
Purchases

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Chapter 1

Purchases Overview

In MYOB Accounting Plus, *purchases* are transactions that indicate that you bought items or services from a supplier. You can choose from four purchase layouts in Accounting Plus:

- Item purchases record the purchase of both stock and non-stock items entered in the Item Information window.
- Service purchases record the purchase of services and other non-stock goods.
- Professional purchases record the purchase of services and other non-stock goods, as well as the dates each individual service or item was purchased.
- Miscellaneous purchases are for purchases that don't require a printed purchase order.

Entering purchases

Purchases have three different statuses: Quote, Order and Purchase

You can enter a **quote** into MYOB Accounting Plus to easily store an estimate or quote you received from one of your suppliers without creating a transaction. A quote has no impact on your stock levels and can be changed to an order or purchase when you're ready to purchase. The original quote will be stored in the Purchases Register after it is changed to an order or purchase. If you want quotes to be removed after they're changed, choose Preferences from the Setup menu to display the Preferences window, then click the Purchases tab and mark the box labeled "Delete Quotes upon Changing to and Recording as an Order or Purchase."

An **order** is a purchase that you expect to occur sometime in the future. Orders aren't actual transactions that affect your financial and stock numbers; they merely store purchase information until you're ready to use them. Orders with bill payments applied to them, however, will create a

transaction in Accounting Plus. You can record an order as a purchase if you go ahead with a purchase or delete it if you decide not to buy. Purchases can't be changed to quotes once they've been entered into Accounting Plus.

Note: If you've used a previous version of Accounting Plus

Orders behave much like pending purchases, which no longer exist in Accounting Plus Version 11. Just like a pending purchase, an order will capture all the information available on a purchase, yet won't be recorded as a purchase transaction. Also, any money paid to the supplier will post as a paid deposit.

A **purchase** is the recorded purchase transaction. It records a transaction in the appropriate journal and decreases any stock on hand for items for which you marked the I Stock This Item option in the Item Information window. Purchases can be open, closed or debit memos. Recorded purchases can't be changed into a quote or an order.

You can also use the Bank Register window to quickly enter completed, miscellaneous purchases transactions with a single allocation account. See "Entering purchases using the Bank Register" on page 396.

Before you begin entering purchases into Accounting Plus, read the topics below for some helpful information:

Choose the purchase you want

First, you'll select a status (purchase, quote or order) for your transaction. If you like, you can choose a layout for your supplier's preferred purchase form using the Card File. When you enter a supplier's name in the Purchases window, the default layout you designated on the supplier's card will appear automatically. You can change this layout, if you wish. See "Buying Details view (Supplier cards only)" on page 646 for more information.

Mark this check box *only* if you're required to show amounts on purchase transactions as VAT inclusive.

If you're required to charge a VAT inclusive amount on a purchase, mark the VAT Inclusive check box. The total in the Amount column will include the VAT you selected in the VAT column. For example, you want to record a VAT inclusive purchase of £500 using the Standard VAT code. First, you'll select the VAT Inclusive checkbox, then enter a line item for £500 and select

the Standard VAT code. You'll notice a VAT inclusive total of £500 in the Amount column and the Subtotal and Total Amount fields. The VAT amount of £74.47 appears in the VAT field. Click Recap Transaction if you want to view the base price allocated to the designated account and the VAT amount allocated to the VAT account.

Leave the VAT Inclusive check box unmarked if you want the total amount of the purchase to increase by the VAT amount that is applied to line items. For example, if the amount of a line item is £500 and VAT is charged on the £500, the amount of the purchase is £587.50, that is, £500 for the line item + £87.50 VAT.

See the following step-by-step procedure:

“Choose the purchase you want” on page 403

Entering information about the supplier

Regardless of the type of purchase you're creating, you should pay special attention to the top section of the Purchases window. The information you enter here will determine several characteristics of the purchase, including the credit terms assigned to your company by the supplier and the identification numbers assigned to the transaction.

If you are conducting business with a new supplier who doesn't exist in your Card File yet, you can add a new supplier record using the Easy-Add feature. Then you can quickly get back to the business of creating the purchase.

You can make any changes to the supplier's credit terms that affect only the transaction you're currently entering. The credit terms that appear automatically were set up using either the Easy Setup Assistant when you set up your company, the Credit Terms window that's opened from the Preferences window, or the Supplier Terms Information section that can be found on the Selling Details tab of the Card Information window.

If you're using MYOB Accounting Plus's Multicurrency feature and you selected a supplier who's been assigned a foreign currency in the Card Information window, that currency is automatically assigned to the transaction, and it can't be changed. The exchange rate for the foreign currency, however, can be changed.

See the following step-by-step procedure:

“Enter information about the supplier” on page 404

Entering line items

The scrolling list in the middle of the Purchases window is the main area where purchases are created. In this area, you'll enter item numbers, descriptions, account and various other information that will serve as the detail for your transaction.

When you enter information in one row in the scrolling list, you enter one *line item* of the transaction. You can enter as many line items on a purchase as you want. The actual fields that appear in the scrolling list differ, depending upon the purchase layout you're creating.

You can insert a line in the scrolling list to separate a line item or a group of line items from one another, if you want. When the purchase is printed a blank line will appear between the line items or groups.

If you need to enter your line items in a certain order, and you find that you inadvertently left out an item, you can insert a line and enter the skipped line item. The new line can be inserted above the current line.

One or several headers can be added to a purchase. If you want to group your transactions according to the type of item or service you sell, you can use insert a header that identifies the group. You can insert the header as you're entering your line items, by inserting a header before you enter the next line item or you can enter your line items first and then insert headers. The header text you enter, will appear in the Description column of the purchase. The text will appear dimmed when viewing the purchase on the screen.

In the same manner, if you want to show one or several subtotals of the charges according to the types of items or services you sell, you may want to insert a subtotal. You can insert the subtotal as you're entering your line items by inserting a subtotal line before you enter the next line item or you can enter your line items first and then insert subtotal lines. MYOB Accounting Plus will calculate the subtotal by adding the individual amounts that appear above the subtotal line and below the last subtotal, if there is one. The subtotal text and the subtotal amount will appear dimmed when viewing the purchase on the screen. The subtotal text, which appears in the Description column of the purchase can be changed to the text of your choice. (The subtotal amount can't be edited.)

Deleting a line is easy, too. You can delete transaction, blank, header and subtotal lines. When you choose to delete a line the current line is deleted. All of the lines below the deleted line will move up a line. Subtotal(s), tax, total amount and balance due will be recalculated when a line with an amount is deleted.

To view these options, a card must be already entered in the Card field. You'll then click in the scrolling list of the purchase and choose Edit on the menu bar. A completed purchase might look something like the following illustration:

Received	Backorder	Item Number	Description	Price	Disc%	Total	Job	Tax
25		⇄ 200-101A5	Electrical supplies					
			Gadgets	\$5.20		\$130.00		
12		⇄ 500-101D	Thingies	\$17.15		\$205.80		
			Subtotal			\$335.80		
			Plumbing supplies					
50		⇄ 600-101G	Gizmos	\$6.35		\$317.50		
125		⇄ 400-101	Whatsits	\$0.80		\$100.00		
			Subtotal			\$417.50		

You can insert a line, delete a line, insert a header line or insert a subtotal line at any time before you record the purchase. If your company file is changeable, these options are also available to you so that you can edit the lines after you've recorded the purchase. To learn if your company file is changeable, see "What are changeable and unchangeable transactions?" on page 52

You can assign individual line items to jobs you've set up in MYOB Accounting Plus. If you're tracking reimbursable expenses for your jobs, the line items you assign to jobs in the Purchases window will be automatically marked for reimbursement. Only items that aren't stocked (items for which you didn't mark the I Stock This Item option in the Item Information window) can be included for reimbursement on sales.

See the following step-by-step procedure:

"Enter line items" on page 405

"To insert a line on a purchase" on page 406

"To insert a header on a purchase" on page 407

"To insert a subtotal on a purchase" on page 407

"To delete a line on a purchase" on page 408

Completing the purchase

If you choose, MYOB Accounting Plus allows you to add useful information about your purchase, such as a journal entry memo or a delivery method. If you'd like, you can use the supplier's card to set default entries for several fields in the Purchases window. See "Buying Details view (Supplier cards only)" on page 646 for more information.

VAT codes can be automatically assigned to *items* using the Buying Details view of the Item Information window and to *suppliers* using the Buying Details view of the Card Information window. (The VAT code assigned to an item will be used on a purchase when both the item and the supplier have been assigned VAT codes.)

The automatic entries can be changed in the Purchases window, if you wish. All parts of the purchase (line items and freight charges) to which you've assigned VAT codes will be taxed based on the VAT codes's VAT rates.

If, after you've entered all your line items and carriage charges, the VAT amount that appears in the VAT field isn't the amount the supplier is billing you, you may want to manually adjust the amount. Click the arrow next to the VAT field to open the Tax Information window; you can adjust the amount in the VAT column.

See the following step-by-step procedure:

"Complete the purchase" on page 408

Choosing what to do with the purchase

When you're finished making entries in the Purchases window, there are a number of tasks you can perform with the transaction. Be sure to review all the following options before you choose what you want to do.

You can select Recap Transaction from the Edit menu to see how a purchase will affect your financial records before you record it. Other options include printing and recording purchases and creating a recurring purchase.

You can print and record a purchase at the same time by clicking the Record button if you've set up your preferences properly. To do this, choose Preferences from the Setup menu to display the Preferences window, then click the Purchases tab and mark the box labeled "Print Purchases When They're Recorded."

See the following step-by-step procedure:

“Choose what you want to do with the purchase” on page 411

Entering purchases using the Bank Register

The **Bank Register** allows you to quickly and efficiently enter all your transactions for asset accounts with bank privileges or liability accounts with credit card privilege from one window. You can also view a complete transaction history for a selected date range of each of these accounts and open the source window of each transaction for more detailed information.

While the Bank Register is quick and convenient, it is *not* appropriate for every purchase transaction. Keep these points in mind:

- If a transaction uses more than one account, you cannot use the Bank Register. Enter the purchase in the Purchases window, following the procedure described in “Entering purchases” on page 390.
- A Purchase that is entered in the Bank Register window is always a Miscellaneous purchases layout and is a closed -- paid in full -- transaction (purchase and payment).

The data entry area appears in the bottom portion of the window and the top portion displays the transactions in a scrollable list.

Note: The Bank Register window is a convenient tool for data entry, not the actual transaction window.

When you enter a Purchases transaction in the Bank Register window, it is as if you had opened and entered the information in the Miscellaneous layout of the Purchases window.

The list in the upper left corner of the Bank Register window displays only asset accounts with bank privileges and liability accounts with credit card privilege.

See the following step-by-step procedure:

Printing purchases

You can print and reprint individual purchases or you can print several purchases at the same time -- the choice is yours.

MYOB Accounting Plus also allows you to easily choose the way you send your forms to your suppliers. By clicking the Send To button, you can email, fax or save forms on your hard drive. See “Faxing a form or report” on page 1063, “Emailing a form or report” on page 1061 or “Saving a form or report as a PDF file to attach to an email” on page 1062 for more information.

In the Forms Selection window, you can choose to print your purchases on pre-printed paper or on blank paper. Collectively, these choices are called *form layouts* in Accounting Plus. See “Choosing the form you want to print” on page 1016 for more information.

You can also customise the look of your printed purchases. See “Customising forms” on page 1017 for more information.

If you want to print some purchases you’ve already printed, be sure the Unprinted or Unsent Purchases Only selection isn’t marked in the Forms Selection window.

If you find that you’re having trouble with the printing process, such as the inability to make entries or selections in your print window, your printer driver software may not be up to date. See “Choosing preference settings for reports and forms” on page 976 for more information.

See the following step-by-step procedures:

“To choose the purchases you want to print” on page 416

“To print and reprint your purchases” on page 417

“To reprint a single purchase” on page 417

“To email a sale or purchase” on page 1064

“To fax a sale or purchase” on page 1068

“To save a sale or purchase as a PDF file to attach to an email” on page 1065

Recurring templates

If you plan to record the same purchase on a regular basis, you may want to consider creating a *recurring template*. When you create a recurring template, the transaction information is saved in the Purchases Register where you can retrieve the transaction as many times as you want in the future. Until you record them, recurring templates have no effect on your financial records.

See the following step-by-step procedure:

“To use a recurring template (using the Purchases window)” on page 419

Finding purchases

After you record a purchase, you might want to view the transaction sometime in the future. The Find Transactions window can be used to find posted transactions only and offers a variety of search methods. All purchases can be found using the Purchases Register; you can find recurring templates in addition to quotes, orders and purchases. Purchases can be searched using both the Find Transactions window and the Purchases Register. Quotes, orders and recurring templates can be found using the Purchases Register.

See the following step-by-step procedures:

“To find a purchase” on page 420

“To find a recurring template” on page 420

Reviewing your purchase information

An important part of managing your business involves collecting your purchase data and understanding its effects on your overall financial picture. MYOB Accounting Plus contains a number of tools that you can use to review your purchase information:

- The **Purchases Register** allows you to view an overall picture of your purchase activity. Using just one window, you can quickly and efficiently look at open and closed purchases, quotes, orders, returns and debits and recurring templates. You can even view a list of all purchases, if you choose.

You can perform several Accounting Plus functions using the Purchases Register, such as deleting a purchase or changing the status of a purchase. If you make a payment to one of your suppliers, you can easily access the Bill Payments window. You can also display the Settle Returns & Debits

window if you want to apply a supplier debit to one of your unpaid purchases with the supplier.

Note: You can still use the Find Transactions window to find purchases

You may want to use Find Transactions if you're searching for a specific purchase. There are more detailed search methods available to you in the Find Transactions window than in the Purchases Register. See "Finding purchases" on page 398 for more information.

Please note that quotes and orders without deposits applied to them don't appear in the Find Transactions window because they don't affect your financial numbers. They can be found using the Purchases Register or the Select From List that appears in the Purchases window when you enter a supplier's name

- The **To Do List** provides a quick way to review your transactions in Accounting Plus, including outstanding payables, recurring purchases templates, orders and purchases with expiring discounts. If you choose, you can automatically record transactions using the To Do List.
- **Find Transactions** allows you to gain a detailed history of the activity related to a particular purchase. In this window, you can view the purchase itself, as well as any payments and other adjustments made to the transaction.
- **Analysis** includes the Analyse Payables window, which provides you with the tools to evaluate the amounts and ages of your outstanding debts.
- The **Transaction Journal** lists all your purchases, as well as other transactions you've entered into Accounting Plus.
- The **Reports** option opens the Index to Reports window. You can use this window to print virtually all of the reports available with Accounting Plus; you also can display these reports on your computer screen if you like.

See the following step-by-step procedures:

"To view purchases in the Purchases Register" on page 422

“To display a list of all purchases on your computer screen using the Transaction Journal” on page 423

“To display a list of all open purchases on your screen using the To Do List” on page 423

“To display a list of open purchases with expiring discounts on your screen” on page 424

“To display a list of recurring templates using the To Do List” on page 426

“To display a list of orders using the To Do List” on page 427

“To print a list of all your purchases” on page 428

“To print a list of your purchases by status” on page 428

“To print a list of all your recurring purchases templates” on page 429

“To print a list of fully paid bills and debit memos applied to them” on page 429

“To view a purchase’s history” on page 430

“To change a transaction from the Find Transactions window” on page 430

“To view the amounts you owe your suppliers” on page 430

Changing, removing and reversing purchases

In MYOB Accounting Plus, purchases can be easily changed, removed or reversed. Quotes and orders can be changed or removed at any time. The grouping of line items on a purchase can be changed by inserting a line, deleting a line, inserting a header line or inserting a subtotal line. The ability to change, remove or reverse a purchase depends on the way you set up Accounting Plus. An important point to consider is if your purchase is *changeable* or *unchangeable*. If your purchase is changeable, you can make changes to a purchase or remove the purchase altogether from your ledger.

Unchangeable transactions work differently. By reversing an unchangeable purchase, the effects of your original purchase will no longer be part of your ledger; however, a record of the reversed purchase, called a reversing

transaction, will remain. Then, if you want, you can enter a new, correct transaction to replace the transaction you reversed. See “What are changeable and unchangeable transactions?” on page 52 for more information.

When you remove a recurring template, the template is removed from your list of recurring templates only. Any transactions you recorded using a recurring template you remove won’t be affected.

Changing the status of a purchase

The status of a purchase can be changed. If you enter a quote or an order into Accounting Plus, you can easily convert it to a purchase once you’re ready to pay your supplier. A quote can be changed into an order or purchase. An order can only be changed to a purchase.

See the following step-by-step procedures:

“To change a quote or order” on page 432

“To change a purchase” on page 432

“To change a recurring template’s name or frequency” on page 433

“To change a recurring template’s line items and other information” on page 433

“To convert a quote to an order or purchase using the Purchases window” on page 434

“To convert an order to a purchase using the Purchases window” on page 435

“To insert a line on a purchase” on page 406

“To insert a header on a purchase” on page 407

“To insert a subtotal on a purchase” on page 407

“To delete a line on a purchase” on page 408

“To remove a quote” on page 437

“To remove an order with no payment applied to it” on page 437

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“To remove an order with a payment applied to it” on page 438

“To remove an order with a deposit applied to it, and to enter a refund from the supplier for the deposit amount” on page 439

“To remove a purchase with a payment applied to it” on page 439

“To remove a recurring purchase template” on page 440

“To reverse a purchase” on page 441

“To create a supplier debit for an item purchase when you didn’t return all the items that were on the purchase” on page 442

Chapter 2

Entering purchases

Step 1: Choose the purchase you want

If you haven't already read the Purchases Overview, see "Entering purchases" on page 390 for more information.

► **To choose the status of the purchase**

The Purchases window should be displayed.

1. If you'd like a status other than the one displayed in the status field, click the arrow to view a drop-down list.
2. Choose Quote, Order or Purchase from the drop-down list

► **To change a purchase's layout**

The Purchases window should be displayed.

1. The layout displayed in the Purchases window is determined by the default setting on the supplier's card. If you wish to change this layout, click the Layout button to display the Layout window.
2. Choose the layout (item, service, professional or miscellaneous) you want to use.
3. Click OK.

► **To enter a VAT inclusive purchase**

The Purchases window should be displayed.

Click the VAT Inclusive check box. See "Choose the purchase you want" on page 403 for more information about VAT inclusive purchases.

Step 2: Enter information about the supplier

If you haven't already read the Purchases Overview, see "Entering information about the supplier" on page 392 for more information.

► To enter information about an existing supplier

1. Enter the supplier's name, or click the search icon next to the Supplier field and choose a name.
2. Several fields will be filled in automatically. You can change this information, if you wish.
3. Enter the invoice number in the Supplier Inv No. field if the supplier gave you an invoice for this transaction.

► To enter information about a new supplier

1. Type the new supplier's name in the Supplier field.
2. Press ENTER. A search list of existing suppliers appears.
3. Click Easy-Add. The new supplier's name is added to your Card File, and the search list disappears.
4. Enter the invoice number in the Supplier Inv No. field if the supplier gave you an invoice for this transaction.

You can continue creating the purchase. Keep in mind, however, that you haven't set up the record for the new supplier. When you have a spare moment, remember to use the Card File Entry window to complete the supplier's record.

► To change your credit terms for this transaction

1. Click the zoom arrow next to the Terms field.
2. Make the changes you want in the Credit Terms window.
3. Click OK.

► **To change the exchange rate (if you're using Multicurrency)**

1. Click the Exchange Rate button.
2. Enter the exchange rate you want to use for the transaction.
3. To change the exchange rate for all future transactions, mark the Update Current Exchange Rate in the Currency List with Transaction Exchange Rate option.
4. Click OK.

Step 3: Enter line items

If you haven't already read the Purchases Overview, see "Entering line items" on page 393 for more information.

Line items are entered in the scrolling window in the middle of the Purchases window.

► **To enter line items on an item purchase**

1. Enter the quantity of the item you want to include on the purchase in the Received column.
2. If some items are unavailable, enter the backordered quantity in the Backorder column.
3. Enter the item number in the Item Number column, or press TAB to display a list of items to choose from.
4. The Description, Price and Total fields will be filled in automatically. You can change these fields, if you want.
5. Enter a volume discount percentage in the Disc% field, if applicable.
6. Enter a job number in the Job field to assign a line item to a job, if you want.
7. Enter a VAT code for the line item in the VAT column, if applicable.
8. Repeat steps 1 to 7 for the next line item.

► **To enter line items on a service or professional purchase**

1. Enter the date when each line item occurred in the Date column (professional purchases only).
2. Enter a description of the item or service you're buying in the Description column.
3. Enter the account you want to assign to each line item in the Acct No. column, or press TAB to display a list of accounts to choose from.
4. Enter the amount you're charged for each line item.
5. Enter a job number in the Job field to assign a line item to a job, if you want.
6. Enter a VAT code for the line item in the VAT column, if applicable.
7. Repeat steps 1 to 6 for the next line item.

► **To enter line items on a miscellaneous purchase**

1. Enter a description of the item or service you're buying in the Description column.
2. Enter the account you want to assign the items or services in this transaction to. The account's name will appear in the second column.
3. Enter the amount you're charged for each line item.
4. Enter a job number in the Job field to assign a line item to a job, if you want.
5. Enter a VAT code for the line item in the VAT column, if applicable.
6. Repeat steps 1 to 5 for the next line item.

► **To insert a line on a purchase**

If you haven't already read the Purchases Overview, see "Entering line items" on page 393 for more information.

The Purchases window should be displayed.

1. Click in a line of the scrolling list. (The new line will be inserted above this line.)
2. Select Insert Line from the Edit menu.

► **To insert a header on a purchase**

If you haven't already read the Purchases Overview, see "Entering line items" on page 393 for more information.

The Purchases window should be displayed.

1. Enter a supplier card in the Supplier field.
2. Choose where you want the header to be inserted:

If the line on which you want to insert the header is empty -- no transaction is entered on the line, and it's not a blank, header or subtotal line -- click in the line. (The header will be inserted here.)

Click on a line where there is a transaction, blank, header, or subtotal line entered on the line. (The header will appear above the line.)

3. Select Insert Header from the Edit menu; a line will be added.
4. Enter the text you want for your header in the Description column of the header line.

► **To insert a subtotal on a purchase**

If you haven't already read the Purchases Overview, see "Entering line items" on page 393 for more information.

The Purchases window should be displayed.

1. Choose where you want the subtotal to be inserted:

If the line on which you want to insert the subtotal is empty -- no transaction is entered on the line, and it's not a blank, header or subtotal line -- click in the line. (The subtotal will be inserted here.)

Click on a line where there is a transaction, blank, header, or subtotal line entered on the line. (The subtotal will appear above the line.)

2. Select Insert Subtotal from the Edit menu.

► **To delete a line on a purchase**

If you haven't already read the Purchases Overview, see "Entering line items" on page 393 for more information.

The Purchases window should be displayed.

1. Click on the line you want to delete
2. Select Delete Line from the Edit menu.

► **To assign a line item on a purchase to more than one job**

If you need to assign one line item to more than one job, use multiple line items to record the transaction. For example, assume you want to include 100 gadgets on an item purchase, but you want to assign 30 gadgets to job 12 and 70 gadgets to job 43.

1. In the first line item of the transaction, enter the Gadgets item number in the Item Number field, then enter 30 in the Received field and 12 in the Job field.
2. In the second line item of the transaction, enter the Gadgets item number again in the Item Number field, enter 70 in the Received field and 43 in the Job field.

Step 4: Complete the purchase

If you haven't already read the Purchases Overview, see "Completing the purchase" on page 395 for more information.

The actual fields that appear at the bottom of the Purchases window differ, depending upon the purchase layout you've selected. Some of the fields may be filled in automatically if you selected default entries in the supplier's card file. All the following fields are optional; complete only those that apply to the purchase you're entering:

- Comment
- Deliver Via
- Promised Date
- Carriage
- Journal Memo
- Paid Today
- Already Printed or Sent

To add, edit or delete menu options in the Select From Lists for the Comments or Deliver Via fields, see “To add or edit Purchases Information” on page 410 or “To delete Purchases Information” on page 411.

► To change VAT amounts

1. Click the zoom arrow next to the VAT field to open the VAT Information window.
2. Enter the new VAT amounts in the VAT column.
3. Click OK. The total VAT amount displayed in the VAT field will change to reflect the change you made.

Warning: Tax amounts change automatically

The amount in the VAT field will change whenever you change an amount in the line item area or the Carriage field, regardless of whether you've changed the VAT amount manually. If you change a transaction's information after manually changing its VAT amount, be sure to review the amount in the VAT field again to ensure that the amount is still the amount you want.

If, at a later time, you realise the original VAT amount was correct, open the VAT Information window again and click the Recalculate button. The VAT amount will be restored to an amount that's based on the VAT codes assigned to the transaction.

► To add or edit Purchases Information

The Sales & Purchases Information window should be displayed.

1. Click the tab (Comments, Delivery Methods or Payment Methods) of the entry you want to add or edit.
2. Click New to create a new comment, delivery method or payment method or click Edit to change an existing one.
3. Enter a new comment, delivery method or payment method if you clicked New, or edit the existing one if you clicked Edit.
4. Click OK.

► **To delete Purchases Information**

The Sales & Purchases Information window should be displayed.

1. Click the tab (Comments, Delivery Methods or Payment Methods) of the entry you want to delete.
2. Highlight the comment, delivery method or payment method you want to delete.
3. Select Delete Comment, Delivery Method or Payment Method from the Edit menu.
4. Click OK.

Step 5: Choose what you want to do with the purchase

If you haven't already read the Purchases Overview, see "Choosing what to do with the purchase" on page 395 for more information.

► **To see how the purchase will affect your financial records**

Choose Recap Transaction from the Edit menu to view the accounting entries that will be made to your financial records when you record the purchase.

► **To print and record a purchase**

1. Click the Print button in the Purchases window.
2. A message appears, explaining that the transaction will be recorded before it's printed. Click OK to record, then print the purchase.

► **To record the purchase**

To record the purchase without printing it, click the Record button.

► **To save the purchase as a recurring template**

The purchase you want to save should be displayed in the Purchases window.

1. Click the Save Recurring button to open the Save Recurring Template window.
2. Enter the necessary information about the transaction in this window.
3. Click Save Template to close the Save Recurring Template window.
4. Click Record to record the purchase as an actual transaction. If you don't want to record the purchase at this time, click the Cancel button.

Chapter 3

Entering purchases in the Bank Register window

Step 1: Select the account to which the items or services in the transaction will be assigned

If you haven't already read the Purchases Overview, see "Entering purchases using the Bank Register" on page 396 for more information.

The Bank Register window should be displayed.

To create a new Purchases transaction, first select an account from the list in the upper left of the window. Then proceed to Step 2.

Step 2: Enter details about the transaction

If you haven't already read the Purchases Overview, see "Entering purchases using the Bank Register" on page 396 for more information.

The Bank Register window should be displayed.

1. In the Type field, select Enter Purchase.
2. The next Cheque No. in sequence from the last transaction and the system date appear in the Cheque No. and Date fields. You can use or change these entries.

3. Enter the supplier's name, or click the search icon next to the Supplier field and choose a name.
4. In the Amount field, enter the amount of the purchase.
5. You can use the Memo field to record the purpose of the transaction. We recommend that you make a detailed comment, so you'll be able to identify the purpose of the transaction when you review your records later on. The name you selected in the Name field appears here by default.

Step 3: Indicate which accounts will be affected by the transaction

If you haven't already read the Purchases Overview, see "Entering purchases using the Bank Register" on page 396 for more information.

The Bank Register window should be displayed

In the Account field, select which account will be affected by the transaction.

Note: If the transaction requires more than one allocation account

The Bank Register can be used for quick entry of purchases with just one allocation account. If a transaction uses more than one account, enter the purchase in the Purchases window. Follow the procedure described in "Entering purchases" on page 390.

1. Select the tax code, if any, that applies to this transaction. If a tax code is entered, the Amount is calculated as tax inclusive.

Step 4: Choose what you want to do with the transaction

If you haven't already read the Purchases Overview, see "Entering purchases using the Bank Register" on page 396 for more information.

The Bank Register window should be displayed.

To record the transaction, click the Record button.

Chapter 4

Printing purchases

Choosing the purchases you want to print

► **To choose the purchases you want to print**

If you haven't already read the Purchases Overview, see "Entering purchases using the Bank Register" on page 396 for more information.

After you've recorded a purchase, you can print it. You can also choose a specific set of purchases to print.

The Forms Selection - Print Purchase Orders window should be displayed.

1. Choose the purchase layout you want to print in the Form Layout field.
2. Choose the status of the purchase that you want to print in the Purchase Status field.
3. Mark Unprinted or Unsent Purchases Only to print only the purchases you haven't already printed or sent.
4. Enter the date range of the purchases you want to print, if you choose.
5. Enter the range of purchase order numbers you want to print, if you choose.
6. Choose the appropriate form from the Selected Form to Print list.
7. Click OK.

► **To choose a form layout for your purchase forms**

We suggest you read "Entering purchases using the Bank Register" on page 396 in the Purchases Overview for additional information about this topic.

In the Forms Selection window, you can choose to print your purchase forms on pre-printed paper forms or on plain paper, and you can customise your forms so they'll look the way you want them to look. Collectively, these choices are called form layouts in MYOB Accounting Plus. See "Choosing the form you want to print" on page 1016 for more information.

Printing and reprinting purchases

► To print and reprint your purchases

If you haven't already read the Purchases Overview, see "Entering purchases using the Bank Register" on page 396 for more information.

1. Insert blank purchase forms in your printer.
2. Select the forms you want to print in the Forms Selection window.

If you want to reprint purchases, be sure the selection Unprinted or Unsent Purchases Only is unmarked.

3. Click the OK button. The Review Purchases Before Printing window will appear, listing the transactions you selected in the Forms Selection window.
4. To begin printing the forms, click the Print button in the Review Purchases Before Printing window.
5. If a print window appears, make your selections in the window, then click the button in the window that begins the printing process. (The button is usually labeled "OK" or "Print.")

► To reprint a single purchase

If you haven't already read the Purchases Overview, see "Entering purchases using the Bank Register" on page 396 for more information.

1. Insert blank purchase forms in your printer.
2. Click the Find Transactions option in any command centre.
3. Select the Purchase tab if it isn't already selected.
4. Choose PO No. from the Search By selection box and enter the purchase's number in the box to the right.

5. The purchase you're looking for appears in the scrolling list. Click the zoom arrow next to the purchase's number and the transaction will appear.
6. Click the Print button.

Chapter 5

Using recurring templates

Using recurring purchase templates

► To use a recurring template (using the Purchases window)

If you haven't already read the Purchases Overview, see "Recurring templates" on page 397 for more information.

The Purchases window or the Purchases Register window should be displayed.

1. Click the Use Recurring button, if you're in the Purchases window or click the Recurring Templates tab, if you're in the Purchases Register.
2. All recurring templates you've set up will be displayed. Double-click the template you want; the template's information will appear in the Purchases window.
3. Review all the information to be sure it's correct. Pay particular attention to the date and purchase number; if you need to find this transaction in the future, you'll need to remember this information.
4. Click Record. The recurring template will be recorded as an actual transaction, and will also remain available in the recurring transaction "holding area" for future use.

Chapter 6

Finding purchases

Finding purchases

► To find a purchase

If you haven't already read the Purchases Overview, see "Finding purchases" on page 398 for more information.

1. Click Find Transactions in any command centre.
2. Click the Purchase tab.
3. You have several choices:
 - Choose PO No. from the Search By selection box and enter the purchase's number in the box to the right.
 - Use the Search By selection box to choose another way to search -- Purchases or Supplier Invoice No..
 - Click the Advanced button to search using additional criteria, such as the date, amount or memo.
 - Click the Card tab, and then enter the name of the supplier whose purchase you're looking for to find the purchase number. Enter this purchase number in the PO No. under the Purchase tab.
4. The purchase you're looking for appears in the scrolling list. Click the zoom arrow next to the purchase's number and the transaction will appear.

► To find a recurring template

If you haven't already read the Purchases Overview, see "Finding purchases" on page 398 for more information.

The Recurring Templates view of the Purchases Register should be displayed.

Double-click the purchase you want; the recurring purchase template will be displayed in the Purchases window.

Chapter 7

Reviewing your purchase information

Viewing lists of your purchases

► To view purchases in the Purchases Register

If you haven't already read the Purchases Overview, see "Reviewing your purchase information" on page 398 for more information.

The Purchases Command Centre or the Purchases window should be displayed.

1. Click the Purchases Register button (from the Purchases Command Centre) or Register button (from the Purchases window).
2. Select the tab of the type of purchase you'd like to view.
3. You can view purchases for all or just one of your suppliers. To view purchases for one supplier, select Supplier in the Search by field, then enter the supplier's name in the second field.

If you've selected the Recurring Templates tab, you'll search by the name of the template.

4. Enter a date range in the Dated From field. (You won't have to enter a date range if you selected the Returns & Debits or Recurring Templates tabs.)
5. A list of purchases will appear. Click the zoom arrow to view detail about the original purchase.

► **To display a list of all purchases on your computer screen using the Transaction Journal**

If you haven't already read the Purchases Overview, see "Reviewing your purchase information" on page 398 for more information.

The Purchases view of the Transaction Journal window should be displayed.

1. Enter the desired date range in the Dated From field.
2. The accounts affected by each purchase, as well as the amounts by which each account is debited or credited, will be displayed in the scrolling list.
3. Click the zoom arrow next to the transaction to display the transaction in the Purchases window.
4. Click the Print button to print the Purchases & Payables Journal, if you choose.

► **To display a list of all open purchases on your screen using the To Do List**

If you haven't already read the Purchases Overview, see "Reviewing your purchase information" on page 398 for more information.

The To Do List window should be displayed.

1. Click the Creditors tab to display all purchases that you haven't fully paid yet. You can also enter Pay Bills transactions for those purchases.
2. Click the zoom arrow to view details about a specific purchase.
3. Click the Action column if you want to pay off one or more of the outstanding balances.

Warning: Read this before you make bill payments using the To Do List

If you choose to make bill payments using the To Do List window, keep in mind that the transactions will be recorded automatically if you mark the Action column; you won't get a chance to review or change any of the payments before they're recorded. If you're not sure you want to make a bill payment, click the zoom arrow next to the transaction to open the Pay Bills window to manually enter the payment so you have better control over the payment information than you would if you used the To Do List.

The bank account that will be used for all bill payments using the To Do List window is the account listed in the Bank Account For Paying Purchases field of the Purchase Ledger Linked Accounts window.

4. Click the Pay Purchases button.

► **To display a list of open purchases with expiring discounts on your screen**

If you haven't already read the Purchases Overview, see "Reviewing your purchase information" on page 398 for more information.

These steps will also allow you to make bill payments for these transactions automatically.

Note: Setting up discounts

If you wish to establish a set of credit terms for your new suppliers, you can use the Preferences window to do so. To do this, see “To change the default credit terms for new suppliers” on page 657. The terms you set in these windows will be applied only to *new* supplier cards you create.

For supplier cards already created, credit terms can be assigned in the Buying Details of the Card Information window. See “Enter selling, payroll and buying details (customers, employees and suppliers only)” on page 655 for more information.

The To Do List window should be displayed.

1. Click the Expiring Discounts tab. The open purchases for which discounts still apply if you make an early payment will appear.
2. Click the zoom arrow to view details about a specific purchase.
3. Click the Action column if you want to pay off one or more of the outstanding balances.

Warning: Read this before you make bill payments using the To Do List

If you choose to make bill payments using the To Do List window, keep in mind that the transactions will be recorded automatically; you won't get a chance to review or change any of the payments before they're recorded. If you're not sure you want to make a bill payment, click the zoom arrow next to the transaction to open the Pay Bills window to manually enter the payment so you have better control over the payment information than you would if you used the To Do List.

The bank account that will be used for all bill payments using the To Do List window is the account listed in the Bank Account For Paying Purchases field of the Purchase Ledger Linked Accounts window.

4. Click the Pay Suppliers button.

Note: If you want to print supplier debits and discounts on the cheque stub

If debits and discounts have been applied to a purchase, you may want to print the total amounts of debits and discounts on the bill payment cheque stub. The fields for debits and discounts appear on the bill payment cheque stub, but in order for debits and discounts to be printed on the payable cheque stub, the fields must be made active. To learn how to display supplier debits on the cheque stub, see “To display applied debit memos on cheque stubs” on page 1041. To display discounts on the payable cheque stub, follow the same directions substituting the [YTD Discounts] field for the [YTD Debits] field in the procedure.

► **To display a list of recurring templates using the To Do List**

If you haven’t already read the Purchases Overview, see “Reviewing your purchase information” on page 398 for more information.

These steps will also allow you to record recurring purchases automatically.

The To Do List window should be displayed.

1. Click the Recurring Purchases tab to display a list of all your recurring purchase templates.
2. Click the zoom arrow to view details about a specific purchase.
3. Click the Action column if you want to record one or more of the recurring templates in the list.

Warning: Read this before you record recurring purchases using the To Do List

If you choose to record recurring purchases using the To Do List window, keep in mind that the transactions will be recorded automatically if you mark the Action column; you won't get a chance to review or change any of the transactions before they're recorded. If you're not sure you want to record the recurring purchase, click the zoom arrow next to the transaction to open the Purchases window to manually enter the transaction so you have better control over the information than you would if you used the To Do List.

4. Click the Record button.

► To display a list of orders using the To Do List

If you haven't already read the Purchases Overview, see "Reviewing your purchase information" on page 398 for more information.

These steps will also allow you to convert your orders into actual purchases.

The To Do List window should be displayed.

1. Click the Orders tab to display a list of all your sale and purchase orders.
2. Click the zoom arrow to the *right* of the supplier's name to view details about a specific order.
3. Click the Action column if you want to convert one or more of the orders to bill.

Warning: Read this before you convert orders to purchases using the To Do List

If you choose to convert orders to purchases using the To Do List window, keep in mind that if you mark the Action column and click Record as Actual the conversion will occur automatically; you won't get a chance to review or change any of the transactions before they're converted. If you're not sure you want to convert an order to a purchase, click the zoom arrow next to the transaction to open the Purchases window to manually change the order to a purchase so you have better control over the transaction than you would if you used the To Do List.

4. Click the Record As Actual button.

► **To print a list of all your purchases**

If you haven't already read the Purchases Overview, see "Reviewing your purchase information" on page 398 for more information.

Use the Index to Reports window to print or display any of the following reports:

- Purchases (Supplier Summary)
- Purchases (Item Detail)
- Purchases (Supplier Detail)
- Purchases & Payables Journal
- Purchases (Item Summary)

► **To print a list of your purchases by status**

If you haven't already read the Purchases Overview, see "Reviewing your purchase information" on page 398 for more information.

The Index to Reports window should be displayed.

1. Click the Purchases tab.

2. Locate the Purchases (Supplier Summary) and Purchases (Supplier Detail) selections in the scrolling list; choose the report you want, based on the amount of information you want to see, and highlight it.
3. Click the Customise button to open the Report Customisation window for the report you selected.
4. Be sure All Suppliers is selected at the top of the window, and that the Dated From/To fields reflect the range of dates you want to view on the report.
5. Choose the purchase status you want to print from the Purchase Status list, then click OK. You now can either display the report on your computer screen or print it on your printer.

► **To print a list of all your recurring purchases templates**

If you haven't already read the Purchases Overview, see "Reviewing your purchase information" on page 398 for more information.

Use the Index to Reports window to print or display either of the following reports:

- Recurring Purchase Templates
- To Do List (Recurring Purchases)

► **To print a list of fully paid bills and debit memos applied to them**

If you haven't already read the Purchases Overview, see "Reviewing your purchase information" on page 398 for more information.

Follow these steps to print the Purchase Transaction report:

1. Choose Index to Reports from the Reports menu.
2. Click the Purchases tab.
3. Locate the Purchase Transaction selection and highlight it.
4. Click the Customise button and select the purchase, supplier or other choices to limit the information that will be included on the report.

5. Click Print.

Viewing the history of purchases

► To view a purchase's history

If you haven't already read the Purchases Overview, see "Reviewing your purchase information" on page 398 for more information.

1. Click Find Transactions in any command centre.
2. Click the Purchase tab.
3. Enter the number of the purchase whose history you want to view in the second Search By field. Click the zoom arrow next to the purchase number to display the purchase in the Purchases window.
4. Click the Advanced button to search by additional criteria, such as date, amount and memo.
5. The purchase's history appears in the scrolling list. Click the zoom arrows in the scrolling list to display transactions in the windows in which they were already entered.
6. Click the Print button to print the Purchase Transactions report for the displayed purchase, if you choose.

► To change a transaction from the Find Transactions window

If you haven't already read the Purchases Overview, see "Reviewing your purchase information" on page 398 for more information.

1. Click the zoom arrow next to the transaction you want to change.
2. Change, remove or reverse the transaction as you normally do.

Viewing the amounts you owe your suppliers

► To view the amounts you owe your suppliers

If you haven't already read the Purchases Overview, see "Reviewing your purchase information" on page 398 for more information.

The Analyse Payables window should be displayed.

1. Choose one of three options to view the amounts and ages of your outstanding debts in the scrolling list:
 - Mark the Summary field if you want a summary of your outstanding purchase balances with your suppliers.
 - Enter a supplier's name in the Supplier Detail field for a summary of your unpaid purchases with that supplier.
 - Enter a purchase number in the Purchase Detail field to view the transactions that make up the purchase's outstanding balance.
2. Click the Customise button to choose whether you want the ageing columns to be based on the date assigned to each purchase or on your credit terms with each supplier.
3. Click the Print button to print either the Aged Creditors (Summary) Report or the Aged Creditors (Detail) Report.

Chapter 8

Changing purchases

Changing quotes, orders and purchases

► To change a quote or order

If you haven't already read the Purchases Overview, see "Changing, removing and reversing purchases" on page 400 for more information.

Use this procedure only if your transactions are changeable. See "What are changeable and unchangeable transactions?" on page 52 for more information.

The quote or order you want to change should be displayed. If you need help doing this, see "To view purchases in the Purchases Register" on page 422.

1. Change the information in the Purchases window in the same way you normally enter information.
2. Click Record.

► To change a purchase

If you haven't already read the Purchases Overview, see "Changing, removing and reversing purchases" on page 400 for more information.

Use this procedure only if your transactions are changeable. See "What are changeable and unchangeable transactions?" on page 52 for more information.

The purchase you want to change should be displayed. If you need help doing this, see "To find a purchase" on page 420.

1. The purchase you're looking for appears in the scrolling list. Click the zoom arrow next to the purchase's number and the transaction will appear.

2. Change the information in the Purchases window in the same way you normally enter information.
3. Click Record.

Changing recurring templates

► **To change a recurring template's name or frequency**

If you haven't already read the Purchases Overview, see "Changing, removing and reversing purchases" on page 400 for more information.

Use this procedure only if your transactions are changeable. See "What are changeable and unchangeable transactions?" on page 52 for more information.

The Purchases Register window should be displayed.

1. Click the Recurring Templates tab.
2. Highlight the recurring template you want to change and click Edit Frequency.
3. Make your changes in the Save Recurring Template window, then click Save Template.
4. Click OK.

► **To change a recurring template's line items and other information**

If you haven't already read the Purchases Overview, see "Changing, removing and reversing purchases" on page 400 for more information.

Use this procedure only if your transactions are changeable. See "What are changeable and unchangeable transactions?" on page 52 for more information.

The Purchases Register window should be displayed.

1. Wait until the next time you need to record the purchase.

2. Select the Recurring Templates tab.
3. Click the zoom arrow next to the recurring template you'd like to change. The Purchases window will appear.
4. Make any changes to the line items and other information.
5. Click Record. Your changes will be reflected in the transaction the next time you display it in the Purchases window.

Converting purchases

► **To convert a quote to an order or purchase using the Purchases window**

If you haven't already read the Purchases Overview, see "Changing, removing and reversing purchases" on page 400 for more information.

The Purchases window should be displayed.

1. Enter the name of the supplier whose quote you want to convert. A search list appears, displaying all of the supplier's quotes and orders.
2. Select the quote you want to convert and click Use Selected Purchase. The transaction appears in the Purchases window.
3. You have two options:
 - Click the Change to Order button to convert the quote to an order
 - Click the Change to Purchase button to convert the quote to a purchase
4. Change the transaction date to today's date.
5. Click Record. The new order or purchase exists in MYOB Accounting Plus and the original quote is located in the Purchases Register.

See "Reviewing your purchase information" on page 398 for more information about working with the Purchases Register.

► **To convert a quote to an order or purchase from the Purchases Register**

If you haven't already read the Purchases Overview, see "Changing, removing and reversing purchases" on page 400 for more information.

The Quotes view of the Purchases Register window should be displayed.

1. Select the Quotes tab, if it isn't selected already.
2. You can find quotes for one supplier, select Supplier in the Search By field, then enter the supplier's name in the second field.
3. Enter a date range in the Dated From field.
4. A list of purchases will appear. Highlight the quote you want to convert.
5. You have two options:
 - Click the Change to Order button if you want to convert the quote to an order. An order will appear in the Purchases window.
 - Click the Change to Purchase button if you want to convert to a purchase. A purchase will appear in the Purchases window.
6. Review the information in the Purchases window. You can change or add information, if you wish.
7. Click Record. The new order or purchase exists in MYOB Accounting Plus and the original quote remains in the Purchases Register.

See "Reviewing your purchase information" on page 398 for more information about working with the Purchases Register.

► **To convert an order to a purchase using the Purchases window**

If you haven't already read the Purchases Overview, see "Changing, removing and reversing purchases" on page 400 for more information.

The Purchases window should be displayed.

1. Enter the name of the supplier whose order you want to convert. A search list appears, displaying all of the supplier's quotes and orders.

2. Select the order you want to convert and click Use Selected Purchase. The transaction appears in the Purchases window.
3. Click the Change to Purchase button.
4. Change the transaction date to today's date.
5. Click Record. The new purchase exists in MYOB Accounting Plus and the original order is removed.

► **To convert an order to a purchase using the Purchases Register**

If you haven't already read the Purchases Overview, see "Changing, removing and reversing purchases" on page 400 for more information.

The Purchases Register window should be displayed.

1. Select the Orders tab.
2. Select Supplier in the Search By field, then enter the supplier's name in the second field.
3. Enter a date range in the Dated From field.
4. A list of orders will appear. Highlight the order you want to convert.
5. Click the Change to Purchase button. A purchase will appear in the Purchases window.
6. Review the information in the Purchases window. You can change or add information, if you wish.
7. Click Record. The new purchase exists in MYOB Accounting Plus and the original order is removed from the Purchases Register.

Chapter 9

Removing purchases

Removing quotes, orders and purchases

► To remove a quote

If you haven't already read the Purchases Overview, see "Changing, removing and reversing purchases" on page 400 for more information.

The Purchases Register window should be displayed.

1. Select the Quotes tab, if it isn't already selected.
2. Enter the supplier's name in the second Search By field. A scrolling list appears, displaying all of the supplier's quotes.
3. Highlight the quote you'd like to delete, then click the Delete button.

► To remove an order with no payment applied to it

If you haven't already read the Purchases Overview, see "Changing, removing and reversing purchases" on page 400 for more information.

Use this procedure only if your transactions are changeable. See "What are changeable and unchangeable transactions?" on page 52 for more information.

The Purchases Register window should be displayed.

1. Select the Orders tab, if it isn't already selected.
2. Enter the supplier's name in the second Search By field. A scrolling list appears, displaying all of the supplier's orders.
3. Click the zoom arrow next to the order you'd like to remove and the transaction will appear.

4. Choose Delete Order from the Edit menu.

► **To remove a purchase with no payment applied to it**

If you haven't already read the Purchases Overview, see "Changing, removing and reversing purchases" on page 400 for more information.

Use this procedure only if your transactions are changeable. See "What are changeable and unchangeable transactions?" on page 52 for more information.

The purchase you want to remove should be displayed. If you need help doing this, see "To find a purchase" on page 420.

Choose Delete Purchase from the Edit menu.

► **To remove an order with a payment applied to it**

If you haven't already read the Purchases Overview, see "Changing, removing and reversing purchases" on page 400 for more information.

Use this procedure only if your transactions are changeable. See "What are changeable and unchangeable transactions?" on page 52 for more information.

If you've already applied a payment to a purchase that you want to remove, you need to remove the payment before you remove the purchase.

The payment you want to remove should be displayed. If you need help doing this, see "To find a purchase" on page 420.

1. Choose Delete Payment from the Edit menu.
2. If more payments have been applied to the purchase, be sure to follow step 1 for each payment until all the payments have been removed.
3. When all payments applied to the purchase have been removed, display the purchase you want to remove in the Purchases window.
4. Choose Delete Purchase from the Edit menu.

► **To remove an order with a deposit applied to it, *and* to enter a refund from the supplier for the deposit amount**

If you haven't already read the Purchases Overview, see Changing, removing and reversing purchases for more information.

Use this procedure only if your transactions are changeable. See "What are changeable and unchangeable transactions?" on page 52 for more information.

The order you want to remove should be displayed. If you need help doing this, see "To view purchases in the Purchases Register" on page 422.

1. Delete any items, amounts, VAT and carriage from the purchase. When you're finished doing this, the amount in the Balance Due field will appear as a negative number.
2. A debit memo can only be created using a purchase form. Click the Change to Purchase button, then click OK to record the supplier debit.
3. A message appears, asking whether you wish to record the purchase. Click OK.

You've just created a transaction, called a supplier debit, that indicates that the supplier owes you the amount of your deposit. In the remaining steps of this task, you'll indicate that you received a refund from the supplier for the amount of the deposit.

4. Click the Purchases Register in the Purchases Command Centre, then click the Returns & Debits tab, displaying all supplier debits currently in your records.
5. Highlight the supplier debit you recorded in step 3, then click the Receive Refund button.
6. The refund appears in the Settle Returns & Debits window. Click Record.

► **To remove a purchase with a payment applied to it**

If you haven't already read the Purchases Overview, see "Changing, removing and reversing purchases" on page 400 for more information.

Use this procedure only if your transactions are changeable. See “What are changeable and unchangeable transactions?” on page 52 for more information.

1. If you’ve applied a payment to a purchase that you want to remove, you must remove the payment before you remove the purchase.

Display the payment you want to remove. If you need help doing this, see “To find a bill payment” on page 456.

2. Choose Delete Payment from the Edit menu.

If more payments have been applied to the purchase, be sure to delete all payments.

3. When all payments applied to the purchase have been removed, display the purchase you want to remove in the Purchases window.
4. Choose Delete Purchase from the Edit menu.

Removing recurring purchase templates

► To remove a recurring purchase template

If you haven’t already read the Purchases Overview, see “Changing, removing and reversing purchases” on page 400 for more information.

Use this procedure only if your transactions are changeable. See “What are changeable and unchangeable transactions?” on page 52 for more information.

The Purchases Register window should be displayed.

1. Click the Recurring Templates tab.
2. Highlight the recurring template you want to remove and click Delete.

Chapter 10

Reversing purchases

Reversing purchases

► To reverse a purchase

If you haven't already read the Purchases Overview, see "Changing, removing and reversing purchases" on page 400 for more information.

Use this procedure only if your transactions are unchangeable. See "What are changeable and unchangeable transactions?" on page 52 for more information.

The purchase you want to reverse should be displayed. If you need help doing this, see "To find a purchase" on page 420.

1. Choose Reverse Purchase from the Edit menu. After a few moments, a supplier debit will be displayed in the Purchases window.

If you want, you can make a few changes to the supplier debit (such as the date and the memo), but you can't change the accounts, amounts and quantities that are associated with the supplier debit.

If you're reversing a purchase from a previous accounting period, consider assigning a date from that period to the supplier debit. This will allow your reports for that accounting period to reflect the proper amounts.

2. Click Record Reversal to record the supplier debit.
3. You have two choices to settle the supplier debit:
 - Apply the amount of the supplier debit to your outstanding purchase balance with the supplier. To learn how to apply supplier debits to outstanding purchase balances, see "To apply a supplier debit" on page 468 for more information. If you want to print supplier debits on the cheque stub, see Displaying applied debit memos on cheque stubs.
 - Indicate that you received a refund from the supplier for the amount of

the supplier debit. To learn how to record a refund received from a supplier, see “To receive a refund” on page 472 for more information.

► **To create a supplier debit for an item purchase when you didn't return all the items that were on the purchase**

If you haven't already read the Purchases Overview, see “Changing, removing and reversing purchases” on page 400 for more information.

Use this procedure only if your transactions are unchangeable. See “What are changeable and unchangeable transactions?” on page 52 for more information.

This process returns all account balances and item quantities to their previous levels.

The Purchases window should be displayed.

1. Create a new item purchase by entering the supplier's name and other information at the top of the window.
2. In the first line item, enter a negative number in the Received field to indicate the quantity of items that you returned. For example, if the original item purchase recorded the purchase of 10 gadgets but you returned only four gadgets, enter -4 in the Received field and the gadgets item number in the Item Number field. When you do this, the amount of the purchase will appear as a negative number in the Total Amount field.
3. Enter additional returned items in the other line items in the window, if necessary.
4. Click Record. The total quantities of the items in stock will change to reflect the negative numbers you entered in step 2.
5. You have two choices to settle the supplier debit:
 - Apply the amount of the supplier debit to your outstanding purchase balance with the supplier. To learn how to apply supplier debits to outstanding purchase balances, see “To apply a supplier debit” on page 468 for more information.
 - Indicate that you received a refund from the supplier for the amount of the supplier debit. To learn how to record a refund received from a

supplier, see “To receive a refund” on page 472 for more information.

Chapter 11

Pay Bills Overview

In MYOB Accounting Plus, you'll enter *pay bills* transactions to indicate that you've made payments for the purchases you've made with your suppliers. When you enter a bill payment in Accounting Plus, you apply the payment to one or more of your outstanding purchase balances. You also can choose to apply supplier debits while preparing to apply the payment.

Entering bill payments

The list in the upper left corner of the Bill Payments window displays all the bank accounts you've set up. Remember that any bank account can be used for cash disbursements. Credit cards, petty cash and other methods for making payments may be displayed in this list.

Only accounts you've specifically designated as bank accounts or credit card accounts appear in the list. If you want a particular account to appear in this list, you'll need to create the account first. See "Creating accounts" on page 95 for more information.

You can also use the Bank Register window to enter bill payments. See "Entering Pay Bills transactions using the Bank Register" on page 446 for more information.

See the following step-by-step procedure:

"Entering bill payments" on page 450

Entering Pay Bills transactions using the Bank Register

The **Bank Register** allows you to quickly and efficiently enter all your transactions for asset accounts with bank privileges or liability accounts with credit card privilege from one window. You can also view a complete transaction history for a selected date range of each of these accounts and open the source window of each transaction for more detailed information.

The data entry area appears in the bottom portion of the window and the top portion displays the transactions in a scrollable list.

Note: The Bank Register window is a convenient tool for data entry, not the actual transaction window.

When you enter a Pay Supplier transaction in the Bank Register window, it is as if you had opened and entered the information in the Pay Bills window.

The Pay Bills window has fields for more information than does the Bank Register. You can click the Split button in the Bank Register window to open the Pay Bills window and enter more detailed information.

The list in the upper left corner of the Bank Register window displays only asset accounts with bank privileges and liability accounts with credit card privilege.

See the following step-by-step procedure:

“Entering bill payments using the Bank Register” on page 453

Finding, removing and reversing bill payments

After you record a bill payment, you might want to view the transaction again sometime in the future. MYOB Accounting Plus allows you to easily find the bill payments you’ve entered into the system.

You can also quickly remove the effects of a bill payment from your records or change a bill payment. An important point to consider is if the bill payment is changeable or unchangeable. If the transaction is changeable, you can make changes or remove the payment altogether from your ledger.

Unchangeable transactions work differently. By reversing an unchangeable bill payment, the effects of the original payment will no longer be part of your ledger; however, a record of the reversed payment, called a reversing transaction, will remain. Then, if you want, you can enter a new, correct transaction to replace the transaction you reversed. See “What are changeable and unchangeable transactions?” on page 52 for more information.

If you notice a problem with a bill payment you’ve already applied to a purchase, be aware that you can’t simply change the payment. You’ll need to remove or reverse the payment first, then re-create and re-apply the payment.

You can also use the Bank Register window to view a complete transaction history for a selected date range a selected account and open the source window of each transaction for more detailed information.

See the following step-by-step procedures:

“To find a bill payment” on page 456

“To remove a bill payment” on page 457

“To reverse a bill payment” on page 458

Printing cheques

You can choose to print a cheque at the Bill Payments window at the time you enter the cheque or you can choose to print the cheque at a later time. You can reprint individual cheques, or you can print and reprint several cheques at the same time -- the choice is yours.

To reprint a batch of cheques, be sure the Unprinted Cheques Only selection *isn’t* marked in the Forms Selection window.

Before you begin printing

See “Forms Overview” on page 1014 if you need information about:

- “Choosing the form you want to print” on page 1016

- “Customising forms” on page 1017
- “Printing alignment forms” on page 1019

To choose a form layout for your cheques

In the Forms Selection window, you can choose to print your cheques on a continuous feed or laser printer, and you can customise your cheques so they'll look the way you want them to look. Collectively, these choices are called *form layouts* in MYOB Accounting Plus.

The **Continuous Feed** Cheque form layout allows you to print cheques on connected sheets of cheque forms. One cheque form is followed by one cheque stub.

The **Laser** Cheque form layout allows you to print cheques one page at a time on a laser printer. The Laser Cheque form layout is also set up so two cheque stub forms are printed after the cheque form. (See “Tips for customising cheques” on page 1020 to learn more about customising your cheques and cheque stubs.)

You can also customise the look of your printed cheques. See “To customise the cheque form” on page 1039 for detailed information about customising your printed forms.

Note: If you want to print supplier debits and discounts on the cheque stub

If debits and discounts have been applied to a purchase, you may want to print the total amounts of debits and discounts on the payable cheque stub. The fields for debits and discounts appear on the payable cheque stub, but in order for debits and discounts to be printed on the payable cheque stub, the fields must be made active.

To learn how to display supplier debits on the cheque stub, see “To display applied debit memos on cheque stubs” on page 1041. To display discounts on the payable cheque stub, follow the same directions substituting the [YTD Discounts] field for the [YTD Debits] field in the procedure.

See the following step-by-step procedures:

“To print cheques” on page 224

“To print a single cheque” on page 225

Chapter 12

Entering bill payments

Step 1: Identify where the money for the payment will be drawn from

If you haven't already read the Pay Bills Overview, see "Entering bill payments" on page 445 for more information.

The Supplier Payments window should be displayed.

Choose the account that will be used to make this payment.

Step 2: Enter details about the bill payment

If you haven't already read the Pay Bills Overview, see "Entering bill payments" on page 445 for more information.

1. Enter or select the name of the supplier to whom you want to make the payment.

Note: If you receive an alert message

If you have outstanding debit memos with this supplier, an alert message will appear. You'll have the opportunity to settle the debit memos immediately or at a later date.

See "To apply a supplier debit (from the Supplier Payments window)" on page 469 for more information.

2. After you enter a supplier name, some entries appear automatically in the top half of the window. You can make changes to these entries, if you wish.
3. In the Amount field, enter the amount you paid the supplier.

4. Enter a description of the transaction in the Memo field. This description will appear on various Accounting Plus reports, including the Cash Disbursements Journal.

Step 3: Indicate which purchases will be affected by the payment

If you haven't already read the Pay Bills Overview, see "Entering bill payments" on page 445 for more information.

In this step, you'll indicate which purchases will be affected -- what debt will be reduced or "paid off," in effect -- by the bill payment. You'll make these entries in the scrolling list in the bottom half of the Bill Payments window.

1. Depending upon the selections you've made in the Preferences window, the amount you entered in the Amount field may have been applied automatically to the transactions in the scrolling list, starting with the oldest open purchase first. These entries, however, are merely suggestions; you can apply the payment to any transactions you want.

Keep in mind that the total amount you apply in the Amount Applied column must equal the amount that appears in the Amount field before you can record the transaction.

2. Enter the amount you want to apply the bill payment in the appropriate field in the Amount Applied column.

Note: If you overpaid a supplier

If you paid a supplier more than you owe him or her, simply enter the full amount in the Amount Applied column -- in effect, you'll be marking one or more of the transactions as overpaid. When you record the transaction, a supplier debit will be created automatically; you can either apply the debit to a future purchase or accept a refund from the supplier.

See "Supplier Debits Overview" on page 461 for more information. If you want to print supplier debits on the cheque stub, see "To display applied debit memos on cheque stubs" on page 1041.

3. To apply the bill payment to any unpaid finance charges you may have accrued, enter the amount you want to apply in the Finance Charge field.

Keep in mind that the Out of Balance field must equal zero before you can record the transaction.

4. Mark the Already Printed option if you're recording a paper cheque that's already been written, or if you're recording another type of transaction (such as a petty cash payment) that doesn't require a printed cheque at the end of the transaction.

Step 4: Choose what you want to do with the bill payment

If you haven't already read the Pay Bills Overview, see "Entering bill payments" on page 445 for more information.

► **To see how the bill payment will affect your financial records**

Choose Recap Transaction from the Edit menu to view the accounting entries that will be made to your financial records when you record the payment.

► **To print and record a cheque payment**

The Supplier Payments window should be displayed.

1. Load the cheque form in your printer, if you haven't already done so.
2. Click the Print button.

A message appears, explaining that the transaction will be recorded before it's printed.

3. Click OK to begin the printing process.

► **To record the bill payment**

Click the Record button to record the bill payment.

Chapter 13

Entering bill payments using the Bank Register

Step 1: Identify where the money from the payment will be recorded

If you haven't already read the Pay Bills Overview, see "Entering Pay Bills transactions using the Bank Register" on page 446 for more information.

The Bank Register window should be displayed.

To enter a new bill payment, first select an account from the list in the upper left of the window.

Step 2: Enter details about the bill payment

If you haven't already read the Bill Payments Overview, see "Entering Pay Bills transactions using the Bank Register" on page 446 for more information.

The Bank Register window should be displayed.

1. In the Type field, select Pay Bill if the account is an Asset account or Pay Supplier if the account is a Liability account.
2. The next Cheque No. in sequence from the last transaction and the system date appear in the ID No. and Date fields. You can use or change these entries.
3. Select the card to whom you want to make the payment or enter the payee's name in the Name field.

4. In the Amount field, enter the amount being spent. The payment is applied to the oldest purchase order first. If you want apply the payment to any purchases out of that date order, click the Split button to open the Spend Money window where you can indicate which purchases will be affected.

Note: If you receive an alert message

If you have outstanding debit memos with this supplier, an alert message will appear. Click the Split button to open the Spend Money window where you can settle the debit memos immediately or at a later date.

See “To apply a supplier debit (from the Supplier Payments window)” on page 469 for more information.

Note: If you overpaid a supplier

If you paid a supplier more than you owe him or her, either change the amount entered or click the Split button to open the Pay Bills window.

All the data already entered into the Bank Register window carries to the Pay Bills window and the Bank Register Transaction Entry fields clear.

In the Pay Bills window, follow the procedure described in “Entering bill payments” on page 450; then click the Record button. When you record the transactional supplier debit will be created automatically; you can either apply the debit to a future purchase or accept a refund from the supplier.

You can enter additional bill payments in the Pay Bills window or click the Cancel button to exit the window and return to the Bank Register.

See “Supplier Debits Overview” on page 461 for more information.

5. You can use the Memo field to record the purpose of the cheque. We recommend that you make a detailed comment, so you’ll be able to identify the purpose of the transaction when you review your records later on. The name you selected in the Name field appears here by default.

Step 3: Choose what you want to do with the payment from the customer

If you haven't already read the Pay Bills Overview, see "Entering Pay Bills transactions using the Bank Register" on page 446 for more information.

► To record the transaction

The Bank Register window should be displayed.

To record the transaction, click the Record button.

Chapter 14

Finding bill payments

Finding bill payments or deposits on orders

► To find a bill payment

If you haven't already read the Pay Bills Overview, see "Finding, removing and reversing bill payments" on page 446 for more information.

1. Click Find Transactions in the Purchases Command Centre.
2. Click the Purchase tab.
3. To find a bill payment, you'll first have to locate the purchase on which the bill payment was made. You have several choices:
 - Choose PO No. from the Search By selection box and enter the purchase's number in the box to the right.
 - Use the Search By selection box to choose another way to search -- Purchases or Supplier Invoice No..
 - Click the Advanced button to search using additional criteria, such as the date, amount or memo.
 - Click the Card tab, then enter the name of the supplier whose purchase you're looking for to find the purchase number. When you find the purchase number, click the Purchase tab and enter this number in the PO No. field.
4. The payment you're looking for appears in the scrolling list. Click the zoom arrow next to the payment's number to view details about the payment.

Chapter 15

Removing bill payments

Removing bill payments

► To remove a bill payment

If you haven't already read the Pay Bills Overview, see "Finding, removing and reversing bill payments" on page 446 for more information.

Use this procedure only if your transactions are changeable. See "What are changeable and unchangeable transactions?" on page 52 for more information.

1. The payment you want to remove should be displayed. If you need help doing this, see "To find a bill payment" on page 456
2. Choose Delete Payment from the Edit menu.

Chapter 16

Reversing bill payments

Reversing bill payments

► To reverse a bill payment

If you haven't already read the Pay Bills Overview, see "Finding, removing and reversing bill payments" on page 446 for more information.

Use this procedure only if your transactions are unchangeable. See "What are changeable and unchangeable transactions?" on page 52 for more information.

The payment you want to reverse should be displayed. If you need help doing this, see "To find a bill payment" on page 456.

1. Choose Reverse Payment from the Edit menu. After a few moments, a transaction with the exact opposite amount of the payment will be displayed in the Pay Bills window.
2. If you want, you can make a few changes to the transaction (such as the date and the memo), but you can't change the amounts that are associated with it.

If you're reversing a payment from a previous accounting period, consider assigning a date from that period to the transaction you just created. This will allow your reports for that accounting period to reflect the proper amounts.

3. Click Record to record the reversed bill payment.

If the bill payment you reversed was originally used to fully pay a purchase, a message will appear if you received a discount for paying off the purchase promptly. If this message appears on your screen, continue to step 4.

If no prompt-payment discount applied to the transaction you originally applied the payment to, you're done -- the payment is reversed.

If a prompt-payment discount applied to the transaction you originally applied the payment to, you also need to reverse the discount. To do this, follow steps 4 and 5.

4. Display the discount in the Pay Bills window. (You can find discount transactions the same way as you find bill payments; look for a transaction labeled “Discount” in the Find Transactions window.)
5. Choose Reverse Payment from the Edit menu, then click the Record button to reverse the discount.

Chapter 17

Supplier Debits Overview

In MYOB Accounting Plus, a *supplier debit* is a transaction that indicates a supplier owes your company money. You can create a supplier debit in several ways.

You can choose from two ways of settling a supplier debit:

- By applying the supplier debit to one or more of your unpaid purchases with the supplier
- By indicating that you received a refund from the supplier for the amount of the supplier debit

Creating supplier debits

Supplier debits can be created in several ways. Refer to the topics below for each of the techniques you can use for creating a supplier debit. If none of the other procedures is appropriate, use the procedure titled “To create a supplier debit for no specific reason” on page 466.

When you’re creating a supplier debit for the first time, you may have to create an account designated for tracking returns and allowances using the Accounts List window and Edit Accounts windows in the Accounts Command Centre. Be sure the new account is an expense account. See “Creating accounts” on page 95 for more information.

Note: If you want to print supplier debits and discounts on the cheque stub

If debits and discounts have been applied to a purchase, you may want to print the total amounts of debits and discounts on the bill payment cheque stub. The fields for debits and discounts appear on the bill payment cheque stub, but in order for debits and discounts to be printed on the payable cheque stub, the fields must be made active. To learn how to display supplier debits on the cheque stub, see “To display applied debit memos on cheque stubs” on page 1041. To display discounts on the payable cheque stub, follow the same directions substituting the [YTD Discounts] field for the [YTD Debits] field in the procedure.

See the following step-by-step procedures:

“To create a supplier debit for no specific reason” on page 466

“To remove an order with a deposit applied to it, and to enter a refund from the supplier for the deposit amount” on page 439

“To reverse a purchase” on page 441

“To create a supplier debit for an item purchase when you didn’t return all the items that were on the purchase” on page 442

“Note: If you overpaid a supplier” on page 451

Applying supplier debits and receiving refunds from suppliers

MYOB Accounting Plus allows you to apply the supplier debit to one or more of your open purchases and orders with the supplier or indicate that you’ve received a refund from the supplier for the amount of the supplier debit.

If you've marked the "Warn if Supplier Owes Me Money Before Making a Supplier Payment" preference, the following alert message will appear when you enter a supplier card who has outstanding debit memos in the Supplier field of the Pay Bill window: "You have \$XX in outstanding debit memos on file with this supplier." You have three choices:

- If you don't want to settle the debit memos now, click Cancel to display the Pay Bills window.
- If you want to apply all debit memos to your purchases, beginning with the oldest ones, click the Apply Debits button. The debit memos will be applied, and any unpaid purchases will appear in a list in the middle of the Pay Bills window, ready to be paid.
- If you want to choose the purchases that will be paid with the debit memos, click the Open Register button. The Purchases Register window will open; choose the debit memo you wish to apply and click the Apply to Purchase button to open the Settle Returns and Debits window, where you can apply the debit memo to whichever purchase you like.

See the following step-by-step procedures:

"To apply a supplier debit" on page 468

"To apply a supplier debit (from the Supplier Payments window)" on page 469

"To receive a refund" on page 472

"To receive a refund (from the Pay Bills window)" on page 473

Finding, removing and reversing supplier debits

There may be times when you want to view a supplier debit before or after you've applied it or received a refund for it. MYOB Accounting Plus allows you to easily find the supplier debits you've entered into the system.

Note: You can still use Find Transactions to find supplier debits

You may want to use the Find Transactions window if you're searching for specific supplier debit. There are more detailed search methods available to you if you use Find Transactions than if you use the Purchases Register.

There also may be times when you want to remove or reverse ("unapply") a supplier debit that you mistakenly applied to a purchase, or when you want to remove a refund you received from a supplier. When this is the case, you can quickly remove the effects of such a transaction from your records.

If you want to reverse a debit payment from a supplier that was recorded on a bank deposit for undeposited funds, you'll complete some additional steps. When a payment is recorded in this manner, it is first recorded in the undeposited funds account and then the amount is transferred to the bank account when the bank deposit is recorded. While reversing the payment removes the payment from the undeposited funds account, the additional steps are needed to remove the payment from the bank account.

An important point to consider is whether the supplier debit is changeable or unchangeable. If the transaction is changeable, you can make changes or remove the supplier debit altogether from your ledger.

Unchangeable transactions work differently. By reversing an unchangeable supplier debit, the effects of the original will no longer be part of your ledger; however, a record of the reversed supplier debit, called a reversing transaction, will remain. Then, if you want, you can enter a new, correct transaction to replace the transaction you reversed. See "What are changeable and unchangeable transactions?" on page 52 for more information.

If you notice a problem with a supplier debit you've already settled, you can't simply change the debit. You'll need to first unapply the debit -- remove (or reverse) the refund, then re-apply the debit or record a new cheque.

See the following step-by-step procedures:

"To find a supplier debit before it's settled" on page 475

“To find a supplier debit after it’s applied” on page 475

“To find a supplier debit after you’ve received a refund for it” on page 476

“To remove an applied supplier debit or a supplier’s refund” on page 477

“To reverse an applied supplier debit” on page 479

“To reverse a supplier’s refund” on page 480

“To reverse a supplier’s refund that was recorded on a bank deposit for undeposited funds” on page 481

Chapter 18

Creating supplier debits

Creating supplier debits

► To create a supplier debit for no specific reason

If you haven't already read the Supplier Debits Overview, see "Creating supplier debits" on page 461 for more information.

The Purchases window should be displayed.

1. Enter the name of the supplier in the Supplier field.
2. Click the Layout button and choose either Service or Professional, if necessary, then click OK.
3. Enter transaction information in the top of the Purchases window as you normally do.
4. Enter whatever text you'd like to use to describe the transaction in the Description column for the first line item.
5. In the Acct No. column for the first line item, enter the account you designated for tracking returns and allowances.
6. In the Amount column for the first line item, enter the amount the supplier owes you. Enter this amount as a negative amount; in other words, use a minus symbol (-) before you enter the dollar amount.
7. Click Record. A supplier debit is created.
8. When you're ready to settle the debit, click Purchases Register in the Purchases Command Centre then click the Returns & Debits tab.

For more information about settling supplier debits, see "To apply a supplier debit" on page 468 and "To receive a refund" on page 472. If you want to print supplier debits on the cheque stub, see "To display applied debit memos on cheque stubs" on page 1041.

Chapter 19

Applying supplier debits

Applying supplier debits to open purchases and orders

► To apply a supplier debit

If you haven't already read the Supplier Debits Overview, see "Applying supplier debits and receiving refunds from suppliers" on page 462 for more information.

The Returns & Debits view of the Purchases Register should be displayed.

1. You can view debits for all or just one of your suppliers.

To view debits for one supplier, select Supplier in the Search by field, then enter the supplier's name in the second field.

2. A list of the supplier's debits appears. Highlight the supplier debit you wish to apply.
3. Click the Apply to Purchase button. The Settle Returns & Debits window appears, listing all open purchases that you've made from the supplier.
4. Depending upon your selections in the Preferences window, amounts may appear automatically in the Amount Applied column in the scrolling list. This column is the area where you designate the purchases to which you want to apply the supplier debit. If amounts appear here, take a moment to review them.

If you marked the Apply Purchase Payments Automatically to Oldest Purchase First option in the Purchases view of the Preferences window, amounts will appear next to the oldest purchase at the top of the scrolling

list in the Settle Returns & Debits window. MYOB Accounting Plus is suggesting that you apply the debit to the your oldest open purchases; however, you can apply the debit amount to any one transaction -- or you can divide it among many transactions -- in the list. Keep in mind, however, that the total amount you apply in the Amount Applied column must equal the amount that appears in the Debit Amount field.

5. Enter the amount you want to apply in the appropriate field in the Amount Applied column.
6. Enter the amount you want to apply in the Finance Charge field, if you want to apply the supplier debit to any unpaid finance charges you may have accrued.
7. Enter the discount amount in the purchase's Discount column, if the supplier gave you a discount for a particular purchase.
8. Click Record. At this point, the following situations may occur:
 - If the Settle Returns & Debits window closes, you successfully applied the supplier debit, and you're done!
 - 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, an alert message will appear, explaining that an unbalanced transaction can't be recorded. Click OK to close the message, then continue to step 9.
9. To balance the transaction, you can change either the total amount in the Amount Applied column or the amount that's displayed in the Debit Amount field.

If you change the Debit Amount field's amount, keep in mind that you can enter an amount less than the original supplier debit amount only. If you choose to do this, the supplier debit won't be fully applied; the remaining amount will continue to appear.

10. Click Record.

► **To apply a supplier debit (from the Supplier Payments window)**

If you haven't already read the Supplier Debits Overview, see "Applying supplier debits and receiving refunds from suppliers" on page 462 for more information.

The Supplier Payments window should be displayed.

1. Enter the name of the supplier with whom you have the debit.

If you've marked the "Warn if Supplier Owes Me Money Before Making a Supplier Payment" preference, the following alert message will appear: "You have \$XX in outstanding debit memos on file with this supplier." You have three choices:

- Click Apply Debits if you want to settle the supplier debit against any open purchases from this supplier. The outstanding debit memos will be automatically applied to the oldest purchases first. This transaction will be automatically created. You're done!
- Click Open Register if you'd like to use the Purchases Register to choose how the supplier debit will be settled. Proceed to step 2.
- Click Cancel if you don't want to settle the supplier debit at this time. You're done!

Note: The alert message may be different

If you have only open orders in MYOB Accounting Plus, the alert message will have two choices: you can use either the Open Register or Cancel options.

2. A list of the supplier's debits appears in the Purchases Register. Highlight the supplier debit you wish to apply.
3. Click the Apply to Purchase button. The Settle Returns & Debits window appears, listing all open purchases that you've made from the supplier.
4. Depending upon your selections in the Preferences window, amounts may appear automatically in the Amount Applied column in the scrolling list. This column is the area where you designate the purchases to which you want to apply the supplier debit. If amounts appear here, take a moment to review them.

If you marked the Apply Supplier Payments Automatically to Oldest

Purchase First option in the Purchases view of the Preferences window, amounts will appear next to the oldest purchase at the top of the scrolling list in the Settle Returns & Debits window. Accounting Plus is suggesting that you apply the debit to the your oldest open purchases; however, you can apply the debit amount to any one transaction -- or you can divide it among many transactions -- in the list. Keep in mind, however, that the total amount you apply in the Amount Applied column must equal the amount that appears in the Debit Amount field.

5. Enter the amount you want to apply in the appropriate field in the Amount Applied column.
6. Enter the amount you want to apply in the Finance Charge field, if you want to apply the supplier debit to any unpaid finance charges you may have accrued.
7. Enter the discount amount in the purchase's Discount column, if the supplier gave you a discount for a particular purchase.
8. Click Record. At this point, the following situations may occur:
 - If the Settle Returns & Debits window closes, you successfully applied the supplier debit, and you're done!
 - 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, an alert message will appear, explaining that an unbalanced transaction can't be recorded. Click OK to close the message, then continue to step 9.
9. To balance the transaction, you can change either the total amount in the Amount Applied column or the amount that's displayed in the Debit Amount field.

If you change the Debit Amount field's amount, keep in mind that you can enter an amount less than the original supplier debit amount only. If you choose to do this, the supplier debit won't be fully applied; the remaining amount will continue to appear.

10. Click Record.

Receiving refunds

► To receive a refund

If you haven't already read the Supplier Debits Overview, see "Applying supplier debits and receiving refunds from suppliers" on page 462 for more information.

The Returns & Debits view of the Purchases Register should be displayed.

1. You can view debits for all or just one of your suppliers.

To view debits for one supplier, select Supplier in the Search By field, then enter the supplier's name in the second field.

2. A list of the supplier's debits appears; highlight the supplier debit for which you received the refund.
3. Click Receive Refund. The Settle Returns & Debits window appears, displaying a transaction in the amount of the supplier debit.
4. You can record your refund into a designated account or the Undeposited Funds Account. If you select the Deposit to Account option, click the arrow for a list of accounts to choose from. The list consists of accounts that have chebank or credit card privileges.

If you want, you can change the Undeposited Funds Account by selecting Linked Accounts from the Setup menu. Choose Nominal Ledger Accounts to display the Nominal Ledger & Chequebook Linked Accounts window. Enter an account with chebank privileges in the Bank Account for Undeposited Funds field.

5. If you change the Amount Received field's amount, keep in mind that you can enter an amount less than the original supplier debit amount only. Also, if you choose to do this, remember that the supplier debit won't be fully settled; the difference between the original supplier debit and the amount you entered in the Amount Received field will remain as a supplier debit.
6. Enter the supplier's payment method. You can click the arrow to view a list of options.
7. Click the Details button to enter additional information about the supplier's payment in the Applied Payment Details window, if you wish.

8. Click Record to record the receipt of the refund.

► **To receive a refund (from the Pay Bills window)**

If you haven't already read the Supplier Debits Overview, see "Applying supplier debits and receiving refunds from suppliers" on page 462 for more information.

The Pay Bills window should be displayed.

1. Enter the name of the supplier with whom you have the debit. An alert message that reads "You have \$XX in outstanding debit memos on file with this supplier" should appear. You have three choices:
 - Click Apply Debits if you want to settle the supplier debit against any open purchases with this supplier. The outstanding debit memos will be automatically applied to the oldest purchases first. This transaction will be automatically created. You're done!
 - Click Open Register if you'd like to use the Purchases Register to choose how the supplier debit will be settled. Proceed to Step 2.
 - Click Cancel if you don't want to settle the supplier debit at this time. You're done!

Note: The alert message may be different

If you have only open orders in MYOB Accounting Plus, the alert message will have two choices: you can use either the Open Register or Cancel options.

2. A list of the supplier's debits appears in the Purchases Register; highlight the supplier debit for which you received the refund.
3. Click Receive Refund. The Settle Returns & Debits window appears, displaying a transaction in the amount of the supplier debit.
4. You can record your refund into a designated account or the Undeposited Funds Account. If you select the Deposit to Account option, click the arrow for a list of accounts to choose from. The list consists of accounts that have bank or credit card privileges.

If you want, you can change the Undeposited Funds Account by selecting

Linked Accounts from the Setup menu. Choose Nominal Ledger to display the Nominal Ledger & Chequebook Linked Accounts window. Enter an account with chebank privileges in the Bank Account for Undeposited Funds field.

5. If you change the Amount Received field's amount, keep in mind that you can enter an amount less than the original supplier debit amount only. Also, if you choose to do this, remember that the supplier debit won't be fully settled; the difference between the original supplier debit and the amount you entered in the Amount Received field will remain as a supplier debit.
6. Enter the supplier's payment method. You can click the arrow to view a list of options.
7. Click the Details button to enter additional information about the supplier's payment in the Applied Payment Details window, if you wish.
8. Click Record to record the receipt of the refund.

Chapter 20

Finding supplier debits

Finding supplier debits

► To find a supplier debit before it's settled

If you haven't already read the Supplier Debits Overview, see "Finding, removing and reversing supplier debits" on page 463 for more information.

All supplier debits that haven't been applied to purchases or received as refunds are located in the same place in MYOB Accounting Plus.

1. Click the Purchases Register in the Purchases Command Centre.
2. Select the Returns & Debits tab. You can view debits for all or just one of your suppliers.

To view debits for one supplier, select Supplier in the Search By field, then enter the supplier's name in the second field.

3. A list of the supplier's debits appears.

► To find a supplier debit after it's applied

If you haven't already read the Supplier Debits Overview, see "Finding, removing and reversing supplier debits" on page 463 for more information.

1. Click Find Transactions in the Purchases Command Centre.
2. Click the Purchase tab.
3. To find a supplier debit, you'll first have to locate the purchase on which the debit was made. You have several choices:
 - Choose PO No. from the Search By selection box and enter the purchase's number in the box to the right.
 - Use the Search By selection box to choose another way to search --

Purchases or Supplier Invoice No..

- Click the Advanced button to search using additional criteria, such as the date, amount or memo.
 - Click the Card tab, then enter the name of the supplier whose purchase you're looking for to find the purchase number. Enter this number in the PO No. field under the Purchase tab.
4. Applied supplier debits can be recognised by their source journal code, PJ. Search the ID No. column for transactions numbered with PJ prefixes and click the zoom arrow next to the supplier debit you want to view. The Settle Returns & Debits window appears, displaying the original supplier debit.

► **To find a supplier debit after you've received a refund for it**

If you haven't already read the Supplier Debits Overview, see "Finding, removing and reversing supplier debits" on page 463 for more information.

1. Click Find Transactions in any command centre.
2. Click the Card tab.
3. Choose Card from the Search By selection box and enter the supplier name in the box to the right. Change the date range, if needed, to broaden or narrow your search.

If you're not sure of the supplier name, you can choose All Cards from the Search By selection box. By clicking the Advanced button on the right side of the Find Transactions window, you can search using additional criteria, such as Source Journal, Amount or Memo.

4. Refunds from suppliers are identified by their source journal code, CR. Search the Src column for transactions assigned the CR prefix to find the transaction you want; when you find it, click the zoom arrow next to it. The Settle Returns & Debits window appears, displaying the original refund transaction.

Chapter 21

Removing supplier debits

Removing supplier debits

► **To remove an applied supplier debit or a supplier's refund**

If you haven't already read the Supplier Debits Overview, see "Finding, removing and reversing supplier debits" on page 463 for more information.

Use this procedure only if your transactions are changeable. See "What are changeable and unchangeable transactions?" on page 52 for more information.

Note: If the supplier's refund was recorded on a bank deposit of grouped undeposited funds

If you wish to remove a supplier's refund that was recorded on a bank deposit of receipts grouped in the undeposited funds account, you must first remove the bank deposit.

After the bank deposit has been removed, refunds that were included on the bank deposit can be removed.

To learn how to remove a bank deposit of undeposited funds, see "To remove a bank deposit for undeposited funds transactions" on page 266

The supplier debit you want to remove should be displayed. If you need help doing this, see “To find a supplier debit before it’s settled” on page 475, “To find a supplier debit after it’s applied” on page 475 or “To find a supplier debit after you’ve received a refund for it” on page 476.

Choose Delete Debit from the Edit menu.

Chapter 22

Reversing supplier debits

Reversing applied supplier debits

► To reverse an applied supplier debit

If you haven't already read the Supplier Debits Overview, see "Finding, removing and reversing supplier debits" on page 463 for more information.

Use this procedure only if your transactions are unchangeable. See "What are changeable and unchangeable transactions?" on page 52 for more information.

The supplier debit you want to reverse should be displayed. If you need help doing this, see "To find a supplier debit before it's settled" on page 475 or "To find a supplier debit after it's applied" on page 475.

1. Choose Reverse Debit from the Edit menu. After a few moments, a new transaction, with an amount exactly opposite of the supplier debit's amount, will be displayed in the Settle Returns & Debits window.
2. If you want, you can make a few changes to the new transaction (such as the date and the memo), but you can't change the amounts that are associated with it.

If you're reversing a supplier debit from a previous accounting period, consider assigning a date from that period to the new transaction. This will ensure that your reports for that accounting period reflect the proper amounts.

3. Click Record. The applied supplier debit is reversed, and the balance of the purchase to which you originally applied the supplier debit is returned to its previous amount.

4. Keep in mind that an outstanding supplier debit exists again for this supplier. To settle the supplier debit, you can either apply the amount of the supplier debit to the your outstanding purchase balance with the supplier or indicate that you've received a refund from the supplier for the amount of the supplier debit.

See "To apply a supplier debit" on page 468 and "To receive a refund" on page 472 for more information.

Reversing suppliers refunds

► To reverse a supplier's refund

If you haven't already read the Supplier Debits Overview, see "Finding, removing and reversing supplier debits" on page 463 for more information.

Use this procedure only if your transactions are unchangeable. See "What are changeable and unchangeable transactions?" on page 52 for more information.

Note: If you wish to reverse a supplier's refund that was recorded on a bank deposit of grouped undeposited funds

If you want to reverse a supplier's refund that was recorded on a bank deposit of receipts grouped in the undeposited funds account, use the procedure "To reverse a supplier's refund that was recorded on a bank deposit for undeposited funds" on page 481.

Whether a bank deposit or an individual payment included on a bank deposit can be reversed depends upon whether your company file is changeable or unchangeable. For more information, see "What are changeable and unchangeable transactions?" on page 52

The supplier debit you want to reverse should be displayed. If you need help doing this, see "To find a supplier debit before it's settled" on page 475 or "To find a supplier debit after you've received a refund for it" on page 476.

1. Choose Reverse Debit from the Edit menu. After a few moments, a new transaction, with an amount exactly opposite of the refund's amount, will be displayed in the Settle Returns & Debits window.
2. If you want, you can make a few changes to the new transaction (such as the date and the memo), but you can't change the amounts that are associated with it.

If you're reversing a refund from a previous accounting period, consider assigning a date from that period to the new transaction. This will ensure that your reports for that accounting period reflect the proper amounts.

3. Click Record to record the new transaction. The Settle Returns & Debits window closes. The refund is reversed.
4. Keep in mind that an outstanding supplier debit exists again for this supplier. To settle the supplier debit, you can either apply the amount of the supplier debit to your outstanding purchase balance with the supplier or indicate that you've received a refund from the supplier for the amount of the supplier debit.

See "To apply a supplier debit" on page 468 and "To receive a refund" on page 472 for more information.

► **To reverse a supplier's refund that was recorded on a bank deposit for undeposited funds**

If you haven't already read the Supplier Debits Overview, see "Finding, removing and reversing supplier debits" on page 463 for more information.

Use this procedure only if your transactions are *unchangeable*. See "What are changeable and unchangeable transactions?" on page 52 for more information.

The supplier debit you want to reverse should be displayed. If you need help doing this, see "To find a supplier debit before it's settled" on page 475 or "To find a supplier debit after you've received a refund for it" on page 476.

1. Reverse a supplier's refund as you normally do. If you need help, see "To reverse a supplier's refund" on page 480.
2. Click Prepare Bank Deposit in the Chequebook command centre to open the Prepare Bank Deposit window.

3. Select the reversal (a negative amount) from the list of payments by clicking the Deposit column.
4. Click Record. The payment from the supplier has been removed from your bank account.