Dealing with VAT

Value Added Tax, more commonly referred to as VAT is a tax on the supply of goods and services by individuals and businesses that are taxable. HM Customs and Excise administer VAT in the UK.

Using MYOB Accounting Plus, completing your VAT return is easy. In just a few steps, Accounting Plus helps you to complete your VAT Return for Customs & Excise.

> **Note: If your business is not VAT Registered, then you can turn off most of Accounting Plus's VAT features**
>
> This is explained in the appropriate procedures.

Accounting Plus's VAT Features

VAT rates

Most goods and services attract VAT at the standard rate set by the Government, which is currently 17.5%. However, some goods and services attract different VAT rates. For example, most foodstuffs are charged at 0%. See "Using Accounting Plus for Intra-EC Trade" on page 133 if you trade with companies in other EC states.

For a full explanation of what VAT rate to use, check with your local VAT Business Advice Centre or your accountant.

Working with VAT

Accounting Plus allows you to define different VAT codes to track different VAT rates. There are four windows where VAT is encountered: Sales, Purchases, Spend Money and Receive Money. Each of these windows has a VAT column on the right hand side, where a VAT code can be selected.

The default VAT code is the one that appears in the VAT column when you begin to enter a transaction line. Be sure the code that appears is the correct one for your current situation. If it is not, Accounting Plus will allow the entry of different VAT codes on each allocation line. For more information, see Why is this the default VAT code?

Click the zoom arrow next to the VAT field to display the VAT Information screen, where you can manually enter a VAT amount for each VAT code.

See the following step-by-step procedure:

"To set up VAT rates" on page 139

"To change the default VAT code for customer or supplier cards" on page 140

"VATTo change a VAT code on a transaction" on page 143

"To change VAT amounts" on page 144

Outside The Scope

There are certain transactions that you may need to enter that are described as being 'outside the scope of VAT'. These include such things as payment of VAT to Customs & Excise, and should not appear on your VAT reports.

To prevent a transaction from appearing on the VAT reports, simply enter the N-T VAT code in the VAT column.

Accounting Plus's VAT Reports

There are two forms of VAT accounting - accruals and cash. It is important that you choose the VAT reports appropriate for your VAT accounting method.

Accrual accounting for VAT

This method of accounting for VAT works by paying or reclaiming VAT based on the invoice date.

For example, if you issue an invoice to a customer in one VAT return period but do not receive payment until the next period, VAT is payable to Customs & Excise in the period that includes the invoice date, not in the period when the customer paid. If this is your method of VAT accounting, the VAT reports that you should use are:

- VAT [Summary]

- VAT [Detail]

- VAT Return

Cash accounting for VAT

This method allows you to account for VAT once payment has been received or made and can only be used if you have permission from Customs & Excise.

For example, if you issue an invoice to a customer in one VAT return period but do not receive payment until the next return period, VAT is payable to Customs & Excise in the return period you received payment, not in the period the invoice was issued.

Accounting Plus does not require you to create transactions in any special way to cope with this method. Instead, the program will pick transactions for the VAT reports based on payments made or received in the reporting period.

If this is your method of VAT accounting, the VAT reports that you should use are:

- VAT [Summary - Cash]

- VAT [Detail - Cash]

- VAT Return [Cash]

See the following step-by-step procedure:

Using Accounting Plus for Intra-EC Trade

This section only applies to you if you are registered for VAT and you are involved in intra-EC trade.

If your company is involved in intra-EC trade, as defined by Customs & Excise, you need to account separately for these intra-EC transactions in your returns to Customs & Excise.

The discussion below is not provide an in-depth guide on intra-EC trade. For further information, please refer to VAT Notice 725 - "The Single Market", available from your local VAT Business Advice Centre, or consult your accountant.

EC Sales

If yours is a UK VAT registered company selling goods or services to anyone in another EC Member State, you will normally charge VAT at a zero rate on the transaction if the sale is in line with intra-EC sales rules. These rules include the requirement that the customer supplies you with their VAT Registration Number. This does not mean that tax on the transaction disappears; it is accounted for in reports such as the VAT Return and the EC Sales List. The EC customer also accounts for the VAT that would have been paid in adherence to their State's, and EC, rules.

Setting up VAT codes for EC sales

The "EC Sale" code should only be used when making a sale that conforms to Customs & Excise rules governing intra-EC sales. No VAT amount will be tracked on the sale. The VAT Rate and EC Reported Rate are set to 0%, as you are not collecting VAT on the sale.

Making sales to EC customers

Carriage costs on sales to EC customers may also need to appear on the EC Sales List report. In this case, don't put carriage costs into the carriage box on the sales entry screen; add it as a line to the invoice. Entries in the carriage box do not appear on the EC Sales List report.

See the following step-by-step procedure:

Reporting EC sales

Accounting Plus has several reports that analyse sales to EC customers and sales involving EC Sale VAT codes. The effects of these customers and VAT codes on those reports are as follows:

- The **EC Sales List report** (VAT 101) needs to be completed by UK VAT registered traders who supply goods to traders registered for VAT in other EC Member States. Accounting Plus's EC Sales report is designed to help you complete this form.

  The report only includes sales to customers who have the EC Customer checkbox ticked AND the VAT Number field filled in on their card. The

type of VAT code used on a sale has no effect on whether or not the sale appears on the report.

- The **VAT Detail, VAT Summary, VAT Detail-Cash and VAT Summary-Cash reports** analyse the VAT on transactions, grouped together by VAT code. Any report customised for an EC Sale VAT code will show sales created for that code, whether or not the customer had the EC Customer checkbox on the card ticked.

- The **VAT Return** (VAT 100) is submitted to Customs & Excise to detail how much VAT you are required to pay to them, or entitled to reclaim from them.

    Accounting Plus's VAT Return reports have two boxes that are affected by the use of EC Sale VAT codes - none are affected by whether or not the customer had the EC Customer checkbox on the card ticked.

EC Purchases

If your VAT Registered company purchases goods or services from a company in another EC Member State, you will not normally pay VAT on the transaction if it is in line with intra-EC trade rules.

VAT is not paid to the supplier, but it is accounted for when reporting VAT to Customs & Excise. Note that this is done using the VAT rules and rates for the UK, not for the State from which the goods or services are purchased.

Setting up VAT codes for EC purchases

An "EC Purchase" VAT code should only be used when making a purchase that conforms to Customs & Excise rules governing intra-EC supplies. The VAT Rate is set to 0%, as you are not charged VAT on the purchase. However, the amount of VAT you WOULD HAVE PAID had you purchased in the UK, will appear on your VAT reports.

For example, if you purchased a standard-rated item in the UK for £100, you would pay £17.50 VAT. If you had purchased from an EC supplier, and the purchase conformed to Intra-EC Trade rules, you would pay £0.00 VAT. However, your VAT reports would have to show the amount of VAT you would have paid if buying in the UK, i.e. £17.50.

Accounting Plus calculates this amount by using the percentage you type into the 'EC Reported Rate' box for EC Purchase VAT codes. In this example, you would create an EC Purchase VAT code with 17.5% in the 'EC Reported Rate' box, and use this on the purchase order for the item.

You may need to set up several EC Purchase VAT codes. Just as you separate UK VAT codes into Standard Rate, Zero Rate etc., you also need to separate EC Purchase codes in the same way. Customs & Excise rules mean that you have to report intra-EC purchases using the VAT rate that would be applicable if the purchase were in the UK.

For most users this means creating two EC Purchase VAT codes. The first would have the EC Reported Rate set to 17.5% and be used for standard rated items. The second would have the EC Reported Rate set to 0% and be used for zero rated items. Other users may also need an EC Purchase VAT code with an EC Reported Rate set to 0% to be used for exempt items.

Making purchases from EC suppliers

When selecting VAT codes for purchases from EC suppliers, make sure you choose an EC Purchase VAT code for goods or services supplied from the EC.

See the following step-by-step procedure:

Reporting EC Purchases

Accounting Plus has several reports that analyse purchases made using EC Purchase VAT codes. The effect of these VAT codes on these reports are as follows:

- The **VAT (Detail), VAT (Summary), VAT (Detail-Cash), VAT (Summary-Cash) reports** analyse the VAT on transactions, grouped together by VAT code. Reports customised to include an EC Purchase VAT code will show the amount of VAT that you would have paid had you purchased in the UK, calculated using the EC Reported Rate percentage that you entered when creating the VAT code.

  These "notional" amounts will appear on the report with an asterisk beside them to indicate that it is an amount that is not actually payable.

  See "VAT Detail Report for EC Purchases" on page 137 for a sample report.

- The **VAT Return and VAT Return (Cash) reports** have several boxes that

are affected by EC Purchase VAT codes.

See "VAT Return Report for EC Purchases" on page 138 for a sample report.

▶ VAT Detail Report for EC Purchases

The VAT Detail Report below is made up of two transactions:

1. A purchase of £100 from 'Fred's Ginger Supplies', a UK supplier. The transaction used the Non-EC VAT code 'S', rated at 17.5%.

2. A purchase of £200 from 'Bonjour Fournisseur', an EC Supplier. The transaction used the EC Purchase VAT code 'G'.

ID No.	Name	Rate	Output Value	Input Value	VAT Collected	V
Standard						
00000099	Fred's Ginger Supplies	17.500%		£100.00		
	Total		£0.00	£100.00	£0.00	
	Less EC Purchase VAT				£0.00	
EC Purchases						
00000100	Bonjour Fournisseur	17.500%		£200.00	£35.00 *	
	Total		£0.00	£200.00	£35.00 *	
	Less EC Purchase VAT				£0.00	
	Grand Total		£0.00	£300.00	£35.00 *	
	Less EC Purchase VAT				£0.00	

*   The first purchase (Fred's Ginger Supplies) is made using a Non-EC VAT code "S," rated at 17.5%.

    The "Total" and "Less EC Purchase VAT" lines in the first purchase have the same amounts. This is because the "S" VAT code was defined as Non-EC; therefore, there are no EC Purchase VAT amounts affecting this total.

*   The second purchase (Bonjour Fournisseur) is made using an EC Purchase VAT code "G." This code was created with an EC Reported Rate of 17.5%.

    The VAT amounts on the second transaction have asterisks beside them to indicate that they are notional VAT amounts, i.e. they only exist for the VAT report, and are calculated at the EC Reported Rate for this VAT code.

Note that VAT on the second purchase in the above example appears in both VAT Collected and VAT Paid columns. The two notional amounts of £35 should cancel each other out on the VAT 100 form.

The 'Less EC Purchase VAT' line below each VAT code's total subtracts all of the notional entries created by EC Purchases from the totals, leaving you with the amounts you are actually due to pay. After all, you don't have to pay these amounts - only account for them when reporting VAT to Customs & Excise.

▶ VAT Return Report for EC Purchases

VAT Return report shown below is created from the transactions used in "VAT Detail Report for EC Purchases" on page 137.

30/11/2000 To 30/11/2000

24/11/2000 10:15:57	Page 1
Description	Value
1 - VAT due on Sales	£0.00
2 - VAT due Purchases from other EC Members	£35.00
3 - Total VAT due (1 + 2)	£35.00
4 - VAT on purchases (including purchases from EC)	£52.50
5 - Net VAT to be paid	-£17.50
6 - Total Sales excluding VAT	£0.00
7 - Total Purchases excluding VAT	£300.00
8 - Total Sales to other EC members excluding VAT	£0.00
9 - Total Purchases from other EC members excluding VAT	£300.00

Box 2	This box shows the notional amount generated by the purchase made using the EC Purchase VAT.
Box 4	This box shows the notional amount generated by the purchase made using the EC Purchase VAT code, and the amount paid to the UK supplier on the Non-EC.
Box 5	Box 5 = Box 3 less Box 4. These two boxes include the notional VAT amount from the EC Purchase transaction and cancel each other out leaving just real VAT.
Box 7	This box shows the net amounts of all purchases regardless of VAT code.

Box 9   This box shows the net amounts of purchases
                                       made using EC Purchase VAT codes.

All calculations used to work out how much VAT you must pay (or reclaim),
have the notional EC Purchase VAT amounts cancelling each other out.

Setting up VAT rates

▶ To set up VAT rates

If you haven't already read the Dealing with VAT Overview, see
"Accounting Plus's VAT Features" on page 131 for more information.

1. Select Lists on the menu bar at the top of your computer screen and select
   VAT Codes. The VAT Code List window appears.

2. Click New to open the VAT Code Information window. You can also click
   the zoom arrow next to each VAT code to edit the VAT information on an
   existing VAT code.

3. Enter the VAT rates that you need to assign to transactions in the Sales,
   Purchases, Spend Money and Receive Money windows. You may also
   enter a description.

4. Each code should be set as "VAT," "VAT - EC Sales," or "VAT - EC
   Purchases."

   • Set the code "VAT" to track VAT for transactions not involving EC
     customers or suppliers.

   • If your VAT registered business does deal with EC traders under Intra-
     EC Trade rules, you will need to set some codes as either "VAT - EC
     Sales" or "VAT - EC Purchases." See "Using Accounting Plus for Intra-
     EC Trade" on page 133 for more information.

> ### Note: The N-T VAT code
> Unlike all the other VAT codes, the N-T code cannot be deleted nor can you change the VAT Type or rate. This is because this code is used for transactions that are '"Outside The Scope" on page 132 of VAT'. Transactions that use the N-T VAT code do not appear on the VAT Return or VAT Return [Cash] reports.

5. Click OK when you're finished.

Using default VAT codes

▶ ## To change the default VAT code for customer or supplier cards

If you haven't already read the Dealing with VAT Overview, see "Accounting Plus's VAT Features" on page 131 for more information.

The Preferences window should be displayed.

1. Click the Sales tab to change the default code for customer cards; the Purchases tab for supplier cards.

2. Click the Terms button. The Default Customer Terms or Default Supplier Terms window appears.

3. Select the VAT code that you want to be default in the VAT Code field.

4. Click OK.

Note that the VAT code you select in this window will be entered automatically on every new card that you create.

To change the VAT code for cards that have already been created, see "To enter selling details (customers only)" on page 655 and "To enter buying details (suppliers only)" on page 655.

Why is this the default VAT code?

There are several windows where VAT is encountered: Sales, Purchases, Spend Money, Receive Money and Bank Register (Sales, Purchases, Spend Money and Receive Money transaction types) plus the Record Bank

Charges and Interest Earned window . Each of these windows has a VAT column on the right hand side or a VAT field, where a VAT code can be selected.

The default VAT code is the one that appears in the VAT column or field when you select the account for the transaction or transaction line. There is a reason the selection defaults to the code it does. For the windows where VAT codes are used, each of the default possibilities and the reason it is the default VAT code is listed below:

Sales window / Service, Professional or Miscellaneous layout
Sales in the Bank Register window (Miscellaneous layout)

• **Default:** The VAT Code chosen in the Selling Details view of the customer's Card Information window**.**
  Reason: You marked the *Use Customer's VAT Code* field in the Selling Details view of the customer's Card Information window.

• **Default:** The VAT code chosen in the selected account's Edit Accounts - Account Information window.
  Reason: You did not mark the *Use Customer's VAT Code* field.

• **Default:** No Tax (N-T)
  Reason: You did not mark the *Use Customer's VAT Code* field and you either chose the N-T VAT code in the selected account's Edit Accounts - Account Information window *or* you did not choose any VAT code in the Edit Accounts window and the N-T VAT code became the default setting.

Sales window / Item layout

• **Default:** The VAT Code chosen in the Selling Details view of the customer's Card Information window**.**
  Reason: You did not mark the *Use Customer's VAT Code* field in the Selling Details view of the customer's Card Information window.

• **Default:** The VAT code chosen in the Selling Details view of the selected item's Item Information window.
  Reason: You did not mark the *Use Customer's VAT Code* field.

Sales window / Time Billing layout

• **Default:** The VAT Code chosen in the Selling Details view of the customer's Card Information window**.**
  Reason: You marked the *Use Customer's VAT Code* field in the Selling Details view of the customer's Card Information window.

- **Default:** The VAT code chosen in the Profile view of the selected activity's Activity Information window.
Reason: You did not mark the *Use Customer's VAT Code* field.

Purchases window / Service, Professional or Miscellaneous view
Purchases in the Bank Register window (Miscllaneous layout)

- **Default:** The VAT Code chosen in the Buying Details view of the supplier's Card Information window**.**
Reason: You marked the *Use Supplier's VAT Code* field in the Buying Details view of the supplier's Card Information window.

- **Default:** The VAT code chosen in the selected account's Edit Accounts - Account Information window.
Reason: You did not mark the *Use Supplier's VAT Code* field.

- **Default:** No Tax (N-T)
Reason: You did not mark the *Use Supplier's VAT Code* field and you either chose the N-T VAT code in the selected account's Edit Accounts - Account Information window *or* did not choose any VAT code in the Edit Accounts window and the N-T VAT code became the default setting.

Purchases window / Item layout

- **Default:** The VAT Code chosen in the Buying Details view of the supplier's Card Information window**.**
Reason: You did not mark the *Use Supplier's VAT Code* field in the Buying Details view of the supplier's Card Information window.

- **Default:** The VAT code chosen in the Buying Details view of the selected item's Item Information window.
Reason: You did not mark the *Use Supplier's VAT Code* field.

Spend Money window
Spend Money in the Bank Register window

- **Default:** The VAT code chosen in the Selling/Buying Details view of the customer's/supplier's Card Information window
Reason: You marked the *Use Customer's* or *Supplier's VAT Code* field in the Selling/Buying Details view of the customer's/supplier's Card.

- **Default:** The VAT code chosen in the selected account's Edit Accounts - Account Information window.
Reason: The Spend Money transaction is made without an assigned card *or* a card is assigned but you did not mark the *Use Customer's* or

Supplier's VAT Code field..

Receive Money window
Receive Money in the Bank Register window

• **Default:** The VAT code chosen in the *Use Customer's* or *Supplier's VAT Code* view of the customer's/supplier's Card Information window
Reason: You marked the *Use Customer's* or *Supplier's VAT Code* field in the Selling/Buying Details view of the customer's/supplier's Card Information window.

• **Default:** The VAT code chosen in the selected account's Edit Accounts - Account Information window.
Reason: The Receive Money transaction is made without an assigned card *or* a card is assigned but you did not mark the *Use Customer's* or *Supplier's VAT Code* field.

Receive Bank Charges and Interest Earned window

• **Default:** The VAT code chosen in the selected account's Edit Accounts - Account Information window.
Reason: When the Expense Account in the Bank Charges section or the Income Account in the Interest Earned section is selected, this default VAT code always appears.

▶ ## To change a VAT code on a transaction

If you haven't already read the Dealing with VAT Overview, see "Accounting Plus's VAT Features" on page 131 for more information.

The transaction window in which you want to change the VAT code should be displayed.

1. Highlight the VAT code that appears in the VAT column of the transaction window.

2. Type the letter of one of the other existing codes.

   If you type a VAT code that does not exist, a selection window will appear showing all the existing codes. You can then select the appropriate code.

Changing VAT Amount

▶ ## To change VAT amounts

If you haven't already read the Dealing with VAT Overview, see "Accounting Plus's VAT Features" on page 131 for more information.

1. Click the zoom arrow next to the VAT field to open the Tax Information window.

2. Enter a new tax amount in the VAT column.

3. Click OK. The total VAT amount displayed in the VAT field will change to reflect the change you made.

   Click the Recalculate button if you want the VAT amount to be restored to an amount that's based on the VAT codes assigned to the transaction.

4. Click OK.

Warning: VAT amounts change automatically

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

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

Note: VAT Variance Report

Transactions with changes VAT amounts appear on the VAT Amount Variance report.

VAT Reports

▶ ## To use VAT Reports

If you haven't already read the Dealing with VAT Overview, see "Accounting Plus's VAT Reports" on page 132 for more information.

Accounting Plus constructs the VAT reports by grouping transactions together based on the VAT code used. Therefore, any transaction entered without a VAT code, WILL NOT APPEAR ON ANY VAT REPORT. If you delete a VAT code from an entry, or you use the Nominal Journal Entry screen to adjust the VAT control account, it will not appear on the VAT reports.

The only way to make an adjustment to the VAT report is to make an entry through one of the screens that has a VAT column, and to select an appropriate VAT code.

Alternatively, you could make your adjustments manually when preparing your VAT return. If you do this, make sure you keep detailed records of why the adjustment was made and how the difference between the Accounting Plus reports and your VAT return is made up. You will be asked to produce this by Customs & Excise during any VAT visit that they may make.

The basic structure of the accrual accounting and cash accounting for VAT reports are the same - the only difference is in which transactions appear on them. Any minor differences in the two sets of reports are noted in the following descriptions:

▶ ## VAT (Summary) and VAT (Summary – Cash) reports

These reports total VAT transactions for each VAT code. They can be customised for any date range and for a single VAT code or all of the VAT codes.

Remember the VAT (Summary) gives amounts payable and recoverable, but VAT (Summary - Cash) gives amounts actually paid and collected.

An example of the VAT (Summary) report is shown below.

VAT [Summary]

01/11/2000 To 30/11/2000

22/11/2000 13:56:05						Page 1
Code	Description	Rate	Output Value	Input Value	VAT Collected	VAT Paid
S	Standard	17.500%	£111.02	£808.00	£19.43	£141.41
A	Lower Rate	5.000%	£1,000.00		£50.00	
	Total		£1,111.02	£808.00	£69.43	£141.41
	Less EC Purchase VAT				£69.43	£141.41

The line below "Total," labelled "Less EC Purchase VAT" will only affect your reports if you are involved in intra-EC trade. If you are involved in intra-EC trade, see *"Using Accounting Plus for Intra-EC Trade" on page 133*, which describes the effect of this line.

▶ VAT (Detail) and VAT (Detail – Cash) reports

These reports show every transaction that had a VAT code applied to it. The report is grouped together by VAT code for any date range. The VAT (Detail) report can be customised for a single VAT code or all VAT codes. The VAT (Detail --Cash) report allows only one VAT code to be reported at a time.

Remember the VAT (Detail) report shows amounts payable and recoverable, but the VAT (Detail - Cash) shows amounts actually paid and collected.

An example of the VAT (Detail) report is shown below.

ID No.	Name	Rate	Output Value	Input Value	VAT Collected	V
Standard						
00000064	ABC Ltd	17.500%	£42.55		£7.45	
00000065	ABC Ltd	17.500%	£105.53		£18.47	
00000066	ABC Ltd	17.500%	£5.49		£0.96	
00000067	ABC Ltd	17.500%	-£42.55		-£7.45	
00000092	World of Widgets	17.500%		£158.00		
00000093	Office Stationery Ltd	17.500%		£25.00		
00000094	Computer Supplies Ltd	17.500%		£300.00		
00000095	Computer Supplies Ltd	17.500%		£300.00		
00000096	Office Stationery Ltd	17.500%		£25.00		
00000097	Professional Subscriptio	17.500%		£148.00		
00000098	Professional Subscriptio	17.500%		-£148.00		
		Total:	£111.02	£808.00	£19.43	
	Less EC Purchase VAT:				£19.43	
Lower Rate						
00000068	Delta Products	5.000%	£1,000.00		£50.00	
		Total:	£1,000.00	£0.00	£50.00	
	Less EC Purchase VAT:				£50.00	

▶ VAT Return and VAT Return (Cash) reports

These reports are designed to help you when completing your VAT 100 return, which is the form sent to Customs & Excise to account for your VAT transactions.

It resembles the structure of the actual VAT 100 form, giving the amounts you need to complete the form. The reports can be customised for any date range you require, and includes all transactions that have a VAT code other than N-T (No Tax).

30/11/2000 To 30/11/2000

24/11/2000		Page 1
10:15:57		
Description		Value
1 - VAT due on Sales		£0.00
2 - VAT due Purchases from other EC Members		£35.00
3 - Total VAT due (1 + 2)		£35.00
4 - VAT on purchases (including purchases from EC)		£52.50
5 - Net VAT to be paid		-£17.50
6 - Total Sales excluding VAT		£0.00
7 - Total Purchases excluding VAT		£300.00
8 - Total Sales to other EC members excluding VAT		£0.00
9 - Total Purchases from other EC members excluding VAT		£200.00

Using MYOB Accounting Plus for Intra-EC Trade

▶ To set up EC customers

If you haven't already read the Dealing with VAT Overview, see "Using Accounting Plus for Intra-EC Trade" on page 133 for more information.

1. In the Cards Command Centre, select Cards List. The Cards List window appears.

2. Click New. The Card Information window appears. At the bottom left hand side of the screen there is a box labelled EC Customer. Check this box for EC customers to whom you supply goods. These cards will be used to generate the EC Sales List report.

3. If you only supply this customer with services, do not mark them as an EC customer. Service-only sales should not appear on the EC Sales List. Please note that the VAT reports are based on VAT codes, not EC Customer status. If you don't mark a card as an EC Customer it won't affect your VAT reports.

4. Click the Selling Details tab to enter the credit terms information. Enter the EC VAT registration number; this will appear on the EC Sales List report. You may also enter the default VAT code, which should be one that has been set up as an "EC Sale," and select the "Use Customer's VAT Code" checkbox.

Setting up VAT codes for EC purchases

▶ To set up EC suppliers

If you haven't already read the Dealing with VAT Overview, see "EC Purchases" on page 135 for more information.

1. In the Cards Command Centre, select Cards List. The Cards List window appears.

2. Click New. The Card Information window appears. Change the Card Type to Supplier, and enter the supplier details. At the bottom left hand side of the screen there is a checkbox labelled EC Supplier. Check this box for any supplier with whom you do intra-EC trade.

3. Click the Buying Details tab to enter the credit terms information. Set the default VAT code for that supplier and enter their EC VAT registration number and select the "Use Supplier's VAT Code" checkbox and enter their EC VAT registration number.

Chapter 13
Jobs Overview

You can use MYOB Accounting Plus to keep an accurate and detailed record of your jobs and profit centres. Specific job-tracking tasks you can accomplish include:

- Organise jobs in a accounts list-like hierarchy

- Set account-by-account budgets for each job

- Link jobs to specific customers

- Assign individual line items on transactions to jobs

- Track reimbursable expenses for your jobs

- Prepare reimbursement sales with markup

- Extensively analyse profit and loss for a job

Creating jobs
You can create two types of jobs:

Detail jobs are used for tracking the specific income, costs and expenses that you incur on a daily basis. You can assign, or *post*, specific line items in MYOB Accounting Plus transactions to detail jobs. You can also track reimbursable expenses on detail jobs.

Header jobs are used for grouping detail jobs and for organising your income, costs and expenses in larger, more broad categories than detail jobs. You can't assign specific line items or reimbursable expenses in Accounting Plus transactions to a header job, but you can assign those transactions to a specific detail job that's grouped under the header job.

Tracking reimbursable expenses

If you're creating a detail job, you can indicate whether you want to track the job's reimbursable expenses that you'll incur during the course of completing the job. If you choose to do this, you'll then link the job to a specific customer, so you'll be able to track who owes you for your reimbursable expenses.

For example, say you're tracking reimbursements for Job 01, which is linked to customer Edgar Reuss. During the course of working on Job 01, you purchase some items to complete the job. When you create a purchase in the Purchases window for the purchase you made, you'll assign the line items on that purchase to Job 01. Then, when you record the purchase, the line items you assigned to Job 01 will automatically be marked for reimbursement by Edgar Reuss.

See the following step-by-step procedure:

"Indicate whether you'll track reimbursements for the job (detail jobs only)" on page 159

Assigning a number to a new job

If you already have jobs set up for your company, the number you assign to a new job is very important. If you assign a number to a job so the new job is automatically placed under a particular header job, the new job will be automatically assigned the same linked customer that is already assigned to the header job. To prevent this from happening, review the Jobs List window to become familiar with the numbering scheme that you've assigned to your existing jobs.

You may, of course, wish to assign the same customer that's already assigned to an existing header job. If this is the case, you may wish to assign a job number that places the new job under that particular header job, so the same customer is assigned to the new job.

See the following step-by-step procedure:

"Assign a number to the job" on page 159

Linking a customer to a job

Take a moment to review the Linked Customer field in the New Job window. Depending upon the entry you made in the Job Number field in the previous step, you'll either see an empty field here, or you'll see that a customer name is already displayed here.

See the following step-by-step procedure:

"Link a customer to the job (optional)" on page 159

Entering details of the job

Once you've defined the job's type, indicated whether you want to track reimbursable expenses for the job, given the job an identifying number and linked a customer to the job, you can then fill in the remaining fields in the New Job window.

See the following step-by-step procedure:

"Enter details of the job" on page 160

Entering opening balances for the job

If you've been working on a job for some time before you enter its information into the system, you can quickly update your MYOB Accounting Plus records by entering all the previous activity that's occurred with the job on an account-by-account basis.

See the following step-by-step procedure:

"Enter opening balances for the job (detail jobs only; optional)" on page 161

Creating budgets for the job

You can enter budget amounts for every detail job in the MYOB Accounting Plus system. The budget information you enter for each job is used to help you assess your progress on a particular job and to determine the job's effect on the state of your business. The amounts you enter will be assigned to accounts in your accounts list for comparison purposes; once you begin recording transactions for the job, you'll be able to print the Jobs (Budget Analysis) report to see a comparison of the actual amounts and the amounts you've budgeted for the job.

See the following step-by-step procedure:

"Create budgets for the job (detail jobs only; optional)" on page 161

Assigning transactions to jobs

Regardless of whether you're tracking job expenses for customer reimbursement or you're simply curious about how much revenue you're receiving from your jobs, you need to be sure you're properly assigning transaction activity to your jobs. See the following tips on how to effectively track your job-related business:

"Tip No. 1: Look for the Job column in transaction entry windows" on page 163

"Tip No. 2: Don't forget to assign all line items in a transaction to the appropriate jobs" on page 164

"Tip No. 3: Remember the jobs for which you're tracking reimbursables" on page 164

Getting reimbursed for job expenses

If you've set up a job to track reimbursable expenses and you've linked that job to a customer, you can assign expense transactions to the job and quickly prepare sales that bill the customer for the job's reimbursable expenses.

Creating a sale that includes reimbursable job expenses is nearly the same as the process of creating any other type of sale. See Entering sales for more information; note that you'll use Step 3 of that procedure to add your reimbursable expenses to a sale.

See the following step-by-step procedures:

"To bill the customer for job expenses" on page 169

"To reverse job expenses after they've been billed to the customer" on page 171

See the following tips that will assist you when it's time to bill the customer for reimbursable job expenses. Please read through these tips carefully; you might find it will save you a great deal of time.

"Tip No. 1: Become familiar with how various sales types affect reimbursements" on page 166

"Tip No. 2: Use a "placeholder item" to track reimbursements on item sales" on page 166

"Tip No. 3: Use a special account to track reimbursements on other types of sales" on page 168

Finding jobs

After you create a job and begin assigning transactions to it, you'll probably want to view the job again in the future. Locating a particular job in MYOB Accounting Plus is very easy.

See the following step-by-step procedure:

"To find a job" on page 173

Reviewing your job information

An important part of managing your job activity revolves around reviewing the data that you've entered for your jobs and understanding its effects on your overall financial picture. MYOB Accounting Plus contains a number of tools that allow you to review your job information so you can make better decisions about your business.

A number of Accounting Plus reports are available for you to view your job activity.

Understanding the "big picture" of your job activity will help you identify income trends, recognise possible cost overruns and anticipate your company's future revenues. The Analyse Jobs window will help you perform this important task by providing lists of your job activity.

See the following step-by-step procedures:

"To print lists that contain job-related information" on page 174

"To analyse your job activity" on page 175

Changing job levels

Occasionally, you'll find it necessary to make changes to specific job information that are assigned to jobs.

The list of jobs in the Jobs List window is arranged in a hierarchy much like the one you use in your accounts list. Just as accounts are arranged in levels, jobs are organised by level—you can use up to four levels in your job organisation. Think of each Level 1 job as the master record for a job and the jobs at lower levels as details that need to be completed. For example, if your company remodels kitchens, a Level 1 job might be Jones Kitchen Remodeling and you might have lower-level jobs for removing cabinets, installing new cabinets, removing appliances and the like.

As with header and detail accounts, you can assign transactions only to detail jobs. The header jobs above them in the list display totals of income, cost, expenses and profit or loss for the detail jobs. A header job's name and number appears in bold in the jobs list. Jobs are arranged in alphanumeric order.

Some things to keep in mind when you're planning to change a job's level:

- If a detail job is moved up one level, all the detail jobs beneath it are also moved up one level automatically.

- A detail job can be moved down a level only if there is a header job immediately before it at the same level or a detail job before it at a lower level.

- A header job can't be moved down a level if the move places it more than one level from the previous header in the list.

- Because of their place in a job hierarchy, some jobs' levels simply can't be changed. If this is the case, you won't be able to click the Up and Down buttons in the Jobs List window.

- If you change a job's number and the new job number moves that job into the hierarchy of a different Level 1 job, the linked customer for the job you changed will be changed to the linked customer that applies to the job's new hierarchy. Any jobs at a lower level beneath the job you're moving will move up one level.

See the following step-by-step procedure:

Removing and inactivating jobs

If you have jobs that you no longer use, inactivating them will remove them from the selection windows. Your list of jobs will be shorter, and selecting the job you need will be easier.

If a job is marked inactive, however, you may still use the job in transactions by manually entering the job number. Inactive jobs will still appear in the Jobs List window. You can also return the status of the job to active so that it will appear again in the selection windows. No matter what the status of a job—active or inactive, transactions recorded using the job will still affect all of your financial records.

The Jobs List report will be displayed and will print job information with or without inactive jobs. Use the Report Customisation window to unmark or mark the selection Include Inactive Jobs.

There may be times when you simply don't need the record of a particular job's activity anymore. When this is the case, you can quickly remove the effects of the job from your records.

See the following step-by-step procedures:

"To inactivate (or reactivate) a job" on page 177

"To remove a job" on page 177

Changing and removing reimbursable expenses

The Job Reimbursable Expenses window displays all the reimbursable expenses assigned to individual jobs. This window is divided into two lists; one contains expenses that are reimbursed, and the other contains expenses that aren't reimbursed yet. It's possible that you might experience a situation where you want to move an expense from one of these lists to the other.

Reimbursable expenses are transactions that can be removed just like any other transactions in the MYOB Accounting Plus system. Remember, if your transactions are unchangeable, you'll need to reverse an incorrect transaction and create an entirely new transaction to correct your records.

Changing reimbursable expenses' transaction detail

Reimbursable expenses are transactions that can be changed just like any other transactions in Accounting Plus. If you want to change a reimbursable expense's transaction detail, click below for the procedures that describe how to change the transaction you want to alter:

To change purchases: See "Changing, removing and reversing purchases" on page 400

To change Spend Money transactions: See "Finding, changing, removing and reversing Spend Money transactions" on page 193 for more information.

To change paycheques: See "Changing, removing and reversing paycheques" on page 577 in the Paycheques Overview.

See the following step-by-step procedures:

"To change the reimbursement status of an expense" on page 179

"To remove a reimbursable expense transaction" on page 180

Chapter 14

Creating jobs

Step 1: Choose the type of job you want

If you haven't already read the Jobs Overview, see "Creating jobs" on page 151 for more information.

The Jobs List window should be displayed.

1.   Click New.

2.   Choose either Header Job (Non-Postable) or Detail Job (Postable).

Step 2: Indicate whether you'll track reimbursements for the job (detail jobs only)

If you haven't already read the Jobs Overview, see "Tracking reimbursable expenses" on page 152 for more information.

Mark the Track Reimbursables selection at the top of the New Job window.

Step 3: Assign a number to the job

If you haven't already read the Jobs Overview, see "Assigning a number to a new job" on page 152 for more information.

Enter the number you want to use to identify this job in the Job Number field.

Step 4: Link a customer to the job (optional)

If you haven't already read the Jobs Overview, see "Linking a customer to a job" on page 152 for more information.

The manner in which you link a customer to a job depends upon your situation:

If the Linked Customer field is empty Enter or select the customer you want to link to this job. If this job is a detail job and you marked the Track Reimbursables selection, the expenses you assign to this job will also be assigned to this customer.

If the Linked Customer field already displays a customer's name Be aware that you've created a job that's already assigned to a particular header job to which a customer has already been linked. If you don't want to link this particular customer to this job, you must "unassign" the job from the header job. To do this, you can do one of two things:

• Assign a different job number to the job in the Job Number field, so the job is no longer assigned to a header job, or

• Locate the Jobs List window on your computer screen (it will probably be partially obscured by the New Job window), highlight the name of the new job in the scrolling list, and click either the Up or Down button to change the job's level. (See "Changing job levels" on page 155 for more information.)

After you've "unassigned" the job from the header job, you can enter or select the customer you want to link to this job. If this job is a detail job and you marked the Track Reimbursables selection, the expenses assigned to this job will also be assigned to the customer.

Step 5: Enter details of the job

If you haven't already read the Jobs Overview, see "Entering details of the job" on page 153 for more information.

1. Enter a name for the job, using up to 25 characters, in the Job Name field.

2. Enter a description of the job, using up to 255 characters, in the Description field.

3. Enter the name of your contact person for this job in the Contact field.

4. If you're viewing a detail job, enter a percentage of completion to represent your progress on this job in the Percent Complete field.

5. Enter a starting date for this job in the Start Date field.

6.   Enter the date on which you expect to finish this job in the Finish Date field.

7.   Enter the name of the manager responsible for this job in the Manager field.

8.   Click OK.

Step 6: Enter opening balances for the job (detail jobs only; optional)

If you haven't already read the Jobs Overview, see "Entering opening balances for the job" on page 153 for more information.

1.   Choose Balances/Job Opening Balances from the Setup menu.

2.   Enter or select the number of the detail job in the Job Number field. When you make an entry in this field, the scrolling list will display all of your company's income, cost of sales, expense, other income and other expense accounts.

3.   Enter any opening balances that apply to the job in the Opening Balances column.

4.   Click OK.

Step 7: Create budgets for the job (detail jobs only; optional)

If you haven't already read the Jobs Overview, see "Creating budgets for the job" on page 153 for more information.

1.   Highlight the detail job whose budgets you want to enter in the Jobs List window.

2.   Click the Budgets button. The Job Budgets by Account window appears, displaying the number of the job you selected in the Job Number field and all of your company's income, cost of sales, expense, other income and other expense accounts appear in the scrolling list.

3.   Enter the amounts you've budgeted for specific accounts for this job in the Budgets column.

4. Click OK.

Chapter 15

Assigning transactions to jobs

Tip No. 1: Look for the Job column in transaction entry windows

If you haven't already read the Jobs Overview, see "Assigning transactions to jobs" on page 154 for more information.

Most transaction-entry windows in MYOB Accounting Plus consist of scrolling lists, where line item detail is entered for each transaction you record. In these scrolling lists—usually, at the far right end—is the Job column, where you can assign a particular job to each line item in the transaction.

The windows in which a Job column exists include:

- Record Journal Entry

- Stock Adjustments

- Stock Transfers

- Receive Money

- Purchases

- Sales

- Spend Money

- Pay Employees

In addition, the Enter Activity Slip window has a Job field that allows you to associate jobs with time billing activities.

Tip No. 2: Don't forget to assign all line items in a transaction to the appropriate jobs

If you haven't already read the Jobs Overview, see "Assigning transactions to jobs" on page 154 for more information.

Don't forget that each line item in a transaction can be assigned to a specific job. If you assign only the top line item in a scrolling list to a job, the other line items below it won't be assigned to that job automatically. You'll need to make an entry in the Job column for each line item.

Of course, if you don't want to assign a line item to a job, you can leave the Job column blank for that item.

Tip No. 3: Remember the jobs for which you're tracking reimbursables

If you haven't already read the Jobs Overview, see "Assigning transactions to jobs" on page 154 for more information.

Unless you've set up an organised scheme of numbering your jobs so you can easily recognise those jobs for which you're tracking reimbursable expenses, it might not be readily apparent which jobs in your system are your "reimbursement jobs." Keep in mind, when you're assigning expenses to jobs, that you may also be building up a list of expenses that need reimbursement sometime in the future.

You can assign reimbursable expenses to jobs in the following windows:

Purchases window You can assign line items from any type of purchase to a job for reimbursement.

Spend Money window You can assign line items on a cheque to a job for reimbursement, as long as the line items for which you want to be reimbursed are allocated to an expense or cost of sales account.

Pay Employees window You can also assign line items on a paycheque to a job for reimbursement, as long as the line items for which you want to be reimbursed are assigned to an expense or cost of sales account.

See "To bill the customer for job expenses" on page 169 for information about creating sales that bill for reimbursable expenses.

Chapter 16

Getting reimbursed for job expenses

Tip No. 1: Become familiar with how various sales types affect reimbursements

If you haven't already read the Jobs Overview, see "Getting reimbursed for job expenses" on page 154 for more information.

One important choice you'll make will affect the method by which MYOB Accounting Plus tracks reimbursable expenses: the type of sale you choose to create to bill the customer. Specifically, if you normally create item sales, your method of tracking reimbursable job expenses will differ from the method that's used to track reimbursable job expenses on service sales, professional sales, time billing sales and miscellaneous sales.

When you're reimbursing job expenses on sales, always keep in mind the type of sale you've selected.

Idea: Practice with Widgets, Ltd.

To acquaint yourself with how different types of sales affect reimbursable job expenses, we suggest you review the sample company file, Widgets, Ltd., that was installed when you installed your Accounting Plus system.

Tip No. 2: Use a "placeholder item" to track reimbursements on item sales

If you haven't already read the Jobs Overview, see "Getting reimbursed for job expenses" on page 154 for more information.

When you create an item sale in the Sales window and click the Reimburse button to open the Customer Reimbursable Expenses window, the field at the top of the window will be labeled *Reimbursement Item*. In this field, you'll enter the number of an item that serves as a "placeholder item" on your item sales, so you can enter any type of expenses—items *or services*— on the item sales. This placeholder item isn't a physical item at all; it merely exists so you can place any of your reimbursable expenses on item sales.

▶ An example of how the "placeholder item" works on item sales

Let's use an example to further clarify the purpose of the placeholder item. Say you've already entered some reimbursable expenses for Job 01, and you've already created a placeholder item named "Job Item."

You've also opened the Sales window and begun creating an item sale, and you've clicked the Reimburse button in the Sales window to open the Customer Reimbursable Expenses window.

Enter your Job Item in the Reimbursement Item field, then click the Action column for the two reimbursable expenses in the scrolling list. When you're finished, click the Reimburse button at the bottom of the window.

The Sales window reappears, displaying the two line items that were previously in the Customer Reimbursable Expenses window. Notice that each line item is assigned to your Job Item, as well as to Job 0412.

When you click Record in the Sales window, the reimbursable expenses will be recorded on the item sale. That's it!

▶ To create a placeholder item

See "Other considerations when creating items" on page 488 in the Items Overview for detailed instructions about creating items.

The Items List window should be displayed.

1. Click New to open the Item Information window.

2. When you create the item, enter an item number and name (we suggest you give the item a name and number of "Job Item" so the purpose of the item is easy for you to remember).

3. Mark the I Sell This Item selection only—leave the I Buy This Item and the I Stock This Item selections blank. Review the income account that appears next to the I Sell This Item selection; if you want to use another account to track income from reimbursements, enter or select that account.

4. Click OK.

You can now use the placeholder item to track your reimbursable job expenses on item sales.

Tip No. 3: Use a special account to track reimbursements on other types of sales

If you haven't already read the Jobs Overview, see "Getting reimbursed for job expenses" on page 154 for more information.

When you create a sale transaction in the Sales window and click the Reimburse button to open the Customer Reimbursable Expenses window, the field at the top of the window will be labeled *Reimbursement Account*. In this field, you'll enter the number of an income account that will track your reimbursed expense amounts.

If you wish, you can create a special account to track your reimbursed expenses. Keep in mind that this account should be an income account. See "Creating accounts" on page 101 for more information.

One note about your reimbursement account, however. When you create a sale using a layout other than an item layout, you can include reimbursements for the purchase of actual items on the sale. (In effect, then, you can include items on a service layout.) When you do this, however, the balance of the account you enter in the Reimbursement Account field ***won't*** be affected by the actual items in the transaction; instead, the normal income accounts that were assigned to the items in the Item Information window will be affected.

Billing a customer for reimbursable job expenses

▶ To bill the customer for job expenses

> ### Warning: If you make a mistake when you bill for job expenses
>
> If you use the procedure below, then decide you don't want to bill a customer for job expenses, you cannot merely click the Cancel button in the sales window to undo this error. *These expenses are already considered reimbursed by the MYOB system.*
>
> You must use the procedure "To reverse job expenses after they've been billed to the customer" on page 171 to remove the expense from this sales transaction and restore the "to be reimbursed" status back to the expense.

The Sales window should be displayed.

1. After entering information about your customer, click the Reimburse button to open the Customer Reimbursable Expenses window.

2. Click the To Be Reimbursed tab to display the expenses that have yet to be billed to this customer.

3. Click the Action column for each expense you want to bill the customer. A mark will appear in the Action column for the expense when you click the column; the mark indicates that you intend to bill the customer for this expense.

4. At the top of the Customer Reimbursable Expenses window is a field whose name depends upon the type of sale you're currently creating in the Sales window. This field, named either Reimbursement Item or Reimbursement Account, is used to properly track your reimbursements.

   If the Reimbursement Item field is displayed This field appears if you're currently in the process of creating an item sale in the Sales window. Enter the item number you use to track reimbursements on item sales.

If the Reimbursement Account field is displayed This field appears if you're currently in the process of creating a service, professional or miscellaneous sale. Enter the account you use to track reimbursements on these types of sales.

5. If you want to mark up the cost of the reimbursement to the customer, review the list of items to be reimbursed. Skip to step 9 if you don't want to mark up the cost.

6. Click in the Action column next to each item you want to mark up; an X will appear to indicate the item's been selected.

7. Click the Markup button. Make entries in the Markup Information window to indicate the amount or percentage by which you want to mark up the expenses.

8. Click either the Markup All Items button or the Markup X Items Only button.

9. Click the Reimburse button. All the expenses whose Action column you marked in step 3 appear in the line item area of the Sales window automatically. These expenses are now considered reimbursed; the next time you open the Customer Reimbursable Expenses window or the Job Reimbursable Expenses window, you'll notice that the expenses have been moved to the Reimbursed/Removed list.

    If you want to add more line items to the sale, proceed to "Enter line items" on page 293; otherwise, skip to "Complete the sale" on page 301.

▶ ## To reverse job expenses after they've been billed to the customer

> ### Warning: Use this procedure if you make a mistake when you bill for job expenses
>
> If you bill the customer for job expenses, then decide you didn't want to do this, you cannot merely click the Cancel button in the sales window to undo this error. *These expenses are already considered reimbursed by the MYOB system.*
>
> You must use this procedure to remove the expense from the sales transaction and restore the "to be reimbursed" status back to the expense.

1. In the Sales window, highlight and delete the line items that contain information about the expenses that you don't want to include in the sale.

2. Click the Reimburse button to open the Customer Reimbursable Expenses window.

3. Click the Reimbursed/Removed tab to display a list of all expenses you've already billed this customer. Locate the expense whose status needs to be restored to "to be reimbursed."

4. When you've found the expense, click the zoom arrow in the expense's Job column; the Edit Job window appears.

5. Click the Reimburse button to open the Job Reimbursable Expenses window.

6. Click the Reimbursed/Removed tab in the Job Reimbursable Expenses window; the same list you viewed in step 3 appears. Locate the expense whose status needs to be restored to "to be reimbursed."

7. Click the expense's Remove column. A mark will appear in the column.

8. Click the Remove From List button at the bottom of the window. The expense you marked will disappear from the list.

9. Click the To Be Reimbursed tab; the expense you marked now appears in this list again.

10. Click OK in the Job Reimbursable Expenses window, and in the Edit Job window. The Customer Reimbursable Expenses window appears again, and the expense appears in the To Be Reimbursed list again.

11. Click Cancel to return to the Sales window. The expense is removed from the sale and is no longer considered reimbursed.

Chapter 17

Finding jobs

Finding jobs

▶ To find a job

If you haven't already read the Jobs Overview, see "Finding jobs" on page 155 for more information.

The Jobs List window should be displayed.

1. All the jobs in your company appear in the scrolling list, along with summaries of their income, costs, expenses and net profit or loss.

2. Click the zoom arrow next to the job's number in the scrolling list for more detailed information about a particular job. The Edit Job window will appear, and you can view or change details about the job.

   In the Edit Job window, you can also click the Reimburse button to open the Job Reimbursable Expenses window, which shows all the reimbursable expenses that have accumulated for the job.

Chapter 18

Reviewing your job information

Printing lists of your jobs

▶ ### To print lists that contain job-related information

If you haven't already read the Jobs Overview, see "Reviewing your job information" on page 155 for more information.

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

- Job Activity [Detail]

- Job Activity [Summary]

- Job Budget History [OfficeLink])

- Job History [OfficeLink]

- Job Transactions

- Job Profit & Loss

- Job Reimbursable Expenses

- Jobs [Budget Analysis]

- Jobs List

Analysing your job activity

▶ To analyse your job activity

If you haven't already read the Jobs Overview, see "Reviewing your job information" on page 155 for more information.

The Analyse Jobs window should be displayed.

In the Job Number field, enter or select the number of the job whose information you want to review.

Chapter 19
Changing jobs

Changing job levels

▶ To change a job's level

If you haven't already read the Jobs Overview, see "Changing job levels" on page 155 for more information.

The job you want to change should be displayed in the Jobs List window.

1. Click the job once to highlight it.

2. Click the Up button to move the job up one level. Click the Down button to move the job down one level.

Chapter 20

Removing or inactivating jobs

Inactivating jobs

▶ To inactivate (or reactivate) a job

If you haven't already read the Jobs Overview, see "Removing and inactivating jobs" on page 157 for more information.

The Jobs List window should be displayed

1. Click the zoom arrow next to the name of the job you want to inactivate (or reactivate). The Edit Job window appears, displaying the job you selected.

2. Mark the box in front of Inactive Job. (To return the job to active status, simply remove the mark.)

Removing jobs

▶ To remove a job

If you haven't already read the Jobs Overview, see "Removing and inactivating jobs" on page 157 for more information.

1. All reimbursable transactions assigned to the job must be removed from the To Be Reimbursed list in the Job Reimbursable Expenses window before you can remove the job from MYOB Accounting Plus. You can do this in one of two ways:

   • Simply change the status of all the job's expenses to "Reimbursed." Choose this method if you only want to remove the job—not all the transactions that are associated with it. See "To change the reimbursement status of an expense" on page 179 for more

information.

- Completely remove the expenses that appear in the To Be Reimbursed list of the Job Reimbursable Expenses window from your Accounting Plus records. Choose this method if you want to remove both the job and all transactions that are associated with it. See "To remove a reimbursable expense transaction" on page 180.

Once all the transactions are removed from the To Be Reimbursed list of the Job Reimbursable Expenses window, you're ready to remove the job.

2. Highlight the job you want to remove.

3. Click Edit to open the Edit Job window.

4. Choose Delete Job from the Edit menu.

Chapter 21

Changing and removing reimbursable expenses

Changing the reimbursement status of expenses

▶ ### To change the reimbursement status of an expense

If you haven't already read the Jobs Overview, see "Changing and removing reimbursable expenses" on page 157 for more information.

The Jobs List window should be displayed.

1. All the jobs in your company appear in the scrolling list. Highlight the job whose expenses you want to change.

2. Click Edit to open the Edit Jobs window.

3. Click the Reimburse button to open the Job Reimbursable Expenses window, which shows all the reimbursable expenses that have accumulated for the job. Notice that the top of the window shows two tabs, labeled To Be Reimbursed and Reimbursed/Removed. When you click a tab, the transactions with the appropriate status fill the scrolling list.

4. Find the expense whose status you want to change, then click the Remove column next to the item to mark it for removal from the list.

5. Click the Remove From List button to move the expense to the other list in the window.

Keep in mind that when you click the Remove From List button, the expense is merely moved to a different list; it isn't actually removed from your financial records. If you want to completely remove an expense from your records, see "To remove a reimbursable expense transaction" on page 180.

Removing reimbursable expenses

▶ To remove a reimbursable expense transaction

If you haven't already read the Jobs Overview, see "Changing and removing reimbursable expenses" on page 157 for more information.

If you want to completely remove a reimbursable expense from your records, click below to learn how to remove the transaction:

"Changing, removing and reversing purchases" on page 400

"Finding, changing, removing and reversing Spend Money transactions" on page 193

"Changing, removing and reversing paycheques" on page 577