construction, you need to report these payments to the ATO at the end of the year.

You can calculate these amounts using the Taxable Payments Annual Report assistant. To access the assistant, go to the Purchases command centre and click **Report Taxable Payments**. Follow the prompts in the assistant to prepare the report.

Review other payroll reports

Review the following reports to make sure payroll transactions are correct.

- **Register Detail** report—shows the pay history of your employees.
- **Activity Summary** report—shows the pay amounts recorded. Note that this report does not include manual adjustments, for example, changes to pay history balances entered in the **Payroll Details** tab of an employee's card.

Task 3: Prepare payment summaries

You can use the Payment Summary Assistant to prepare Individual Non-Business, Labour Hire and Employment Termination Payment (ETP) summaries. You can use either preprinted forms available from the Australian Taxation Office (ATO) or plain paper, and you can save a copy of the payment summaries as PDF files, to reprint at a later date.

If you are printing plain paper payment summaries, use the assistant to prepare the electronic file (EMPDUPE file) for lodging your payment summary information to the ATO.

Printing payment summaries on plain paper Plain paper payment summaries are designed to be printed on A4 plain paper and are to be given to your employees, not the ATO. Payment summaries must be printed clearly. You may want to print a sample payment summary to ensure your printer quality is adequate.

Check the information in the payment summary file you send to the ATO The Payment Summary Assistant will prompt you to save your payment summary data as an EMPDUPE file. This is the file that you send to the ATO.

Before creating the EMPDUPE file, you can check the information it will contain by viewing the **Payment Summaries Verification** report.

The **Payment Summaries Verification** report details the individual payment summary amounts that will be listed in the EMPDUPE file. We recommend you print the verification report and then compare the amounts to other payroll activity information, for example, with information in the **Payroll Activity** report.

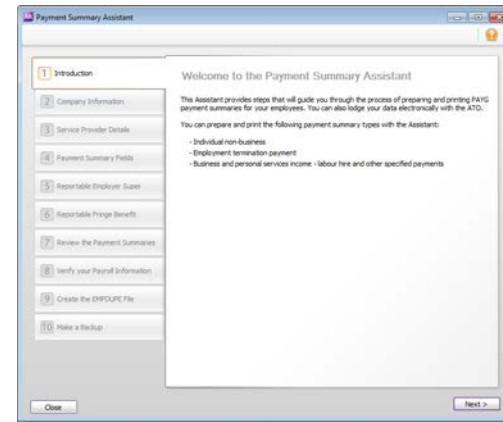
Payroll category totals, gross amounts and tax withheld amounts, etc., should reconcile between the reports. If they do not, you can go back and adjust these figures before you finalise your payment summaries and create the EMPDUPE file.

Sending the EMPDUPE file to the ATO The EMPDUPE file can be submitted electronically using the ATO's Business Portal website.

ETP payroll categories You need to have created and set up ETP payroll categories if you are preparing ETP payment summaries. For more information, see 'Create payroll categories for termination payments' on page 172.

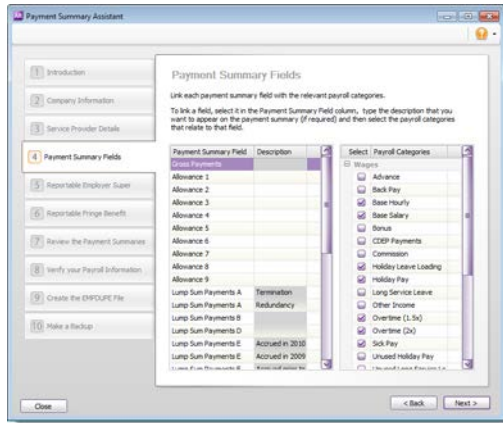
To prepare payment summaries

- 1 Go to the **Payroll** command centre and click **Prepare Payment Summaries**. The Payment Summary Assistant opens.



- 2 Click **Next**. The **Company Information** window appears.
- 3 Enter any company information that does not already appear by default.
- 4 If you are a third party (such as a bookkeeper or accountant), preparing the payment summaries on behalf of a business:
 - a select the **I use a third party service to lodge my payment summaries** option and then click **Next**. The **Service Provider Details** window appears.
 - b Complete the details in this window.

5 Click **Next**. The **Payment Summary Fields** window appears.

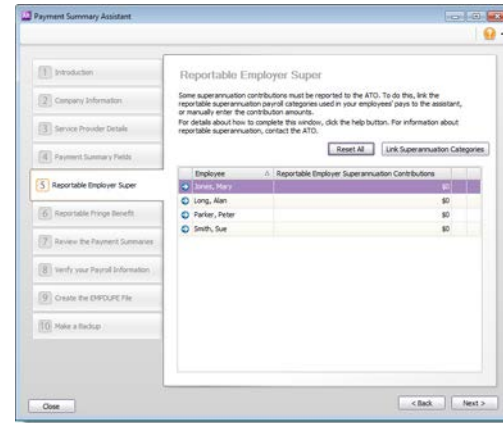


Link payment summary fields to payroll categories

Select a payment summary field in the left column and then select all the payroll categories that are reportable in this field in the right column. For example, select **Gross Payments** and then click all the payroll categories that are calculated as part of gross payments, such as base salary, base wages, overtime, holiday pay, backpay, etc.

- 6 If you are preparing ETP payment summaries:
 - a Link the ETP fields to the relevant payroll categories. These fields are located at the bottom of the list.
 - b Link payroll categories used to record bona fide redundancy, approved early retirement or invalidity payments to the **Lump Sum Payments A Redundancy** field.
 - c Link payroll categories used to record all other Lump Sum Payment A amounts to the **Lump Sum Payments A Termination** field.
 - d Repeat for each required field.

7 Click **Next**. The **Reportable Employer Super** window appears.

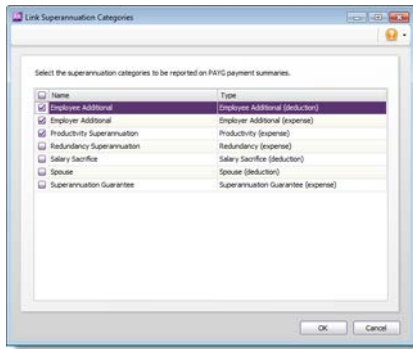


Report superannuation amounts

8 Select the reportable superannuation payroll categories:

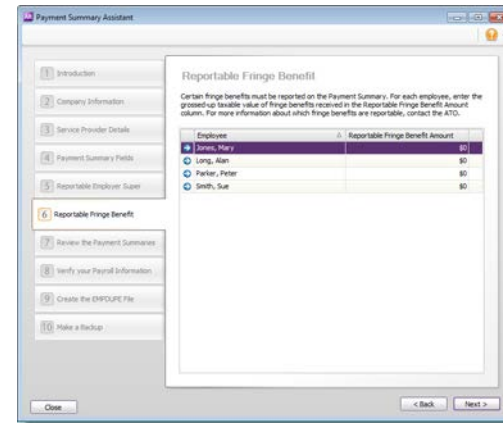
NOTE : Reporting the correct superannuation amount Reportable superannuation amounts usually include salary sacrifice and over-award superannuation contributions. Superannuation guarantee (the compulsory contribution) and after-tax contributions should not be reported.

- a Click **Link Superannuation Categories**. The **Link Superannuation Categories** window appears, showing a list of your superannuation payroll categories.



- b Click in the column next to each superannuation category you want to select and click **OK**. The **Reportable Employer Super** window reappears.
- If a selected superannuation category is linked to an employee's pay, an amount appears next to their name in the list.
- c If you want to, you can type a different amount.
- d If you manually change an amount in error or if you change an employee's pay details after starting the Payment Summary Assistant, click **Reset All** to recalculate the amounts.

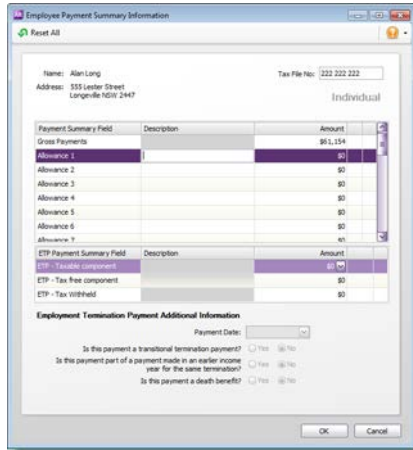
- 9 Click **Next**. The **Reportable Fringe Benefit** window appears.



Report Fringe benefit amounts

- 10 Enter any reportable fringe benefits against the employees whose payment summaries you are preparing, then click **Next**. The **Review the Payment Summaries** window appears.

- Click the zoom arrow next to an employee's name. The **Employee Payment Summary Information** window appears.



Review the payment summary details

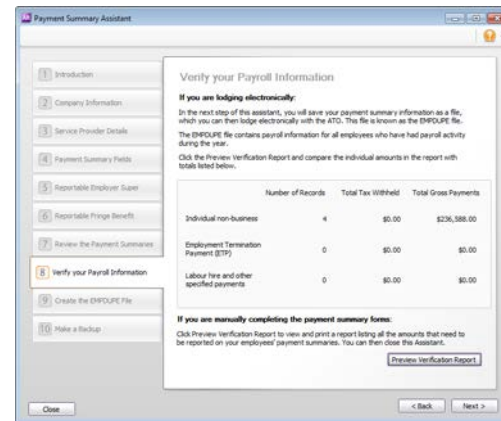
- Review the details of the amounts in the top section of the window and make any required changes.

NOTE : Labour Hire payment summaries If this employee is employed under labour hire arrangements, this window will only show the **Gross Payments** and **Total Tax Withheld**.

- [ETP summaries only] In the **Employment Termination Payment Additional Information** section of the window enter the payment date and select appropriate options relating to the payment.
- Click **OK**. The **Review the Payment Summaries** window reappears.
- Repeat from **step 11** above for each employee.

Save or print employee payment summaries

- If you want to:
 - save payment summaries as PDFs, click in the select column next to the employee names and click **Save to PDF**.
 - print or email payment summaries for employees, click in the select column next to the employee names and click **Print/Email Payment Summaries**.
- Click **Next**. The **Verify your Payroll Information** window appears. A summary of the total and type of payment summaries you are preparing is displayed. You can check these amounts against other payroll reports.



Verify your payment summary information

- Verify your payment summary information before preparing the EMPDUPE file:
 - Click **View Verification Report** and print the **Payment Summaries Verification** report.
 - Check that these amounts reconcile with other payroll activity reports before creating the EMPDUPE file. If they don't reconcile, you can go back and adjust them.

- 19 If you are manually completing the ATO payment summary forms:
 - a Click **View Verification Report** and print the **Payment Summaries Verification** report.
 - b Click **Close** to close the Payment Summary Assistant and use the **Payment Summaries Verification** report to complete your ATO forms. You do not need to complete the rest of this procedure.
- 20 Click **Next**. The **Lodge Payment Summaries** window appears.

Create the EMPDUPE file

- 21 Click **Save Payment Summary Report**. The **Save As** window appears.
- 22 Select the location to store the EMPDUPE file and click **Save**.
- 23 Click **Go to the Business Portal** to lodge the payment summary report.
- 24 Click **Next**. The **Make a Backup** window appears.

Back up your company file

- 25 If you want to back up your company file:
 - a Click **Backup**. A window appears with backup options and company file error checking options.
 - b Select the options you want and click **Continue**. The **Back Up** window appears.
 - c Select the location to store the backup file and click **Save**.
 - d Click **Finish**. The Payment Summary Assistant closes.
- 26 If you do not want to back up your company file, click **Finish**. The Payment Summary Assistant closes.

Task 4: Back up your company file

Before you start a new payroll year, make sure that you back up your company file. Once the year is closed, detailed payroll information will no longer be available for editing. Backing up your company file allows you to restore a closed payroll year so you can print reports and reprint payment summaries.

For more information, see 'Back up and restore company files' on page 303.

Task 5: Close a payroll year

Closing the payroll year will:

- clear the payroll history from employee cards
- prevent you from preparing payment summaries for the previous year using the Payment Summary Assistant
- carry over entitlement balances that have the **Carry Remaining Leave Over to Next Year** preference set in the **Entitlement Information** window of the entitlement category
- clear any entitlement balances that do not have the **Carry Remaining Leave Over to Next Year** preference set in the **Entitlement Payroll Category** window of employee cards
- prevent you from editing or deleting pay amounts for the previous year.

To close the payroll year

- 1 Go to the **File** menu, choose **Close a Year**, and then **Close a Payroll Year**. The Close a Payroll Year Assistant opens.
- 2 Click **Next** and set the new payroll year details.
- 3 Click **Next**.
- 4 If you want to create a backup file before purging payroll information, click **Backup** and follow the instructions in the windows that appear.
- 5 When you are ready to close the year, click **Close the Payroll Year**. The **Conclusion** window shows the details of the new year.

Task 6: Load the PAYG tax tables

Australian tax legislation usually changes at the start of each payroll year. If the tax legislation has changed for the payroll year you are starting, you need to update the tax tables in your company file before processing pays.

Note that you first need to obtain the current tax tables by updating your software or downloading them from the website.

NOTE: Tax table and software updates AccountRight will automatically check for PAYG tax table updates, compliance and other updates for your software, each time you open your file. If an update is available, you'll be notified when opening your company file. For more information, see 'Manage software updates' on page 309.

- 1 Go to the **Setup** menu and click **Load Payroll Tax Tables**. The **Load Tax Tables** window appears
- 2 Click **Load Tax Tables**.

18 Managing users and company files

This chapter explains how you can perform maintenance tasks on your company file and how you can control access to your company file using user accounts.

Manage users

Controlling who can access your company files, or who can update bank feeds, and what degree of access they have is vital to keeping your data secure.

As employees leave or change their roles within your business, their access to your data will also need to be changed or removed.

This section explains how to:

- [Change company file details](#)
- [Remove user access](#)
- [Change a user's online access](#)
- [Check a user's online status](#)

Change company file details

You can manage each user's sign-on details and change their role (the parts of the company file they can use), from within each company file. You might do this if a user has forgotten their password and needs you to reset it, or if a person has new responsibilities within your business.

To change a user's role

- 1 Go to the **Setup** menu and choose **User Access**. The **User Access** window appears.
- 2 In the user list, select the user whose role you want to change.
- 3 In the **Roles** section of the window, select or deselect the role you want this user to have. Note that users can have more than one role.
For more details about each role, press F1 to open the help topic.
- 4 Click **Save**.
- 5 If you are prompted to change this user's access to the online file, select the appropriate option. For more information, see '[Change a user's online access](#)' on page 296.
- 6 Click **Close**.

To reset a user's company file password

- 1 Go to the **Setup** menu and choose **User Access**. The **User Access** window appears.
- 2 In the user list, select the user whose password you want to change.
- 3 Enter the new password in the **Password** and **Confirm Password** fields.
- 4 Click **Save**.
- 5 Contact the user and tell them their new password. They can change this password the first time they sign on.

Remove user access

After an employee leaves your company, or if you have given someone short-term access to your online company file, you need to remove their access.

You can remove their company file access, which will prevent them from signing on to the file. But you may also want to remove online access to a file (or files).

To remove a user's access

- 1 Go to the **Setup** menu and choose **User Access**. The **User Access** window appears.
- 2 In the user list, select the user whose access you want to remove.
- 3 Click the **Inactive User** option.
- 4 Click **Save**.
- 5 If you are prompted to change this user's online access, select the appropriate option. For more information, see 'Change a user's online access' below.

Note that inactivating a user prevents them from signing on to a company file. So even if they still have active online access, they will not be able to sign on to edit this company file.

- 6 If you chose to change their online access to the file at [step 5](#):
 - a When prompted, log in to my.MYOB.
 - b In the **Manage online access** page, find the user in either the **Online file access** or **Online administrator access** list.
 - c Click **Remove access**. The user is removed from the list. An email will be sent to this user, advising them their access has been removed.

Change a user's online access

There are two levels of online access:

- **Online file user**—a file user can only access an online company file they have accepted an invitation to use. File user access is the basic access you would give people working on your file.
- **Online administrator**—an online administrator can work with any company file that is listed under the owner's software serial number. In addition to this, an online administrator can invite more users, update bank feeds and purchase additional online files. You would only give administrator access to a person you trust to manage user access to your company file data, such as your office manager or your bookkeeper.

As people within your business change roles, the type of access they have to AccountRight Live and the tasks you need them to perform in relation to your company files might also need to change.

To make a file user an online administrator

NOTE: Bank feeds users If you don't store your company file online and want to give another user the ability to update bank feeds, see 'To give a user the ability to update bank feeds', on [page 301](#).

- 1 Go to the **Setup** menu and choose **User Access**. The **User Access** window appears.
- 2 Click the **Online Access** button.

- 3 If prompted to log in to my.MYOB, log in. The **Manage online access** page opens in your browser.
 - 4 Click **Invite new online administrator**. The invitation window appears.
- Note that you do not need to remove their file user access to invite them as an administrator.

- 5 Enter their email address, first name and last name.
- 6 Click **Invite**. The **Manage online access** page reappears with a confirmation message at the top.

An email will be sent to this user, inviting them to become an online administrator. To monitor if or when they accept the invitation, see ‘[Check a user’s online status](#)’ below.

To make an online administrator a file user

- 1 Go to the **Setup** menu and choose **User Access**. The **User Access** window appears.
- 2 Click the **Online Access** button.
- 3 If prompted to log in to my.MYOB, log in. The **Manage online access** page opens in your browser.
- 4 Find the user in the **Online administrator access** list and click **Remove access**. This user is removed from the list.
- 5 Click **Invite new online file user**. The invitation window appears.
- 6 Enter their email address, first name and last name.
- 7 Click **Invite**. The **Manage online access** page reappears with a confirmation message at the top.

Two emails will be sent to this user. One advises that their administrator access is cancelled, the other invites them to become a file user.

To monitor if or when they accept the invitation, see ‘[Check a user’s online status](#)’ below.

To cancel an invitation

If you invite a person to be an online file user or administrator by mistake, you can cancel the invitation before it is accepted.

- 1 Go to the **Setup** menu and choose **User Access**. The **User Access** window appears.
- 2 Click the **Online Access** button.
- 3 If prompted to log in to my.MYOB, log in. The **Manage online access** page opens in your browser.
- 4 Find the user in the relevant list.
- 5 Click **Cancel Invitation**. This user is removed from the list.

Check a user’s online status

When you invite a user to work with your company file online, or give them the ability to update bank feeds, a record of the invitation and user is created in my.MYOB so you can monitor who has access to your files.

A user’s status could be one of the following:

This status	Means...
Active	the user has access.
Invited	the user has been invited, but has not responded to the invitation yet.
Access Removed	you removed this user’s access.
Invitation Cancelled	the invitation sent to this user was cancelled before they could respond.
Invitation Declined	the user declined the invitation.
Invitation Expired	the invitation was not accepted within a specified time.

To check the status of an invitation

NOTE: Bank feeds invitations If you are checking the status of an invitation to access bank feeds, see 'To check the status of an invitation', on page 301.

- 1 Go to the **Setup** menu and choose **User Access**. The **User Access** window appears.
- 2 Click the **Online Access** button.
- 3 If prompted to log in to my.MYOB, log in. The **Manage online access** page opens in your browser.

- 4 Use the filter options in the **Status** column in each list to show users according to status.
- 5 Click an available action in the **Action** column to change the user's status, or to resend or cancel an invitation.

View transactions by user

If you want to check what changes have been made to your company file by a certain user, you can run the Journal Security Audit report. You can filter this report by User ID, for specified date ranges. For more information, see 'Checking for unauthorised transactions' on page 307.

Manage bank feeds

Bank feeds is an AccountRight Live service that lets you compare your bank account and credit card transactions with those recorded in AccountRight. For information about setting up bank feeds, see 'Set up accounts', on page 41.

This section explains the bank feeds management tasks you may need to perform, including:

- checking the status of your bank feed application
- taking action if there is a problem with your application
- applying for another bank feed
- cancelling a bank feed
- giving other users access to bank feeds.

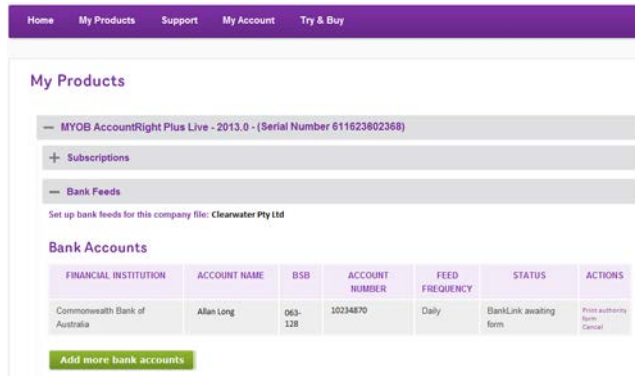
To perform these tasks, you need:

- internet access
- your my.MYOB login details.

To check your bank feed status

- 1 Start AccountRight.
- 2 Go to the **Setup** menu > **Manage Bank Accounts**. The **Manage Bank Accounts** window appears.
- 3 Click **Add or remove a bank account**. An internet browser window opens and the my.MYOB **Log In** page appears.
- 4 Log in with your my.MYOB login details. The **My Products** page appears, showing your bank feeds information. This includes your

account details, the status of your bank feeds and any actions you may take for the selected account.



The following table lists the statuses of bank feeds and the actions you may need to take:

For this status...	...do this:	See
BankLink awaiting form	If you haven't already done so, print, complete, sign and witness the authority form and post it to the address on the form. Note that it can take up to two weeks to set up a bank feed connection to your bank.	'To reprint an authority form' on page 300
<ul style="list-style-type: none"> Processing BankLink processing Awaiting bank 	Check your bank feed application status again later.	'To check your bank feed status' on page 298

For this status...	...do this:	See
<ul style="list-style-type: none"> Account not supported Account closed Cancelled Invalid account name Invalid account number 	<ol style="list-style-type: none"> Delete the bank feed account in AccountRight. Apply for bank feeds for a different account. <p>For a list of supported banks and accounts, see myob.com.au/arlive/banks.</p>	<ul style="list-style-type: none"> 'To delete a cancelled bank feed account' on page 300 'To apply for a new bank feed' on page 299
		<p>NOTE: If your bank feed application was rejected because of invalid account details, you cannot simply repost a corrected authority form; you must reapply for a new bank feed with the correct account details.</p>

Bank requires signature	Visit your bank and supply them with a signature matching the signature on the authority form.	
New signature required	<p>If the person who signed the authority form was:</p> <ul style="list-style-type: none"> not the account signatory, reprint the authority form and post it to the address on the form, with the correct signature the account signatory, visit your bank and supply them with a signature for this person. 	'To reprint an authority form' on page 300
<ul style="list-style-type: none"> Signature required Witness required 	Reprint, sign and witness the authority form and post to the address on the form.	'To reprint an authority form' on page 300

For this status...	...do this:	See
Rejected by bank	Email MYOB at bankfeeds@myob.com for more information.	
Bank feed ready	<ul style="list-style-type: none"> If you haven't already done so, associate an account in AccountRight with your bank feed. Start working with bank feeds. 	<ul style="list-style-type: none"> 'To associate an account for a bank feed' on page 35 'How bank feeds can work for you' on page 72


To apply for a new bank feed

- 1 Start AccountRight.
- 2 Go to the **Setup** menu > **Manage Bank Accounts**. The **Manage Bank Accounts** window appears.
- 3 Click **Add or remove a bank account**. An internet browser window opens and the my.MYOB **Log In** page appears.
- 4 Log in with your my.MYOB login details. The **My Products** page appears, showing your bank feeds information.
- 5 Click **Add more bank accounts** or **Add more credit cards** and follow the onscreen instructions.
- 6 On the **Print the BankLink authority form** page:
 - a Click **Print Form**. The BankLink authority form and cover sheet appear. A copy of the authority form is also sent to you by email.
 - b Print the form.
 - c Read the cover sheet and check your account details.
 - d Sign and witness the form and mail it to the address on the form.
- 7 Click **Done**. The **My Products** page reappears. The **Bank Feeds** section is updated with the details of the bank feed you have just applied for.

To reprint an authority form

- 1 Start AccountRight.
- 2 Go to the **Setup** menu > **Manage Bank Accounts**. The **Manage Bank Accounts** window appears.
- 3 Click **Add or remove a bank account**. An internet browser window opens and the my.MYOB **Log In** page appears.
- 4 Log in with your my.MYOB login details. The **My Products** page appears, showing your bank feeds information.
- 5 Select an account and click **Print authority form**. The BankLink authority form and cover sheet appear.
- 6 Print the form.

To delete a cancelled bank feed account

- 1 Start AccountRight.
- 2 Go to the **Setup** menu > **Manage Bank Accounts**. The **Manage Bank Accounts** window appears.
- 3 Select the account you want to delete. Note that you cannot delete accounts that have received bank transactions.
- 4 Click the delete icon (). The account is deleted.

Controlling access to bank feeds

To give other users the ability to update bank feeds, you need to make them an online administrator of your company file. This enables them to:

- update bank feed transactions in AccountRight
- view the bank feeds management page in my.MYOB.

Note that online administrators are not able to apply for or cancel bank feeds. You need to be an AccountRight Live administrator (such as the software owner or the subscription owner) in order to perform these tasks.

To give a user the ability to update bank feeds

- 1 Start AccountRight.
- 2 Go to the **Setup** menu > **Manage Bank Accounts**. The **Manage Bank Accounts** window appears.
- 3 Click **Add or remove a bank account**. An internet browser window opens and the my.MYOB **Log In** page appears.
- 4 Log in with your my.MYOB login details. The **My Products** page appears, showing your bank feeds information.
- 5 Go to the **My Products** menu and choose **Manage AccountRight Live**. The **Manage online access** page appears.
- 6 Click **Invite new online administrator**. The invitation window appears.
- 7 Enter their email address, first name and last name.
- 8 Click **Invite**. The **Manage online access** page reappears with a confirmation message at the top.
- 9 An email will be sent to this user, inviting them to become an online administrator. To check whether they have accepted the invitation, see [‘To check the status of an invitation’ below](#).

To check the status of an invitation

- 1 Start AccountRight.
- 2 Go to the **Setup** menu > **Manage Bank Accounts**. The **Manage Bank Accounts** window appears.
- 3 Click **Add or remove a bank account**. An internet browser window opens and the my.MYOB **Log In** page appears. Your bank feed information appears.
- 4 Go to the **My Products** menu and choose **Manage AccountRight Live**. The **Manage online access** page appears.
- 5 Use the filter options in the **Status** column in each list to show users according to status. For information on what each status means, see the table in [‘Check a user’s online status’, on page 297](#).
- 6 Click an available action in the **Action** column to change the user’s status, or to resend or cancel an invitation.

Controlling who can view bank feeds in AccountRight You can control which users can view bank feeds in AccountRight by assigning them *roles*. Only users with the Accounting/Bookkeeper or Banking roles can view bank feeds. For information on how to assign roles, see [‘To add a new user’, on page 32](#).

Manage libraries

A library is a location on a computer, where your AccountRight company file needs to be stored. If you do not store your company file online, it must be saved to one of the following library locations:

- **My library**—This library is located on your computer, in the My Documents\MYOB\My AccountRight Files folder.
- **Network Library**—This library is located on another computer in your network. You might choose to store your company file in a network library, so others in the network can access it. For information about accessing a network library, see ‘To add a network library’ below.

NOTE: Online company files Online company files are stored in the online library. But you can synchronise a copy of your online file to your computer. For more information, see ‘Working online’, on page 59.

To add a network library

A network library is just a local library located on another computer in the network. To open a file stored in a network library, or to save a file to a network library, the library must be added to your network library list.

Before you do this, check that AccountRight Server Edition is installed on the computer you want to connect to (available from my.myob.com.au) and find out the computer’s network address. This could be the computer name you see in Windows when browsing your network (e.g. John’s Computer), or the computer’s IP address (e.g. 192.168.0.5).

NOTE: Find the computer name You can find a computer’s name by viewing the **System Properties** window (right-click the **My Computer** icon on the desktop or **Start** menu, and choose **Properties**), or by opening the **System** control panel.

- 1 In the **Library Browser** window, click **Network Libraries**.
- 2 Click **Add a network library**. The **Add a network library** window appears.
- 3 Enter a name for the computer the library is on. For example, type `John’s library`.
- 4 Enter the IP address of the computer, or the name of the computer where the library is. For example, type `192.168.0.5` or `John’s computer`.
- 5 If you can’t use the default port number for this connection, click **Advanced** and enter the port number you want to use.
- 6 Click **OK**. The library now appears in the list.
- 7 Continue to open or save the file as required.

To add a company file to a library

- 1 Start AccountRight and click **Open a company file**. The **Library Browser** window appears.
- 2 Click a library option on the left, then click **Add a company file to this library**.
- 3 Navigate to the library folder or subfolder where you want to save the file. The file will be copied to the library and folder that you select.

To add library subfolders

A library folder is automatically created on your computer when you install AccountRight. However, if you have many files (for example, because you are a bookkeeper), you can add subfolders to the library using Windows Explorer to help manage your files.

Back up and restore company files

Backing up is like taking a snapshot of the state of your company file at a particular point in time.

Restoring enables you to open a backed up copy of your company file to view it locally, or to replace your online working copy (for example, if the online company file contains unauthorised transactions).

Backups and online company files If you subscribe to AccountRight Live and store your company file online, you can choose the auto-sync option to synchronise a copy of the online file to your computer automatically, every 20 minutes. This means that if the internet drops out, or someone checks out the file while you're still working, there's a readable copy on your computer that is no more than 20 minutes old. See 'Synchronise a company file' on page 62.

This is not the same as a backup, however. A backup is a snapshot of your company file at a particular point in time. So even if you work online, you may still want to make backups periodically, weekly, for example, or at the end of a financial period.

Backing up

When you back up your company file, a copy of the file in its current state is created as a compressed archive file with a .zip extension, so it takes up less space. You can store backups on external storage mediums, such as online storage, a CD, different hard disk or other media.

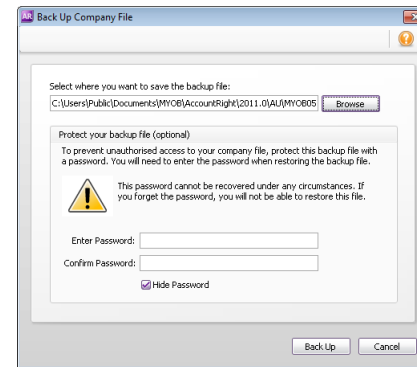
Backing up tips

Note the following before you back up your company file:

- **Appropriate storage media.** Different storage media offer different advantages. For example, CDs or USB-based devices are more portable, but offsite storage might be more secure.
- **Store backups in a different location to your company file.** Don't store backups on the same hard disk as your current company file. A single disaster could wipe out all your records.
- **Don't overwrite previous backups.** If your current file is corrupt and you don't realise it, and then you overwrite your previous backup file, you'll no longer have a useable backup.
- **Store backups off site.** Store backups in a secure place, for example, in another physical location, or online with a storage solution such as DropBox. Except for daily rotational backups, we recommend you do not re-use media.

To back up your company file

- 1 Close any open windows, other than the **Command Centre**.
- 2 Go to the **File** menu and choose **Back Up**. The **Back Up Company File** window appears.



A default filename is assigned.

Default filename	further details
MYOBmmdyyy.zip	<ul style="list-style-type: none">• <i>mmdyyy</i> is the month, day and year from your computer's clock• .zip is the file extension and cannot be changed.

- 3 [Optional] You can change the name of the backup file.
- 4 Click **Browse** and select where you want to save the backup file.
- 5 If you want to protect the backup from unauthorised use, enter and confirm a password. This password will need to be entered when restoring the backup file.
- 6 Click **Back Up**. The backup process begins.
- 7 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, 13.05.13' or 'Backup as of 13.05.13'.

Restoring

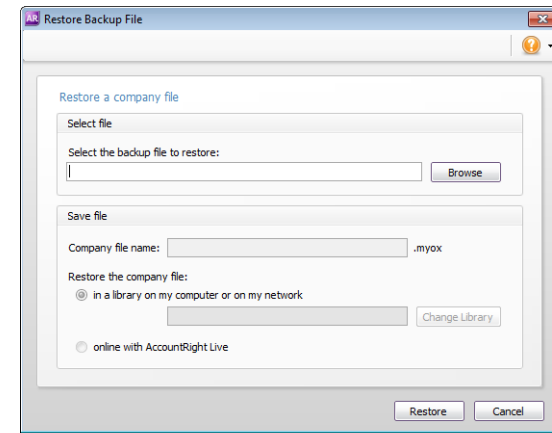
There are two reasons for restoring a backup. You may want to:

- restore a backup locally in order to view historical information
- replace your online company file with a backup file. Note that you need to be authorised to replace your online file with a backup.

To restore a backup to view historical information

- 1 If the backup file is on a removable disk, insert the disk into the disk drive.
- 2 Close any open windows, other than the **Command Centre**.
- 3 Go to the **File** menu and choose **Restore**.

The company file that was open is closed and the **Restore Backup File** window appears.



- 4 Click **Browse** and select the backup file you want to restore.
- 5 If the backup is password-protected, enter the password in the window that appears, and click **OK**.
- 6 Select the option to restore the company file in an AccountRight library. To change the AccountRight library or library folder that the file will be restored to, click **Change Library** and select the location for the restored company file.
- 7 Rename the restored file's name if required. You cannot overwrite an existing file in the library.
- 8 Click **Restore** to complete the restore.

To replace your working company file with a backup

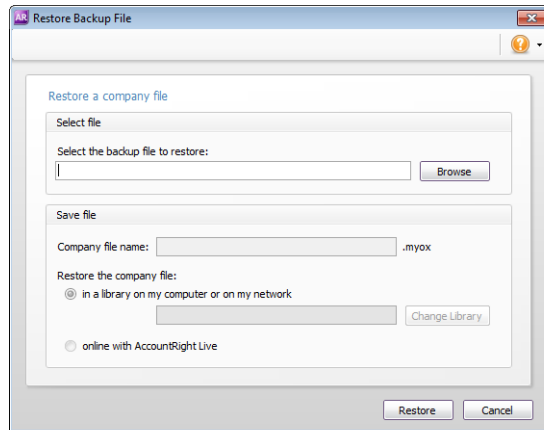
When you restore a company file online, your online working company file is replaced by the backup file. Any changes you've made to the company file online since the backup file was created, will be overwritten. This process cannot be undone.

Checking for unauthorised transactions Before replacing a company file, you can check what changes have been made to it by running the Journal Security Audit report. This report shows what changes have been made in a selected period, for example, since your last session. See '[Checking for unauthorised transactions](#)', on page 307.

NOTE: Online administrator access is required to do this task.

- 1 Open the company file.
- 2 If the backup file is on a removable disk, insert the disk into the disk drive.
- 3 Close any open windows, other than the **Command Centre**.
- 4 Go to the **File** menu and choose **Restore**.

The company file that was open is closed and the **Restore Backup File** window appears.



- 5 Click **Browse** and select the backup file you want to restore.
- 6 If the backup is password-protected, enter the password in the window that appears, and click **OK**.
- 7 Select the option to restore the company file online with AccountRight Live.
- 8 Rename the restored file's name if required.

CAUTION: **The next step cannot be undone** Any changes made to the company file since the backup was created will be overwritten.

- 9 Click **Restore** to complete the restore.

Company file security

AccountRight offers you a range of ways to control access to your data and monitor changes to your company file. You can specify what areas of the company file users can access as well as track user activity.

Note that controlling the access of other users to a company file requires AccountRight administrator access, which is also a key security feature. See [‘Set up user access’, on page 30](#).

These features are listed in the following table:

If you want to...	See...
control access to specific areas of your company file	‘Change company file details’ on page 293
control access to your online company file	‘Manage users’ on page 293
prevent others making changes to the company file while you are using it	‘Work offline (checking out)’ on page 64
prevent changes being made to the company file in a selected period	‘Lock periods’ on page 282
track user activity for a selected period, or check for unauthorised transactions	‘Checking for unauthorised transactions’ below
secure your company file backups	‘Backing up’ on page 303

Checking for unauthorised transactions

If you are concerned that unauthorised transactions have been entered into your company file, or if you want to check what changes have been made to your company file, you can run the Journal Security Audit report to see what transactions have been made by users for a selected period.

NOTE: Prevent others changing the file If you want to prevent others making changes to the company file while you are running this report, you can work offline (check out). See [‘Work offline \(checking out\)’, on page 64](#).

- 1 Go to the **Reports** menu and choose **Accounts**. The **Reports** window appears.
- 2 Choose **Security and Audit** and then Journal Security Audit.
- 3 Choose filtering options. For example, you can show changes made in a specific date range, or by specific users.
- 4 Click **Display**. The **Report** window appears.

You can filter the information on the report and customise how it appears. For more information, see [‘Customising reports’, on page 219](#).

Confirm activated company files

This topic is not applicable if your company file is stored online with AccountRight Live.

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. 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 in this window.

NOTE: Frequent requests to confirm Under normal circumstances, confirmation occurs once or twice a year. If, after confirming a company file, you are prompted within a short time to confirm it again, see 'Troubleshooting activated company files' on page 309.

If you don't want to confirm immediately, select the **Confirm Later** option and click **Next** to open the file. After the period of grace expires, the company file can be opened only in read-only mode, in which you can still view transactions, print reports or export data, but will not be able to enter any transactions.

NOTE: Confirming a read-only file If you open a company file that is overdue for confirmation in read-only mode, but then change your mind, go to the **Help** menu and choose **Confirm Company File**. The **Confirmation Assistant** window appears.

These procedures show you how to confirm an activated company file and set up automatic confirmation:

- 'To confirm a company file online (recommended)' below.
- 'To confirm a company file by telephone' below.
- 'To set up automatic company file confirmation' on page 309.

To confirm a company file online (recommended)

- 1 Ensure you are connected to the internet.
- 2 In the **Confirmation Assistant** window, click **I use this company file to record or edit my business transactions**.
- 3 Select the **Confirm Online** confirmation option.
- 4 Click **Next**. 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 **Conclusion** step of the assistant appears.

- 5 Click **Close**. The company file has been confirmed and you can continue to enter transactions.

To confirm a company file by telephone

Use this method only if you cannot connect to the internet.

- 1 In the **Company File Confirmation** window, click **I use this company file to record or edit my business transactions**.
- 2 Select the **Confirm by Phone** confirmation option.
- 3 Click **Next**. The **Confirm by Phone** step of the assistant appears.
- 4 Call the telephone number displayed in this step of the assistant. You will need to provide the details shown in this window.
- 5 A licence file will be emailed to you. When you receive the email, detach the licence file.
- 6 In the **Confirm by Phone** step of the **Confirmation Assistant**, click **Browse** and then select the licence file you received.
- 7 Click **Confirm**. The **Conclusion** step of the assistant appears.

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 you are prompted to confirm.

- 8 If you have an internet connection and you prefer to perform subsequent confirmations automatically, select the **I want to use Automatic Confirmation** option.
- 9 Click **Close**. The company file has been confirmed and you can continue to enter transactions.

To set up automatic company file confirmation

You can confirm company files over the internet automatically.

- 1 Open your company file.
- 2 Go to the **Setup** menu and choose **Preferences**.
- 3 In the **Preferences** window, click the **Security** tab.
- 4 Select the **I Prefer to Use Automated Online Company File Confirmation** option and click **OK**.

Manage software updates

AccountRight software updates are regularly provided to help you better manage your business and to ensure that your business complies with current government legislation, such as PAYG withholding amounts (Plus, Premier).

Automatic software updates

When you create or open a company file, AccountRight will check for any updates you're entitled to. If an update is available, you will be prompted to download and install it.

If you choose to update at a later time, you'll see a reminder to install the update below AccountRight's menu bar.

From now on, your company file is confirmed automatically and a notification of successful confirmation is displayed each time.

Troubleshooting activated company files

The activation and confirmation of company files is sensitive to changes of the date in your computer's system clock. In some circumstances, changes in the system date may require you to confirm the company file again.

Note that if you confirm a company file several times within a short period of time, you may be prevented from using the file until you contact MYOB Customer Service.

NOTE: Confirmation help For more information about the confirmation process, and additional troubleshooting tips, click **Help** in the **Confirmation Assistant** window.

You should update your software regularly, especially if you work online.

Check for software updates

If you're working online, it's especially important to keep your software up to date. And that's easy to do, because you'll automatically be prompted to update whenever a new version is available for you.

However, if you don't update your software for a while, you might find that you can't log in to your online file because your AccountRight version is no longer supported.

In this case, you'll need to manually check for updates.

To check for updates

- 1 Go to the my.MYOB website:
 - For Australian products, go to my.myob.com.au
 - For New Zealand products, go to my.myob.co.nz
- 2 Log in with your my.MYOB email address and password.
- 3 Go to **My Products > Downloads**
- 4 Download the most recent AccountRight installer.
- 5 Locate the downloaded file, and double-click it to install the update.

NOTE: Is your file checked out? If your AccountRight version is no longer supported for online files, and you still have a company file checked out, there are a few steps you'll need to take to get going again. See Support Note 35176 at support.myob.com.au or support.myob.co.nz for all the details.

19 Importing and exporting data

You can take data entered in your company file and use it in other software or in other company files. This process is called *exporting data*. You can also take data entered in other software programs and incorporate it into your company file, or incorporate information from one company file into another company file. This process is called *importing data*.

The following table lists the record types that you can import and export.

This record type	Can be...
Accounts	imported and exported
Activities (Plus <i>h</i> <i>only</i>)	imported and exported
Activity Slips (Plus <i>h</i> <i>only</i>)	imported and exported
Budgets	imported and exported
Cards	imported and exported
Contact Logs	imported and exported
Custom Lists	imported and exported
Disbursements	imported
General Journal entries, including tax information and BAS reporting	imported and exported
Items	imported and exported
Jobs	imported and exported
Purchases (Standard, Plus <i>h</i>)	imported and exported
Receipts	imported
Receive Money transactions	exported
RetailManager and Retails Basics journals (Standard, Plus <i>h</i>)	imported

This record type	Can be...
Sales	imported and exported
Spend Money transactions	exported
Stock Adjustments (Standard, Plus <i>h</i>)	imported and exported
Tax Code List	imported and exported
Timesheets (Plus <i>h</i> <i>only</i>)	imported and exported
Transaction Journal entries (no tax information and BAS reporting)	imported and exported

Exporting data

Your company file data can be exported to a tab-delimited or comma-separated text file:

- **Tab-separated files** contain fields that are separated by tab characters. For example, if a tab character appears between *Brewster* and *300 Roundhill Drive* in a file of customer information, the file counts *Brewster* and *300 Roundhill Drive* as two separate fields in a record. Tab-separated files are a common export format in spreadsheet programs.
- **Comma-separated files** contain records that are separated by commas. For example, if a comma appears between *Brewster* and *300 Roundhill Drive* in a file of customer information, the file counts *Brewster* and *300 Roundhill Drive* as two separate fields in a record. Comma-separated files are often used by popular database programs.

If you're exporting data for use in another company file, you can choose either comma-separated or tab-separated formats. Note that comma-separated is automatically selected during import and export processes.

Exporting customised forms You can export customised forms from one company file to another. For more information, see '[Exporting and importing personalised forms](#)' on page 239.

Exporting to Accountants Office If your accountant uses MYOB Accountants Office, you can export financial information (including your accounts list, journal entries, BAS information, sales and purchases) directly to MYOB Accountants Office as a tab-separated text file. This file can be sent by email or saved to disk. For more information, see '[Provide information to your accountant](#)' on page 283.

TIP: Share your data online If you store your company file online, you can share your data with any user you have set up to access your online company file. For example, your accountant can access your company file and view journal entries without you having to export them. For more information about setting up access to your online company file, see '[Set up user access](#)' on page 30.

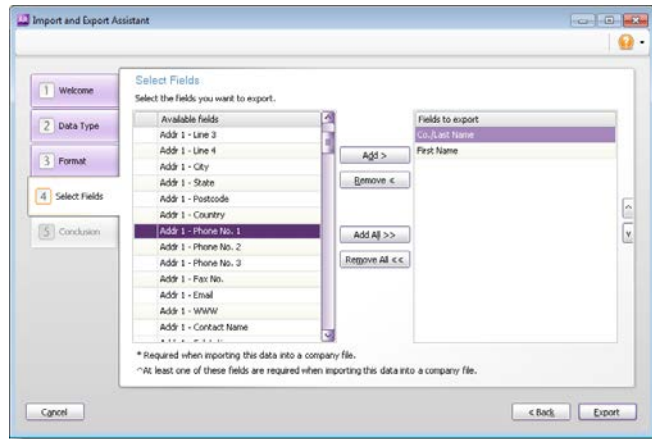
To export data

- 1 Go to the **File** menu and choose **Import/Export Assistant**. The **Import and Export Assistant** window appears.
- 2 Select **Export data** and click **Next**.
- 3 Select the type of data you want to export from the **Export** list. If additional options appear in this window, you can complete them to filter the data that will be exported. Click **Next**.

NOTE: Exporting timesheets (Plus, Premier) When you export timesheets, only the entries that *don't* have activity slips associated with them are included. You must export activity slips to complete the process.

- 4 Select whether the data in the exported file should be separated using tabs or commas, and whether the first row in the file should display the field headers. Click **Next**.
- 5 Choose the fields you want to export and the order in which you want to export them. To do this, click on the first field you want to

export in the **Available fields** column and then click **Add**. The field name will appear in the **Fields to export** column.



NOTE: Required fields for importing and exporting data When you import or export data, certain data fields must have valid matching fields in the target software.

If a field has an asterisk (*) next to it, you must select a matching field to it. If two fields have a caret (^) next to them, you must select a matching field to one or both fields.

- 6 Repeat the previous step for each field you want to export.
If you want to remove a field's name from the **Fields to export** column, click its name and then click **Remove**. If you want to export all the fields, click **Add All**.
- 7 If you want to change the order in which the fields are exported, select the field you want to move and then click the up or down buttons.
- 8 When you have selected the fields, click **Export**.
- 9 In the **Save As** window that appears, enter a name and location for the export file and click **Save**. The data is exported and saved as a text file.
- 10 When the data has finished exporting, click **Close**.

Importing data

You can import data into your company file from a tab-delimited or comma-separated text file. Before you start the import process, you will need to export the data you want from the program you've used to create the data.

Importing customised forms You can import customised forms from one company file to another. For more information, see ['Exporting and importing personalised forms'](#) on page 239.

If you are importing an accounts list If your accountant uses MYOB Accountants Office, you can import an accounts list from it. For more

information, see ['Importing an accounts list from MYOB Accountants Office'](#) on page 313.

To import data

NOTE: Before you import data you should make a backup of your company file. See ['Back up and restore company files'](#) on page 303.

- 1 Go to the **File** menu and choose **Import/Export Assistant**. The **Import and Export Assistant** window appears.

- 2 Select **Import data** and click **Next**.
- 3 Select the type of data you want to import from the **Import** list.

NOTE: Importing timesheets (Plus, Premier) When you import timesheets, only the entries that *don't* have activity slips associated with them are included. You must import activity slips to complete the process.

- 4 Click **Browse** to locate and select the file you want to import, and then click **Next**.
- 5 Select the import file format, the type of the first record, and the method of handling duplicate records.
- 6 Click **Next** and match the import fields with fields in the **Available Fields** column. To do this:
 - a Click the name of a field in the **Import fields** column.
 - b Click the matching field in the **Available fields** column.

The import field you selected appears in the **Matched Import fields** 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 **Available fields** column, including their order, click **Match All**. If the fields in your import file are not in the same order, click **Auto Match** to match the fields that have the same names.
- 7 Click **Next**. If you didn't make a backup prior to starting the import process, click **Back up** to make one now.
 - 8 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, which you can access from the **Conclusion** step of the assistant.
 - 9 When the data has finished importing, click **Close**.

Importing from MYOB RetailManager or MYOB RetailBasics

Not available in AccountRight Basics

If you use MYOB RetailManager or MYOB RetailBasics as your point-of-sale software, you can import information to your AccountRight accounting software.

Some of the types of information you can import are:

- your supplier details
- goods received transactions (imported as bills)
- general journal entries summarising other transactions (such as sales income and cost of sales).

Before you can import your data, you must export the data from RetailManager or RetailBasics as a text file (Retail.txt) and save it in 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 software, go to the **Setup** menu and choose **Preferences**. The **Preferences** window appears.
- 2 Click the **System** tab and select the **I use MYOB RetailManager** option.
- 3 Click **OK** and exit your AccountRight software.

NOTE: You only need to set this preference the first time you import from MYOB RetailManager.

- 4 Start your AccountRight software and open your company file. If there are transactions that need to be imported, the import process will occur automatically.

If you get a warning or an error message indicating that the import was not successful, refer to the import log file in your AccountRight software program folder for a list of errors or warnings.

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 26](#)). If the file was created by MYOB Accountants Office—with a .txt extension—follow this procedure to import the accounts list. (Ask your accountant for a new file if it does not have a .txt extension.)

Once you have imported an accounts list from MYOB Accountants Office, you can import journal transactions from your accountant. For more information, see [‘Enter end-of-year adjustments’ on page 284](#).

To import the accounts list provided by your accountant

- 1 Go to the **File** menu, choose **AccountantLink**, then **Receive from Accountant**, and choose **List of Accounts**. A message appears, informing you that the account levels might be reset.
- 2 Click **Yes** if you want to continue the import. The **Open** window appears.
- 3 Select the file containing the accounts list sent by your accountant. The default name of the file is `MYOB_SET.txt`. However, your accountant may have renamed the file.
- 4 Click **Open** to open the file and begin the import process.
The accounts are imported and a message is displayed, giving you the results of the import. If you get a warning or an error message indicating that the import was not successful, refer to the import log file for a list of errors or warnings.

Glossary

A

account Something to which transactions are assigned. Accounts in AccountRight are in one of eight classifications:

- Asset
- Liability
- Equity
- Income
- Cost of sales
- Expense
- Other income
- Other expense

Accounts can be set up as header or detail. Transactions are assigned directly to detail accounts. Header accounts are used to summarise and group multiple detail accounts. Each AccountRight account must have a unique number.

account classification One of the eight accounts groups in the Accounts List: Assets, Liabilities, Equity, Income, Cost of Sales, Expense, Other Income, Other Expense.

account number The account number identifies an account. Each AccountRight account must have a unique number.

accounting period A part of your financial year. AccountRight treats each calendar month as a separate accounting period.

accounts list Commonly referred to as a chart of accounts, this is a list of all your asset, liability, equity, income, cost of sales and expense, other income and other expense accounts.

accounts payable (Standard, Plus, Premier) What you owe someone else for goods or services delivered. The sum of all accounts payable is recorded as a liability account. Any time you record a purchase in the **Purchases** command centre, the unpaid balance of the purchase is added to your accounts payable. Every time you pay a bill (using **Pay Bills** in the **Purchases** command centre), the amount is subtracted from your accounts payable balance.

accounts receivable What your customers owe you. The sum of all accounts receivable is recorded as an asset account. Any time you record a sale in the **Sales** command centre, the unpaid balance of the sale is added to your accounts receivable balance. Every time you enter a customer payment (using the **Sales** command centre), the amount is subtracted from your accounts receivable balance.

accrual method (basis) This is a method of accounting which records sales and purchases at the time they're delivered, not at the time they're paid for. This is the opposite of the cash method of accounting.

accrued expenses These are expenses for goods or services received but not yet paid.

activity (Plus, Premier) A task or service provided by your company for which you can track costs and bill customers on time billing sales.

activity slip (Plus, Premier) A record of the activities performed by your company; the basic record keeping unit of the **Time Billing** command centre. Customers are billed for the recorded time on time billing sales.

activity statement A statement that includes all sales invoices, payments and orders with a customer deposit for a specific period of time; a running balance is included. Quotes never appear on an activity statement.

adjustment: Time Billing (Plus, Premier) Time billing adjustments change an activity slip's billable amount without affecting the record of the hours or units that were actually worked, or changing the rate usually charged for an activity.

adjustment: Inventory (Standard, Plus, Premier) Inventory adjustments change an item's quantity to match the actual quantity on hand, or to change the unit cost. An inventory adjustment changes the item's total value.

Administrator A role you can assign to a user, that gives them access to the entire company file. The Administrator ID is created automatically upon creation of the company file. A user with an administrator role can create other company file users.

ageing: payables The number of days between receiving a bill from a supplier and an ageing date (usually today).

ageing: receivables The number of days between invoicing a customer and an ageing date (usually today).

allocation accounts In AccountRight, when writing a cheque or recording 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.

associated account An account that is used to match your bank feed transactions to transactions in AccountRight.

auto-build (Standard, Plus, Premier) The process of combining two or more inventoried items, or 'components', to create another inventoried item, known as a 'finished item'.

average cost method (Standard, Plus, Premier) 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.

bank feed The list of transactions recorded by your financial institution for your bank or credit card account, which can be brought directly into AccountRight. To set up a bank feed, you first need to specify your account details, and then authorise BankLink (who manage bank feeds) to set up a connection to your bank.

BankLink AccountRight banks feeds are securely managed through the BankLink service. BankLink supplies the technology used to bring bank feeds into your AccountRight software.

balance sheet The balance sheet is a financial snapshot of a company's position at a particular time. A balance sheet lists the company's asset, liability and equity accounts. It is called a balance sheet because the total value of the asset accounts minus the total value of the liability accounts always equals the total of the equity accounts.

bill The record of a supplier's invoice.

billing unit (Plus, Premier) A 1, 6, 10, 12, 15 or 30 minute measure that you define in the **System** tab of the **Preference** window for use in time billing for hourly activities, rather than whole hours. Whether or not

you use billing units, time billing invoices will display your billable units as whole hours.

budgets Expected monthly net activity for an account. Budgets are useful for planning for the future and for analysing actual performance against planned performance.

build item (Standard, Plus, Premier) The process of transferring item quantities after finished items are created; also, the change in quantity.

Business Insights Use the **Business Insights** window to analyse key financial information using a range of interactive tables and graphs. You can use it to analyse your accounts, profit and loss, the money that you owe suppliers and the money that customers owe you.

C

cash drawer Where the money is kept between leaving the customers' hands and being deposited in the bank. Many businesses set up their cash drawer as a bank account.

cash method (basis) The opposite of the accrual method of accounting. The cash method records the sale and purchase of goods and services at the time they're paid for, not when they're delivered.

category (Standard, Plus, Premier) A category is an entity for grouping transactions. For example, a category can be a department, profit centre, geographic division or any other subset of your business that requires separate reporting.

checking out See [working offline \(checking out\)](#).

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 **Preferences** you can prevent accidental posting to a closed (locked) period.

closed purchases (Standard, Plus, Premier) Purchases that have been paid in full.

closed sales Sales that have been paid in full.

company file users Those who have access to the AccountRight company file. When you set them up, you specify their User ID and password, which they need to use to sign on to the company file each time they open it. You also assign them a user role, which determines which areas of AccountRight they can access, and what tasks they can perform. You can only set up company files users if you are a company file Administrator. See also [user role](#) and [online user.compan](#)
information Found in AccountRight's **Setup** menu, your company information contains your company's name, address, tax information and information about your company's financial year.

contra account This is an account that normally carries the opposite balance of the accounts of the same type. Assets, for example, normally have a debit balance; a common contra-asset account is the accrued depreciation of an asset. By using a contra account, you can show a company a car that's worth \$12,000, by listing the asset at its \$15,000 purchase price followed by the -\$3,000 balance of the accrued depreciation account.

conversion month The conversion month is the earliest month in the financial year for which transactions are to be recorded. For example, suppose you purchase your AccountRight software in October but want to record transactions dated from 1 September. In this case, your conversion month is September. The conversion month determines the opening balances you will enter when you set up your company file.

cost item (Standard, Plus, Premier) The cost of an inventory item. Your 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. You are not required to use Cost of Sales accounts.

credit amount Appears on the right side of the ledger (a debit amount occupies the left side). A credit amount increases the balance of accounts with a credit balance and decreases the balance of accounts with a debit balance. Accounts that normally carry a credit balance are liability, equity and income accounts.

credit invoice A credit invoice is a sale with a negative AccountRight balance due. Usually caused by a return or adjustment, a credit invoice is settled by writing a refund cheque or applying the amount to another open invoice.

credit terms Terms are the agreed upon rules governing the number of days between delivery and payment discounts for early payment and penalties. You can set default terms for all customers.

creditors A creditor is someone to whom you owe money. See also [accounts payable](#).

current assets Assets that can be turned into cash within a relatively short time (less than a year) are called current assets. Some of your current assets are your bank accounts, accounts receivable and petty cash. Current assets usually do not lose their value over time. Current assets normally have a debit balance.

current liabilities Liabilities that become payable within the next year are called current liabilities. When recording a liability that is to be paid over a long period, many accountants split it into two liabilities. The part that is to be paid off within the next year is entered as a current liability; the remaining 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 when its balance is moved into the account called Retained Earnings.

customer Someone to whom you sell goods or services. In AccountRight, you must enter a customer card before you record a sale.

D

debit Appears on the left side of the ledger (the credit amount occupies the right side); a debit amount increases the balance of accounts with a debit balance and decreases the balance of accounts with a credit balance. Accounts that normally carry a debit balance are assets and expense accounts.

debit purchase (Standard, Plus, Premier) A debit purchase is a purchase with a negative balance due. Usually caused by a return or adjustment, a debit purchase is settled by recording a supplier's refund cheque or applying the amount to another open bill.

debtors A debtor is someone who owes you money. See also [accounts receivable](#).

deduction (Plus, Premier) Any amounts other than taxes that are subtracted from an employee's gross pay.

delivery status The means by which you send a form to a customer, employee or supplier. The choices are *To Be Printed*, *To Be Emailed*, *To Be Printed and Emailed*, or *Already Printed or Sent*. For sales and purchases, you can assign a default status to a customer or supplier and change it for an individual sale or purchase.

deposits from customers Advances received for goods or services not yet delivered. Customer deposits are kept in a liability account.

deposits to suppliers (Standard, Plus, Premier) Advances paid to suppliers for goods or services not yet delivered.

depreciation The expense allocation of the cost of an asset over a period of time. Most accountants create a contra-asset account to track the depreciation of an asset. See also [contra account](#). A typical depreciation transaction credits the contra asset account and debits a

depreciation expense account. Depreciation is most often recorded as a general journal entry.

detail accounts An AccountRight account to which transactions can be assigned.

detail job (Standard, Plus, Premier) A job used for tracking the specific income, costs and expenses incurred on a daily basis. Reimbursable expenses can be tracked and specific line items in transactions can be assigned.

discount early payment The amount taken off the balance due in return for payment within an agreed number of days.

discount volume purchase (Standard, Plus, Premier) The amount taken off an item's cost because of a special supplier or customer arrangement.

discount days Discount days are the number of days from a sale or purchase within which full payment of the balance due entitles the payee to a discount.

double-entry accounting A method of bookkeeping in which every entry is balanced by another entry. Correct double-entry accounting always provides a balanced set of books; that is, the total value of your asset accounts minus the total of your liability accounts will equal the total of your equity accounts.

E

earnings Income minus cost of sales and expenses. See also [current year earnings](#).

electronic payment A payment that directly debits or credits your bank. For example, you can choose to pay a supplier electronically by setting up electronic payment details in the supplier card.

employer expenses (Plus, Premier) Your company's costs of having employees. They are calculated on employees' paycheques, but don't affect the employees' net pay; instead, they affect the amounts you

must contribute to the employee, to the government, or to other institutions.

entitlements (Plus, Premier) Hours that accumulate on paycheques; used to pay special wages, such as annual leave or personal leave.

equity This is a company's net worth. The equity of a company equals its assets minus its liabilities. Equity is an account type in AccountRight. 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. Expense accounts usually carry a debit balance.

F

finance charge The amount added to an outstanding balance as a penalty for late payment.

financial statements The balance sheet and income (profit & loss) statement. The balance sheet is your company's financial picture at a particular time. The income statement shows your company's financial performance over a period of time.

financial year The 12-month period you use to define your accounting year. Your AccountRight software does not require that it match the calendar year.

finished item (Standard, Plus, Premier) An item that has been built ready for sale from its component items.

fixed assets Fixed assets are assets that have a relatively long life. Your buildings, cars and computers are fixed assets. Fixed assets are usually depreciated; that is, they lose some of their value as you use them.

form A document used in day-to-day business, usually to accomplish transactions like sales and purchases. Typical forms include sales

invoices, statements, purchase orders and cheques. Documents such as labels, personalised letters and packing slips are also considered forms.

G

general journal A journal used to record miscellaneous transactions not entered in other journals, for example, year-end adjustments and depreciation expense.

general ledger This is where all your account information—sales, purchases, inventory, cash in, cash out—come together. You draw your financial statements (balance sheet and income statement) from the general ledger.

gross profit Gross profit is your income minus cost of sales.

H

header account A header account in AccountRight is used to group similar detail accounts. You cannot post a transaction to a header account.

header job (Standard, Plus, Premier) A job used for grouping jobs and organising income, costs, expenses and profit or loss in larger, more comprehensive categories than individual jobs.

historical balance The balance of an account prior to converting your records to AccountRight. You are not required to enter historical balances in AccountRight. Enter them only if you wish to compare a current month's activity to the activity for the same month last year.

historical purchase (Standard, Plus, Premier) A purchase that had a current balance due on the first day of the month in which you began using your AccountRight software. Also known as a pre-conversion purchase.

historical sale A sale that had a current balance due on the first day of the month in which you began using your AccountRight software. Also known as a pre-conversion sale.

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. Income accounts usually carry a credit balance.

income statement Also called a profit & loss statement, the income statement shows your company's performance over a period of time. An income statement begins with income. It then subtracts cost of sales to produce a gross profit. Expenses are subtracted from gross profit to produce operating profit. 'Other income' accounts are added to operating profit and 'other expense' accounts are subtracted from operating profit to produce net profit.

inventoried item (Standard, Plus, Premier) A physical unit stored for possible sale to a customer. This is an item record for which the **I Inventory This Item** option has been selected.

inventory (Standard, Plus, Premier) Physical items kept for possible sale to a customer. Most accountants record an inventory's value in a current asset account.

inventory adjustment (Standard, Plus, Premier) The process of changing the quantity of an inventoried item to match the actual quantity on hand. This term also means the change in quantity.

invoice The written record of a sale.

invoice rules Rules that you set up to automatically handle bank feed transactions. Based on the rule conditions that you specify, AccountRight will match the bank feed transaction to the an existing open invoice. Rules are useful for transactions that occur regularly. See also **transaction rules**.

item A unit in your items list. An item can be physical inventory, like a widget or a pair of shoes, or it can be non-physical, like an hour of your time.

J

job A job is work for which you wish to track income and expenses. In AccountRight, a job can be a profit centre, a product line, a project or any other subset of your business that requires a separate income statement.

journal A journal is a tool for organising your accounting entries. All entries are grouped into journals: general, disbursements, receipts, sales, purchases or inventory.

Journal Security Audit A report which lists the changes made to transaction dates, accounts and amounts, and also lists all transaction reversals and deletions made within a specified date range.

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.

library The location on your computer or a network computer where AccountRight company files are stored. If you do not store your company file online, it must be saved to either **My Library** (a folder automatically created when you install AccountRight) or the **Network Library** (a library located on another computer in your network).

line item The information entered in one row of the scrolling list for a transaction (sale, purchase, journal entry).

linked account Linked accounts are what AccountRight uses to post your inventory, sales, purchase and banking transactions to the proper account. When, for example, you link your receivables account, you are telling AccountRight which account to post the balance due from a sale to.

long-term liability Something you owe that does not have to be paid for at least a year.

M

miscellaneous purchases (Standard, Plus, Premier) Miscellaneous purchases are used in AccountRight to record non-item purchases that do not require a printed purchase order.

miscellaneous sales Used in AccountRight to record non-item sales that do not require a printed invoice.

N

net income Net income (net profit or loss) is the total of all income accounts minus the sum of your expense and cost of sales accounts.

net profit The total of all income accounts minus the sum of your expense and cost of sales accounts. Also called *net income*.

Number of Days after EOM A setting to indicate that the payment due date and early payment discount date are based on a set number of days after the end of the month.

O

online company file If you are subscribed to AccountRight Live, you can store your company file online, so that you, your accountant and other authorised users can access the file online, using any computer that has AccountRight installed.

online user Those who have access to online company files. They may be set up as an online file user or an online administrator. To be able to work on the files, online users also need to be set up as *company file users*; their *user role* will determine what tasks they can perform. See also *company file users* and *user role*.

open bill (Standard, Plus, Premier) A purchase with an outstanding balance due.

open sale A sale with an outstanding balance due.

opening balance The balance of an account as at the start of the first day of your conversion month.

operating profit This is your profit before considering Other Income and Other Expense.

other expenses An account type used to record expenses that are not directly related to your company's operations, such as loan interest, fines, etc. 'Other expense' accounts usually have a debit balance.

other income An account type used to record income that is not directly related to your company's operations, such as interest income. 'Other income' accounts usually have a credit balance.

out of balance When the total credit amount does not equal the total debit amount in a transaction, it is out of balance. AccountRight does not allow you to record an out-of-balance transaction.

P

payables What you owe someone else for items or services delivered. See also [accounts payable](#).

payroll categories (Plus, Premier) The components of an employee's pay. These are grouped into five payroll category types: wages, entitlements, deductions, employer expenses and taxes.

pricing levels (Standard, Plus, Premier) Different prices at which an item is sold to different kinds of customers. Up to six pricing levels can be set.

profit & loss statement See [income statement](#).

profit centre A subset of your business for which you want to track income and expenses. In AccountRight profit centres are called 'jobs'.

promised date The date an order is due to be delivered. If an order is not delivered as of its promised date, a reminder is posted to your To Do List.

quote An estimate you provided to one of your customers or received from one of your suppliers. A quote doesn't create a transaction, so it has no impact on your financial records or stock levels. No payments can be applied to a quote.

R

recap transaction A function that lets you look at a journal entry before it is recorded. Recap transaction is particularly useful for those transactions, like invoices and bills, for which the journal entry is not immediately obvious.

receivables What someone else owes you for items or services delivered. See [accounts receivable](#).

reconciling The process of checking that your records agree with your bank's records.

recurring transaction An accounting entry that is made periodically, such as monthly rent, etc.

reimbursable expense (Standard, Plus, Premier) An expense that is incurred on behalf of a customer for a job and that will be reimbursed by the customer.

restoring The process of reopening a backup company file.

retained earnings Money from previous years' earnings that has been left in the company. At the end of a financial year any money earned (or lost) during the financial year is transferred to retained earnings. Retained earnings are recorded in an equity account.

revenue Income from the sale of goods or services. Revenue is recorded in an income account in AccountRight. Income accounts usually carry a credit balance.

role A set of windows and functions that a user can access in the company file. The Administrator role is assigned to users who require full access to the company file.

S

settle a credit invoice When someone returns something, and you record an invoice that has a negative balance due, it is called a credit invoice. Paying off this negative amount is called settling a credit invoice.

Session Security Audit A report that helps you keep track of each user's activity, such as the date and time that a user signs on to the company file and sign off.

settle a debit purchase (Standard, Plus, Premier) When you return something to a supplier, and you record a purchase with a negative balance due, it is called a debit purchase. Paying off this negative amount is called settling a debit purchase.

standard cost (Standard, Plus, Premier) The price entered for the item in the **Buying Details** view of the **Item Information** window. You can change the price on the purchase, if you want. If you select the **Use Standard Cost as the Default Price on Purchase Orders and Bills** option, it is the price that will appear automatically for the item when you enter a purchase.

standard pay (Plus and Premier) The current values of an employee's payroll details (wages, superannuation, entitlements, deductions, employer expenses and taxes) that are automatically used when processing the employee's pay.

sub-job (Standard, Plus, Premier) A component of another larger, more comprehensive *job*.

supplier Someone from whom you buy goods or services. In AccountRight Standard, Plus and Premier you must enter a supplier card before you can record a purchase. See also [accounts payable](#).

synchronisation The process by which changes that you or other users make in your online company file are downloaded to a copy of the file stored on your computer (referred to as the 'offline' copy of your file). Your offline company file will be synchronised automatically every 20 minutes, while the company file is open. You can also manually synchronise your file.

system-wide preference A setting in the **Preferences** window that affects everyone who works with the company file, not just the user who selects that preference.

T

tax table (Plus and Premier) A set of detailed tax information used for calculating employee withholding amounts. Tax tables are updated periodically.

terms Terms are the agreed upon rules governing the number of days between delivery and payment, discounts for early payment and penalties for late payment.

transaction An entry in AccountRight that affects the balance of accounts.

transaction rules Rules that you set up to automatically handle bank feed transactions. Based on the rule conditions that you specify, AccountRight will create a new transaction corresponding to the bank feed transaction, and then match the two. Rules are useful for transactions that occur regularly. See also [invoice rules](#).

trial balance This is a report showing all the activity for an account or accounts within a selected date range. It shows the balance of the account at the beginning of the date range, the activity within the date range, and the balance at the end of the date range. A trial balance is useful for checking your entries prior to doing your period-end processing.

U

undeposited funds account The linked account into which individual cash-receipts transactions are recorded when not credited directly to cheque or credit card accounts. Amounts from individual transactions in the undeposited funds account are grouped together. When deposited, they are recorded as a single bank deposit transaction on the bank or credit card statement.

user role A role is a predefined profile that determines what windows a user can access and what tasks they can perform in a company file. For example, a user assigned the 'sales' role can access features in the Sales, Time Billing and Card File command centres, and other sales related areas, such as lists. A user can be assigned more than one role. See also [company file users](#) and [online user](#).

W

working offline (checking out) If you are set up as an online administrator, You can choose to work offline with your online company file. Working offline means that you will be checking out the file to your computer—this locks the online file from being modified by others, although they can still view the file. Once you are done with your work, you can check in the changes.

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.

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