# Banking

## Table of Contents

Chapter 1

# Spend Money Overview

In MYOB Accounting Plus, you can use Spend Money to record transactions that affect your company's bank accounts, credit card accounts, petty cash accounts and other cash accounts.

For information about reconciling accounts see "Reconciling chebank accounts" on page 801 located in Month-end Procedures.

## Using the Spend Money window

The list in the upper left corner of the Spend Money window displays all the Detail Bank and Detail Credit Card accounts you've set up. Remember that these accounts can be used for any cash disbursement method. Credit cards, petty cash, Building Society Accounts accounts and other methods for making payments may be displayed in this list.

Only accounts you've specifically designated as Detail Bank or Detail 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 101 to learn how to create bank and credit card accounts.

The accounts appear in the list according to their account number, starting with the lowest number first. If you wish to have the account you use the most appear automatically in the window when you open the Spend Money window, be sure that account has a lower account number than any other chebank or credit card account.

If you want to use a chebank or credit card account that has been assigned a currency other than your home currency, first choose the currency associated with the account. Click the Currency button to display the Exchange Rate window. Click the arrow next to the Currency field and choose the currency associated with the account you want from the list of currencies that appears. Click OK to close the Exchange Rate window. All the bank and credit card accounts that use the selected currency will appear in the account list, along with your home currency accounts.

> ## Note: Entering transactions in the 13th period
>
> To enter a transaction for the 13th period, enter an asterisk (*) in the Date field before you enter the transaction's actual date.
>
> For example, if you want to place a transaction in the 13th period and want to indicate that the transaction was an adjustment for a transaction you originally entered on September 9, 2002, enter *9/9/02. (If you simply want to place a transaction in the 13th period and the actual date doesn't matter, you can enter whatever date you want following the asterisk). Regardless of the date you enter after the asterisk, that month's accounting records won't be affected by the entry.
>
> For more information about entering transactions in the 13th period, see "Entering transactions in the 13th period" on page 70.

See "Spend Money window details" on page 186 for more information about the Spend Money window.

You can also use the Bank Register window to create a Spend Money transaction. See "Spend Money using the Bank Register" on page 189 for more information.

*See the following step-by-step procedure:*

*"Spend money" on page 197*

### Spend Money window details

In the Spend Money window, you can choose to select a card from the Card File list so that the transaction will appear in the list of all transactions that are linked to the card or you can choose not to use a card and simply enter the payee's name in the Payee field. You might want to enter the payee's name and not create a card if the transaction is a one-time transaction -- a donation to a charity, for example.

> ### Warning:  Spend Money transactions can't be used to close purchases
>
> If you've recorded orders or purchases for suppliers using the Purchases command centre, in order to make payments to the orders or purchases, you must enter the payments using the Purchases command centre -- the Supplier Payments window or the Purchases Register window.
>
> Spend Money transactions can't be used to close purchases or make payments to orders.

Mark the VAT Inclusive check box if the amount you want to enter for the line items of the Spend Money transaction already includes the VAT amount. For example, if the amount of a line item you want to enter is £500.00 and the £500.00 amount already includes VAT, you'll mark the VAT Inclusive check box. As a result of marking the VAT Inclusive check box, the total amount of the Spend Money transaction is £500.00. (The GST amount included in the £500.00 is £74.47.)

Once you mark the VAT Inclusive check box, it remains marked until the end of your session or until you change it.

You'll leave the VAT Inclusive check box unmarked if you wish the total amount of the transaction to increase by the VAT amount that is allocated to line items. For example, if the amount of a line item is £500.00 and VAT is charged on the £500.00, the amount of the Spend Money transaction is £87.50, that is, £500.00 for the line item + £87.50 VAT.

To indicate which accounts will be affected by the transaction, simply enter accounts in the Allocation Account column and amounts in the Amount column.

The amount you entered in the Amount field in the top half of the window is considered a credit amount, and the amounts you enter in this column are considered debit amounts.

Keep in mind that the amount(s) you enter in the Amount column will accumulate in the Total Allocated field and that the Total Allocated amount must equal the amount that appears in the Amount field in the top half of the window before you can record the transaction. The Out of Balance amount must be zero before you record.

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

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.

*See the following step-by-step procedure:*

# Spend Money 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 Spend Money transaction in the Bank Register window, it is as if you had opened and entered the information in the Spend Money window.
>
> The Spend Money 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 Spend Money window and enter more detailed information.

> ## Note: Entering transactions in the 13th period
>
> To enter a transaction for the 13th period, enter an asterisk (*) in the Date field before you enter the transaction's actual date.
>
> For example, if you want to place a transaction in the 13th period and want to indicate that the transaction was an adjustment for a transaction you originally entered on September 9, 2002, enter *9/9/02. (If you simply want to place a transaction in the 13th period and the actual date doesn't matter, you can enter whatever date you want following the asterisk). Regardless of the date you enter after the asterisk, that month's accounting records won't be affected by the entry.
>
> For more information about entering transactions in the 13th period, see "Entering transactions in the 13th period" on page 70.

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.

> ## Warning: Spend Money transactions can't be used to close purchases
>
> If you've recorded orders or purchases for suppliers using the Purchases command centre, in order to make payments to the orders or purchases, you can enter the payment using the Pay Bill type in the Bank Register window or use the Supplier Payments window or the Purchases Register window.
>
> Spend Money transactions can't be used to close purchases or make payments to orders.

*See the following step-by-step procedure:*

*"Spend money in the Bank Register" on page 200*

# Using the Spend Money window to record company credit card purchases

You can use the Spend Money window to track the balance due and expenses incurred on a company credit card.

Before you begin recordingcompany credit card purchases, be sure to create a liability account to track the amount owed to each credit card provider. These accounts must be detail credit card accounts. For more information about creating credit card accounts, see "Creating accounts" on page 101.

If you don't have time to record company credit card purchases as you make them, record your purchases when the statement arrives and allocate them to the appropriate expense accounts.

As with bank accounts, you can reconcile your credit card account using the Reconcile Accounts window. See "Reconciling chebank accounts" on page 801 for more information.

You can also use the Bank Register window to record credit card purchases. See Spend Money using the Bank Register for more information.

*See the following step-by-step procedure:*

*"To record purchases made using a company credit card" on page 204*

*"To record a payment on a credit card account" on page 204*

# Voiding cheque numbers

For any number of reasons, you may want to void a cheque number. You may, for example, find that one of your cheque forms is damaged and not usable for printing or you may realise that after printinga cheque for a supplier, the amount of the cheque is not correct.

Since the cheque form in the first example will never be used, you may want to void the cheque number. When you void a cheque number, no amounts are assigned to the cheque; instead, VOID appears as the cheque's amount in the Cash Disbursements Journal.

In the second example, a cheque transaction using a cheque number has been recorded, so in addition to voiding the cheque number, you'll remove or reverse the incorrect cheque transaction to remove the transaction from your records. (Whether you'll remove or reverse the transaction depends

upon whether your company file is changeable or unchangeable. To know if you have a changeable or unchangeable company file, see "What are changeable and unchangeable transactions?" on page 52) You'll then enter a new, correct cheque transaction to replace the original transaction.

You can also use the Bank Register window to void a cheque number. See Enter details about the transaction for more information.

---

### Note: Spend Money transactions can be changed

If you have a changeable company file, the cheque number and other entries in the Spend Money window can be changed. If you printed a cheque that you no longer want, you'll edit the original cheque transaction, and you may want to void the cheque number. To know if you have a changeable or unchangeable company file, see "What are changeable and unchangeable transactions?" on page 52

---

*See the following step-by-step procedure:*

*"To void a cheque number" on page 217*

*"To change a Spend Money transaction" on page 213*

*"To remove a Spend Money transaction" on page 215*

*"To reverse a Spend Money transaction" on page 219*

## Creating VAT-only Spend Money transactions

Companies involved in importing goods from other countries often need to create VAT-only cheques, sales and other documents, since import taxes are paid to the government, rather than to the supplier supplying the goods being imported.

*See the following step-by-step procedure:*

*"To create a VAT-only Spend Money transaction" on page 206*

## Creating recurring templates

If you plan to record the same transaction in the Spend Money window on a regular basis, you may want to consider creating a *recurring* template. When you create a recurring template, the template information is saved in a separate "holding area" where you can retrieve the template as many times as you want in the future.

Until you record them, recurring templates have no effect on your financial records.

In order to store a transaction as a recurring template, you'll enter information in the Save Recurring Template window and click Save Template. Be aware that you haven't recorded the transaction yet; you've merely stored the recurring information. When you want to record the transaction, you'll click Record in the Spend Money window.

You can also use the Bank Register window to create recurring templates. See To record a recurring Spend Money template for more information.

*See the following step-by-step procedure:*

*"To create a recurring Spend Money template" on page 207*

*"To use a recurring Spend Money template" on page 207*

## Finding, changing, removing and reversing Spend Money transactions

There may be times when you need to change, remove or reverse a transaction you've entered into the MYOB system. When this is the case, you can choose to make changes to transactions entered in the Spend Money window so your records are updated properly. (You can make changes to transactions if your company file is changeable.)

You can also choose instead to quickly remove the effects of the transaction from your records by *removing* or *reversing* the transaction. Then, if you want, you can enter a new, correct transaction to replace the transaction. 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 accounts and amounts that are associated with it. When you record the reversal, all account balances will be returned to their previous levels. (Whether you remove or reverse transactions depends upon whether your transactions are changeable or unchangeable.)

For more information about changeable and unchangeable transactions see "What are changeable and unchangeable transactions?" on page 52

You can change and remove a recurring template whether your transactions are changeable or unchangeable. The template is removed from your list of recurring templates only. Any transactions you've already recorded using the recurring template won't be affected.

*See the following step-by-step procedure:*

*"To find a Spend Money transaction" on page 209*

*"To find a recurring Spend Money template" on page 211*

*"To display a list of recurring Spend Money templates" on page 211*

*"To change a Spend Money transaction" on page 213*

*"To change a recurring Spend Money template's name or frequency" on page 213*

*"To change a recurring Spend Money template's line items and additional information" on page 214*

*"To remove a Spend Money transaction" on page 215*

*"To remove a Spend Money recurring template" on page 216*

*"To reverse a Spend Money transaction" on page 219*

## Recording withdrawals from a Spend Money account without creating cheques

There are two ways to record withdrawals from your chebank account without creating a cheque:

- By entering a transaction in the Spend Money window

- By creating a Nominal Journal entry in the Record Journal Entry window

Whichever method you choose, you'll be able to work with the transaction in the Find Transactions window and Reconcile Accounts windows. The only major differences between the two types of transactions are that Spend

Money transactions appear in the Cash Disbursements Journal and can be linked to a card, whereas Nominal Journal entries appear in the General Journal and can't be associated with a particular card.

When you enter the withdrawal in the Spend Money window, enter a word or phrase instead of a number in the Cheque No. field. That way, you'll know the transaction isn't an actual cheque when you view it in a Find Transactions window or on a report. This will also allow you to skip the transaction when you print a range of numbered cheques.

*See the following step-by-step procedure:*

*"To enter a withdrawal using the Record Journal Entry window" on page 220*

*"To enter a withdrawal using the Spend Money window" on page 221*

# Printing cheques

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

You can choose to print and reprint a single cheque at the Spend Money window; you can print and reprint a batch of cheques by clicking the Print Cheques button at the command centre. If you wish to reprint a batch of cheques, be sure the Unprinted Cheques Only selection *isn't* marked when you choose information in the Forms Selection window. (The Forms Selection window is displayed when you click the Print Cheques button.)

### Before you begin printing
See "Forms Overview" on page 1014 if you need information about:

• Aligning forms in your printer

• Previewing the look of your forms before you print them

• Customising the look of your forms

**To choose a form layout for your cheques**

In the Forms Selection window, accessed by clicking the Print Cheques button at the command centre, 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 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.

You can also customise the look of your printed cheques. See "Tips for customising cheques" on page 1020 to learn more about customising your cheque forms.

*See the following step-by-step procedure:*

*"To print cheques" on page 224*

*"To print a single cheque" on page 225*

*"To customise the cheque form" on page 1039*

*"To customise the stub form" on page 1040*

*"To add a cheque form between two stub forms" on page 1042*

Chapter 2
# Spend money

## Step 1: Select the account where the money will be drawn from

If you haven't already read the Spend Money Overview, see "Spend Money window details" on page 186 for more information.

The Spend Money window or Bank Register window  should be displayed.

Select an account from the list in the upper left of the window.

## Step 2: Enter details about the transaction

If you haven't already read the Spend Money Overview, see "Spend Money window details" on page 186 for more information.

The Spend Money window should be displayed.

1. Select the name of the personal contact, supplier, employee or customer to whom you want to make the payment or enter the payee's name in the Card field.

2. After you enter a card name, some entries appear automatically in the top half of the window. These automatic entries -- known as *default entries* in MYOB Accounting Plus -- are merely suggestions to help you enter your data more quickly. You can make changes to these entries, if you wish.

3. 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.

4. In the Amount field, enter the amount being paid.

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

If you haven't already read the Spend Money Overview, see "Spend Money window details" on page 186 for more information.

The Spend Money window should be displayed.

1.  In the Allocation Account column, indicate which account or accounts will be affected -- what debt will be reduced or "paid off," in effect -- by the transaction.

2.  In the Amount column, enter the amount that corresponds to each account.

3.  Assign a job number and VAT code, if needed.

4.  Repeat steps 1 to 3 until the amount in the Total Allocated field equals the amount that appears in the Total Paid field. The Out of Balance amount must be zero before you record.

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

If you haven't already read the Spend Money Overview, see "Spend Money window details" on page 186 for more information.

## ▶ To see how the transaction will affect your financial records

The Spend Money window should be displayed.

Choose Recap Transaction from the Edit menu.

## ▶ To print and record a cheque

The Spend Money window should be displayed.

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

2.  Click the Print button in the Spend Money window.

    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 transaction

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

See "To print a single cheque" on page 225 for information about printing a cheque after you've recorded it; see "To print cheques" on page 224 for information about printing a batch of cheques after you've recorded them.

## ▶ To store the Spend Money transaction as a recurring template

The Spend Money window should be displayed.

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 Record Template to close the Save Recurring Template window.

4.   If you want to record the transaction as an actual transaction now, click the Record button in the Spend Money window. If you don't want to record the transaction at this time, click the Cancel button.

Chapter 3

# Spend money in the Bank Register

## Step 1: Select the account where the money will be drawn from

If you haven't already read the Spend Money Overview, see "Spend Money using the Bank Register" on page 189 for more information.

The Bank Register window  should be displayed.

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

To use a saved recurring Spend Money template to create a Spend Money transaction, seeTo record a recurring Spend Money template.

### ▶ To record a recurring Spend Money template

If you haven't already read the Spend Money Overview, see "Spend Money using the Bank Register" on page 189 for more information.

The Bank Register window  should be displayed.

1. Click the Use Recurring button. The Select a Recurring Template window appears.

2. Double-click the transaction you want; the transaction's information will appear in the Bank Register window.

3. Be sure to review all the information that appears in the window to be sure it's correct. Pay particular attention to the date and cheque number.

4.    To record the transaction, click Record and you're done.

# Step 2: Enter details about the transaction

If you haven't already read the Spend Money Overview, see "Spend Money using the Bank Register" on page 189 for more information.

The Bank Register window  should be displayed.

1.    In the Type field, select Spend Money if the account is an Asset account or Enter Charge if the account is a Liability account.

2.    The next ID 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 paid.

> ### Note:  A cheque number can be voided by leaving the Amount fields blank
>
> If you leave the Amount fields blank and then click the Record button, the warning message, "Click OK if you wish to void Cheque No.--. " will appear. To void the cheque number, click OK.
>
> For more information about voiding cheque numbers, see Voiding cheque numbers.

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: Indicate which accounts will be affected by the transaction

If you haven't already read the Spend Money Overview, see "Spend Money using the Bank Register" on page 189 for more information.

The Bank Register window  should be displayed.

- In the Account field, select which account will be affected -- what debt will be reduced or "paid off," in effect -- by the transaction.

---

**Note: If the transaction requires more than one allocation account**

Click the Split button to open the Spend Money window. All the data already entered into the Bank Register window carries to the Spend Money window and the Bank Register Transaction Entry fields clear.

In the Spend Money window, follow the procedure described in "Spend money" on page 197; then click the Record button. You can enter additional Spend Money transactions in the Spend Money window or click the Cancel button to exit the window and return to the Bank Register.

---

6. 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 Spend Money Overview, see "Spend Money using the Bank Register" on page 189 for more information.

## ▶ To record the transaction

The Bank Register window  should be displayed.

To record the transaction, click the Record button.

## ▶ To store the Spend Money transaction as a recurring template

The Bank Register window  should be displayed.

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 Record Template to close the Save Recurring Template window.

4.   If you want to record the transaction as an actual transaction now, click the Record button in the Bank Register window. If you don't want to record the transaction at this time, click the Cancel button.

Chapter 4

# Tracking credit card purchases

## Recording purchases made with a company credit card

### ▶ To record purchases made using a company credit card

If you haven't already read the Spend Money Overview, see "Using the Spend Money window to record company credit card purchases" on page 191 for more information.

The Spend Money window should be displayed.

1. Choose the credit card account you wish to use from the accounts list.

2. Enter the date, amount of the credit card purchase, payee and memo.

3. In the scrolling list, enter the allocation account you want to use. This account usually is an expense account.

4. Click Record.

## Recording credit card payments

### ▶ To record a payment on a credit card account

If you haven't already read the Spend Money Overview, see "Using the Spend Money window to record company credit card purchases" on page 191 for more information.

The Spend Money window should be displayed.

1. Choose the account you'll use to make this payment from the list of accounts at the top of the window.

2. Enter the credit card company's name and address. Enter the amount you'll pay. Enter a memo to identify the transaction.

3. For the principal amount of the purchase, enter the liability account you've created to track purchases made with this credit card in the Allocation Account column. Enter the amount of principal.

   For a finance charge amount, create another line item, using your finance charge expense account in the Allocation Account column. Enter the amount of the finance charge.

4. When the Out of Balance amount is zero, click Record.

C h a p t e r   5

# Creating VAT-only cheques

## Creating VAT-only Spend Money transaction

### ▶ To create a VAT-only Spend Money transaction

If you haven't already read the Spend Money Overview, see "Creating VAT-only Spend Money transactions" on page 192 for more information.

The Spend Money window should be displayed.

1.  Choose a chebank account and enter the details of the cheque as you normally do. Enter the VAT amount to be paid in the Amount field.

2.  Enter an allocation account in the Allocation Account column.

3.  Enter £0.00 in the Amount column.

4.  Enter the appropriate VAT code in the VAT column.

5.  Click the zoom arrow next to the VAT field. Enter the VAT amount(s) in the VAT column. Click OK to close the VAT Information window.

6.  Click Record.

Chapter 6

# Creating & recording recurring Spend Money templates

## Creating recurring Spend Money templates

### ▶ To create a recurring Spend Money template

If you haven't already read the Spend Money Overview, see "Creating recurring templates" on page 192 for more information.

The Spend Money window should be displayed.

1. Use the Spend Money window to create a cheque as you normally do.

2. Click the Save Recurring button. The Save Recurring Template window appears. Enter the necessary information about the transaction in this window, then click Save Template.

## Using recurring Spend Money templates

### ▶ To use a recurring Spend Money template

If you haven't already read the Spend Money Overview, see "Creating recurring templates" on page 192 for more information.

The Spend Money window should be displayed.

1. Click the Use Recurring button. The Select a Recurring Template window appears.

2. Double-click the transaction you want; the transaction's information will appear in the Spend Money window.

3. Be sure to review all the information that appears in the window to be sure it's correct. Pay particular attention to the date and cheque number.

4. To record the transaction, click Record.

Chapter 7

# Finding Spend Money transactions

## Finding Spend Money transactions

### ▶ To find a Spend Money transaction

If you haven't already read the Spend Money Overview, see "Finding, changing, removing and reversing Spend Money transactions" on page 193 for more information.

1. Click Find Transactions in any command centre to display the Find Transactions window. Select the Account tab if it isn't already selected.

2. You have two choices:

   • Use the Search By selection box to choose another way to search -- All Accounts or Account.

   • Click the Advanced button to search using additional criteria, such as the date, amount or memo.

---

**Note: Finding a transaction in the 13th period**

If you've entered a transaction into the 13th period by entering an asterisk (*) in the Date field before you entered the transaction, to find the transaction, place an asterisk before the date when you search for the transaction.

For example, if you're searching for a bank deposit using the Account view of the Find Transactions window, be sure to enter an asterisk before the date in the Dated From and To fields.

For more information about entering transactions in the 13th period, see "Entering transactions in the 13th period" on page 70.

---

3. The transaction you're looking for should appear in the scrolling list. If you want to view detail about the transaction, click the zoom arrow next to the transaction's ID number to open the window in which the transaction was originally entered.

You can also use the Bank Register to find Spend Money transactions for asset accounts with bank privileges or liability accounts with credit card privileges.

1. Click Bank Register in the Banking Command Centre to open the Bank Register window.

2. Select an account from the list (only asset accounts with bank privileges or liability accounts with credit card privileges appear in this list).

3. The transaction you're looking for should appear in the scrolling list. If you want to view detail about the transaction, click the zoom arrow next to the date to open the window in which the transaction was originally entered.

# Finding recurring Spend Money templates

### ▶ To find a recurring Spend Money template

If you haven't already read the Spend Money Overview, see "Finding, changing, removing and reversing Spend Money transactions" on page 193 for more information.

1. In the Spend Money window or Bank Register window, click the Use Recurring button.

2. A window will appear, displaying all recurring templates you've set up. Double-click the template you want; the recurring template will be displayed in the Spend Money window.

### ▶ To display a list of recurring Spend Money templates

These steps will also allow you to view and record these transactions.

1. In any command centre, click the To Do List option.

2. Click the Recurring Transactions tab to display a list of all your recurring General Journal, Spend Money, paychequeand deposit templates.

3. If you want to view detail about a specific transaction, click the zoom arrow.

4. If you want to record one or several of the transactions in the list, click the Action column for the transactions you want to record.

> ## Warning: Read this before you record recurring Spend Money templates using the To Do List
>
> If you choose to record recurring Spend Money templates 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 transactions before they're recorded. If you're not sure you want to record a particular transaction, we suggest you use the Spend Money window to manually enter the transaction so you have better control over the transaction than you would if you used the To Do List.
>
> The account you assigned to each transaction in the Spend Money window will be used to pay the transactions that are recorded using the To Do List window.

5.   Click Record.

C h a p t e r   8

# Changing Spend Money transactions

## Changing Spend Money transactions

### ▶ To change a Spend Money transaction

If you haven't already read the Spend Money Overview, see "Finding, changing, removing and reversing Spend Money transactions" on page 193 for more information.

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

1.  Display the transaction you want to change in the Spend Money window. (If you need help doing this, see "To find a Spend Money transaction" on page 209.)

2.  Change the information in the Spend Money window in the same way you normally enter information, then click Record.

## Changing recurring Spend Money templates

### ▶ To change a recurring Spend Money template's name or frequency

If you haven't already read the Spend Money Overview, see "Finding, changing, removing and reversing Spend Money transactions" on page 193 for more information.

The Spend Money window should be displayed.

1.  Click the Use Recurring button.

2. Highlight the recurring template you want to change and click Edit.

3. Make your changes, then click Save Template.

4. Click OK to close the Select a Recurring Template window.

## ▶ To change a recurring Spend Money template's line items and additional information

If you haven't already read the Spend Money Overview, see "Finding, changing, removing and reversing Spend Money transactions" on page 193 for more information.

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

2. When you're ready to record the transaction, display it as you normally do in the Spend Money window and make your changes.

3. When you're finished, click Record. Your changes will be reflected in the transaction the next time you display it in the Spend Money window.

Chapter 9

# Removing Spend Money transactions

## Removing Spend Money transactions

### ▶ To remove a Spend Money transaction

If you haven't already read the Spend Money Overview, see "Finding, changing, removing and reversing Spend Money transactions" on page 193 for more information.

---

**Note:   *Removing* versus *voiding***

The process of removing a Spend Money transaction shouldn't be confused with the process of voiding a Spend Money transaction. When you remove a Spend Money transaction, a transaction is removed from your records. When you void a Spend Money transaction a transaction is added to your records, but no amounts are assigned to the transaction; instead, VOID appears as the transactions's amount in the Cash Disbursements Journal.

For example, if you've printed a cheque that you no longer want in your MYOB Accounting Plus records, you must remove the cheque transaction; you may, in addition, choose to void the cheque number. For more information, see "To void a cheque number" on page 217.

---

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

1. Display the transaction you want to remove. (If you need help doing this, see "To find a Spend Money transaction" on page 209.)

2. Choose Delete Cheque Transaction from the Edit menu.

# Removing recurring templates

### ▶ To remove a Spend Money recurring template

If you haven't already read the Spend Money Overview, see "Finding, changing, removing and reversing Spend Money transactions" on page 193 for more information.

> **Note: What happens when you remove a recurring template?**
> 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.

1. In the Spend Money window, click the Use Recurring button to open the Select a Recurring Template window.

2. Highlight the recurring template you want to remove and click Delete.

Chapter  10
# Voiding cheque numbers

## Voiding cheque numbers

### ▶ To void a cheque number

If you haven't already read the Spend Money Overview, see "Voiding cheque numbers" on page 191 for more information.

---

**Note:  *Voiding* versus *removing***

The process of voiding a cheque number shouldn't be confused with the process of removing a cheque. When you void a cheque number a transaction is added to your records, but no amounts are assigned to the cheque; instead, VOID appears as the cheque's amount in the Cash Disbursements Journal. When you remove a cheque, a transaction is removed from your records.

If you've printed a cheque that you no longer want in your MYOB Accounting Plus records, you must remove the cheque transaction; you may, in addition, choose to void the cheque number.

---

The Spend Money window should be displayed.

1.  Choose the account of the cheque that you wish to void.

2.  Change the cheque number to the number you wish to void. Change the date to the date you want to be displayed for the voided cheque. (The date, however, isn't crucial, since no accounting transaction will be recorded.)

3.  You can make an entry in the Payee field, but it isn't required.

4.   Don't enter an account or an amount on the cheque.

5.   Click Record. A dialogue box appears, asking whether you wish to void the cheque. Click OK.

C h a p t e r   1 1

# Reversing Spend Money transactions

## Reversing Spend Money transactions

### ▶ To reverse a Spend Money transaction

If you haven't already read the Spend Money Overview, see "Finding, changing, removing and reversing Spend Money transactions" on page 193 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.

1. Display the transaction you want to reverse. (If you need help doing this, see "To find a Spend Money transaction" on page 209.)

2. Choose Reverse Cheque Transaction from the Edit menu. After a few moments, a new transaction, containing amounts exactly opposite of the amount in the original transaction will be displayed.

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

3. Click Record to save the reversed transaction.

   At this point, the transaction is reversed. All account balances have been returned to their previous levels.

Chapter 12

# Entering withdrawals without creating cheques

## Entering withdrawals in the Record Journal Entry window

▶ ### To enter a withdrawal using the Record Journal Entry window

If you haven't already read the Spend Money Overview, see "Recording withdrawals from a Spend Money account without creating cheques" on page 194 for more information.

The Record Journal Entry window should be displayed.

1.  Enter the date you made the withdrawal and note the purpose of the withdrawal in the Memo field.

2.  Using the scrolling list, enter a credit to your chebank account for the amount of the withdrawal, then enter a debit amount for the destination account (for example, a bank fees expense account or a savings account).

3.  Click Record.

# Entering withdrawals in the Spend Money window

### ▶ To enter a withdrawal using the Spend Money window

If you haven't already read the Spend Money Overview, see "Recording withdrawals from a Spend Money account without creating cheques" on page 194 for more information.

The Spend Money window should be displayed.

1. Choose the account from where you will withdraw the amount.

2. In the Cheque No. field, enter a word or phrase to describe the withdrawal. (No need to use a bank number.)

3. Complete the other fields in the Spend Money field as you would for any other Spend Money transaction. Be sure to mark the Already Printed selection to indicate that you don't want this transaction to appear on your list of cheques to be printed.

4. Click Record to record the transaction.

# Transferring funds using the Record Journal Entry window

### ▶ To transfer funds using the Record Journal Entry window

If you haven't already read the General Journal Entries Overview, see "Creating Nominal Journal entries" on page 70 for more information.

The Record Journal Entry window should be displayed.

1. Enter the date of the transfer and note the purpose of the transfer in the Memo field.

2. Using the scrolling list, enter the bank account(s) that will increase when you transfer the funds; enter the amount of the increase in the debit column(s).

3. Enter the bank account(s) that will decrease when you transfer the funds; enter the amount of the decrease in the credit column(s).

4. Continue entering bank accounts and amounts in the scrolling list until the amount in the Out of Balance field equals $0.00.

5. Click Record.

# To transfer funds using the Spend Money window

### ▶ To transfer funds using the Spend Money window

If you haven't already read the Spend Money Overview, see "Using the Spend Money window" on page 185 for more information.

The Spend Money window should be displayed.

1. Choose the bank account from which you will transfer the funds. (This bank account will be credited; the balance of this bank account will decrease.)

2. In the Cheque No. field, enter a word or phrase to describe the transfer. (No need to use a bank number.)

3. In the Amount field enter the amount of the transfer -- the amount the balance of this bank account will decrease.

4. Using the scrolling list, enter the bank account(s) that will increase when you transfer the funds; this bank account will be debited.

5. Enter the amount(s) of the transfer in the Amount column -- the amounts the balance of the bank account(s) will increase.

6. Complete the other fields in the Spend Money field as you would for any other Spend Money transaction.

   Be sure to mark the Already Printed selection to indicate that you don't want this transaction to appear on your list of cheques to be printed.

7. Click Record to record the transaction.

Chapter 13
# Printing cheques

▶ ## To print cheques

If you haven't already read the Spend Money Overview, see "Printing cheques" on page 195 for more information.

The Forms Selection - Print Cheques window should be displayed.

1. Choose the account whose cheques you want to print and enter the number of the first paper cheque that's loaded in your printer.

2. Mark Unprinted Cheques Only if you want to print only the cheques you haven't already printed. Unmark the selection if you want to reprint cheques.

3. Enter dates and cheque numbers if you want to restrict the list of cheques you want to print.

4. Select the form you wish to use for your cheques. Click OK.

5. The transactions you selected in the Forms Selection window are listed. (Click the zoom arrow next to the transaction if you wish to view the original cheque transaction you entered.)

   Use the Print column to mark and unmark the cheques you want to print. Click the All button to mark all transactions. Click the None button to unmark all transactions.

6. Click Print. Depending upon how your computer is set up, the first form may begin to print immediately, or a print window may appear on your computer screen. 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.")

> ### Note:  If you can't make entries in your print selection window
>
> If you're unable to make entries or selections in your print window, your printer driver software may not be up to date. See "Checking your Windows printer driver software" on page 1053 for more information about printer drivers.

## ▶ To print a single cheque

If you haven't already read the Spend Money Overview, see "Printing cheques" on page 195 for more information.

1. Insert a blank cheque form in your printer.

2. Display the cheque you wish to print. (If you need help doing this, see "To find a Spend Money transaction" on page 209.)

3. Click the Print button.

# Receive Money Overview

The Receive Money transactions you enter in the Chequebook Command Centre can serve many cash-receipts purposes. They may reflect actual deposits to a bank that will increase your chebank account balance, or they may reflect a deposit to replenish your petty cash on hand amount.

You can choose to record your cash receipts in a undeposited funds account so that you can group the cash receipts in a single bank deposit transaction.

## Using the Receive Money window

You have the choice of recording Receive Money transactions directly into an account or of grouping Receive Money transactions into the undeposited funds account.

> ## Note: If you've set up a cash drawer account using a previous MYOB product
>
> If you've set up an account, using a previous MYOB product, as a cash drawer to receive all of your customer receipts, you can now choose to group all of your customer receipts in an undeposited funds account and use the Record Bank Deposit window to deposit those receipts into other accounts.
>
> You'll perform the following tasks to change from using a cash drawer account to using an account to group your undeposited funds.
>
> 1. Continue to transfer receipts from the cash drawer account to other accounts as you usually do until the balance of the cash drawer account is zero.
>
> 2. To begin grouping your undeposited funds, you'll enter a chebank account as the linked account for undeposited funds. You'll enter the account in the Chebank Account for Undeposited Funds field. See "To choose a linked account for undeposited funds transactions" on page 264.
>
> 3. When you set up your cash drawer account, you probably entered your cash drawer account in the Chebank Account for Customer Receipts field. You'll choose a different account for this entry now that you're no longer using a cash drawer. The account you enter will be displayed in the Deposit to Account field in the Receive Payments window and the Account field in the Settle Returns and Credits window.
>
> The Bank Account for Customer Receipts field is located in the Sales Ledger Linked Accounts window found by choosing Setup on the menu bar and then choosing Linked Accounts>Sales Ledger Accounts from the submenu.

Mark the VAT Inclusive check box if the amount you want to enter for the line items of the Receive Money transaction already includes the VAT amount. For example, if the amount of a line item you want to enter is £500.00 and the £500.00 amount already includes VAT, you'll mark the VAT Inclusive check box. As a result of marking the VAT Inclusive check box, the total amount of the Receive Money transaction is £500.00. (The GST amount included in the £500.00 is £74.47.)

Once you mark the VAT Inclusive check box, it remains marked until the end of your session or until you change it.

You'll leave the VAT Inclusive check box unmarked if you wish the total amount of the transaction to increase by the VAT amount that is allocated to line items. For example, if the amount of a line item is £500.00 and VAT is charged on the £500.00, the amount of the Receive Money transaction is £87.50, that is, £500.00 for the line item + £87.50 VAT.

---

**Note:  Entering transactions in the 13th period**

To enter a transaction for the 13th period, enter an asterisk (*) in the Date field before you enter the transaction's actual date.

For example, if you want to place a transaction in the 13th period and want to indicate that the transaction was an adjustment for a transaction you originally entered on September 9, 2002, enter *9/9/02. (If you simply want to place a transaction in the 13th period and the actual date doesn't matter, you can enter whatever date you want following the asterisk). Regardless of the date you enter after the asterisk, that month's accounting records won't be affected by the entry.

For more information about entering transactions in the 13th period, see "Entering transactions in the 13th period" on page 70.

---

You can enter information in the Receive Money window that will help you to identify the Receive Money transaction in the future. The Payor field is optional, but you may choose to select a card from the Card File list so the transaction will be appear in the list of all transactions that are linked to the card or you can choose not to use a card.

If you've entered a card in the Payor field and if you've entered payment information for the card in the Card Information window, the payment method will appear automatically. Otherwise, select a payment method if you wish. Use the Details button to access the Applied Payment Details window if you wish to enter the cheque number, for instance, if the Receive Money transaction was made by cheque, or the credit card number and other information if the Receive Money transaction was made using a credit card. If you choose to group your Receive Money transactions in the undeposited funds account, when you're ready to prepare a bank deposit, you can choose to sort the Receive Money transactions by the payment method. For more information about bank deposits, see "Preparing a bank deposit of undeposited funds transactions" on page 238.

> ## Warning:  Receive Money transactions can't be used to close invoices
>
> If you've recorded orders or invoices for customers using the Sales Command Centre, in order to make payments to the orders or invoices, you must enter the payment using the Sales Command Centre -- using the Receive Payments window or the Sales Register window.
>
> Receive Money transactions can't be used to close invoices or make payments to orders.

The scrolling list in the middle of the Receive Money window is the main area where Receive Money transactions are created. When information is entered in a row in the scrolling list, the row is called a *line item* on the transaction. You can enter as many line items on a Receive Money transaction as you want. You'll enter the individual amounts that are included in the Receive Money transaction, along with the account or accounts they affect. Typically these are income accounts.

The amount you entered in the Amount Received field in the top half of the window is considered a debit amount, and the amounts you enter in this column are considered credit amounts.

Keep in mind that the amount(s) you apply in the Amount column will accumulate in the Total Allocated field and the Total Allocated amount must equal the amount that appears in the Amount Received field in the top half of the window before you can record the transaction. The Out of Balance amount must be zero before you record.

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

You can also use the Bank Register window to create Spend Money transaction. See "Receiving money in the Bank Register" on page 232 for more information.

*See the following step-by-step procedure:*

*"Receiving money" on page 242*

*"To choose a linked account for undeposited funds transactions" on page 264*

### Deposit to Account

When you record Receive Money transactions directly into an account, an individual cash-receipts transaction is recorded in the account for each transaction. The list in the Receive Money window displays all the bank accounts you've set up. Remember that bank accounts can be used for any method of receiving money. Credit cards, petty cash, Building Society accounts and other methods for receiving money may be displayed in this list. Only accounts you've specifically designated as Detail Bank accounts or Detail 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 to learn how to create bank accounts.

*See the following step-by-step procedure:*

*"To choose a linked account for undeposited funds transactions" on page 264*

### Group with Other Undeposited Funds

When you record Receive Money transactions into the undeposited funds account, individual cash-receipts transactions are recorded in the undeposited funds account -- not directly to your bank or credit card accounts. After you've grouped all of the Receive Money transactions you wish, you can then make a bank deposit which will include the group of Receive Money transactions you select. Using this method, a single bank deposit transaction will appear on your bank or credit card statement in place of many Receive Money transactions. The linked account must be a Detail Chebank account. To learn how to choose a linked account see "To choose a linked account for undeposited funds transactions" on page 264.

> **Note: The linked account for undeposited funds must be a local currency account**
>
> You may only use a local currency account as the linked account for undeposited funds. As a result, if you use the Multicurrency feature of MYOB Accounting Plus, only receipts transactions which are local currency may be grouped as a deposit of undeposited funds.

*See the following step-by-step procedure:*

*"To choose a linked account for undeposited funds transactions" on page 264*

## Receiving money in 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 Receive Money transaction in the Bank Register window, it is as if you had opened and entered the information in the Receive Money window.
>
> The Receive Money 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 Receive Money window and enter more detailed information.

> ## Note: Entering transactions in the 13th period
>
> To enter a transaction for the 13th period, enter an asterisk (*) in the Date field before you enter the transaction's actual date.
>
> For example, if you want to place a transaction in the 13th period and want to indicate that the transaction was an adjustment for a transaction you originally entered on September 9, 2002, enter *9/9/02. (If you simply want to place a transaction in the 13th period and the actual date doesn't matter, you can enter whatever date you want following the asterisk). Regardless of the date you enter after the asterisk, that month's accounting records won't be affected by the entry.
>
> For more information about entering transactions in the 13th period, see "Entering transactions in the 13th period" on page 70.

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.

> ## Warning: Receive Money transactions can't be used to close invoices
>
> If you've recorded orders or invoices for customers using the Sales Command Centre, in order to make payments to the orders or invoices, you can enter the payment using the Receive Payment type in the Bank Register window or use the Receive Payments window or the Sales Register window.
>
> Receive Money transactions can't be used to close invoices or make payments to orders.

*See the following step-by-step procedure:*

*"Receiving money using the Bank Register" on page 246*

## Creating VAT-only Receive Money transactions

Companies involved in importing goods from other countries often need to create VAT-only cheques, receipts, invoices and other documents, since import taxes are paid to the government, rather than to the supplier supplying the goods being imported. Use this procedure to print VAT-only Receive Money transactions for this purpose.

*See the following step-by-step procedure:*

*See the following step-by-step procedure:*

*"To write a VAT-only Receive Money transaction" on page 251*

## Creating recurring Receive Money templates

If you plan to record the same Receive Money transaction on a regular basis, you may want to consider creating a recurring Receive Money template. When you create a recurring Receive Money template, the transaction information is saved in a separate "holding area" where you can retrieve the template as many times as you want in the future. See "To store the transaction as a recurring Receive Money template" on page 244 for information about creating recurring templates. Until you record them, recurring Receive Money templates have no effect on your financial records.

You can also use the Bank Register window to record recurring templates. See To use a recurring Receive Money template for more information.

---

**Note: Using bank deposits of undeposited funds**

Bank deposits of undeposited funds can't be saved as recurring Receive Money transactions. See "Finding, reversing and removing bank deposits of undeposited funds transactions" on page 240 to learn more about using bank deposits of undeposited funds.

---

*See the following step-by-step procedures:*

*"To use a recurring Receive Money template" on page 253*

*"To find a recurring Receive Money template" on page 255*

*"To change a recurring Receive Money template's name and/or frequency" on page 258*

*"To change a recurring Receive Money template's line items and additional information" on page 258*

# Finding, changing, reversing and/or removing Receive Money transactions

> ## Note: Using bank deposits of undeposited funds
>
> The steps for finding, changing, reversing and removing bank deposits of undeposited funds work somewhat differently than Receive Money transactions applied directly to an account. See "Finding, reversing and removing bank deposits of undeposited funds transactions" on page 240 for more information.

After you record a Receive Money transaction, you'll probably want to view the transaction again in the future. You may also want to find a recurring Receive Money template.

You can change and delete Receive Money transactions if your transactions are changeable. You can reverse transactions if your transactions are unchangeable. To learn if your transactions are changeable or unchangeable, see "What are changeable and unchangeable transactions?" on page 52 for more information.

When you delete a transaction, the transaction is removed from your records. When you reverse a transaction an opposite transaction is created which removes the effects of the incorrect transaction from your records. Then, if you want, you can enter a new, correct transaction to replace the transaction you removed or reversed.

Once a bank deposit of undeposited funds has been recorded, the receipts on the bank deposit can only be reversed; they can't be deleted. If you want to reverse a receipt 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.

*See the following step-by-step procedure:*

*"To find a Receive Money transaction" on page 254*

## Voiding Receive Money transactions

When you void a Receive Money ID number, no amounts are assigned to the transaction; instead, VOID appears as the transaction's amount in the Cash Receipts Journal. You may want to void a Receive Money transaction ID if you don't want a particular ID number to be used again.

### Note: Voiding vs. removing

The process of voiding a Receive Money transaction ID shouldn't be confused with the process of removing a Receive Money transaction. When Receive Money transactions are removed from MYOB Accounting Plus, their IDs still exist, and can be used again; when IDs are voided, they can't be used again. You might want to consider voiding a Receive Money transaction ID after its deposit has been removed, if you're certain you don't want to use that ID again.

You can also use the Bank Register window to void a deposit number. See Enter details about the transaction for more information.

*See the following step-by-step procedure:*

*"To void a Receive Money transaction" on page 263*

# Preparing a bank deposit of undeposited funds transactions

If you use the undeposited funds account to group funds you receive, you can use the Prepare Bank Deposit window to create a batch bank deposit that will transfer funds from the undeposited funds account to the account of your choice as a single transaction. Undeposited funds dated up to and including the date you enter in the Prepare Bank Deposit window will be displayed.

---

**Note:  Entering transactions in the13th period**

To enter a transaction for the 13th period, enter an asterisk (*) in the Date field before you enter the transaction's actual date.

For example, if you want to place a transaction in the 13th period and want to indicate that the transaction was an adjustment for a transaction you originally entered on September 9, 2002, enter *9/9/02. (If you simply want to place a transaction in the 13th period and the actual date doesn't matter, you can enter whatever date you want following the asterisk). Regardless of the date you enter after the asterisk, that month's accounting records won't be affected by the entry.

For more information about entering transactions in the 13th period, see "Entering transactions in the 13th period" on page 70.

---

> **Note:** **Only receipts transactions which are local currency may be grouped as a deposit of undeposited funds**
>
> You may only use a local currency account as the linked account for undeposited funds. As a result, if you use the Multicurrency feature of MYOB Accounting Plus, only receipts transactions which are local currency may be grouped as a deposit of undeposited funds.

Use the Deposit to Account field to enter the account where the funds selected in the Prepare Bank Deposit window will be deposited.

You may want to view and deposit only those transactions that were created using one method of payment. Choose the method from the Select Receipts by list.

Before you record the bank deposit, you can choose to remove or reverse a transaction in the Prepare Bank Statement window by clicking the zoom arrow next to the transaction to display the transaction and then choosing Delete Deposit Transaction or Reverse Deposit Transaction from the Edit menu. (Whether a receipt can be reversed or removed before the bank deposit is recorded depends upon whether your company file is changeable or unchangeable. For more information, see "What are changeable and unchangeable transactions?" on page 52) Before you record the bank deposit, you can also edit transactions that were recorded using the Receive Money window if you have a changeable company file.

*See the following step-by-step procedures:*

### Finding, reversing and removing bank deposits of undeposited funds transactions

After recording a bank deposit of undeposited funds transactions, you may want to review the receipts that you included on the bank deposit. Recorded bank deposits can be found using the Transaction Journal and the Find Transactions window. You can choose to display the transaction in the Prepare Bank Deposit window by clicking the arrow next to the transaction. While you can remove or reverse the bank deposit, the bank deposit can't be changed. When a bank deposit is removed or reversed, all of the receipts included in the bank deposit are returned to the Prepare Bank Deposit window. (Whether a bank deposit can be reversed or removed depends upon whether your company file is changeable or unchangeable. For more information, see "What are changeable and unchangeable transactions?" on page 52)

> **Note: To remove a receipt recorded on a bank deposit, you must first remove the bank deposit**
>
> If you wish to remove an individual receipt that was recorded on a bank deposit of receipts grouped in the undeposited funds account, you must first remove or reverse the bank deposit.
>
> If you choose to remove the bank deposit, receipts that were included on the bank deposit can be removed or reversed. (If you have a changeable company file, receipts included on a bank deposit that were recorded in the Receive Money window can also be edited once the bank deposit is removed.)
>
> If you choose to reverse the bank deposit, receipts that were included on the bank deposit can be reversed. (If you have a changeable company file, receipts included on a bank deposit that were recorded in the Receive Money window can also be edited once the bank deposit is reversed.)
>
> Whether a bank deposit can be reversed or removed depends upon whether your company file is changeable or unchangeable. For more information, see "What are changeable and unchangeable transactions?" on page 52

*See the following step-by-step procedures:*

*"To remove a bank deposit for undeposited funds transactions" on page 266*

*"To reverse a bank deposit for undeposited funds transactions" on page 267*

Chapter 1

# Receiving money

## Step 1: Select the account where the money from the Receive Money transaction will go

If you haven't already read the Receive Money Overview, see "Using the Receive Money window" on page 227 for more information.

The Receive Money window should be displayed.

Choose one of the following:

- Mark Deposit to Account, and choose the account from the list in the upper left corner of the window.

- Mark Group with Undeposited Funds.

> ## Note:  If you want to link a foreign-currency account in the Receive Money window
>
> **When you use Deposit to Account:**  If you want to record a Receive Money transaction to a chebank or credit card account that has been assigned a currency other than your home currency, first choose the currency associated with the account. Click the Currency button to display the Exchange Rate Window. Click the arrow next to the Currency field and choose the currency associated with the account you want from the list of currencies that appears. Click OK to close the Exchange Rate window. All the bank and credit card accounts that use the selected currency will appear in the account list, along with your home currency account.
>
> **When you use Group with Undeposited Funds:**  The linked account for undeposited funds must be a local currency account. If you choose a foreign currency for a Receive Money transaction using the Exchange Rate window, only the Deposit to Account option will be available. For more information about grouping receipts, see "Group with Other Undeposited Funds" on page 231 in the Receive Money Overview.

# Step 2: Enter details about the Receive Money transaction

If you haven't already read the Receive Money Overview, see "Using the Receive Money window" on page 227 for more information.

1.  Today's date appears as the date of the transaction; if the transaction was made on a different date, enter that date instead.

2.  In the Payor field, enter the name of the person or company from whom you received the receipt, if you wish.

3.  In the Amount Received field, enter the amount being received.

4.  Enter a payment method and add details about the receipt, if you wish.

5. You can use the Memo field to record the purpose of the Receive Money transaction. We recommend that you make a detailed comment, so you'll be able to identify the transaction when you review your records later on.

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

If you haven't already read the Receive Money Overview, see "Using the Receive Money window" on page 227 for more information.

1. Enter the accounts that which will be affected by the transaction in the Allocation Account column and enter the amounts in the Amount column.

2. If you wish to assign a line item to a job, enter the job number in the Job column.

3. Enter a VAT code in the VAT column, if necessary.

4. Repeat steps 1 to 3 until the amount in the Total Allocated field equals the amount that appears in the Total Received field. The Out of Balance amount must be zero before you record.

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

If you haven't already read the Receive Money Overview, see "Using the Receive Money window" on page 227 for more information.

▶ ### To see how the transaction will affect your financial records
Choose Recap Transaction from the Edit menu.

▶ ### To record the transaction
Click Record.

▶ ### To store the transaction as a recurring Receive Money template
If you haven't already read the Receive Money Overview, see "Creating recurring Receive Money templates" on page 234 for more information.

1.  Click the Save Recurring button.

2.  Enter the necessary information about the transaction.

3.  Click Save Template to close the Save Recurring Template window.

4.  If you want to record the receipt as an actual transaction now, click Record in the Receive Money window, otherwise, click Cancel.

See "To use a recurring Receive Money template" on page 253 for detailed information about performing more tasks with recurring Receive Money templates.

Chapter 2

# Receiving money using the Bank Register

## Step 1: Select the account where the money from the Receive Money transaction will go

If you haven't already read the Receive Money Overview, see "Receiving money in the Bank Register" on page 232 for more information.

The Bank Register window should be displayed.

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

> **Note:** **The 'Group with Undeposited Funds' preference does not apply in the Bank Register**
>
> The account you select in this field is the account that is used. Even if you selected the option When I Receive Money, I Prefer to Group It with Other Undeposited Funds in the Banking view of the Preferences window, you must select Undeposited Funds here to apply the transaction to that account.

To use a saved recurring Receive Money template to create a Receive Money transaction, see "To use a recurring Receive Money template" on page 246.

### ▶ To use a recurring Receive Money template

If you haven't already read the Receive Money Overview, see "Receiving money in the Bank Register" on page 232 for more information.

The Bank Register window should be displayed.

1.  Click the Use Recurring button. The Select a Recurring Template window appears.

2.  Double-click the transaction you want; the transaction's information will appear in the Bank Register window.

3.  Be sure to review all the information that appears in the window to be sure it's correct. Pay particular attention to the date and cheque number.

4.  To record the transaction, click Record and you're done.

# Step 2: Enter details about the transaction

If you haven't already read the Receive Money Overview, see "Receiving money in the Bank Register" on page 232 for more information.

The Bank Register window should be displayed.

1.  In the Type field, select Receive Money if the account is an Asset account or Enter Credit if the account is a Liability account.

---

**Note:  There is no Payment Method field in the Bank Register window.**

The payment method and details used are the ones you assigned to the customer in the Payment Details view of the Card Information window.

If there is no default payment method assigned to the selected customer, no payment method is assigned to the transaction.

Click the Split button to open the source window to change the payment method or details if they differ from the default information or to assign a payment method and details if there is no default.

---

2.  The next ID No. in sequence from the last transaction and the system date or last transaction date appear in the ID No. and Date fields. You can use or change these entries.

3.   Select the card from whom you received the receipt or enter the name of the person or company in the Name field.

4.   In the Amount field, enter the amount being received.

> **Note: A Receive Money transaction number can be voided by leaving the amount fields blank**
>
> If you leave the Amount Received and Amount fields blank and then click the Record button, the warning, "Click OK if you wish to void Deposit No.--. " will appear.
>
> Click OK to void the Receive Money transaction number.

5.   You can use the Memo field to record the purpose of the Receive Money 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 Receive Money Overview, see "Receiving money in the Bank Register" on page 232 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
>
> Click the Split button to open the Receive Money window. All the data already entered into the Bank Register window carries to the Receive Money window and the Bank Register Transaction Entry fields clear.
>
> In the Receive Money window, follow the procedure described in "Receiving money" on page 242; then click the Record button. You can enter additional Receive Money transactions in the Receive Money window or click the Cancel button to exit the window and return to the Bank Register.

6.  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 Receive Money Overview, see "Receiving money in the Bank Register" on page 232 for more information.

### ▶ To record the transaction

The Bank Register window  should be displayed.

To record the transaction, click the Record button.

### ▶ To store the Receive Money transaction as a recurring template

The Bank Register window  should be displayed.

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 Record Template to close the Save Recurring Template window.

4.  If you want to record the transaction as an actual transaction now, click the Record button in the Bank Register window. If you don't want to record the transaction at this time, click the Cancel button.

Chapter 3

# Writing VAT-only Receive Money transactions

## Writing VAT-only Receive Money transactions

### ▶ To write a VAT-only Receive Money transaction

If you haven't already read the Receive Money Overview, see "Creating VAT-only Receive Money transactions" on page 234 for more information.

---

**Idea:   Learn about the Receive Money window before continuing**

If you need more detailed information about this window, refer to steps of the Receive Money process starting with Step 1, "Select the account where the money from the Receive Money transaction will go" on page 242, while you perform the steps for creating a VAT-only Receive Money transaction.

---

1.  Enter details about the transaction in the top of the window as you normally do; enter the tax amount to be received in the Amount field.

2.  Enter an allocation account in the scrolling list in the middle of the window.

3.  Enter $0.00 in the Amount column in the scrolling list.

4.  Enter the appropriate tax code for the transaction in the tax column, then click the zoom arrow next to the tax field below the scrolling list.

5.   Enter the new tax amounts in the tax column, and click OK to close the tax Information window.

6.   Click Record.

Chapter 4

# Using recurring Receive Money templates

## Using recurring Receive Money templates

▶ ### To use a recurring Receive Money template

If you haven't already read the Receive Money Overview, see "Creating recurring Receive Money templates" on page 234 for more information.

The Receive Money window should be displayed.

1. Click Use Recurring.

2. Double-click the transaction you want.

3. Be sure to review all the information that appears in the window to be sure it's correct. Pay particular attention to the date and transaction number; if you need to find this transaction in the future, you'll need to remember this information.

4. Click Record. The recurring Receive Money template will be recorded as an actual transaction, and will also remain in the recurring template "holding area" for future use.

Chapter 5

# Finding Receive Money transactions

## Finding Receive Money transactions

### ▶ To find a Receive Money transaction

If you haven't already read the Receive Money Overview, see "Finding, changing, reversing and/or removing Receive Money transactions" on page 236 for more information.

1.  Click Find Transactions in any command centre. Select the Account tab if it isn't already selected.

2.  You have two choices:

    •   Use the Search By selection box to choose another way to search -- All Accounts or Account.

    •   Click the Advanced button to search using additional criteria, such as the date, amount or memo.

> ### Note:  Finding a transaction in the 13th period
>
> If you've entered a transaction into the 13th period by entering an asterisk (*) in the Date field before you entered the transaction, to find the transaction, place an asterisk before the date when you search for the transaction.
>
> For example, if you're searching for a bank deposit using the Account view of the Find Transactions window, be sure to enter an asterisk before the date in the Dated From and To fields.
>
> For more information about entering transactions in the 13th period, see "Entering transactions in the 13th period" on page 70.

3.  The transaction you're looking for should appear in the scrolling list.

You can also use the Bank Register to find Receive Money transactions for asset accounts with bank privileges or liability accounts with credit card privileges.

1.  Click Bank Register in the Banking Command Centre to open the Bank Register window.

2.  Select an account from the list (only asset accounts with bank privileges or liability accounts with credit card privileges appear in this list).

3.  The transaction you're looking for should appear in the scrolling list. If you want to view detail about the transaction, click the zoom arrow next to the date to open the window in which the transaction was originally entered.

# Finding recurring Receive Money templates

### ▶ To find a recurring Receive Money template

If you haven't already read the Receive Money Overview, see "Creating recurring Receive Money templates" on page 234 for more information.

The Receive Money window or Bank Register window should be displayed.

1.  Click the Use Recurring button.

2. Double-click the transaction you want to use.

## ▶ To display a list of recurring Receive Money templates

If you haven't already read the Receive Money Overview, see "Creating recurring Receive Money templates" on page 234 for more information.

1. In any command centre, click the To Do List option.

2. Click the Recurring Transactions tab to display a list of all your recurring Nominal Journal entry, Spend Money, paycheque and Receive Money templates.

3. If you want to view detail about a specific template, click the zoom arrow.

<div style="border:2px solid black; padding:1em;">

### Warning: Read this before you record recurring Receive Money templates using the To Do List

Keep in mind that the transactions recorded using the To Do List will be recorded automatically; the transaction will be recorded with the current date. If you're not sure you want to record a particular transaction, we suggest you use the Receive Money window to manually enter the transaction so you have better control over the transaction than you would if you use the To Do List.

</div>

4. If you want to record one or several of the transactions in the list, click the Action column for the transactions you want to record.

Chapter 6

# Changing Receive Money transactions

## Changing Receive Money transactions

### ▶ To change a Receive Money transaction

If you haven't already read the Receive Money Overview, see "Finding, changing, reversing and/or removing Receive Money transactions" on page 236 for more information.

Use these instructions only if your transactions are *changeable*. For more information see "What are changeable and unchangeable transactions?" on page 52

---

**Note: Using bank deposits of undeposited funds**

Bank deposits of undeposited funds can't be changed. See "Preparing a bank deposit of undeposited funds transactions" on page 238 to learn more about using bank deposits of undeposited funds.

---

The Receive Money transaction you want to change should be displayed in the Receive Money window. (If you need help doing this, see "To find a Receive Money transaction" on page 254.)

1.   Change the information in the window in the same way you normally enter information.

2.   Click Record.

# Changing recurring Receive Money templates

▶ ## To change a recurring Receive Money template's name and/or frequency

If you haven't already read the Receive Money Overview, see "Creating recurring Receive Money templates" on page 234 for more information.

The Receive Money window should be displayed.

1. Click the Use Recurring button.

2. Highlight the recurring Receive Money template you want to change and click Edit.

3. Make your changes, then click Record.

4. In the Select a Recurring Template window, click OK.

▶ ## To change a recurring Receive Money template's line items and additional information

If you haven't already read the Receive Money Overview, see "Creating recurring Receive Money templates" on page 234 for more information.

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

2. Display it as you normally do in the Receive Money window and make your changes.

3. Click Record. Your changes will be reflected in the transaction the next time you display it in the Receive Money window.

C h a p t e r   7

# Removing Receive Money transactions

## Removing Receive Money transactions

### ▶ **To remove a Receive Money transaction**

If you haven't already read the Receive Money Overview, see "Finding, changing, reversing and/or removing Receive Money transactions" on page 236 for more information.

Use these instructions only if your transactions are *changeable*. To learn if your transactions are changeable, see "What are changeable and unchangeable transactions?" on page 52

---

**Note:  If the receipt was recorded on a bank deposit of grouped undeposited funds**

If you wish to remove a receipt 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, receipts 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

---

1.   The transaction you want to change should be displayed. (If you need help doing this, see "To find a Receive Money transaction" on page 254.)

2. Choose Delete Deposit Transaction from the Edit menu.

# Removing recurring Receive Money templates

▶ ## To remove a recurring Receive Money template

If you haven't already read the Receive Money Overview, see "Finding, changing, reversing and/or removing Receive Money transactions" on page 236 for more information.

---

### Note: What happens when you remove a recurring template

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 won't be affected.

---

The Receive Money window should be displayed.

1. Click the Use Recurring button.

2. Highlight the recurring Receive Money template you want to remove and click Delete.

Chapter 8

# Reversing Receive Money transactions

## Reversing Receive Money transactions

### ▶ To reverse a Receive Money transaction

If you haven't already read the Receive Money Overview, see "Finding, changing, reversing and/or removing Receive Money transactions" on page 236 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 receipt that was recorded on a bank deposit of grouped undeposited funds**
>
> If you wish to reverse a receipt that was recorded on a bank deposit of receipts grouped in the undeposited funds account, use the procedure "To reverse a receipt recorded on a bank deposit for undeposited funds" on page 262.
>
> Whether a bank deposit or an individual receipt 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 receipt you want to reverse should be displayed in the Receive Money window. (If you need help doing this, see "To find a Receive Money transaction" on page 254.)

1.  Choose Reverse Deposit Transaction from the Edit menu. After a few moments, a new transaction, containing amounts exactly opposite of the amount in the original transaction will be displayed in the Receive Money window.

    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 accounts and amounts that are associated with it.

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

2.  Click Record to save the reversed Receive Money transaction.

    At this point, the Receive Money transaction is reversed. All account balances have been returned to their previous levels.

## ▶ To reverse a receipt recorded on a bank deposit for undeposited funds

If you haven't already read the Receive Money Overview, see "Finding, changing, reversing and/or removing Receive Money transactions" on page 236 for more information.

The receipt you want to reverse should be displayed in the Receive Money window. (If you need help doing this, see "To find a Receive Money transaction" on page 254.)

1.  Reverse a receipt as you normally do. If you need help doing this, see "To reverse a Receive Money transaction" on page 261.

2.  Click Prepare Bank Deposit from the Chequebook Command Centre to open the Prepare Bank Deposit window.

3.  Select the payment reversal (a negative number) from the list of payments by clicking the Deposit column.

4.  Click Record. You're done!

# Voiding a Receive Money transaction

▶ ## To void a Receive Money transaction

If you haven't already read the Receive Money Overview, see "Voiding Receive Money transactions" on page 237 for more information.

The Receive Money window should be displayed.

1. Change the ID No. to the ID you wish to void. Change the date to the date you want to be displayed for the voided transaction. (The date, however, isn't crucial, since no accounting transaction will be recorded.)

2. You can make an entry in the Payor field, but it isn't required.

3. Don't enter an account or an amount on the transaction.

4. Click Record. A dialog box appears, asking whether you wish to void the ID No. Click OK.

Chapter 9

# Using undeposited funds transactions

## Using undeposited funds transactions

### ▸ To choose a linked account for undeposited funds transactions

If you haven't already read the Receive Money Overview, see "Group with Other Undeposited Funds" on page 231 for more information.

1. Choose Linked Accounts from the Setup menu, then choose Nominal Ledger Accounts.

2. Locate Bank Account for Undeposited Funds, and then enter the account in the field next to the transaction type.

3. Click OK.

### ▸ To record a bank deposit for undeposited funds transactions

If you haven't already read the Receive Money Overview, see "Preparing a bank deposit of undeposited funds transactions" on page 238 for more information.

The Prepare Bank Deposit window should be displayed.

> **Note:   Only receipts transactions which are local currency may be grouped as a deposit of undeposited funds**
>
> You may only use a local currency account as the linked account for undeposited funds. As a result, if you use the Multicurrency feature of MYOB Accounting Plus, only receipts transactions which are local currency may be grouped as a deposit of undeposited funds.

1.  From the list at the top of the window, choose the account where you want the undeposited funds to be recorded.

2.  Select a payment method, if you wish.

3.  Enter a date to display undeposited funds up to and including the date you enter.

4.  You may 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 transaction when you review your records later on.

5.  Select the receipts you wish to include on the bank deposit by marking the Deposit column.

6.  Click Record.

## ▶ To find a bank deposit for undeposited funds transactions

If you haven't already read the Receive Money Overview, see "Finding, reversing and removing bank deposits of undeposited funds transactions" on page 240 for more information.

1.  Click Find Transactions in any command centre. Select the Account tab if it isn't already selected.

> ### Note: Finding a transaction in the 13th period
>
> If you've entered a transaction into the 13th period by entering an asterisk (*) in the Date field before you entered the transaction, to find the transaction, place an asterisk before the date when you search for the transaction.
>
> For example, if you're searching for a bank deposit using the Account view of the Find Transactions window, be sure to enter an asterisk before the date in the Dated From and To fields.
>
> For more information about entering transactions in the 13th period, see "Entering transactions in the 13th period" on page 70.

2.   You have two choices:

   •   Use the Search By selection box to select one Account or All Accounts.

   •   Click the Advanced button to search using additional criteria, such as the date, amount or memo.

3.   The transaction you're looking for should appear in the scrolling list.

## ▶ To remove a bank deposit for undeposited funds transactions

If you haven't already read the Receive Money Overview, see "Finding, reversing and removing bank deposits of undeposited funds transactions" on page 240 for more information.

Use these instructions only if your transactions are *changeable*. To learn if your transactions are changeable, see "What are changeable and unchangeable transactions?" on page 52.

1.   The bank deposit you want to change should be displayed. (If you need help doing this, see "To find a bank deposit for undeposited funds transactions" on page 265.)

2.   Choose Delete Deposit Transaction from the Edit menu.

▶ ## To reverse a bank deposit for undeposited funds transactions

If you haven't already read the Receive Money Overview, see "Finding, reversing and removing bank deposits of undeposited funds transactions" on page 240 for more information.

Use these instructions only if your transactions are *unchangeable*. To learn if your transactions are changeable, see "What are changeable and unchangeable transactions?" on page 52.

1. The bank deposit you want to change should be displayed. (If you need help doing this, see "To find a bank deposit for undeposited funds transactions" on page 265.)

2. Choose Reverse Deposit Transaction from the Edit menu.