



***MYOB Instruction Manual***

***for***

***Uniting Church SA***

***Treasurers***

**The Uniting Church in Australia Property Trust (SA)**  
Level 2, 212 Pirie Street, Adelaide SA 5000  
GPO Box 2145, Adelaide SA 5001

Phone: (08) 8236-4215, Fax: (08) 8236-4280  
[www.sa.uca.org.au](http://www.sa.uca.org.au)  
ABN: 25 068 897 781

Information within this manual has been taken from

“MYOB—User Guide  
Integrated business and inventory management software  
Accounting”

This manual is intended for the sole use by Uniting Church SA Entities that have received licensed copies of MYOB purchased and supplied by the Synod Office. This manual has been designed to contain only the functions relevant to such entities. Where there is more than one way to record entries, this manual reflects the Synod of SA's preferred method.

This manual contains general information only, and as appropriate, seek your own professional advice relevant to your particular situation.

This manual is for MYOB versions 16 to 19.8 only.

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## ACTIVATING A COMPANY FILE

You can activate and confirm your company file online via the Internet or over the phone.

### To activate company file online

- Ensure you are connected to the Internet.
- Start your MYOB accounting software. A welcome window appears.
- Click **Open a company file**. The **Open** window appears.
- Select the company file to be activated and click **Open**. The **Sign-on** window appears.
- Complete the **User ID** and **Password** fields and click **OK**.
- The **Company File Activation** window appears.
- Click **I want to activate my company file online** and click **Continue**. The **Company File Activation-Online** window appears.
- Type the serial number in the **Serial Number** field if it is not already displayed, and press TAB. The code in the **Company File Code** field is generated automatically.
- Click **Continue**. The serial number and the company file code are sent to MYOB activation server, which returns a confirmation code and activates the company file.
- In the **Company File Activation - Activated** window click **OK**.
- Follow the on-screen instructions until the **Command Centre** appears.

### To activate a company file by telephone

- Start your MYOB accounting software. A welcome window appears.
- Click **Open a company file**. The **Open** window appears.
- Select the company file to be activated and click **Open**. The **Sign-on** window appears.
- Complete the **User ID** and **Password** fields and click **OK**.
- The **Company File Activation** window appears.
- Click **I want to activate my company file by phone** and click **Continue**. The **Company File Activation - By Phone** window appears.
- Type the serial number in the **Serial Number** field if it is not already displayed and press TAB. The code in the **Company File Code** field is generated automatically.
- Call MYOB on the telephone number displayed under the **Company File Code** field and follow the instructions to receive your confirmation code.

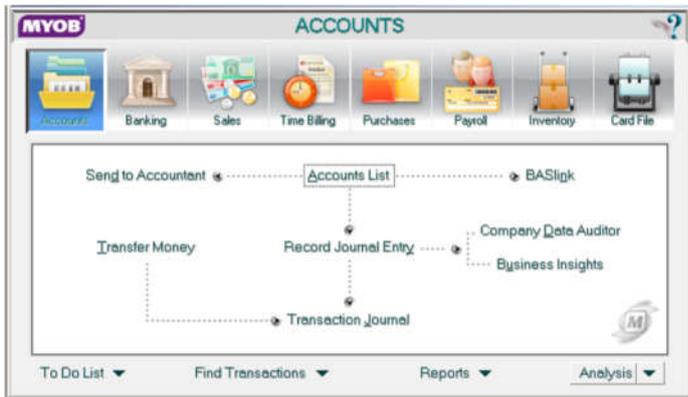
- Type the confirmation code and click **Continue**.

**Note. Confirmation code used only once**

After you activate your company file, the confirmation code cannot be used to activate or confirm this or any other company file again. You must get a new confirmation code from MYOB each time to confirm.

- In the **Company File Activation – Activated** window click **OK**.
- Respond to subsequent windows until the **Command Centre** appears.

# CREATING A NEW ACCOUNT

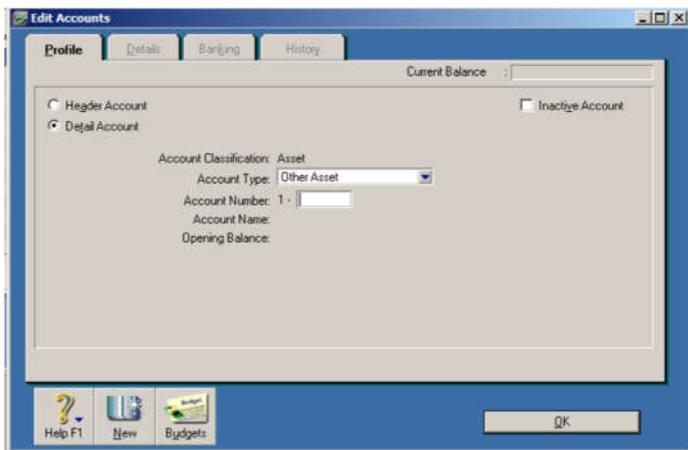


- Go to the **Accounts** command centre and select **Accounts List**.

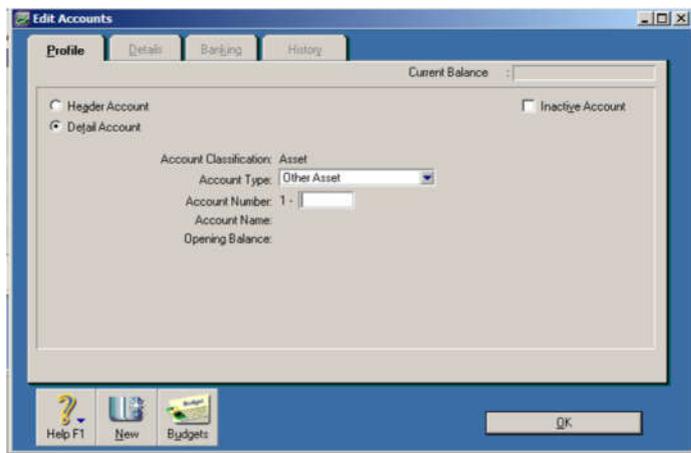


- Select the tab for the type of account you wish to open and then select **New**.

- In the **Profile** tab, specify whether the account is a header or detail account.

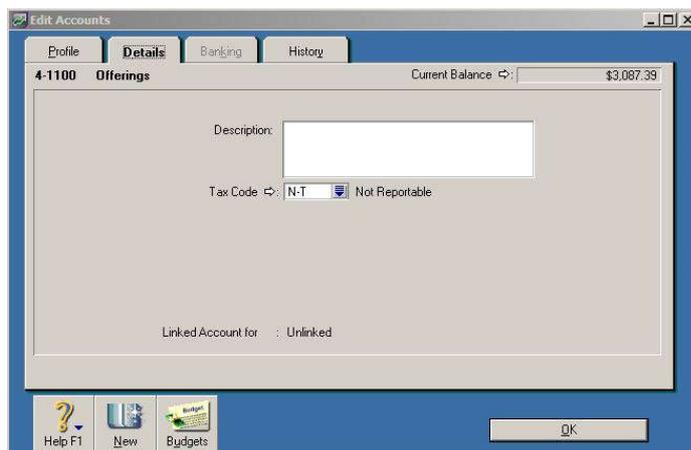


- **Header accounts** group related detail accounts. The balance of a header account is the sum of the balances of the grouped detail accounts. Header accounts appear in bold type. You cannot post a transaction to a header account
- **Detail accounts** are accounts that you can post transactions to. They are the accounts that appear in the accounts selection lists of transaction windows.



- Select the account type from the **Account Type** list. The **Account Classification** field changes according to the selection you make.
- Enter a number for the account in the **Account Number** field. You can enter any four-digit number you like. Note that the prefix to the account number is determined by the account classification:
  - 1 Assets
  - 2 Liabilities
  - 3 Equity
  - 4 Income
  - 5 Not Used
  - 6 Expenses

- Press TAB and type a name for the account.
- Click the **Details** tab.

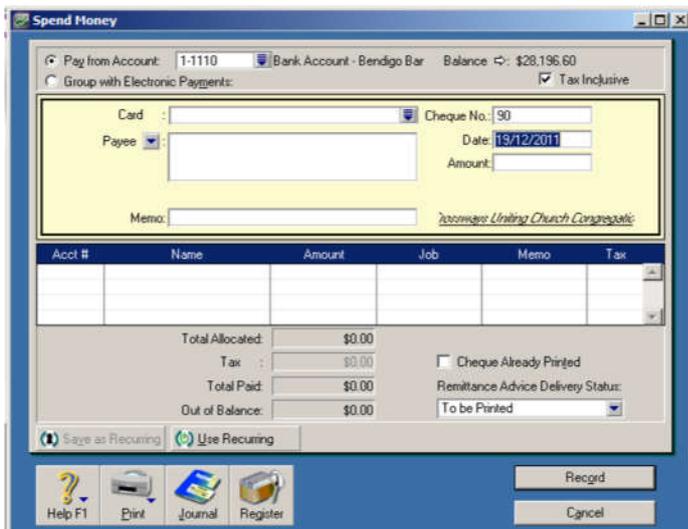


- If you want, type a brief description of the account in the **Description** field.
- In the **Tax Code** field, select the tax code that you use most often with transactions that will be posted to this account.

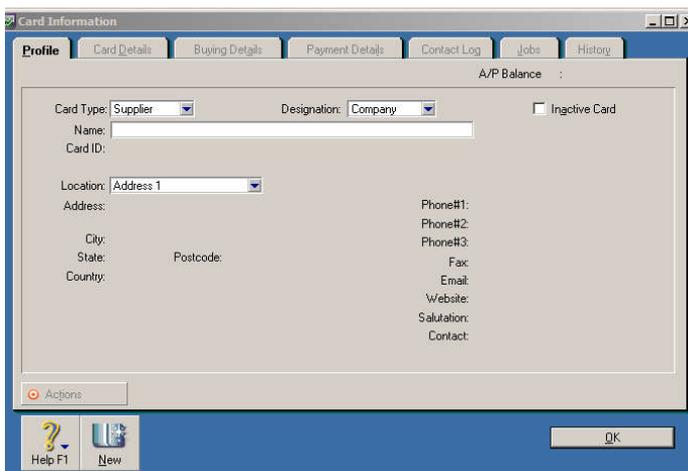
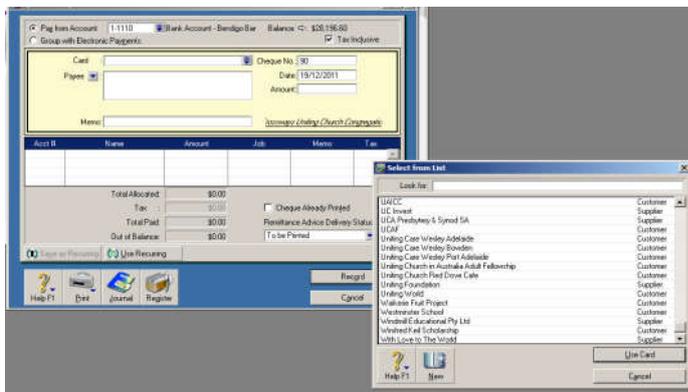
The tax code you assign to an account will appear as the default tax code in a transaction where you allocate a deposit, cheque, or a non-item sale or purchase to this account.

For example, you have assigned the GST code to your Electricity expense account. When you write a cheque to settle your electricity bill in the **Spend Money** window and allocate it to this account, the GST code is automatically assigned. You are able to overwrite this code if necessary.

# CREATING A NEW CUSTOMER/SUPPLIER CARD



- Through **Spend Money, Receive Money** or **Enter Sales**, drop down at card and select the required customer/supplier. If not on your list, choose **new**.



- The **Card Information** window appears.
- Choose the required **card type**:
  1. Customer
  2. Supplier
- Choose **Designation**:
  1. Company
  2. Individual
- Enter details in each tab as required.
- When you have finished click **OK**. The customer/supplier will now appear on your list.

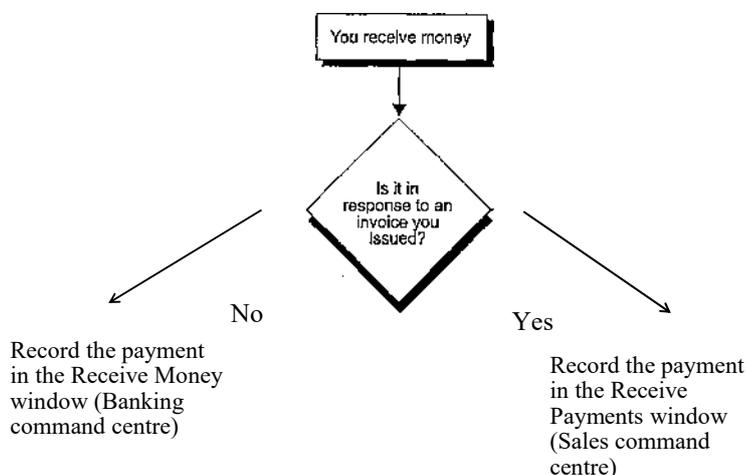
# BANKING

## Receiving Money

In MYOB accounting software, the term receiving money specifically refers to recording receipts other than payments relating to invoices. These receipts include capital injections, interest, adjustments and so on. These are entered using the Receive Money window. In the Receive Money window, you can record electronic payments, cash payments and cheque payments.

Note that in MYOB accounting software, invoices are processed separately through the Sales command centre. Payments received against invoices you have issued need to be entered using the Receive Payments window.

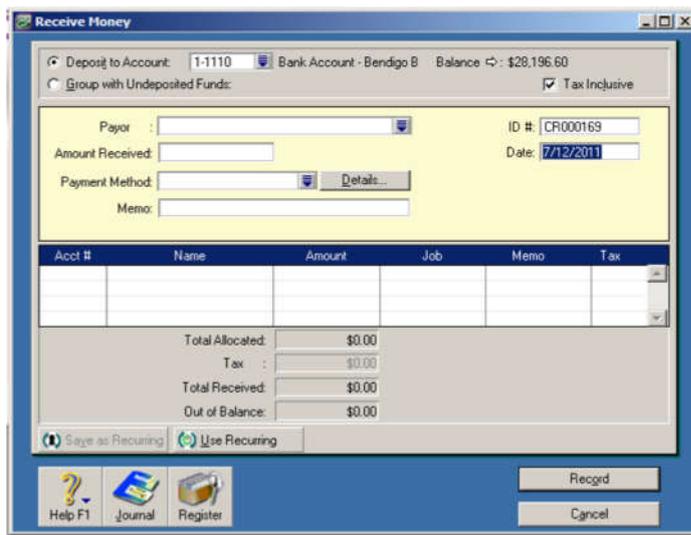
The options for recording receipts and invoice payments are summarised in the following diagram.



### To receive money

The **Receive Money** window lets you record details about the receipt and allocate the receipt to more than one account.

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



- Choose one of the following:
  1. **Deposit to Account** - in the **Deposit to Account** field, type or select the required bank account.
  2. **Group with Undeposited Funds**—choose this option if you want the deposit to be recorded in the undeposited funds account. After you have grouped all the deposit transactions you want, you can make one bank deposit for all the undeposited funds. For more information, see ‘Preparing a bank deposit’ on page 10.
- If the deposit amount included tax, select the **Tax Inclusive** option.
- In the **Payor** field type or select the payor’s name.
- In the **Amount Received** field, type the amount received.
- [Optional] In the **Payment Method** field, select the payment method.
- [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.
- Type the date of the transaction.
- [Optional] Type a detailed comment in the **Memo** field to help you identify the transaction later.
- Allocate the amount to the appropriate account or distribute it to a number of accounts.
  1. **Acct#** - Type or select an account to which you want to assign the transaction or part of the transaction.
  2. **Amount** - Type the amount you want to assign to this account. The total amount in this column must be equal the amount in the Amount Received field before you can record the transaction.
  3. **Job** - (Optional) Assign the amount to a job by entering the job code here.
  4. **Memo** - (Optional) Type a memo for each entry in the transaction.
  5. **Tax Code** - The tax code that is linked to the allocation account appears here automatically. You can change it if necessary.
- To record the transaction, click **Record**.

## Preparing a bank deposit

When you receive a customer payment that you want to deposit in a batch, you need to post the payment to a temporary holding account until you create a batch bank deposit. This holding account is known as an *undeposited funds account*.

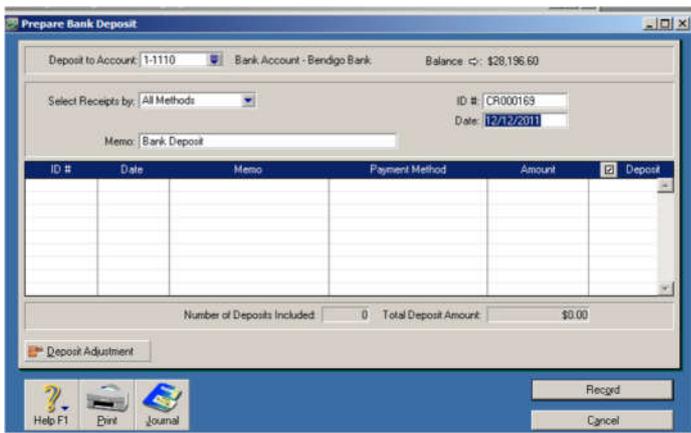
You can post a customer payment to the undeposited funds account by selecting the **Group with Undeposited Funds** option in the **Receive Money** window or **Receive Payments** window when recording the payment.

When you are ready to record the batch bank deposit, you can use the **Prepare Bank Deposit** window.



### To prepare a bank deposit

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



- In the **Deposit to Account** field, enter the account into which the funds selected in the **Prepare Bank Deposit** window will be deposited.
- If you want to group receipts by payment method:
  - In the **Select Receipts by** field, select **Payment Method**.
  - In the adjacent field that appears, select one or more payment types. (For credit cards, select one or more credit card types.) Only payments made using that method are listed.
- Type a date to display undeposited funds up to and including that date.
- [Optional] Type a description of the bank deposit in the **Memo** field.
- Select the receipts you want to include in the bank deposit by clicking in the **Deposit** column next to them. Alternatively, if you want to select or deselect all receipts, click (  ) at the top of the **Deposits** column.
- Click **Record** to record bank deposit.

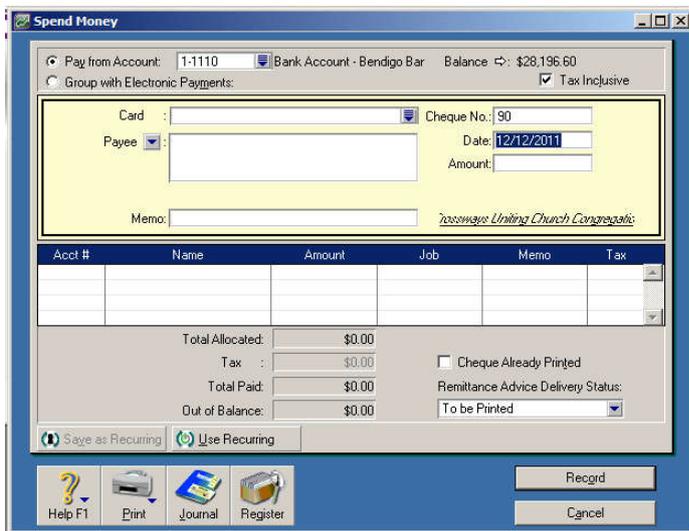
## Spending money

In MYOB accounting software, the term *spending money* refers specifically to recording payments for transactions for which purchases have not been created. These payments can be entered using the **Spend Money** window.



To record money you spend.

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



- Type or select the account you are paying from in the **Pay from Account** field.
- If the payment is tax inclusive, select **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, just as you would if you were writing a paper cheque. Enter the payee card, cheque number (or other identification number), amount, memo, etc.
- If you want to change the default payee address, type or select the payee's address in the **Payee** field.

Allocate the payment to the appropriate account:

**Acct#** - Type or select an account to which you want to assign the transaction or part of the transaction.

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

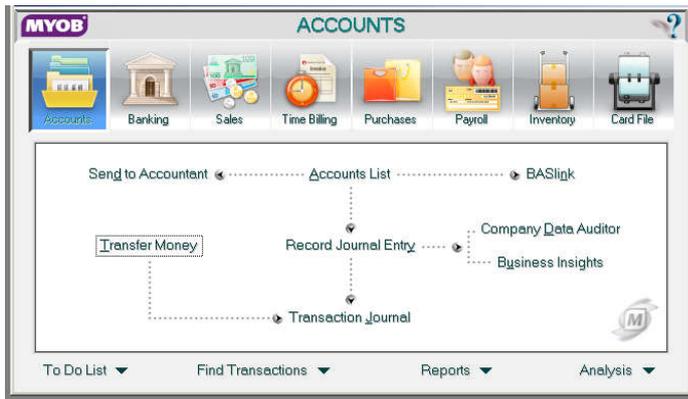
**Job** - (Optional) Assign the amount to a job by entering the job code here.

**Memo** - (Optional) Type a memo for each entry in the transaction.

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

- To record the transaction, click **Record**.

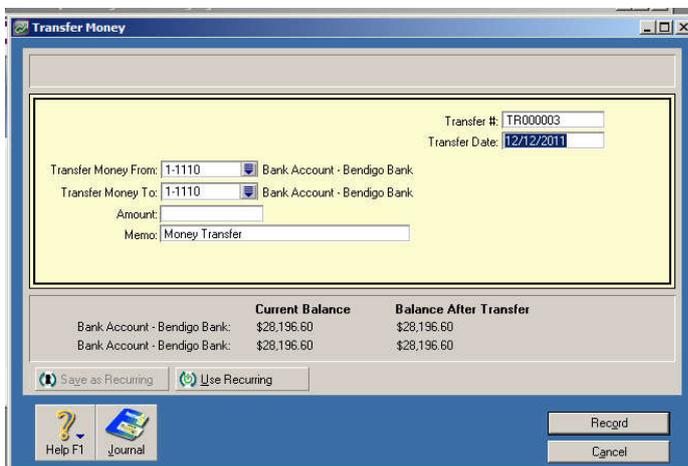
# TRANSFERRING MONEY BETWEEN ACCOUNTS



You can transfer money between bank accounts using the **Transfer Money** window.

## To transfer money between accounts

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



- Enter a date for transfer.
- In the **Transfer Money From** field, enter the account from which the funds will be paid.
- In the **Transfer Money To** field, enter the account to which the funds will be paid.
- In the **Amount** field, the amount to be transferred.
- If you want to record the purpose of the transaction, type a description in the **Memo** field.
- To record the transaction, click **Record**.



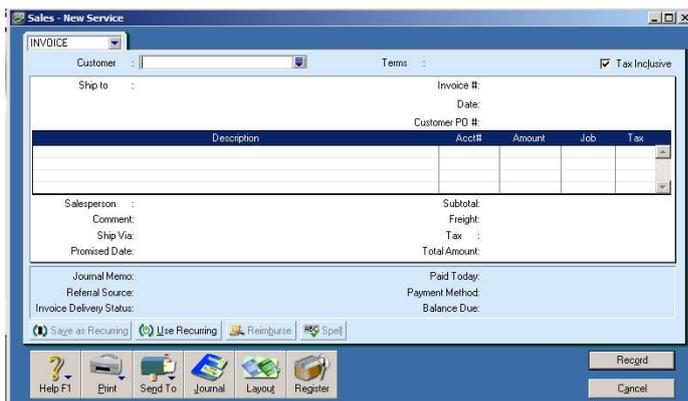
## ENTERING SALES (INVOICES)

An invoice is usually created when you deliver the items or services the customer ordered. It will update the appropriate accounts, including the account for tracking receivables.

### Entering a sales transaction (creating an invoice)



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

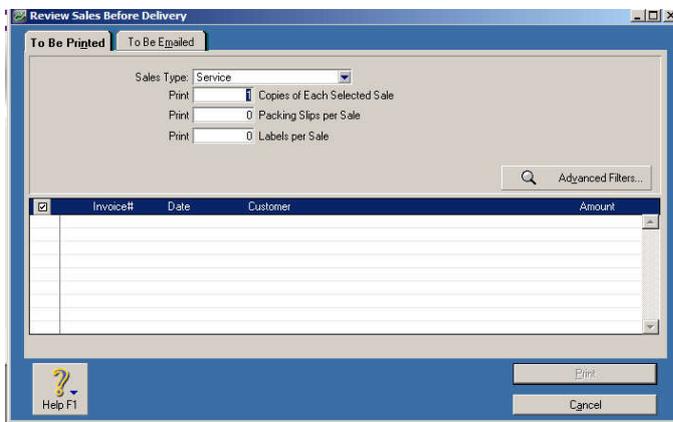


- In the **Customer** field, type or select the customer's name and press **TAB**.
- Complete the fields as described below:
  - **Invoice#** field, type the invoice number here or accept the default number.
  - **Description** field, enter a description of the goods or services being sold.
  - **Acct#** field, select the account to which to allocate the sale.
  - **Amount** field, type the amount you are charging for this service.
  - **Job** field (optional) type or select a job number here to assign a line item to a specific job.
  - **Tax** field, type or select a tax code for the service.
  - **Invoice Delivery Status**, select **to be printed**.
- Record the sale. To record the sale, click **Record**.

To print an invoice



- Go to the **Sales** command centre and click **Print/Email Invoices**. The **Print/Email Invoices** window appears.

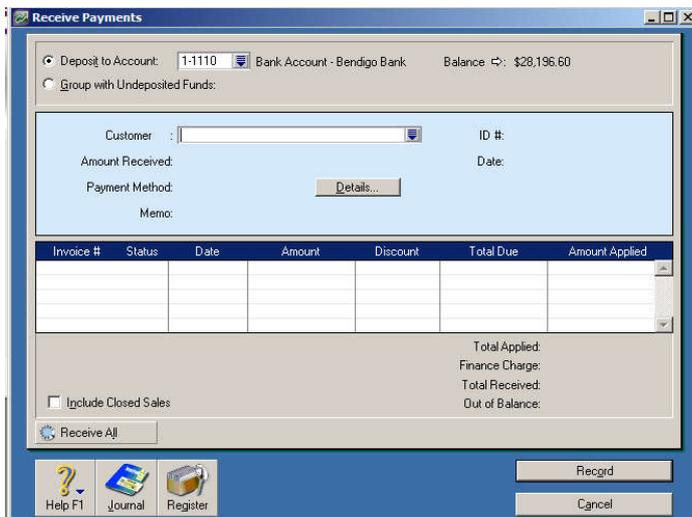


- Tick invoice to be printed.
- Click **Print**.
- Print two copies, one to post and one for your congregation's records.

**To record payments against invoices**



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



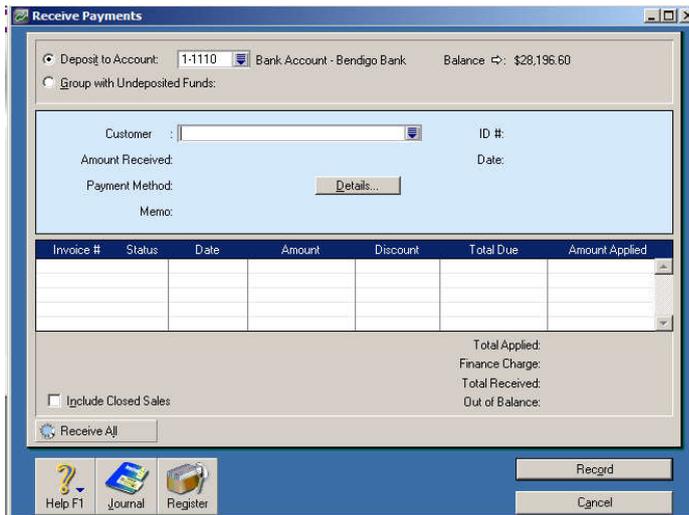
Select the account that the customer payment will be deposited to:

- **Deposit to Account.** Select this option to select the required bank account.
- **Group with Undeposited Funds.** Select this option if you want the deposit to be recorded in the undeposited funds account. For more information about undeposited funds and preparing bank deposits, see page 10.

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

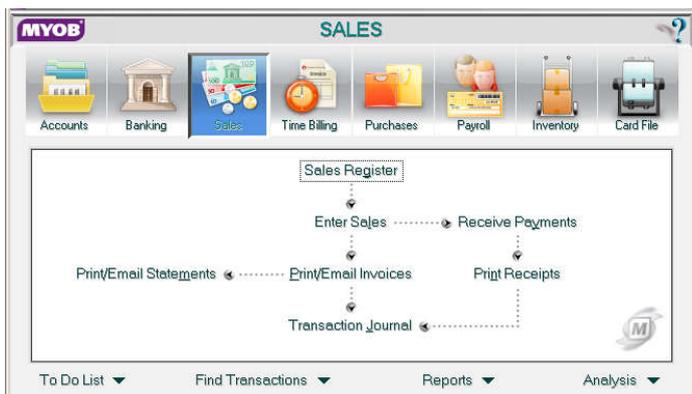
If you have no record of any sales to this customer, a message window appears. Click **OK** and ensure you've selected the correct customer.

- Type the amount received.
- 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.
- Adjust the **Memo** and **Payment Date** if you want. You can change the **ID #** that is automatically generated. However, we recommend that you use the default number to make sure you don't use duplicate IDs.

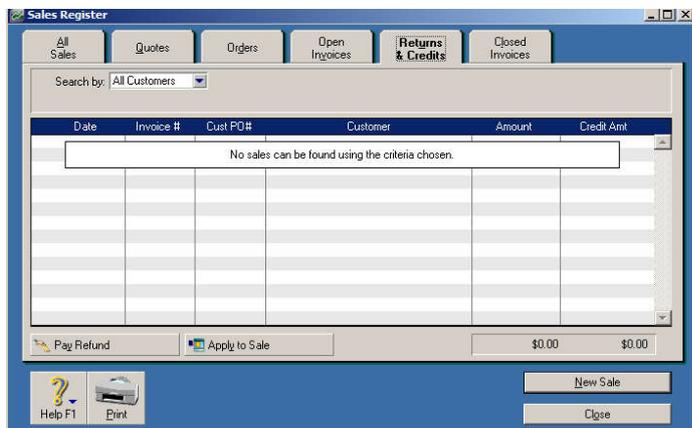


- In the scrolling list in the bottom half of the window, indicate which sales are covered by the payment by entering amounts in the **Amount Applied** column.
- If a customer overpays, you should still enter the amount received. The full payment should be entered in the **Amount Received** field and 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.
- To record the customer payment, click **Record**.

**To pay a refund cheque**



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



- 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 and Credits** window.
- Make the necessary changes to the information in the window.
- Click **Record** to record refund cheque.

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

- Go to the **Sales** command centre and click **Sales Register**. The **Sales Register** window appears.
- Click the **Returns & Credits** tab. A list of customer credits appears.
- Select the credit you want to apply and click **Apply to Sale**. The **Settle Returns and Credits** window appears, listing all open invoices assigned to the customer.
- Enter the amounts you want to apply to one or more open invoices in the **Amount Applied** column.

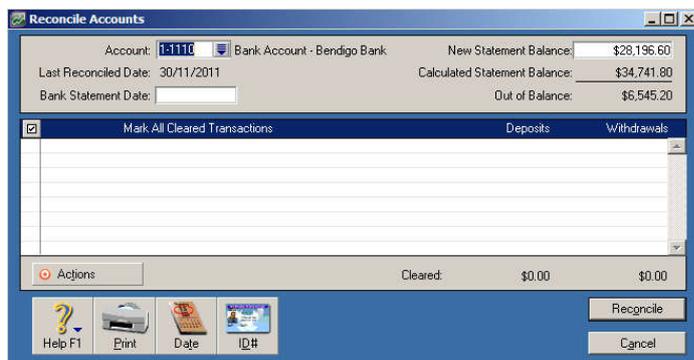
# BANK RECONCILIATION

To ensure the accuracy of your congregation records, you should keep your record of each bank account balance (including Investment Accounts) matched up with your bank's records.

## To reconcile your bank accounts



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



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

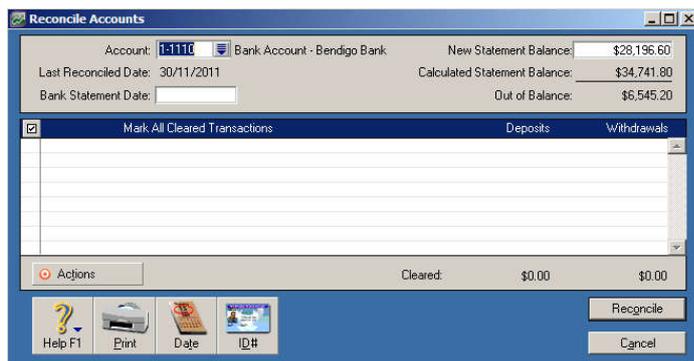
- In the **New Statement Balance** field, type the closing balance that appears on the statement your bank sent you.

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

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

- 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.

- Click **Actions** button.
- Click **Bank Entry**. The **Bank and Deposit Adjustments** window appears.
- Fill in the appropriate transaction details and click **Record**. The **Reconcile Accounts** window appears.



- **Click Reconcile.** A window appears indicating whether your account is reconciled or out of balance.
- **If your account is reconciled,** you have the option of printing the **Reconciliation** report by clicking **Print** (recommended). Once the report is printed, **Click Reconcile** and the **Reconcile Accounts** window reappears. Click **Reconcile** again to complete the reconciliation process. If you don't want to print the report, click **Reconcile**. The transactions you marked are considered cleared and won't appear in the **Reconcile Accounts** window the next time you display it.
- **If your account is out of balance,** the window will indicate the amount by which your account is out of balance, and will provide you with some reasons why the account might be out of balance.

**To correct an unreconciled amount*****Check the following:***

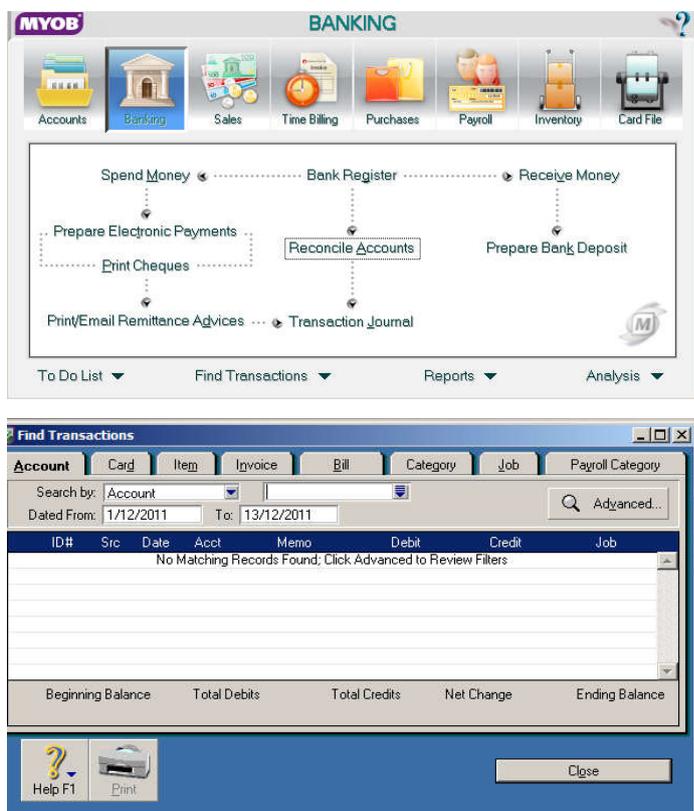
- Did you enter the correct figure in the **New Statement Balance** field? You need to enter the closing balance from your bank statement, not the opening balance.
- Did you enter the correct date (that of the closing balance from your bank statement) in the **Bank Statement Date** field? An incorrect 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.

# FINDING A TRANSACTION

There are several ways to find a transaction. The method you use depends on the information you have at hand.

<u>Use The</u>	<u>To Find</u>
<b>Find Transactions window</b>	Journal entries, sales, purchases, cheques, deposits, supplier and customer payments.
<b>Sales Register</b>	Transactions relating to sales (such as open and closed invoices) credits and returns. This method is most useful if you know the transaction date or the customer's name.
<b>Bank Register</b>	Spend money, pay bills, receive payments and receive money transactions.
<b>Transaction Journal window</b>	Any transaction by source journal.

## To find a transaction using the Find Transactions window



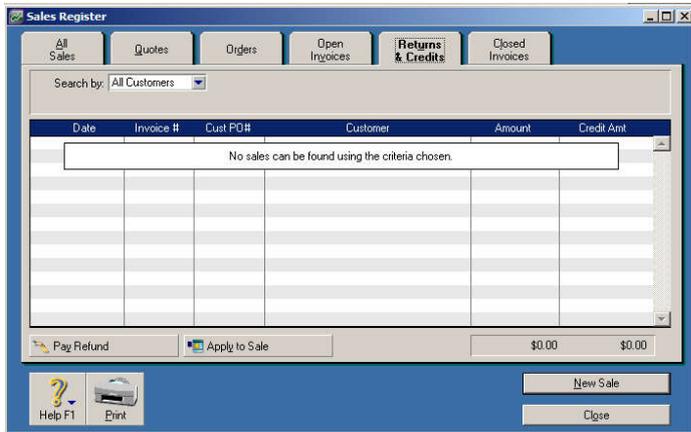
- From any command centre, click **Find Transactions**.
- In the **Find Transactions** window, click the appropriate tab—for example, the **Card** tab to search by card
- Filter your search using the **Search By** and date range fields.
- If you want to narrow your search further:
  - Click **Advanced**. The **Advanced Filters** window appears.
  - Type or select your 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.

**To find a transaction using the Sales Register window**

The **Sales Register** window lists all open and closed invoices, returns and credits. You can also view a list of all sales, if you choose.



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



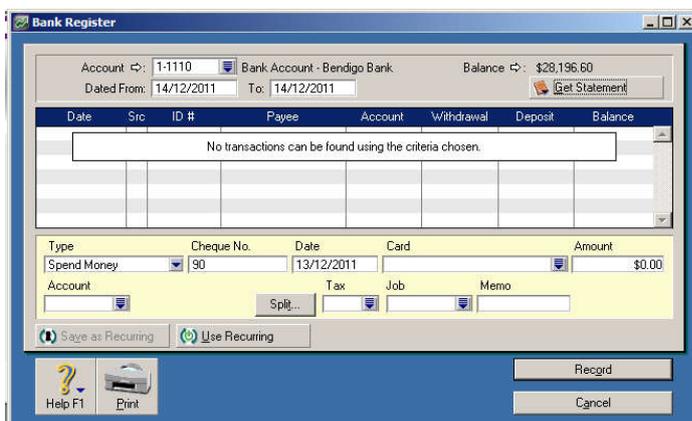
- Click the tab of the sales category you would like to view—for example, **Returns and Credits**.
- (Optional) Filter your search using the **Search By** and **Date Range** fields.
- The transactions that match your search criteria appear in the **Sales Register** window. You can view a transaction in detail by clicking the zoom arrow (  ) next to it.

**To find a transaction using the Bank Register window**

You can use the **Bank Register** window to find spend money, pay bills, receive payments and receive money transactions.



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



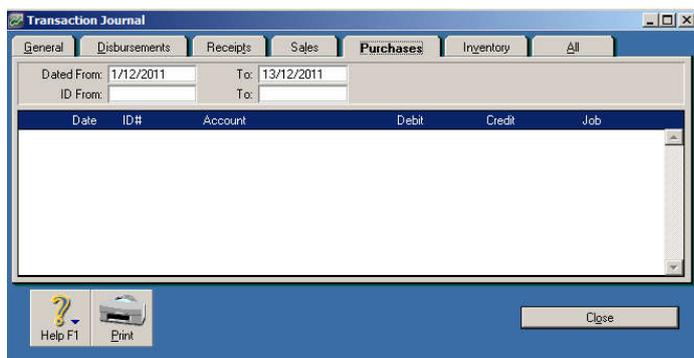
- Specify the bank account you used for the transaction in the **Account** field.
- In the **Dated From** and **To** fields, enter the date range during which the transaction was recorded. The transactions that match your search criteria appear in the **Bank Register** window.
- If you want to view a transaction in detail, click the zoom arrow ( ) next to the transaction. ⇨

**To find a transaction using the Transaction Journal window**

The **Transaction Journal** window groups all your accounting entries into one of six journals: general, disbursements, receipts, sales, purchases and inventory. It also enables you to display all transactions.

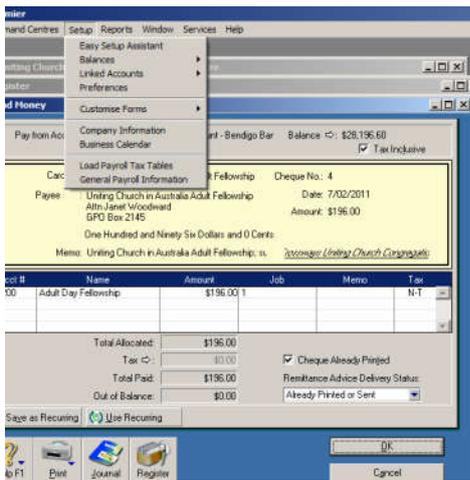


- Click **Transaction journal** from any command centre (except **Card File**). The **Transaction journal** window appears.

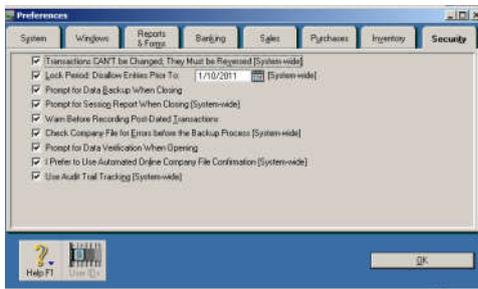


- Click the appropriate tab—for example, the **Sales** tab to find a sales invoice, the **Disbursements** tab to find a payment, and so on.
- In the **Dated From** and **To** fields, enter the date range within which the transaction was recorded. All transactions between (and including) these dates will 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 including) these numbers will be listed.
- To view a transaction in detail, click the zoom arrow ( ) to its left to view its original window.

**TO REVERSE A TRANSACTION (INCLUDING CHEQUE PAYMENTS)**



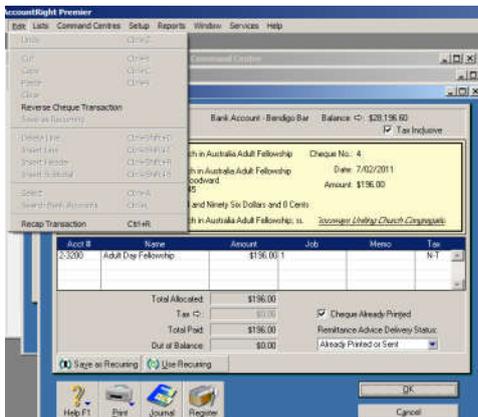
- Through **Setup**, select **Preferences**



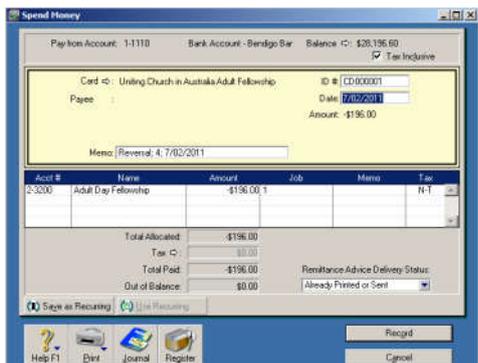
- Under the System Tab—Tick **Transactions CAN'T be Changed, They Must Be Reversed System Wide**

- Find the transaction you want to reverse. See 'Finding a transaction' on pages 23-27.

- View the transaction in detail, click the zoom arrow ( ) to its left to view its original window. This brings up the original transaction.

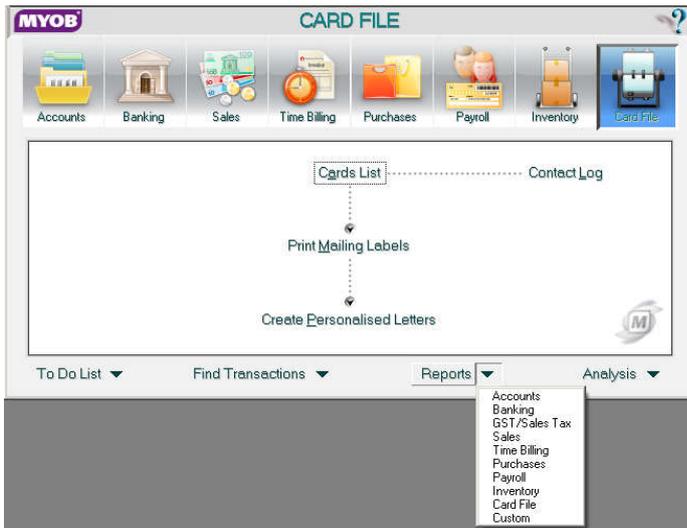


- Through Edit, select **Reverse Cheque Transaction**

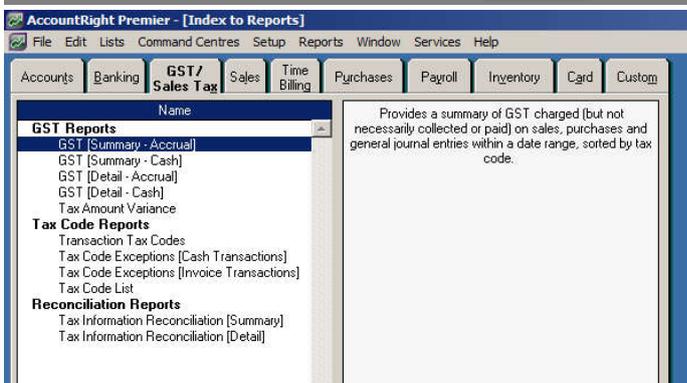


- This screen, will then appear, enter current date and select record

# BUSINESS ACTIVITY STATEMENT (BAS)

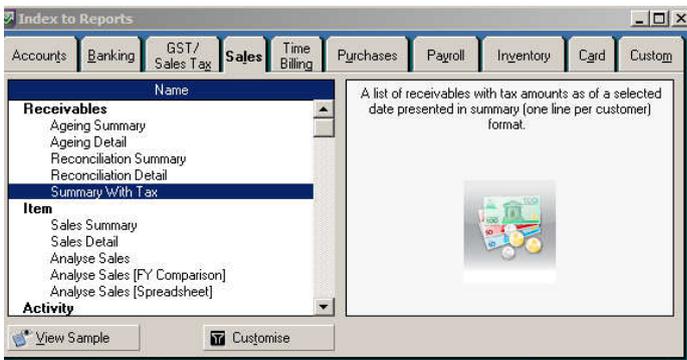


- Click **Reports** from any command centre. Select **GST/Sales Tax**.



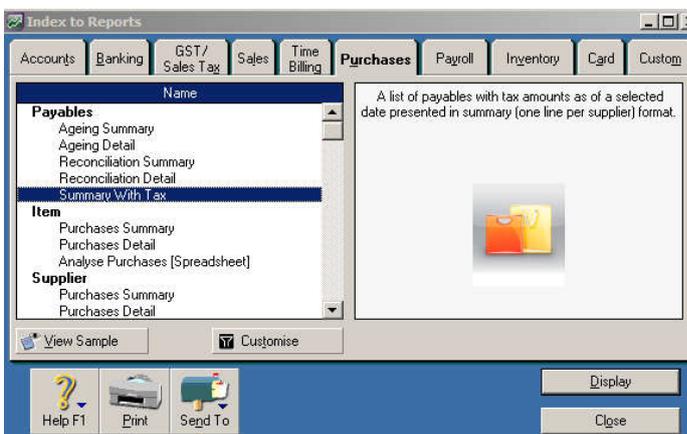
The **Index to Reports** screen appears.

- Print the following reports:
  - **GST Reports - GST (Detail - Cash)**
  - **Reconciliation Reports – Tax Information Reconciliation Detail**

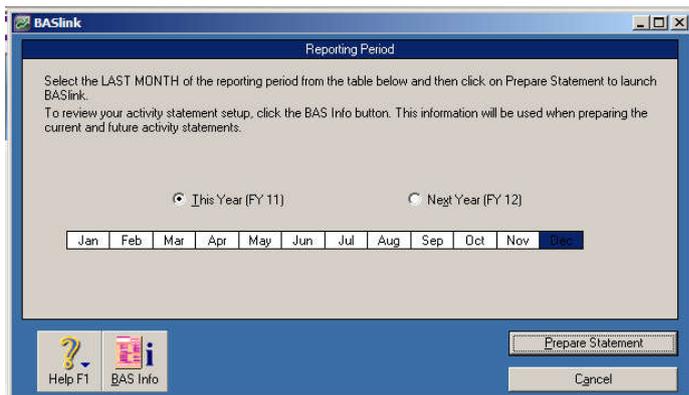
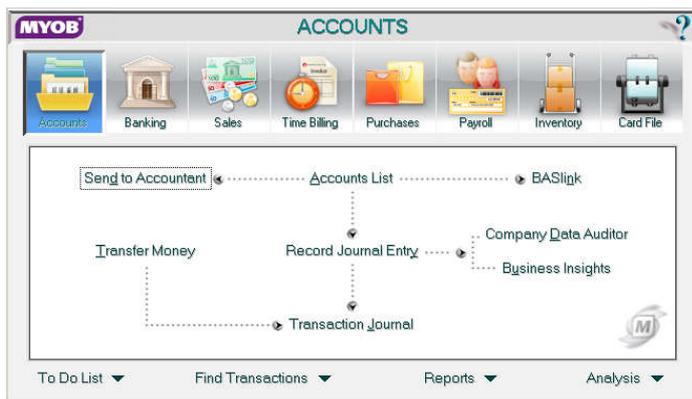


If the congregation uses the Sales and/or Purchases Register, also print the following reports with end date of previous quarter (e.g. For June BAS these reports need to reflect end date of March):

- **Sales Reports— Receivables—Summary with Tax**
- **Purchases Reports— Payables—Summary with Tax**



- Ensure that both **Out of Balance** lines on the **Tax Information Reconciliation Detail** Report are zero, or out of balance by the amounts in your **Summary with Tax** Reports. If these are not, you may need to print a **General Ledger Detail** Report to check off values.



- Go to the **Accounts** command centre and click **BASlink**. The **BASlink** window appears
- Select the current year.
- Select the last month of your reporting period.
- Click **Prepare Statement**. The **MYOB BASlink** window appears.
- Check **BAS worksheet** against **GST Detail Cash** to ensure all figures flow through.
- Click **Print** for a copy of your statement. You can use the printed statement to copy the field values to the ATO's paper statements.
- Print the ATO transaction that you need to record in your company file
  - Click **Transaction** to view a report showing the **Spend Money** or **Receive Money** transaction.
  - Click **Print**.
  - Put this aside to refer to when you are ready to record the payment/refund when it occurs
- Click **Save Setup and 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.
- Copy the BASlink values to the Business 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.

**To record your activity statement transaction in your company file**

- 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.
- Enter the details as appears in the transaction you printed. Note that you should assign the N-T (No Tax) code to all transaction lines.

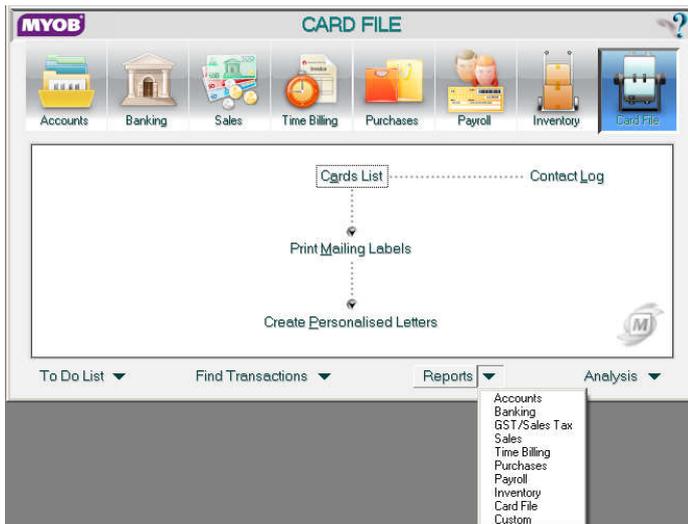
Click **Record**.

## 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.

<u>Report</u>	<u>Description</u>
<b>Receivables Reconciliation Summary</b>	Lists all your outstanding receivables. Amounts appearing in the 60 days and 90+ days columns should be followed up.
<b>Profit and Loss Statement</b>	Displays your income and expenditure figures
<b>Balance Sheet</b>	Displays your financial position as at the end of the month
<b>Trial Balance</b>	Use this report to identify incorrectly entered amounts. When reviewing this report, check for: <ul style="list-style-type: none"> <li>• Debit amounts for accounts that normally have credit balances, and vice versa</li> <li>• Unusually high or low ending balances</li> </ul>
<b>Profit and Loss (Budget Analysis)</b>	Lists income and expenses for a selected period, along with the budgeted amounts for them. If changes need to be made to the amounts you've budgeted for the coming months, you can adjust your budget
<b>Jobs Profit and Loss</b>	Displays your income and expenditure figures by job code
<b>General Ledger Detail</b>	Use this report to identify incorrectly entered amounts. When reviewing this report, check for: <ul style="list-style-type: none"> <li>• Entries that seem unusually large or small for the account that has been affected</li> <li>• Debit amounts for accounts that normally have credit entries, and vice versa</li> <li>• Unusually high or low ending balances</li> </ul>

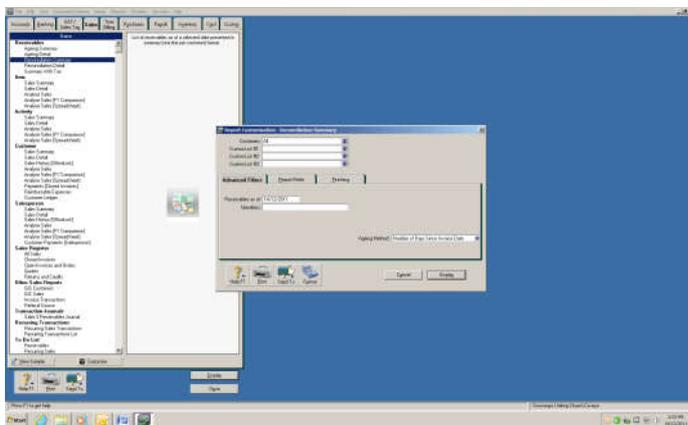
## Receivables Reconciliation Summary



- Click **Reports** from any command centre. Select **Sales**.

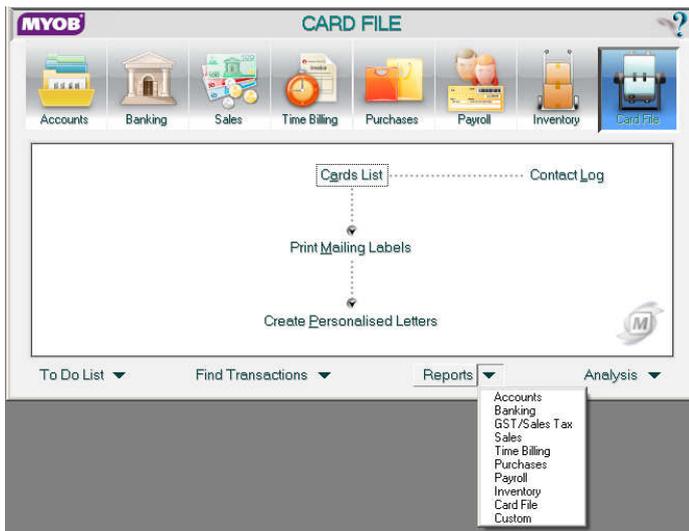


- Double click **Reconciliation Summary**.

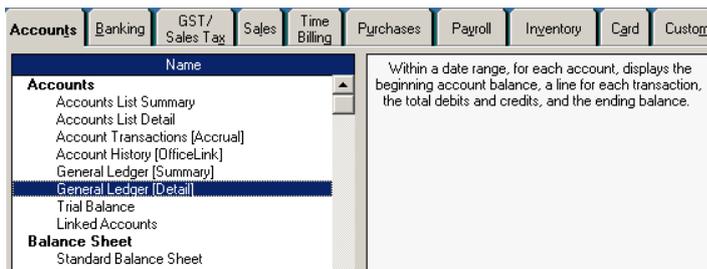


- At **Receivables as of** field, enter date required (usually end of month), display and then print – this will provide you with a list of current debtors.
- Check that out of balance is equal to zero.

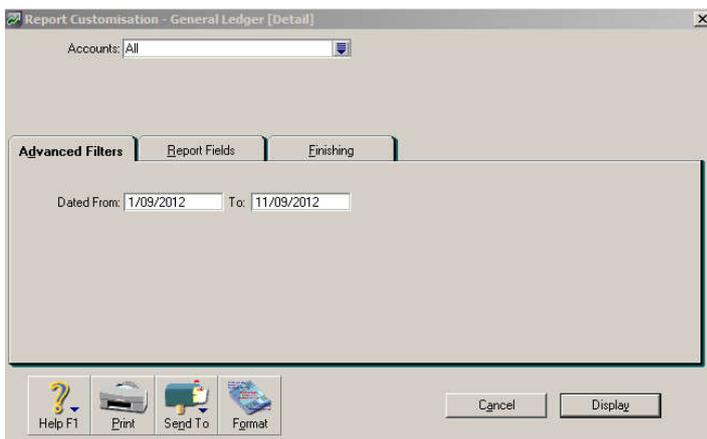
### General Ledger Detail Report



- Click **Reports** from any command centre. Select **Accounts**

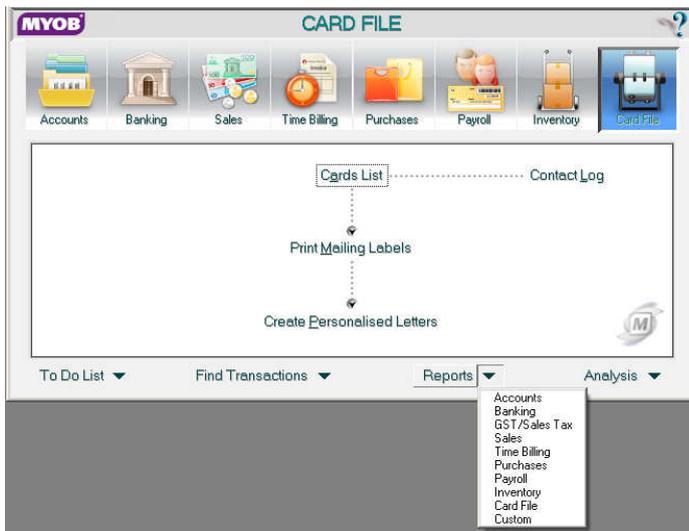


- Double click General Ledger Detail

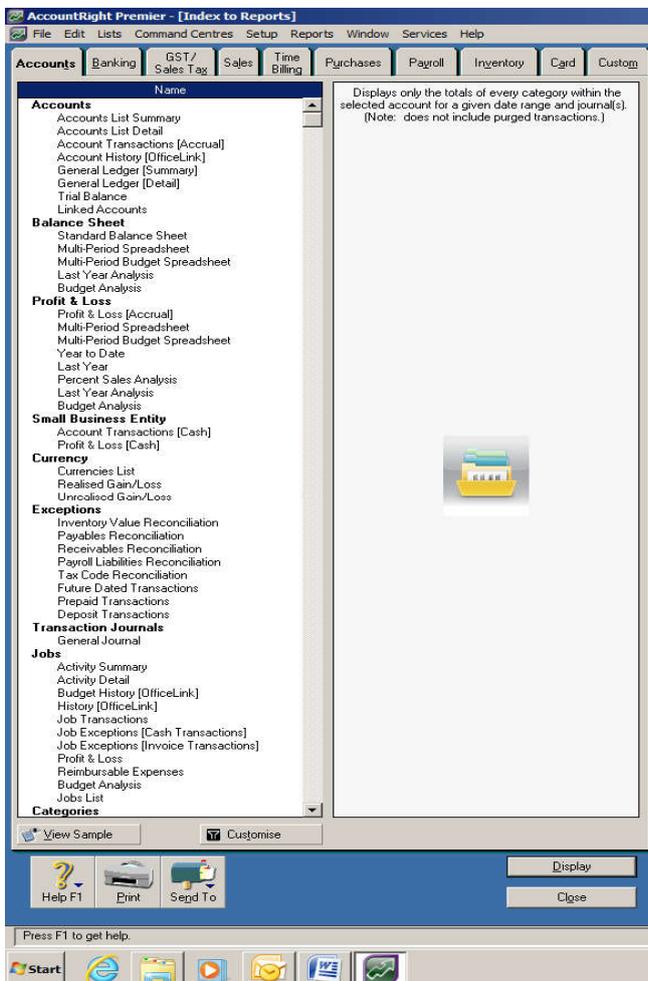


- At accounts, using drop down arrow deselect all accounts. Tick  at top of accounts list.
- Tick account/accounts required.
- Select date range
- Modify report as required (see instructions on following page)
- Select display

All other reports

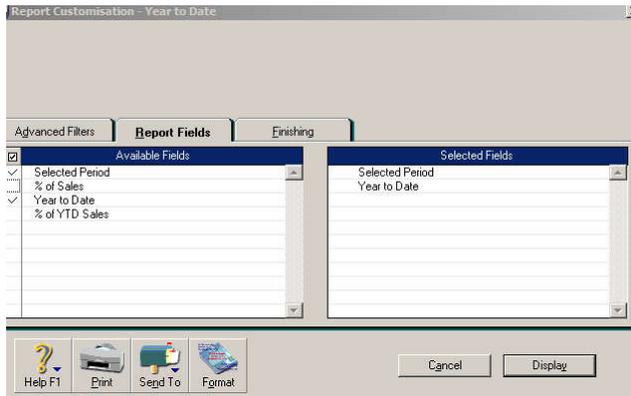


- Click **Reports** from any command centre. Select **the category of report you wish to view**

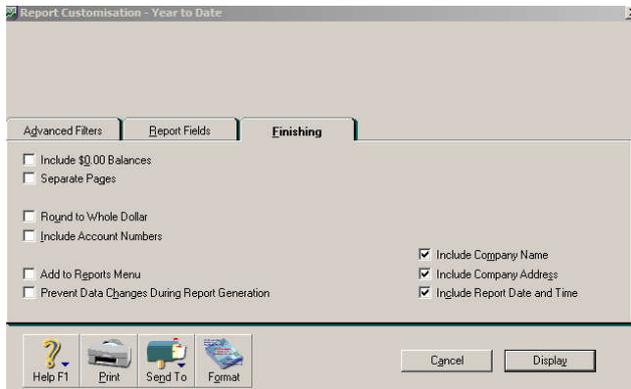


- Double click selected report; enter dates required in date field, display and then print

All other reports



- It may be necessary to customise reports
  - **Report Fields:**
    - Remove % by un-ticking



- **Finishing**
  - Un-tick account numbers

## BUDGET ENTRY

When you prepare a budget, you are predicting the financial state of your congregation. 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 congregation 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 congregation.

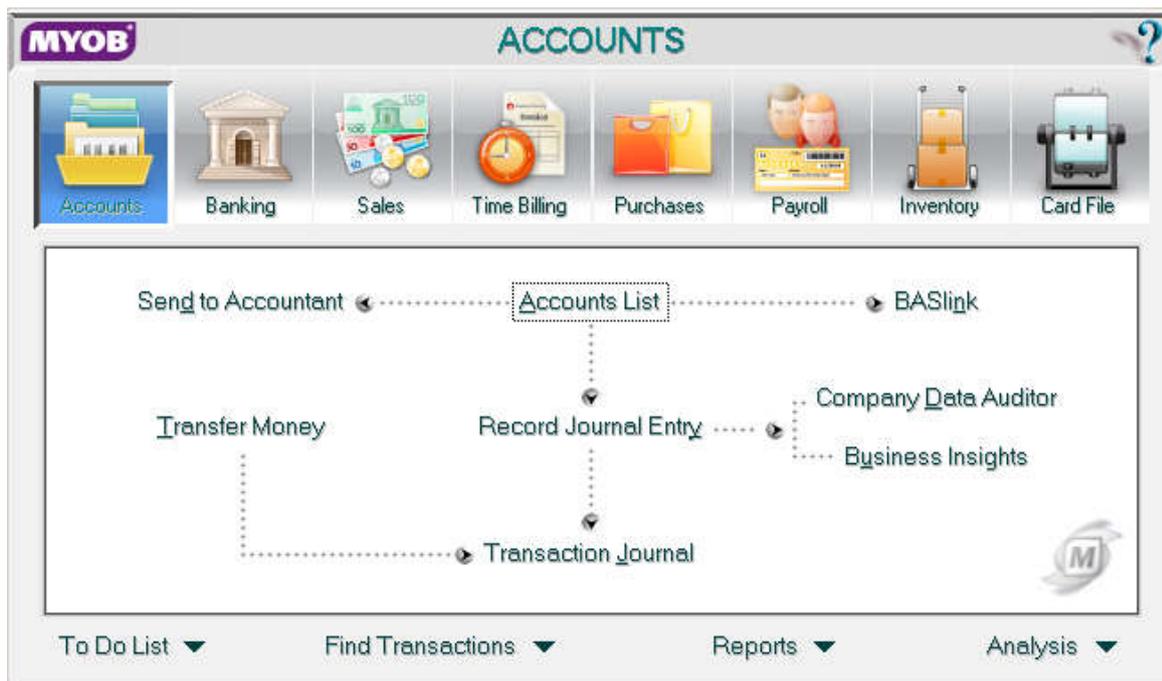
**What do I need to budget?** In MYOB accounting software, you can enter budgets for individual detailed accounts. The accounts that require a budget will vary according to your congregation. Most people prepare budgets for *Profit and Loss* accounts such as Income, Cost of Sales and Expenses accounts, 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 congregation and the financial impacts these changes will have. For example, you may be considering taking a new loan (which will affect your Bank Loans account).

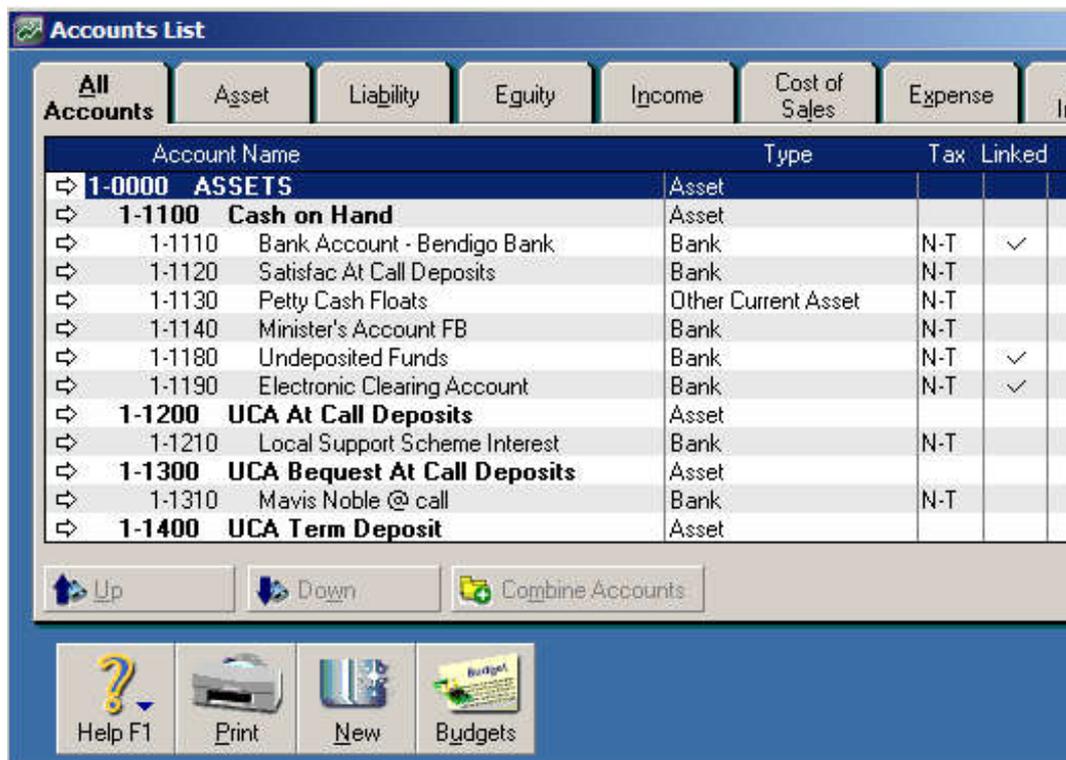
**What period can I budget for?** MYOB accounting software lets you create a budget for the current financial year and the next financial year.

**Reviewing your budget** You can review your budgets periodically to track your financial progress and see if it is going to plan. A slight variation from the budget is normal. Large variations, on the other hand, may need investigation.

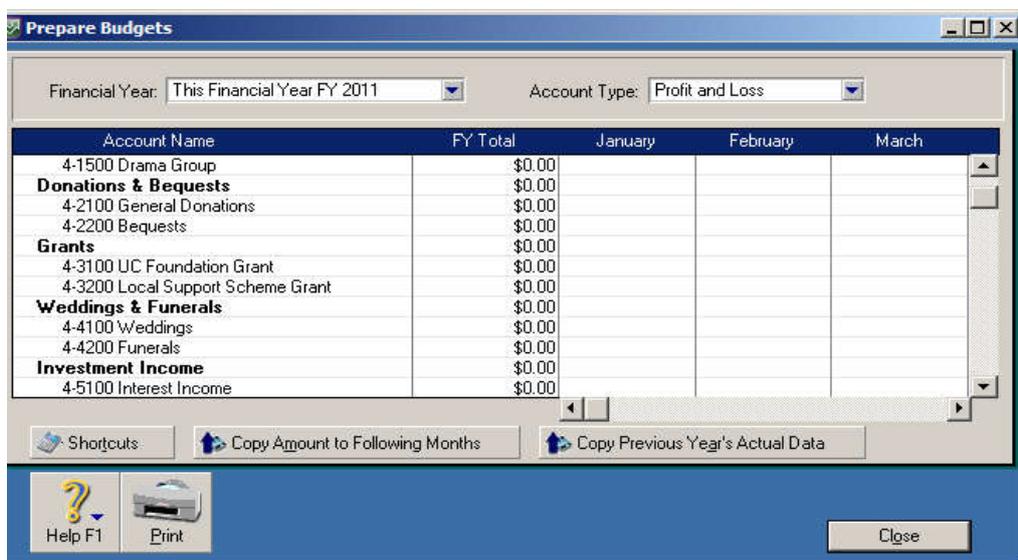
### To enter the budget for an account

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





- Click **Budgets**. The **Prepare Budgets** window appears. The window lists the Profit and Loss accounts by default.



- 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 row 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.

Hint: as a shortcut, if your budget is even spread across the year, type the amount in the January column, then click the "Copy Amount to Following Months" button.

# BACKING UP AND RESTORING COMPANY FILES

## Backing up a company file

Backing up is the copying of a company file to some form of storage medium, such as a CD, different hard disk or other media. You can also use the backup function in your MYOB accounting software to create a compressed archive file with a .zip extension that takes up less space.

### Precautions when backing up

**Don't store backups on the same hard disk as the currently used company file.** A single disaster can wipe out all your records.

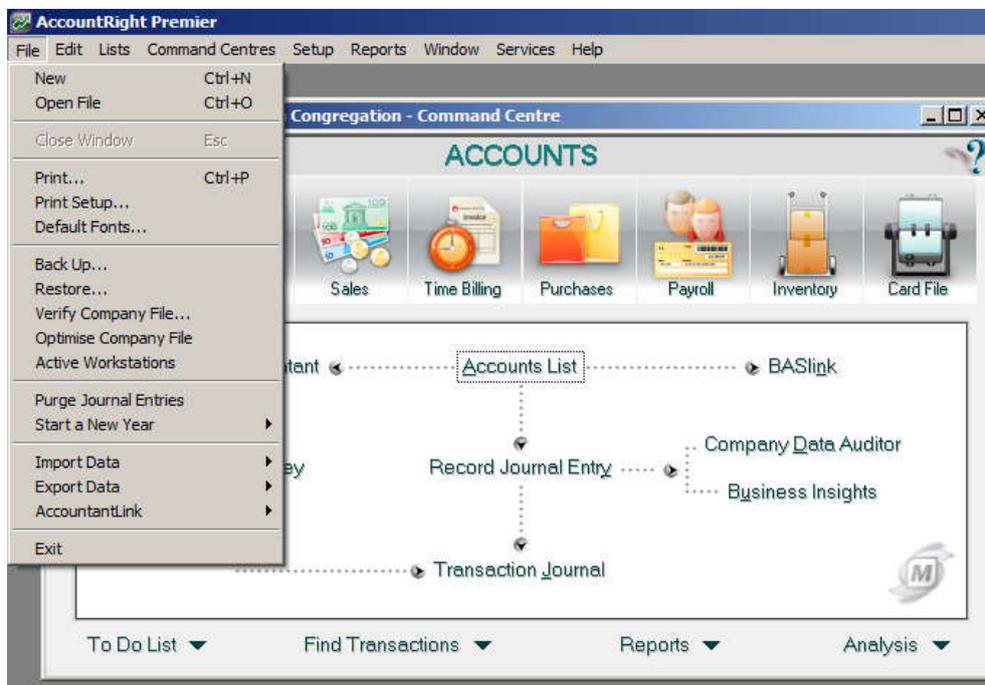
**Make separate backups.** A disk failure can corrupt your data in such a way that you may not notice it during a session. If you accidentally copy some corrupted data over your previous backup file, that file is no longer useable. Protect your company data by making separate backups—for example, at the end of each business day.

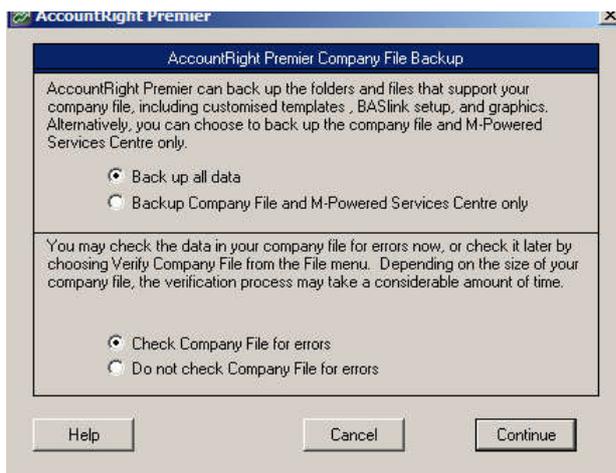
**Store backups off site.** Store monthly and yearly backups in a safe place, preferably away from your office. Except for daily rotational backups, do not re-use media.

### To make a backup of your company file

The **Backup** command creates a backup of the company file you are currently using and compresses it to a smaller, more manageable size.

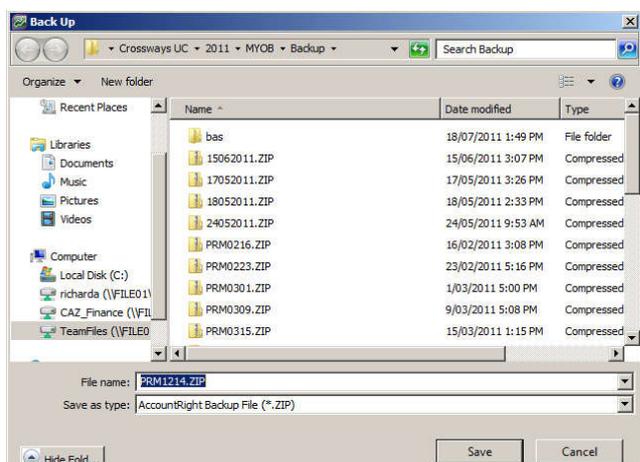
1. Go to the **File** menu and choose **Backup**. The **Company File Backup** window appears.





2. Select
  - **Backup all data.**
3. Select
  - **Check Company File for errors.**

**NOTE: Maintaining data integrity** We recommend checking for errors so that if you need to revert to a backup, data integrity is ensured.
4. Click **Continue.**
  - The **Check Company File for errors** option verification process may take several minutes.
5. Click **OK** in the window that appears when the verification process has finished. This window appears whether or not errors have been found in the company data file.
  - If your company file is corrupted, you can:
    - Attempt to repair the company file by optimizing it – go to the **File** menu, choose **Optimise Company File**. An information window appears, click **OK** to continue. Repeat the **Check Company File** for errors procedure to check if the errors have been fixed.
    - Restore the company file from your most recent backup – see page 40
6. In the **Backup** window, select where you want to store the backup file



The default file name assigned to the backup includes the month and day from your computer's clock. The file extension .zip cannot be changed.

7. [Optional] You can change the name of the backup file.  
Note that you need to name all your backups with enough information to tell you when they are from and where you were up to in data entry—for example, 'Wednesday, 12.07.06' or 'Backup as of 12.07.06'.
8. Click **Save**. The backup process begins.
9. If you are storing the backup file on a removable storage device, label all your backups with enough information to tell you when they were done and where you were up to in data entry—for example, 'Wednesday, 12.07.06' or 'Backup as of 12.07.06'.

## Restoring a company file backup

The Restore command closes the company file you're currently using, decompresses a backup file so you can use it, and then opens that file.

### To restore a backup

1. If the backup file is on a removable disk, insert the disk into the disk drive.
2. Go to the **File** menu and choose **Restore**. The **Select File to Restore** window appears.
3. Locate the backup file you want to restore and select it.
4. Click **Open**. The **Save As** window appears.
5. Specify where you want to save the restored file. By default the restored file will be saved in the same folder as the backup file. If you want to save it in a different location, specify the folder name in the **Save in** field.
6. When the location and file name have been specified, click **Save**. A message window will appear confirming that the company file will be restored to the selected folder.
7. Click **OK** to complete the restore.

## Restoring a BAS backup

- **BASlink** backup file are easily opened.
- Start **BASlink** and once the worksheet is displayed, go to **File** and choose **Restore Data . . .** This is the **File** menu found within **BASlink** and not your command centre.
- The window left shows the **Restore BAS/IAS Data** dialog box.
- By default, MYOB will open the **BASlink\Data** folder where the backups are saved.
- Click the **BASlink** report to be restored then click **Open**.

## END OF YEAR ROLLOVER AND START A NEW FINANCIAL YEAR

Before starting end of year rollover and a new financial year, make sure you have:

- Received the audited financial statement from previous year and that all entries pertaining to the finalization of those accounts have been entered.
- Make a backup of your company file after you have finished entering adjustments and store it in a safe location.

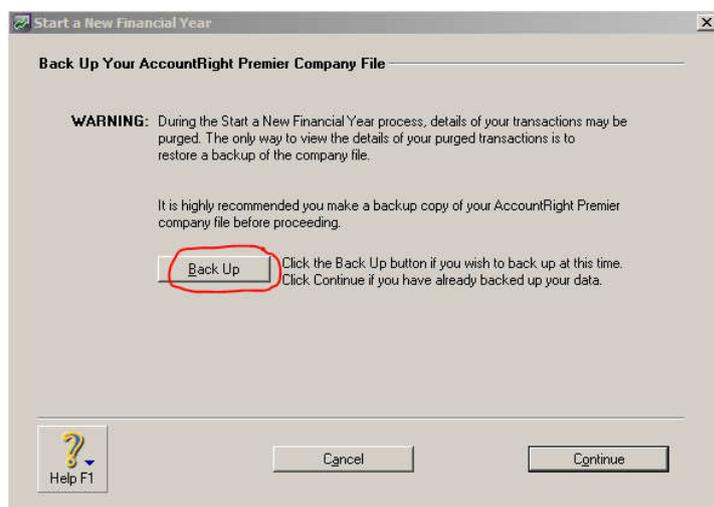
If you have done all of the above, you are now ready to process end of year rollover and start a new financial year.

When you start a new financial year:

- The previous financial year’s monthly totals for all accounts are changed to ‘last year’ categories. If ‘last year’ amounts already existed, those amounts will be replaced.
- The balance of your current-year earnings account is transferred to your retained earnings account.
- The balances of your income, expense, other income and other expense accounts are returned to zero.

### End of Year Rollover and Start of New Financial Year

#### To roll over the end of year:



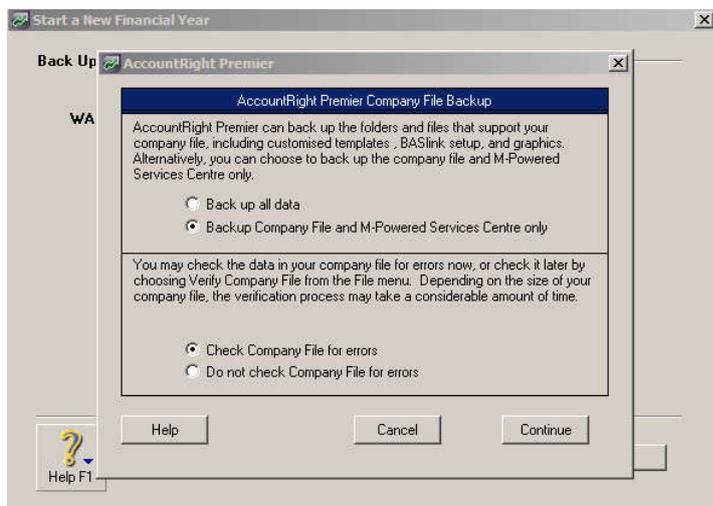
Ensure the previous year’s bank account has been reconciled, financial reports produced and accounts audited. ALL adjustments relating to the financial year just completed MUST be processed before you commence the rollover process.

In windows explorer in the MYOB folder open a new folder called “previous years data”.

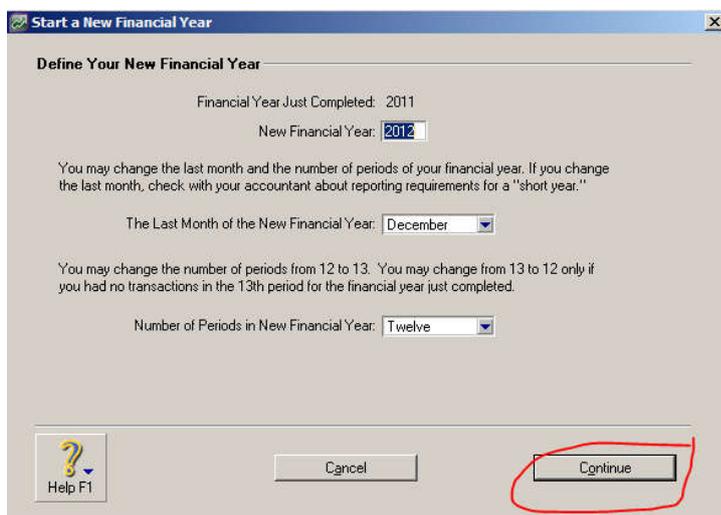
In MYOB, go to File in the top grey bar and choose Start a New Year.

A box will appear asking if a session report is required – this is optional, if one is required then choose this option, if not select “New year, no report”.

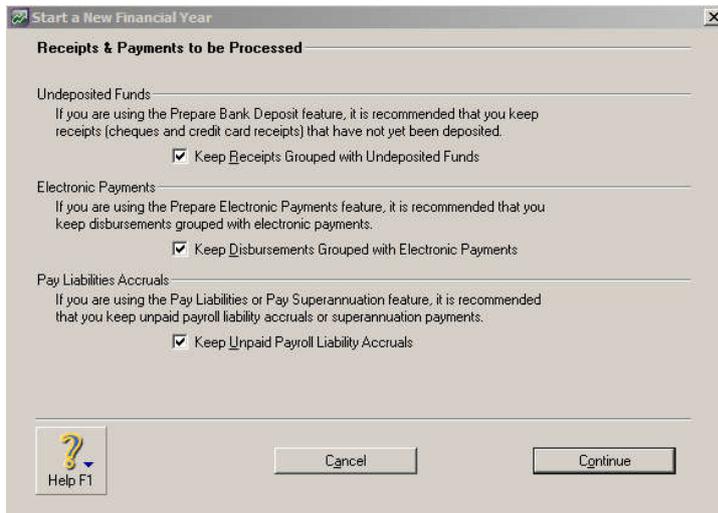
MYOB will then display the dialogue box left requesting a back up the file, **this is an extremely important step** - click the Backup button and name your backup, taking care to save it in the “previous years data” folder that you just created.



- Select “**Back up company file and M-Powered Services Centre Only**” and “**Check Company File for errors**” (see left),- then click **Continue**.
- A dialog box will then appear declaring “no errors were found in the company file” (if there are errors please call CBU on 8236 2415 – do not continue).
- If there are no errors, click **OK**. The option of where to save the backup is now given, choose the file ‘**previous years data**’, and name the file MYOByyyy.ZIP and click Save. Now the previous screen appears—click **Continue**.



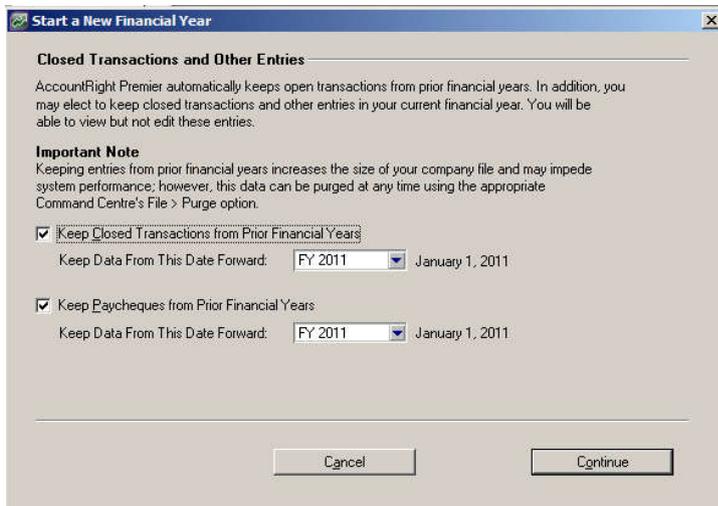
- MYOB will then produce a dialogue box that explains what will happen when the data rolls over. Read this information and click Continue.
- MYOB will now ask for verification that the financial year details are correct. Make sure the new financial year appears as the current year and the last month of the year is December with twelve months as the number of periods in the financial year. If all is ok click Continue.



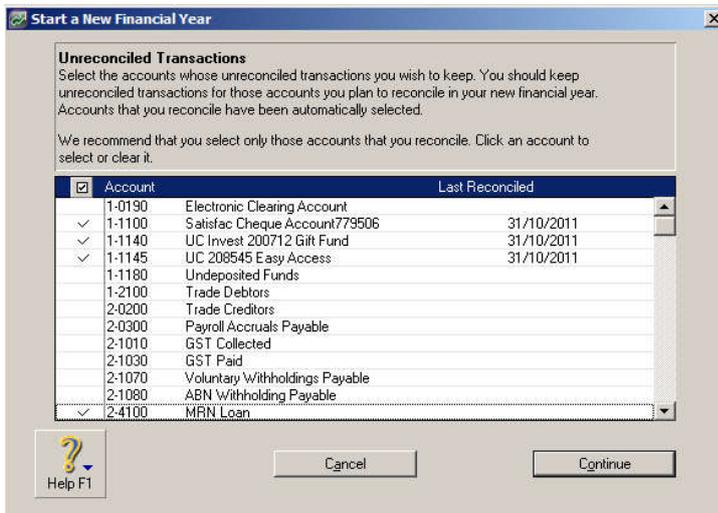
- MYOB will now ask if receipts in undeposited funds and disbursements grouped with electronic payments are to be retained. Ensure both boxes are ticked and click Continue.



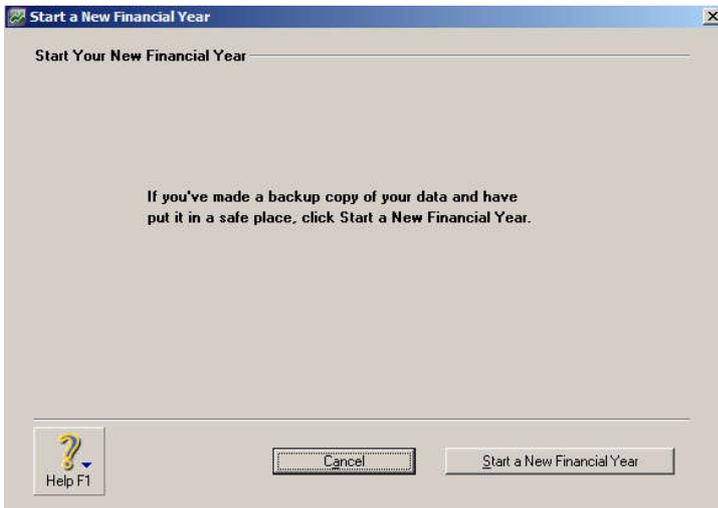
- Another dialogue box will appear asking if audit trail entries need to be purged. Leave this ticked and click Continue.



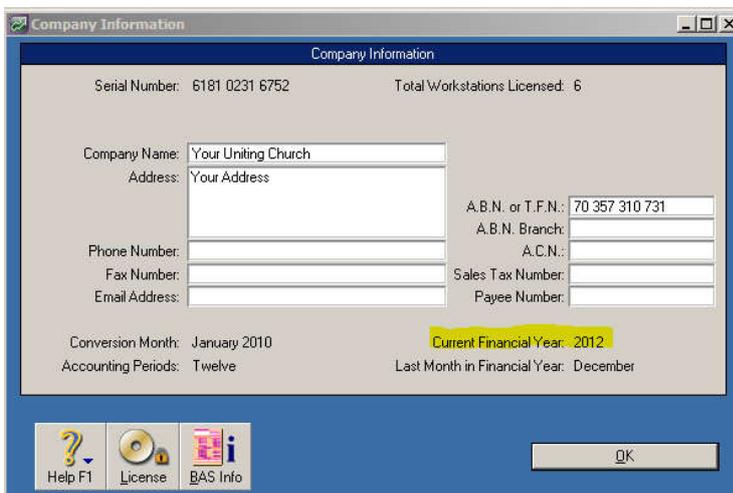
- MYOB will ask if closed transactions from the previous financial year need to be kept. Tick the box provided and select the year just ended to retain. Click Continue.



- Unreconciled transactions – If there are transactions in accounts that require reconciling, tick the box next to each account. Generally only the cheque accounts, investments and loan accounts require reconciliation. Now click Continue.



- Start Your New Financial Year – a warning will now appear asking if you have a backup of the current financial year data and it is kept in a safe place. Please ensure this back up is on your computer and an external drive like a floppy disk or USB. If the data has been backed up click on “Start a New Financial Year”.



- The command centre should now appear on the screen. In the grey line above select **Set-up and Company information** – the Current Financial Year should now reflect the new financial year.

## Optimise and verify your company file

Once the Start a New Year procedure is complete, we recommend that you optimise and verify your company file.

1. Open the company file to be optimised.
2. Go to the File menu, choose Optimise Company File. An information window appears.
3. Click OK to continue.
4. If an optimisation recovery file exists, we recommend that you click Yes to retain a copy of it.
5. Click OK when the optimisation process is complete.