Setting Up Your Company

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Upgrading Your Company File Overview

If you've used an MYOB product in the past, thank you for upgrading to MYOB Accounting Plus! We're sure you'll enjoy Accounting Plus's ease of use, coupled with the power and flexibility of network computing.

> ### Note: A refresher course on company files
>
> If you've been using MYOB products for some time now, you should be familiar with the concept of the Accounting Plus *company file*. Just in case you need to refresh your memory, though, here's a short definition:
>
> The Accounting Plus company file is an element (*file*) inside a computer that stores all the information about your company that you've entered into Accounting Plus, including basic company information, transactions, accounts, customer information and so on. Like other MYOB products, Accounting Plus requires only one file to store all your company's information. If you plan to take advantage of Accounting Plus's multiuser capabilities, you can store your company file anywhere on your company's network that can be accessed by all the workstations used to run Accounting Plus.
>
> For detailed information about your working with your company file on a network, see "Working with your Company File on a Network Overview" on page 753.

Before you begin using Accounting Plus with your existing data, you need to perform a simple procedure on your company files called *upgrading*. Upgrading creates a new file using the information in your existing company file, which was created and maintained with your previous MYOB product, so it can be used with the most recent version of Accounting Plus. The upgrade process usually takes only a few minutes; large company files, however, may take an hour or more.

When you upgrade your file to Accounting Plus Version 11, your original company file remains in your system in its original location. The upgraded file -- which can be used with Accounting Plus Version 11 -- will be in a location you specify during the upgrading process.

If you're using Accounting Plus on a peer-to-peer network, your company file is in a location that can be accessed by all workstations. Since all users are accessing the same company file, you'll need to upgrade the company

file (and any other company files you may have created) only once. We recommend that the Upgrade Assistant be run on the workstation where the company file is located.

See the following step-by-step procedures:

"To prepare to upgrade your current company file for use on your peer to peer network" on page 5

"To upgrade your current company file for use with Accounting Plus Version 11" on page 6

▶ To prepare to upgrade your current company file for use on your peer to peer network

Before you begin the upgrading process, you should be sure that the following conditions exist:

1. If you haven't already done so, install MYOB Accounting Plus Version 11 on each workstation that will be used to run Accounting Plus. Use the instructions in your Getting Started manual to learn how to do this.

   When you're installing the product, keep in mind that it must be installed on the computer you plan to use to upgrade your company file.

2. After you've installed Accounting Plus on all your workstations, be sure you know on which workstation your company file is currently located.

3. Next, choose the workstation where your Accounting Plus Version 11 company file should be located. The workstation you choose will need to be accessible to all Accounting Plus users after you've upgraded the file.

   To help you decide which workstation will be used to store your company file, ask yourself the following questions about how your company plans to use Accounting Plus:

   • Which workstation on your network is the most powerful? As is the case with most computer programs, Accounting Plus can be used most efficiently on workstations that have higher amounts of free hard disk space and random access memory (RAM). You may want to consider placing the upgraded company file on your company's most powerful computer.

   • Which workstation will use Accounting Plus the most? If one

employee at your company will use Accounting Plus more than anyone else, you might want to consider placing the upgraded company file on that employee's workstation. Doing this will increase the speed with which that employee can perform his or her accounting tasks.

- What are the job functions of each person who will use Accounting Plus? For example, a data-entry clerk who enters and changes information in Accounting Plus throughout the workday will require more computer "horsepower" than a manager who merely views the company's financial data from time to time. Placing the company file on the clerk's workstation and ensuring that the clerk's workstation is a more powerful machine than the manager's will increase the efficiency of your company's Accounting Plus activities.

4. If your current company file *isn't* located on the workstation you chose in the previous step, copy the company file to that workstation.

5. Once the company file is at the proper workstation, be sure you know the exact location of the company file on the workstation (for example, **C:\MYOBAccounting Plus**) so you can find it easily during the upgrade process. Use Windows Explorer to see the exact location of the company file.

6. Finally, you may want to check to see that all workstations have full (read/write) access to the location you choose; in other words, be sure that all workstations are allowed to make changes to files within the location you select.

▶ To upgrade your current company file for use with Accounting Plus Version 11

Your Accounting Plus software includes a program, called the *Upgrade Assistant*, that automatically upgrades your company file so it can be used by Accounting Plus. Follow these steps to use the Upgrade Assistant to upgrade your company file.

1. Locate the Upgrade Assistant.

   The Upgrade Assistant appears as an icon named MYOB Accounting Plus Upgrade Assistant within the MYOB Accounting Plus folder that appears in the Programs folder on your Start menu:

After you locate this icon, select it to start the Upgrade Assistant.

2. The first window of the Upgrade Assistant appears; this window introduces the Upgrade Assistant. Read the text in the window, then click Next to continue to the next step.

3. The next step in the Upgrade Assistant, titled Find File to Upgrade, appears. In this step, you'll perform two tasks.

   a. Choose the company file you wish to upgrade

   In the field at the top of the Find File to Upgrade step, choose the location and name of the company file you want to upgrade.

   To choose your company file, click the Find File button; the Select Company File to Upgrade window will appear. The Select Company File to Upgrade window is a standard "find file" dialog box; browse through the window to find the company file you want to upgrade in its current location -- before it's been upgraded.

   If you are having difficulty locating your company file, refer to You can't find your company file.

   After you select your company file, it will be displayed below the Find File button.

   b. Choose the upgraded company file's new location and name

   In the field at the bottom of the Find File to Upgrade step, the name and location of the company file *after* it's been upgraded should be displayed.

   If you want to change the name and location that was automatically displayed, click the Save As button; a window will appear, allowing you to enter a new name for your company file and choose the location where you want the company file to be located when the upgrade process is complete.

   We recommend that you choose a name for the company file that's different than the current name of the company file. By doing this, it will be easier for you to find the correct company file when you want to open it later using Accounting Plus.

**Warning: Two VERY important points
          about this step**

The choices you make here are extremely important.
Please consider the following points before you
choose a name and location for the upgraded
company file:

1. When you enter a name for the new file, use the
three-character extension .PLS.

2. Keep in mind that all your MYOB Accounting Plus
workstations must have access to the location you
specify here. When you choose a location, be sure
you're choosing a location that all workstations can
access.

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4. After you've made your entries in the Find File to Upgrade step, click Next
to continue to the next step.

5. In the next step of the Upgrade Assistant, titled Confirm, you can double-
check that the entries you made in the previous step are correct. If the
entries aren't correct, click the Back button to return to the Find File to
Upgrade window to change your entries.

Once you're certain the entries you've made are correct, click Next to
begin upgrading your company file.

Note: Upgrading may take awhile

The amount of time needed to upgrade a company file
for use with Accounting Plus depends upon the size
of the file and the capabilities of the workstation
you're using. If you have a very large company file
and a slower computer with little memory, be
prepared for the upgrade process to take some time.

---

6. When your company file is upgraded, the last window in the Upgrade
Assistant will appear. At this point, you can do one of two things:

If you have additional company files to upgrade: Click Next. The Find File
to Upgrade window of the Upgrade Assistant will appear again. Follow
steps 3 to 5 in these instructions for each company file until you've
upgraded all your company files.

If you've finished upgrading company files: Click Finish to exit the Upgrade Assistant.

When you're finished using the Upgrade Assistant, you may need to register your Accounting Plus product, and if you use Accounting Plus's payroll features, you'll also need to load the most recent payroll tax tables. The next steps describe these tasks.

7. Your next steps depend upon whether you use Accounting Plus's payroll features.

   If you don't use Accounting Plus's payroll features: Skip to step 11.

   If you use Accounting Plus's payroll feature: You'll need to load the latest payroll tax tables to ensure your upgraded company file is using the proper payroll tax information. To do this, follow steps 8 to 10.

8. Start Accounting Plus and open the company file you've just upgraded. The Accounting Plus Command Centre window will appear.

9. From the Setup menu at the top of your computer screen, choose Load Payroll Tax Tables.

10. Follow the instructions that appear on your computer screen. When you've finished loading your payroll tax tables, close the company file and go on to step 11. (**Note:** If you've upgraded multiple company files, repeat steps 9 and 10 for each file.)

> ### Note: If you've created custom forms, reports and/or OfficeLink templates
>
> If want to use custom forms, reports and/or OfficeLink templates created in the previous MYOB product, you'll have to copy them to the folder that contains Accounting Plus Version 11.
>
> In the folder containing the previous version of Accounting Plus, look for the folders called FORMS (for custom forms), CUSTOM (for custom reports) and SPREDSHT (for OfficeLink templates). Using Windows Explorer, copy these folders to your Accounting Plus Version 11 folder. You'll now be able to use your custom forms, reports and OfficeLink templates in Accounting Plus Version 11.

11. We recommend that you now use the Optimisation Assistant and the Verify Company File utility to ensure that your company file is in "healthy" working condition before you begin making your day-to-day accounting entries using Accounting Plus.

> ### Note: Optimising and verifying may take awhile
>
> The amount of time needed to optimise and verify a company file for use with Accounting Plus depends upon the size of the file and the capabilities of the workstation you're using. If you have a very large company file and a slower computer with little memory, be prepared for optimisation and verification to take some time.

When you installed Accounting Plus, the Optimisation Assistant also was installed. Locate the Optimisation Assistant icon:

The Optimisation Assistant appears as an icon named Optimisation Assistant within the MYOB Accounting Plus folder that appears in the Programs folder on your Start menu. After you locate this icon, select it to start the Optimisation Assistant.

After optimisation is complete, open your company file and choose Verify Company File from the File menu within Accounting Plus.

For more information on optimisation and verification, see "To optimise a company file" on page 702 and "To verify your company file" on page 700.

12. Congratulations! The upgrade process is complete!

Chapter 2

Creating a New Company File Overview

MYOB Accounting Plus's New Company File Assistant simplifies the process of creating the company file you'll use to track your company's transactions and other important business records.

The New Company File Assistant consists of a number of windows in which you can enter information about your company. The information you enter when you create your company file will determine the manner in which your financial records are stored and maintained in Accounting Plus, so it's important that you enter this information correctly.

Note: Who is responsible for creating your company's company file?

Since your company's company file will be the most vital source of information about your company's finances, it's important that the proper person create and set up your company file. Many larger companies assign this duty to an accounting manager or system administrator, since the information entered in this procedure may be confidential and the process requires familiarity with your company's accounting procedures and network.

See the following step-by-step procedures:

▶ To prepare to use the New Company File Assistant

If you haven't already read the overview information, see "Creating a New Company File Overview" on page 12.

Before you start the New Company File Assistant, it's a good idea to know the following information about your company, because you'll need to enter it while you use the assistant. (If you have an accountant who tracks the details of your company's business, he or she will know the answers to these questions.)

- What's your company's name, address, phone and fax numbers, and email address?

- What year is your current financial year?

- What month does your financial year end?

- How many accounting periods are in your financial year?

- In which month do you want to begin using Accounting Plus to record your accounting information?

▶ To start the New Company File Assistant

If you haven't already read the overview information, see "Creating a New Company File Overview" on page 12.

There are two ways to start the New Company File Assistant.

- To start the New Company File Assistant if MYOB Accounting Plus isn't already running, start Accounting Plus, then choose **Create a new company file** in the Welcome window.

- To start the New Company File Assistant when Accounting Plus is already running, choose New from the File menu at the top of your computer screen. Depending upon the preferences you've chosen for the company file you're working with, you might be asked whether you want to back up the company file. As soon as you answer this question, the New Company File Assistant will appear.

▶ To use the New Company File Assistant

If you haven't already read the overview information, see "Creating a New Company File Overview" on page 12.

1. **Introduction.** Once the New Company File Assistant is displayed on your computer screen, it might help you to become familiar with the components of the assistant. Read the Introduction window of the assistant, then click the Next button at the bottom of the window to display the Company Information step of the assistant.

2. **Company Information.** In the Company Information step of the New Company File Assistant, you can enter some basic information that should be easy to provide -- your company's name, address, fax and phone number, and email address. The company's name, address and phone number will appear in many places throughout the MYOB Accounting Plus system. Your company's name will appear at the top of all Accounting Plus Command Centres, and, if you wish, you can also print your company name on your Accounting Plus reports. The mailing address, phone number, fax number and email address you enter here can be printed on your Accounting Plus sales, purchases and other documents, as well.

   These entries are optional, and you can change them at a later time using Accounting Plus's Company Information window.

   When you're finished with this step, click the Next button at the bottom of the window to continue.

   - **Accounting Information.** In the Accounting Information step, you need to enter some important information about the structure of your company's financial year.

   - In the Current Financial Year field, enter the financial year that you want to start recording your day-to-day accounting entries. **The year you enter here isn't necessarily the current calendar year**. In Accounting Plus, and according to the standard used by most accountants, financial years take the name of the calendar year in which they *end*. For example, your financial year might run from May 2001 to the end of April 2002. Since the *end* of the financial year falls in 2002, the financial year is referred to as "financial year 2002." Be sure you enter the correct current financial year.

   - From the Last Month of Financial Year list, select the last month in your financial year. Most businesses' financial years end in December,

but if your company has a different financial year, you'll need to select another month.

> ## Note: If you're setting up your company file for use in a financial year that is not your current financial year
>
> If you're setting up your company file so that you can start using Accounting Plus to record your day-to-day accounting information at the beginning of the next financial year, be sure to enter that financial year in the Current Financial Year field.
>
> If, on the other hand, you want to start recording accounting entries as of a previous financial year, be sure to enter that year in the Current Financial Year field.

- From the Conversion Month list, select the month you want to start making day-to-day entries in Accounting Plus. This month will be used as the starting point for all your financial activity in Accounting Plus. **The month you choose here doesn't have to be the current month**. If you want, you can start recording your day-to-day information as of the first month of the financial year or any other month in the financial year you entered in the Current Financial Year field.

- Next, you need to answer another question about the structure of your financial year: How many accounting periods do you plan to use in your financial year?

  In Accounting Plus, you can have either 12 or 13 accounting periods in your financial year. If you select 12 periods, one period will be used for each month of the year. If you select 13 periods, you will still have 12 months in your financial year -- one period will be used for each month of the year, and you will have one extra period which can be used for year-end adjustments (adjustments that aren't meant to affect any particular month's accounting figures).

> ## Note: Choose 13 periods if you're not sure
>
> If you choose 13 periods, you won't be required to use the 13th period if you don't want to. However, if you choose 12 periods and later decide you wanted 13 periods, you won't be able to add the 13th period until the next time you start a new financial year in Accounting Plus.

When you're finished with this step, click Next to continue.

4. **Please Confirm Your Accounting Information.** You get another opportunity to review -- and change, if necessary -- the entries you've made in the past few windows before making any new ones.

    The entries you made in the Accounting Information window -- Current Financial Year, Periods per Year and Conversion Month --are displayed in the window. Review these selections carefully, and make any necessary changes.

    > ## Warning: These entries MUST be correct!
    >
    > Once you create your company file, these entries can't be changed, and your company's accounting information won't be structured the way you want it if your entries here aren't correct. Be especially careful when you review the answers you've provided here before you continue.

    When you're certain that the answers you've given are correct, click Next to continue.

5. **Build Your Accounts List.** Now you need to select the accounts list upon which you'll base your own company's accounts list. You can choose among three ways you can accomplish this:

    •   **I would like to start with one of the lists provided by MYOB Accounting Plus.**

        You can select a list for your company from over 100 typical accounts list.

Mark this selection and click the Next button to open the Select Your Accounts List window where you can select one of the accounts lists provided by MYOB Accounting Plus.

• **I would like to import a list of accounts provided by my accountant after I'm done creating my company file**

Mark this selection if you intend to work with your accountant to import a accounts list specific to your business. When you make this choice, MYOB Accounting Plus will provide you with a few required accounts to provide a framework; you'll add all of the other accounts you need to track your business with the import.

• **I would like to build my own accounts list once I begin using Accounting Plus**

If none of the business types in the list seems acceptable for your company, mark this selection. When you make this choice, MYOB Accounting Plus will provide you with only a few required accounts; you'll need to add all of the other accounts you need to track your business at a later time. Because this option requires additional work, we suggest that you choose to build your own accounts list only as a last resort.

Note: You can change these lists

Keep in mind that the accounts list you select in this window can be modified when you begin using Accounting Plus. Choose the accounts list that most closely matches your business; you can add, change and remove accounts later.

When you've made your selection, click the Next button. If you selected the first option (use a list provided by MYOB Accounting Plus), the Select Your Accounts List window opens. If you selected either of the other two options, the Company File window is next.

6. **Select Your Accounts List.** You can select a list for your company from over 100 typical accounts lists.

a. Select from the Industry Classification list the general category (Agriculture, Manufacturing, Retail, Service or Other) that most closely fits your company. This selection determines the list available

in the Type of Business field. If you want to see every type of business, select All.

b.   Select from the Type of Business list the type that most closely matches your company.

c.   The sample accounts list is based on the selection you make in the Type of Business field. Scroll through the list to preview the accounts that will be included in your accounts list. You can also click the Print button to print the sample accounts list that is displayed.

d.   If you don't find your exact business type in the list, try to find a similar business type. You'll be able to add, edit and change the accounts in the list to suit your business's specific needs after your company file is created.

e.   If you don't find a suitable accounts list, click the Back button to return to the Build Your Accounts List window where you can make one of the other two selections.

When you're satisfied with the selection you made, click Next to continue to the Company File window.

7.   **Company File.** The name and location of your company file are very important. Each time you start MYOB Accounting Plus, you'll need to know the name and location of your company file so you can open it and enter information in it.

Your new company file will automatically be named the same as the company name you entered in the Company Information window of this Assistant. The file will be saved in the same location as your Accounting Plus program. The location and name are displayed here.

If you have little experience with computers, or even if you're knowledgeable about computers, we recommend that you accept the suggested name and location. By doing so, you'll ensure that finding your company file will be much easier when you need it.

If you would like to change the name of your new Accounting Plus company file, its location, or both, click the Change button. Your computer's Save dialog window appears; make your changes here and then click the Save button.

> ### Note: For those who plan to keep books for more than one company
>
> You can't use the suggested name more than once. Enter a different name for your additional companies' company files. If you use the suggested name a second time, all the information for the first company you set up will be lost.

Click the Next button. The New Company File Assistant takes a few moments to create your company file.

8. **Conclusion.** Once your company file is created, the final window in the New Company File Assistant appears. At this point, the new company file doesn't contain much information about your company. Your next task should be to set up and customise the company file so it contains all your company's existing business information. To help you with this important task, MYOB Accounting Plus provides another assistant, the Easy Setup Assistant, which can be started by clicking the Setup Assistant button.

   If you prefer to get right to work and begin entering transactions, click the Command Centre button to open your MYOB Accounting Plus programme. You can open the Setup Assistant from the programme at another time to complete the setup and customisation.

   To quit the assistant and Accounting Plus: Click the Cancel button. The Welcome to MYOB Accounting Plus window will appear; click Exit MYOB Accounting Plus.

   Congratulations! You've created a new company file!

Chapter 3

Easy Setup Assistant Overview

After you've used the New Company File Assistant to create your company file, we recommend that you spend some time setting up the company file so the information you store and the transactions you record appear the way you want them to. You can complete many of the setup tasks using MYOB Accounting Plus's Easy Setup Assistant. You can also perform these tasks manually using windows throughout Accounting Plus, but the Easy Setup Assistant makes the process much simpler.

Unlike the New Company File Assistant, the Easy Setup Assistant can be used at any time, and as many times as you want with the same company file. You can also stop the setup process at any time and return to the Assistant when it's most convenient for you.

See the following step-by-step procedures:

"To prepare to use the Easy Setup Assistant" on page 20

"To start the Easy Setup Assistant" on page 21

"To use the Easy Setup Assistant" on page 22

▶ ## To prepare to use the Easy Setup Assistant

If you haven't already read the overview information, see "Easy Setup Assistant Overview" on page 20.

Before you start the Easy Setup Assistant, it's a good idea to know the following information about your company, because you'll need to enter it while you use the assistant. (If you have an accountant who tracks the details of your company's business, he or she will know the answers to these questions.)

- What accounts make up your business's accounts list?

- What are the balances of the accounts in your accounts list, as of the first day of your conversion month?

- Who are your customers, suppliers, employees and the personal contacts that you'd like to track using Accounting Plus? (You'll probably be best served if you make up a list of these people and companies before you start the setup process.)

- What are the current balances of your customers' and suppliers' accounts? (In other words, how much do your customers owe you, and how much do you owe your suppliers, as of the first day of your conversion month?)

- What are the typical credit terms that you assign to your customers? What are the typical credit terms assigned to your company by your suppliers?

See the following step-by-step procedure:

▶ To start the Easy Setup Assistant

If you haven't already read the Easy Setup Assistant Overview, see "To prepare to use the Easy Setup Assistant" on page 20 for more information.

You can start the Easy Setup Assistant in the final step of the New Company File Assistant after you've created your company file. If you've created your company file already, you can start the assistant from Accounting Plus after you've opened the company file.

- To begin setting up your company file immediately after you've created it, click the Setup Assistant button in the final step of the New Company File Assistant.

- If you want to set up a company file you created earlier, open the company file in Accounting Plus, then choose Easy Setup Assistant from the Setup menu at the top of your computer screen.

See the following step-by-step procedure:

▶ To use the Easy Setup Assistant

If you haven't already read the Easy Setup Assistant Overview, see "To prepare to use the Easy Setup Assistant" on page 20 and "To start the Easy Setup Assistant" on page 21 for more information.

When you open the Easy Setup Assistant, the main assistant window will appear. This window is the "launchpad" for your setup tasks. You'll start each part of the Assistant using this window.

To begin setting up a particular section of the Assistant, click the button that's associated with the section you want to set up. The Assistant will walk you through the section in a step-by-step manner, like the process you went through to create a new company file in the New Company File Assistant.

If you need to know more about a particular step in the Assistant, be sure to click the Help button at the bottom of the Assistant window.

The Customise button

The entries you make in the Customi**s**e portion of the Easy Setup Assistant will appear in Accounting Plus's Preferences window. With a few exceptions, the entries you make here can be changed anytime you like using either the Easy Setup Assistant or the Preferences window. Default selections have been chosen for you so it's not essential that you complete this part of the Easy Setup Assistant, but it's wise to review the default selections to be sure they match the way you do business.

If you conduct business in currencies other than your local currency, use this section to select the "I Deal in Multiple Currencies" selection; Accounting Plus's Multicurrency feature is available only if this selection is marked.

Some options are marked *system-wide*; these options apply to everyone who uses Accounting Plus. Any option without this label is specific to you (based on the user ID you entered when you opened the company file), and you might choose different options than those chosen by your coworkers.

If any options are unclear to you, click the Help button in the lower left corner of the Easy Setup Assistant; the MYOB Learning Centre will appear with information about the options displayed.

The Accounts button

When you created your company file, you chose an accounts list for your company. Chances are that the accounts list includes most of the accounts you'll need to track your transactions and print important financial statements, but a few changes may be needed to ensure the accounts list you chose is complete and accurate for your business. You can use the Accounts section of the Easy Setup Assistant to tailor your accounts list to your company's specific needs.

The steps in this part of the Easy Setup Assistant will walk you through adding, changing and deleting accounts. When your accounts list is complete, you'll enter beginning balances for the accounts -- these are the accounts' balances on the first day of your conversion month (the month that you begin entering transactions in Accounting Plus).

You'll also review the accounts that have been selected for undeposited funds. The undeposited funds account is used for the money you receive from customers (and other sources) until you deposit the funds in a chebank account or some other bank or financial account.

As with the Customi**s**e section of the Easy Setup Assistant, you can click the Help button anytime you like to learn more about the task you're completing or the window that's displayed.

The Sales and Purchases buttons

In the Sales and Purchases sections of the Easy Setup Assistant, you'll enter the names of your customers and suppliers, along with other important information about them. You'll also choose the credit terms you most often extend to your customers and receive from your suppliers; these selections can be changed for individual customers and suppliers who have other terms. You'll also enter historical sales and purchases; these are the sales and purchases that were made before the start of your conversion month but haven't been fully paid yet.

You'll have the chance to review the accounts that are being used to track your sales and purchases. Accounting Plus provides default entries for you to use, but you're free to select other accounts if you like.

In the Sales section, you'll also select a form layout that matches the type of invoices you issue most often -- service, item, professional, time billing or miscellaneous. You'll also review the account that's been selected for undeposited funds. The undeposited funds account is used for the money you receive from customers (and other sources) until you deposit the funds in a chebank account or some other bank or financial account.

The Payroll button

If you plan to use Accounting Plus's Payroll features to record paycheques for your employees, use the Payroll section of the Easy Setup Assistant to set up your company's tax information, the payroll categories (wages, deductions and employer expenses) your company uses and similar information, along with employee records for each employee for the current year. As in other areas of the Easy Setup Assistant, you also can review the default accounts that have been selected for your payroll transactions and change them if necessary.

Chapter 4

Personalising Your Company Overview

Personalising Your Company Overview

You can personalise your MYOB Accounting Plus system in a number of ways. By entering information about the unique aspects of your company, your Accounting Plus experience will be more closely tailored to your needs.

Entering information about your company

You can personalise your MYOB Accounting Plus company file by entering descriptive information about your company, such as its name, identification numbers and business calendar. In many cases, the company information you enter can be printed on your reports and forms.

> ### Note: Some information about your company can't be changed
>
> When you first created your company file using the New Company File Assistant, you specified a few important details about your company, such as the name of your current financial year and payroll year, the number of periods in your financial year and your conversion month. This information is the foundation of your company file and can't be changed.
>
> If you've created a company file with incorrect information that can't be changed, you'll need to create a new company file with correct information to fix the error.

Using MYOB Accounting Plus windows to enter information

In the Company Information window, you can make entries that describe your company. You can make changes to the information you enter in this window at any time, as well.

Using the General Payroll Information window, you can enter basic information about your company's payroll administration. You can make changes to most of the payroll information you entered in the past, as well.

Using the Business Calendar window, you can specify which days make up your company's work week, as well as the days of the year on which holidays and important business events occur.

The business calendar is a three-year calendar, made up of the current calendar year, the previous calendar year and the next calendar year.

The business calendar affects the To Do list, which reminds you to perform your tasks on business days only. The work week that you set up in the Business Calendar is the basis for the To Do List's reminders. If a reminder is due to fall on a non-business day, the To Do List will remind you to perform the task on the first business day *before* the actual day the task is due. For example, if your business is closed on Saturdays but a reminder is scheduled to appear on Saturday, the reminder will appear in your To Do List on Friday instead.

What are changeable and unchangeable transactions?

To learn if your transactions are changeable or unchangeable, choose Preferences from the Setup menu, then click the Security tab.

If the selection "Transactions CAN'T be Changed; They Must be Reversed" is unmarked, your transactions are changeable. Recorded transactions may be changed or deleted. If you wish to make your transactions unchangeable, mark the selection.

If the selection "Transactions CAN'T be Changed; They Must be Reversed" is marked, your transactions are unchangeable. Recorded transactions must be reversed; they can't be changed or deleted. If you wish to make your transactions changeable, unmark the selection.

See the following step-by-step procedures:

"To set up your business calendar" on page 38

Customising your MYOB Accounting Plus system

Everyone has their own way of doing their books and working with computer programs. Accounting Plus provides the flexibility you want when you're doing your daily accounting tasks.

Customising work preferences

Using the Preferences window, you can choose how you access, view and make entries in the MYOB Accounting Plus system. The preferences you choose will be assigned to your User ID. When you open a company file using your User ID, the preferences you chose for the company files will be implemented. We encourage you to review all the options in the Preferences window and experiment with the possibilities they offer.

Some of the preferences you can choose in Accounting Plus's Preferences window can affect everyone who works with your company file. Since these preferences, known as **systemwide preferences**, may affect other people, it's a good idea to be aware of the effects of each choice you make in the Preferences window. Each system-wide preference is marked with the word **System-wide** in the Preferences window.

Accounting Plus provides many methods to keep your accounting records as accurate as possible. The system will be as vigilant as you want it to be; for example, you can set up Accounting Plus so it warns you when you make an entry that might be incorrect. You can even set up Accounting Plus so it prevents you altogether from making changes to transactions you've already entered.

You can choose to create a business contact in the Contact Log each time you create a cheque, deposit, sale or purchase transaction. The business contacts will be created for the card whose name appears on the transactions you enter.

You can also set up Accounting Plus so sales and purchases are printed, faxed or emailed immediately when you record them.

See the following step-by-step procedures:

"To set up Accounting Plus to conform to the way you work" on page 39

"To set up Accounting Plus to help you preserve the accuracy of accounting entries" on page 40

"To automatically create business contacts" on page 41

"To automatically print/email/fax transactions when recording" on page 42

Customising printed documents

Since your business is unique, you probably want your printed documents to reflect your unique business needs. MYOB Accounting Plus's reports and forms give you the flexibility you need to produce high-quality, professional-looking documents that show exactly what you want.

Using the Preferences window, you can make a few settings that will make working with all of your forms and reports easier. You can choose to display currency symbols on your documents, to display the Report Customisation window before you print reports, and to automatically use a particular font on your forms. In addition, you can specify the ageing periods that will be used on reports. See "Choosing preference settings for reports and forms" on page 976 for more information.

Accounting Plus provides you with a great deal of flexibility as you work with forms and reports. You can choose which information you want to print, as well as customise the look of the documents so they use the text styles you prefer. You can also print reports in groups--called *report batches*--so you can save valuable time when you print your favorite reports individually. See Customising forms for information about customizing individual forms and Choosing settings for a specific report for more information.

See the following step-by-step procedure:

"To customise the way you work with forms and reports" on page 42

Assigning numbers to transactions

Keeping your company's financial records organised efficiently is a task that relies heavily on the numbers that are assigned to your transactions, such as cheques, sales and purchases. If your company wishes to be careful about tracking transaction numbers, you can use MYOB Accounting Plus's auto-numbering feature to keep your financial records in the proper order.

When you create a transaction in any of the windows listed below, the field that displays the transaction's number (for example, Cheque No.) will display Auto No. when the highlight rests on that field. This text indicates that the transaction will be automatically given an actual transaction

number when it's recorded into the company file. If you wish, you can override the Auto No. text by entering the number you want to be assigned to the transaction.

The windows in which auto-numbering is used include:

- Pay Bills
- Receive Payments
- Record Journal Entry
- Historical Purchase
- Historical Sale
- Adjust Stock
- Transfer Stock

- Receive Money
- Purchases
- Sales
- Settle Returns & Credits
- Settle Returns & Debits
- Spend Money
- Pay Employees

Using identifiers

Identifiers are one-letter labels you can assign to cards in MYOB Accounting Plus to help you organise your cards into groups more specific than just Employee, Customer, Supplier or Personal. When you create reports or view information about cards throughout the Accounting Plus system, you can limit the information you view to that of a specific group of cards by indicating the identifiers you've assigned to the cards in that group.

Identifiers can be used in a variety of ways -- to separate existing customers from prospects, to group customers by type or region, and the like. If you assign multiple identifiers to your cards, you can limit the information displayed on reports to those individuals or companies that have been assigned all the identifiers you list.

For example, say you assign the identifier W to your wholesale customers, and you assign G to government agencies. When you print the Analyse Sales [Customer] Report, you can indicate in the Report Customisation window that you want to include only the customers who have been assigned the identifiers G and W. The report you print will include only government agencies who are wholesale customers.

Depending upon the way you use identifiers and the number of identifiers you assign to each card, you'll be able to print reports for very specific groups of customers, suppliers and employees.

See the following step-by-step procedures:

"To create identifiers" on page 42

"To assign identifiers to a card" on page 43

Using pricing levels

If you have different kinds of customers to whom you sell an item at different prices, you can arrange the prices of the item in pricing levels. Pricing levels in the Item Information window allow you to set the selling price of an item according to the kind of customer you're doing business with. Pricing levels allow you to set an item's selling prices for up to six kinds of customers. If you adjust your selling prices for items sold in larger quantities, you can enter up to five quantity ranges in the Over fields of the Item Information window and still maintain pricing levels.

For example, some of your customers may do business with you as a wholesaler. Others may buy the same item from you at a retail price. You may set a special price for wholesale customers who buy in bulk. Using pricing levels in the Item Information window, you can set the selling price of an item for each kind of customer and for five quantity ranges. Then you can designate a corresponding pricing level for each of your customers in the Credit Terms window.

Assume you've assigned the "wholesale" pricing level to a customer card and you've entered that card on an item sale. When you enter an item on the sale, the price that appears automatically will be the item's price at the "wholesale" level for the quantity you've entered.

If you enter pricing levels for your customers in the Credit Terms window, be sure to take into account their volume discounts so you don't inadvertently undercharge for some items. If you assign the "wholesale" pricing level to a customer so prices at that level only will appear on item sales for that customer, don't enter your company's wholesale discount in the customer's Volume Customer Discount field. Any volume discount you enter for the customer will be subtracted from the item's "wholesale" price.

To set different selling prices for different types of customers and for sales of greater quantities of an item, you can set up pricing levels for the item using the Item Information window.

See the following step-by-step procedure:

"To label a pricing level" on page 43

"To assign a pricing level to a customer card" on page 43

Using custom lists and fields

If you need to record additional information about your cards and items that may be specific to your business, you can use the custom lists and fields in the Card Details and Item Information windows to do so. MYOB Accounting Plus contains three custom lists and three custom fields for each card type and for items. You can label them according to your needs. You'll find the Custom Lists & Field Names window by selecting Custom Lists & Field Names from the Lists menu. You'll make entries to the custom lists using the Custom Lists window found by choosing Custom Lists from the Lists menu.

Custom Fields

You might want to use a custom field, for example, if you wish to display and print the weight of your items. You could label one of the custom fields "Weight." Then, every time you create an item record, you'd enter the weight of the item in your "Weight" field in the Item Information window. You then use the report design feature to display the weight of the item on sales (Item) reports, purchases (item) reports and most stock reports. See Designing reports for more information.

You may also want to use a custom field, for example, to show the date of an employee's last performance review and print a Card File report showing that information.

You can print your card custom lists and fields entries on forms, if you want. The cards custom lists and fields are available on the form, and in order for the fields to print, you must perform an additional step. See To activate a data field for more information.

You can also print item custom lists and fields entries on item sales, item packing slips and item purchases. See To activate a data field for more information.

Custom Lists

Custom lists can be used to sort your cards and items. You might want to use a custom list to sort your items according to their location in the warehouse. You could label one of the custom lists "Bin" and create an

entry in that list for each bin in your warehouse. Then, every time you create an item record, you'll choose the name of the bin where you store the item from your custom "Bin" list. You can then use Accounting Plus's report Customisation feature to choose which bin list you wish to display.

You can also use custom lists to print a list of customers who are assigned to each of your sales territories, for instance, or a list of each salesperson's customers. See Customising reports for more information.

You can print your card custom lists and fields entries on forms, if you want. The cards custom lists and fields are available on the form, and in order for the fields to print, you must perform an additional step. See To activate a data field for more information.

You can also print item custom lists and fields entries on item sales, item packing slips and item purchases. See To activate a data field for more information.

See the following step-by-step procedures:

"To enter a label for a custom list" on page 44

"To create list entries on a custom list" on page 44

"To change a list entry on a custom list" on page 45

"To delete a list entry on a custom list" on page 45

See "Multicurrency and Tax Codes" on page 33 if you use Accounting Plus's Multicurrency feature.

Using VAT codes

If your business makes sales and purchases, you're probably very familiar with the concept of including VAT on the transactions you conduct with your customers and suppliers, and you know how important it is to track these amounts carefully.

To help you keep on top of VAT, MYOB Accounting Plus uses *VAT codes*. Each VAT code represents a particular VAT rate, which is used to calculate VAT on your transactions. You'll set up the codes using the Tax Code List window which can be found by choosing VAT Codes from the Lists menu. Whenever you enter a transaction that should be taxed, you'll assign a

specific code to each line item in the transaction. The VAT code's rate then will be multiplied by the amount of the line item to determine your VAT amount.

The N-T VAT code is the system default VAT code. This means it is the default code if no VAT code exists in the customer's Selling Details, supplier's Buying Details, Default Customer or Supplier Terms, items' Selling or Buying Details and Activity Profile windows. It is also the default code when the first account, activity or item is created for a session. The N-T code cannot be deleted or renamed nor can you change the VAT type (VAT) or rate (0%).

See the following step-by-step procedure:

"Dealing with VAT Overview" on page 131

Multicurrency and Tax Codes

If you use the Accounting Plus Multicurrency feature, the VAT code used on all types of sales and purchases for customers and suppliers who are assigned a foreign currency will be the VAT code assigned to the customer or supplier.

The VAT code used for carriage amounts is the code assigned to the customer or supplier. If you use the Multicurrency feature, no VAT code will be assigned to carriage.

As with other automatic entries in Accounting Plus, you can choose other VAT codes if the VAT codes automatically entered aren't the correct ones for a transaction you're recording.

Securing your company's data

Maintaining your data's integrity may require that you set up a password security system so your sensitive financial records are protected from others.

You can safeguard your company's accounting data by setting up passwords that prevent people from using parts of the company file that they don't need to use. This ensures that your confidential information will be seen by only authorised personnel.

Lists and reports are affected by password security

When you use the Password Access window to restrict access to specific windows in MYOB Accounting Plus, you also restrict access to information shown in lists and reports throughout the entire Accounting Plus system.

For example, if you set up a password so Person A can't use the Purchases window, Person A will also be restricted from seeing any entries created in that window in Accounting Plus, such as those that normally appear in the PurchaseLedger Journal report or the Find Transactions window. This ensures that Person A has no opportunity to view your company's purchasing records. Any information that doesn't apply to purchases, however, would still be displayed.

If you've restricted access to any of the following windows, you've also limited some access to the information in at least one corresponding list or report in Accounting Plus. Users will still be able to view or print such lists and reports, but the lists and reports may not contain complete information. Keep this in mind if someone who is assigned a particular password is viewing lists or printing reports in Accounting Plus.

- Record Journal Entry
- Historical Purchase
- Historical Sale
- Adjust Stock
- Transfer Stock

- Receive Money
- Purchases
- Sales
- Spend Money
- Write Paycheques

Using master passwords and sub-passwords

In MYOB Accounting Plus, you can use a security system based on a *master password* and several *sub-passwords*. The master password is used to control access to the entire Accounting Plus system; this password is used to create sub-passwords, and it allows access to every area of Accounting Plus. You can have only one master password in a single company file.

Sub-passwords are used to control access to various sections of the Accounting Plus system, such as individual command centres. If your system uses passwords, you'll enter the password when you start Accounting Plus or switch from one company file to another; Users will be able to access those areas for which their password has been assigned access privileges. You can set up any combination of sub-passwords in your security system.

After you've created a master password, you'll need to use the master password or a sub-password each time you want to access this company file, and you'll need to enter the master password each time you want to open the Password Access window. Don't forget the master password!

See the following step-by-step procedures:

"To create the master password" on page 46

"To create a sub-password" on page 47

"To change a password" on page 49

"To change a sub-password's access rights" on page 49

"To remove a password" on page 50

Viewing and printing user-activity reports

Some MYOB Accounting Plus reports allow you to view the entries made by a specific user during a specific time period. Accounting Plus tracks activity using the User ID; a User ID is the ID each user enters in the Sign-on window during the process of opening a company file. You can use these reports to determine who made a particular entry. You can also review your own entries during a certain time period.

- You can print a Nominal Journal, Sales Journal, Purchases Journal, Disbursements Journal, Cash Receipts Journal and Stock Journal that lists all the activity of a single user, or all users, for a range of transaction dates

and/or session dates.

• When you're finished using a company file at the end of the day, you can review your entries by printing a Session Report. The Session Report will show only the entries that you made during the time you had the company file open. (If you want the Session Report to be printed automatically whenever you close a company file, open the Preferences window and mark the Prompt for Session Report Upon Closing box.)

See the following step-by-step procedure:

Chapter 5
Entering information about your company

Entering general information about your company

▶ To enter general information about your company

If you haven't already read the Personalising Your Company Overview, see "Entering information about your company" on page 25 for more information.

The Company Information window should be displayed.

1.   Enter or change the information you want.

2.   Click OK.

Entering your company's payroll information

▶ To enter your company's payroll information

If you haven't already read the Personalising Your Company Overview, see "Entering information about your company" on page 25 for more information.

The General Payroll Information window should be displayed.

1.   Enter or change the information you want.

2.   Click OK.

Setting up your business calendar

▶ **To set up your business calendar**

If you haven't already read the Personalising Your Company Overview, see "Entering information about your company" on page 25 for more information.

The Business Calendar window should be displayed.

1. The current month is displayed in the calendar at the top of the window. Days that appear in grey are marked as days when your business is closed. If you want to change the setting for any specific days in the month, click those days in the calendar.

   If your business is always opened or closed on a specific day of the week, click that day in the middle part of the window, labeled **Shortcut for setting average business week**. A message will appear, confirming that you are changing the day's status. You'll be changing the status of the day for all three years in the Business Calendar's three-year calendar.

2. Click OK.

3. Add any important events that occur during the month in the Important Dates section of the window.

4. If you wish to change other months in the Business Calendar, use the arrows at the top of the calendar to move from month to month.

5. Click OK.

Chapter 6

Customising MYOB Accounting Plus

Customising your work using preferences

▶ To set up Accounting Plus to conform to the way you work

If you haven't already read the Personalising Your Company Overview, see "Customising work preferences" on page 27 for more information.

There are a number of ways you can set up Accounting Plus to help you make your accounting tasks more efficient.

- You can use the Easy-Fill feature to quickly enter account names or numbers, item names or numbers and card names that you enter frequently. When you enter an existing account number or card name, Easy-Fill will "recognise" the entry you're making and automatically fill in the rest of the entry for you. If you want to use Easy-Fill, click the Windows tab in the Preferences window, then mark the box labeled "Use Easy-Fill When Selecting From a List."

- If you find it easier to recognise your accounts by their names rather than by their numbers, you can set up Accounting Plus so that you can enter accounts and sort your account search lists alphabetically by the accounts' names instead of by the accounts' numbers. To use this option, click the Windows tab in the Preferences window, then mark the box labeled "Select and Display Account Name, Not Account Number."

- If your company has many items in stock, your list of items is probably long. If you'd like to sort your item search lists alphabetically by the items' names instead of by the items' numbers, click the Windows tab in the Preferences window, then mark the box labeled "Select Items by Item Name, Not Item Number."

- Pressing the ENTER key will click the default button (the button with a dark border around it). If you'd rather press the ENTER key to move between fields in the windows, click the Windows tab in the Preferences window, then mark the box labeled "The Enter Key Works Just Like the Tab Key When Entering Data." (If you mark this selection, you can still use the TAB key to move between fields, as well.)

  There are a few areas in Accounting Plus where the ENTER key and the TAB key work differently, regardless of your selection here: In text boxes that allow you to enter multiple lines of information (such as address fields), the ENTER key moves the insertion point to the next line in the text box, while the TAB key moves the insertion point out of the text box and into the next field in the window. Also when you're entering line items for sales, purchases and other transactions, the TAB key moves the insertion point to the next column but remains on the same line; the ENTER key moves the insertion point to the next line, where you can begin entering a new line item.

- If you enter long descriptions on sales and purchases, and you want to view those descriptions in their entirety whenever the Description field is active, click the Windows tab in the Preferences window, then mark the box labeled "Use Expandable Data Entry Fields in Windows."

- If you want the To Do List to appear immediately when you start Accounting Plus, click the Windows tab in the Preferences window, then mark the box labeled "Display To Do List When Starting Accounting Plus."

▶ **To set up Accounting Plus to help you preserve the accuracy of accounting entries**

If you haven't already read the Personalising Your Company Overview, see "Customising work preferences" on page 27 for more information.

The following options are a few of the preferences you can set up to help preserve the accuracy of your accounting records.

- If you wish to maintain a comprehensive history of all transactions you enter in the MYOB system—in other words, if you want to keep a strict *audit trail*—click the Security tab in the Preferences window, then mark the box labeled "Transactions CAN'T be Changed; They Must be Reversed."

- If you wish to be notified whenever you enter a future date as a transaction date -- for example, if you mistakenly enter a date two months from now -- click the Security tab in the Preferences window, then mark the box

labeled "Warn Before Recording Post-Dated Transactions."

- If you want to be warned whenever you enter a transaction number that's already been used on a cheque, sale or purchase, click the Chequebook, Sales or Purchases tab in the Preferences window, then mark the box whose label begins with, "Warn for Duplicate…."

  If you mark any of the "Warn for Duplicate" boxes in the Preferences window, keep in mind that Accounting Plus must search your entire company file for duplicate transaction numbers each time you record a new transaction in the Spend Money, Sales or Purchases window. As a result, it will take a little more time for Accounting Plus to complete the process of recording those types of transactions.

- If you'd like to be notified that a customer has an existing customer credit whenever you apply one of the customer's payments to a sale, click the Sales tab in the Preferences window, then mark the box labeled "Warn if Customer has an Outstanding Credit Before Applying a Payment."

- If you'd like to be notified that your company has an existing supplier debit whenever you apply one of your bill payments to a purchase, click the Purchases tab in the Preferences window, then mark the box labeled "Warn if Supplier Owes Me Money Before Making a Supplier Payment."

- If you'd like Accounting Plus to automatically suggest that payments from customer and bill payments should be applied to the oldest outstanding sales and purchases first, click either the Sales or Purchases tab in the Preferences window, then mark either the box labeled "Apply Receive Payments Automatically to Oldest Invoice First" or the box labeled "Apply Supplier Payments Automatically to Oldest Purchase First."

▶ To automatically create business contacts

If you haven't already read the Personalising Your Company Overview, see "Customising work preferences" on page 27 for more information.

To automatically create a business contact each time you create a cheque, deposit, sale or purchase, click the Chequebook, Sales or Purchases tab in the Preferences window, then mark the box whose label begins with, "Make a Contact Log Entry for Every…."

Over time, business contact information can cause your company file to grow considerably in size. If you choose to create business contacts automatically, we recommend that you periodically purge old contacts that you no longer need. See Purging information that's no longer needed for more information.

▶ To automatically print/email/fax transactions when recording

If you haven't already read the Personalising Your Company Overview, see "Customising work preferences" on page 27 for more information.

To print/email/fax transactions immediately when you record them, click the Sales and Purchases tabs in the Preferences window, then mark the box labeled "Automatically Print Sales/Purchases When They're Recorded." Choose which method you wish to use automatically -- Print, Fax or Email.

If you choose to print sales and if you want to print packing slips and delivery or mailing labels to accompany your sales, consider marking the boxes labeled "Print Packing Slips (or Labels) When Invoices are Printed."

Customising your printed documents

▶ To customise the way you work with forms and reports

If you haven't already read the Personalising Your Company Overview, see "Customising printed documents" on page 28 for more information.

The Preferences window should be displayed.

1. Select the Reports & Forms tab, if it isn't already selected.

2. Mark the boxes next to the options you want to use.

Organising your cards by using identifiers

▶ To create identifiers

If you haven't already read the Personalising Your Company Overview, see "Using identifiers" on page 29 for more information.

The Identifiers window should be displayed.

1. The Identifiers window provides a field for each of the 26 letters of the alphabet. Enter a description for as many of the identifiers as you want.

2. Click OK.

▶ To assign identifiers to a card

If you haven't already read the Personalising Your Company Overview, see "Using identifiers" on page 29 for more information.

The Cards List window should be displayed.

1. Highlight the card to which you wish to assign identifiers and then click Edit.

2. Click the Card Details tab; click the Identifiers button that appears in this view.

3. Click the box next to each identifier you want to assign to the card. You can assign up to 10 identifiers to a card.

4. Click OK.

Using MYOB Accounting Plus pricing levels

▶ To label a pricing level

If you haven't already read the Personalising Your Company Overview, see "Using pricing levels" on page 30 for more information.

The Custom List and Field Names window should be displayed.

1. Enter a name for each pricing level you want to use.

2. Click OK.

▶ To assign a pricing level to a customer card

If you haven't already read the Personalising Your Company Overview, see "Using pricing levels" on page 30 for more information.

Be sure the customer card is displayed in the Card Information window.

1. Click the Selling Details tab.

2. Choose the customer's price level from the Item Price Level list.

3. Click OK.

Using custom lists and fields

▶ To enter a label for a custom list

If you haven't already read the Personalising Your Company Overview, see "Using custom lists and fields" on page 31 for more information.

The Custom List and Field Names window should be displayed.

1. Click the Item, Customer, Supplier, Employee or Personal tab.

2. Enter a name for your custom list in one of the Name of Custom List fields. You can use up to three custom lists for items and for each card type in Accounting Plus.

3. Click OK.

▶ To create list entries on a custom list

If you haven't already read the Personalising Your Company Overview, see "Using custom lists and fields" on page 31 for more information.

The Custom Lists window should be displayed.

1. Click the Item, Customer, Supplier, Employee or Personal tab.

2. In the Custom List field, choose the custom list for which you want to create list entries.

3. Click the New button. The Edit Custom List window appears.

4. Enter the name of the list entry you want to create.

5. Click OK.

6. Repeat steps 4 and 5 until you've entered all the list entries you want to include in the custom list, then click Close in the Custom Lists window.

▶ **To change a list entry on a custom list**

If you haven't already read the Personalising Your Company Overview, see "Using custom lists and fields" on page 31 for more information.

The Custom Lists window should be displayed.

1.   Click the Item, Customer, Supplier, Employee or Personal tab.

2.   Choose the custom list in the Custom List field for which you want to change list entries.

3.   Select the list entry you want to change and click Edit.

4.   Change the name of the list entry.

5.   Click OK.

▶ **To delete a list entry on a custom list**

If you haven't already read the Personalising Your Company Overview, see "Using custom lists and fields" on page 31 for more information.

The Custom Lists window should be displayed.

1.   Click the Item, Customer, Supplier, Employee or Personal tab.

2.   Choose the custom list in the Custom List window for which you want to delete list entries.

3.   Highlight the list entry you want to delete and choose Delete List Entry from the Edit menu.

4.   Click Close.

Chapter 7

Securing your company's data

Creating a master password

▶ To create the master password

If you haven't already read the Personalising Your Company Overview, see "Securing your company's data" on page 33 for more information.

Please note that this task requires single-user access. See Single-user file locking for more information.

The Preferences window should be displayed.

1. Click the Passwords button. The Set Up Passwords window appears.

2. Enter the master password you wish to use in the New Master Password field, then click the Record New Password button. Passwords aren't case-sensitive; that is, it doesn't matter whether you type lowercase or uppercase letters in your password.

3. An alert message appears, allowing you to review the entry you made. Review the password you typed, then click OK; the master password is created, and the Password Access window appears. You can now either exit the password windows by clicking the OK button, or you can begin setting up sub-passwords in the Password Access window.

Creating sub-passwords

▶ ## To create a sub-password

If you haven't already read the Personalising Your Company Overview, see "Securing your company's data" on page 33 for more information.

Please note that this task requires single-user access. See Single-user file locking for more information.

The Preferences window should be displayed.

1. Click the Passwords button. A window appears, requesting that you enter the master password.

2. Enter the master password.

3. Click OK.

4. The Password Access window contains two lists. On the left side of the window, a list of all existing passwords is displayed. If you've just begun working with passwords, only **MASTER** will appear in this list. On the right side of the window, a list of all the command centres and their accompanying windows is displayed.

    To create a sub-password, click the New button; the Set Up Passwords window appears.

5. Enter a sub-password in the New Sub-Password field. It doesn't matter whether you type lowercase or uppercase letters in your password.

6. Click the Record New Password button. The Password Access window reappears, with the new sub-password appearing in the list on the left side of the window.

7. Be sure the new sub-password is highlighted in the Sub-Password list.

8. Select the command centres and windows which users with this password *won't* have access to by clicking on the appropriate names. When you select a command centre or window, an X will appear in the Not Allowed column next to the label you selected. If you select a command centre or a window that opens other windows, an X will appear next to the names of the other windows, as well.

9.   Click OK. The new sub-password you've created will become active.

Changing passwords

▶ To change a password

If you haven't already read the Personalising Your Company Overview, see "Securing your company's data" on page 33 for more information.

Please note that this task requires single-user access. See Single-user file locking for more information.

The Preferences window should be displayed.

1. Click the Passwords button. A window appears, requesting that you enter the master password.

2. Enter the master password.

3. Click OK. The Password Access window appears.

4. Highlight the password you want to change in the list on the left side of the window.

5. Click Edit.

6. The Set Up Passwords window appears, displaying the password. Change the password.

7. Click Record Changes. If you changed the master password, an alert message will appear, allowing you to review the new password.

8. Click OK.

▶ To change a sub-password's access rights

If you haven't already read the Personalising Your Company Overview, see "Securing your company's data" on page 33 for more information.

Please note that this task requires single-user access. See Single-user file locking for more information.

The Preferences window should be displayed.

1. Click the Passwords button. A window appears, requesting that you enter the master password.

2. Enter the master password. When you type an existing master password, an asterisk (*) appears for each character you type, ensuring others can't read the password on the computer screen as you type it.

3. Click OK. The Password Access window appears.

4. Highlight the password you want to change in the list on the left side of the window, and then make the changes you want on the right side of the window.

5. Click OK.

Removing passwords

▶ ## To remove a password

If you haven't already read the Personalising Your Company Overview, see "Securing your company's data" on page 33 for more information.

Please note that this task requires single-user access. See Single-user file locking for more information.

The Preferences window should be displayed.

1. Click the Passwords button. A window appears, requesting that you enter the master password.

2. Enter the master password. When you type an existing master password, an asterisk (*) appears for each character you type, ensuring others can't read the password on the computer screen as you type it.

3. Click OK. The Password Access window appears.

4. Locate the password in the list on the left side of the window, highlight it, and then click the Delete button. If you want to remove your master password, you must remove all your sub-passwords first. If you chose to remove a sub-password, the password will be removed immediately.

   If you chose to remove the master password, an alert message will appear, informing you that all password protection will be removed for this company's file when you remove the master password. Click OK; the message **All passwords have been deleted** will appear.

5. Click OK.

Printing user-activity reports

▶ To print a report showing entries identified by user IDs

If you haven't already read the Personalising Your Company Overview, see "Viewing and printing user-activity reports" on page 35 for more information.

1. Open the Index to Reports and choose one of the following reports:

    - Nominal Journal
    - Sales Journal
    - Purchases Journal

    - Disbursements Journal
    - Cash Receipts Journal
    - Stock Journal

2. Click Customise and choose All User IDs or choose Selected and enter an individual user ID.

3. Complete other fields in the Report Customisation window if you wish and then click OK.

▶ To print a report showing your entries for the session

If you haven't already read the Personalising Your Company Overview, see "Viewing and printing user-activity reports" on page 35 for more information.

1. Choose Index to Reports from the Reports menu.

2. Choose Session Report from the Accounts tab.

▶ To automatically print a report showing entries for the session

If you haven't already read the Personalising Your Company Overview, see "Viewing and printing user-activity reports" on page 35 for more information.

1. Choose Preferences from the Setup menu.

2.   Click the Security tab.

3.   Mark the Prompt for Session Report When Closing box.

▶ What are changeable and unchangeable transactions?

To learn if your transactions are changeable or unchangeable, choose Preferences from the Setup menu, then click the Security tab.

If the selection "Transactions CAN'T be Changed; They Must be Reversed" is unmarked, your transactions are changeable. Recorded transactions may be changed or deleted. If you wish to make your transactions unchangeable, mark the selection.

If the selection "Transactions CAN'T be Changed; They Must be Reversed" is marked, your transactions are unchangeable. Recorded transactions must be reversed; they can't be changed or deleted. If you wish to make your transactions changeable, unmark the selection.

Chapter 8

Using shortcut keys

▶ Using shortcut keys

You can use shortcut keys to speed data entry in Accounting Plus. All the shortcut keys correspond to Accounting Plus menu commands. Here's a list of Accounting Plus shortcuts and the menu commands they're associated with.

Menu command	Shortcut key

File Menu

New	CTRL+N
Open	CTRL+O
Close Window	Esc
Print	CTRL+P

Edit Menu

Undo	CTRL+Z **or** ALT+BACKSPACE
Cut	CTRL+X **or** SHIFT+DELETE
Copy	CTRL+C **or** CTRL+INSERT
Paste	CTRL+V or SHIFT+INSERT
Select All	CTRL+A
Select from List	CTRL+L
Recap Transaction	CTRL+R

Command Centre shortcuts

(All Command Centres)

To Do List	CTRL+T
Find Transactions	CTRL+Y

Accounts

Command Centre	CTRL+1
Record Journal Entry	CTRL+G

Chequebook

Command Centre	CTRL+2
Spend Money	CTRL+H
Receive Money	CTRL+D

Sales

Command Centre	CTRL+3
Enter Invoices	CTRL+J
Receive Payments	CTRL+B

Time Billing

Command Centre	CTRL+4

Purchases

Command Centre	CTRL+5
Enter Purchases	CTRL+E
Pay Bills	CTRL+M

Payroll

Command Centre	CTRL+6

Stock

Command Centre	CTRL+7

Card File

Command Centre	CTRL+8
Cards List	CTRL+F

Reports Menu

Index to Reports	CTRL+I

Window Menu

Refresh All	P5

Help Menu

MYOB Help	F1

In addition, we support the following Microsoft shortcut key combinations:

Close Window	CTRL+F4
Next Window	CTRL+F6 **or** CTRL+TAB
Cycle Task	ALT+TAB **or** ALT+ESC
Display Start Menu or Task List	CTRL+ESC