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# Cards

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# Chapter 1

# Cards Overview

In MYOB Accounting Plus, cards are the records of every person and company you do business with. There are four types of cards: customer, supplier, employee and personal. You'll assign a card to each transaction you enter into the MYOB system. You'll enter information about the customer, supplier, employee and personal contact in the Card Information window. This information will be automatically entered when you use the card to create transactions throughout Accounting Plus.

## Creating cards

You can create four types of cards. Read the following information carefully, so you're sure you're creating the card you need.

- **Customer cards** are records of the people and companies to whom you sell your company's items and services. You'll assign customer cards primarily to sales, such as invoices, in the Sales window.
- **Supplier cards** are records of the people and companies from whom you buy items and services. You'll assign supplier cards primarily to purchases in the Purchases window.
- **Employee cards** are records of the people who work for your company.
- **Personal cards** are records of all the other people you do business with. Most likely, you won't perform transactions in Accounting Plus with personal cards; however, you may want to keep personal cards to track your business contacts, or you might want to keep your own list of friends and family using personal cards.

You'll create cards in the Card Information window. The window has several possible views:

- Profile view
- Card Details view
- Selling Details view (Customer cards only)
- Buying Details view (Supplier cards only)
- Payroll Details view (Employee cards only)
- Payment Details view (Customer and Supplier cards only)
- Contact Log view
- Jobs view (Customer cards only)
- History view (Customer, supplier and employee cards only)

When a card type is chosen you'll be able to enter information in the views that apply to the card type. If you're creating a customer or supplier card, see "An important procedure to perform after creating customer and supplier cards" on page 652.

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

*"Creating cards" on page 654*

## Profile view

### Card Information window

The Profile view is available for all types of cards. The information you enter in this view -- and in other views where applicable -- will be entered automatically when you enter the card in transactions throughout Accounting Plus.

To create a card, you must enter a card name. You may enter up to 15 alphanumeric characters for a Card ID. If you choose not to enter a card ID, the Card ID field displays \*None. In the Windows view of the Preferences window, you can choose to search a list of cards using either a card name or a card ID. (Choose Preferences under the Setup menu to view Windows preferences.)

While many of your contacts may have one location where all of their business transactions take place, you may have other contacts whose accounting office -- where invoices are paid, for instance -- is located in another building or another town. You may enter up to five locations for each card. You can choose to enter the postal address -- including country

name, telephone number, email address and other contact information for each location. When you create transactions, you'll choose one of the five locations and the information for that particular location will be used on the transaction.

If you use MYOB Accounting Plus's Multicurrency feature, see "Assigning a currency to customer, supplier and employee cards" on page 643.

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

*"Select the type of card you need and enter card details" on page 654*

### **Assigning a currency to customer, supplier and employee cards**

If you're using the Multicurrency feature and if you conduct business with a customer or supplier in a currency other than your home currency, you can assign that currency to the customer or supplier card. The currency field is located on the Profile tab of the Card Information window. Be careful in your selection, however, because once you begin recording transactions for the customer or supplier, you won't be able to change the selection you've made in the Currency field.

If you assign a foreign currency to the customer, the sales to the customer will appear in the customer's currency. For example, if you indicate that a particular customer uses Canadian dollars, all sales invoices for that customer will be recorded in Canadian dollars. Payments received from the customer also must be in the customer's currency. In the same way, if you assign a foreign currency to the supplier, the purchase orders for the supplier will appear in the supplier's currency. For example, if you indicate that a particular supplier uses Canadian dollars, all purchases from that supplier will be recorded in Canadian dollars. Payments to the supplier also must be in the supplier's currency.

You can assign a currency other than your home currency to an employee if you like -- but **only** if you don't plan to record payroll cheques for the employee using Accounting Plus. If you plan to record payroll cheques for the employee using Accounting Plus, you must select your home currency for the individual.

Selecting a foreign currency may be useful if the employee is a salesperson who makes all of his or her sales in another currency -- Canadian dollars, for example -- and you don't plan to use Accounting Plus to pay the employee. When you print reports that show individual salespeople's sales amounts, the amount will be displayed in whatever currency has been assigned to the salespeople.

Since only one currency can be assigned to an employee, we recommend that you use your home currency for any employees who may make sales in more than one currency. You'll be able to assign these employees to any transactions you like. If you assign a foreign currency to an employee, however, you'll be able to include the employee **only** in transactions that use that currency. For more information, see "Multicurrency Overview" on page 770.

## Card Details view

### Card Information window

The Card Details view is available for all types of cards. The information you enter in the two views -- and in other views where applicable -- will be entered automatically when you enter the card in transactions throughout Accounting Plus.

If you wish to sort your cards into a listing of those customers to whom you wish to send your latest mailing, for instance, you can use an identifier to indicate the cards that should be included on the mailing list. Identifiers can be entered on the Card Details view. Use this view to also make Custom Lists and Fields entries for your customers, suppliers, employees and personal contacts. For information about using identifiers and custom lists and fields, see Using identifiers and Using custom lists and fields.

If you wish to add a picture of each of your employees or if you wish to display a picture that shows the progress of the project you're working on for the customer, for instance, you can link a graphic on the Card Details tab. For more information about linking a graphic, see Linking a picture to an item or card record.

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

*"Select the type of card you need and enter card details" on page 654*

*"To create identifiers" on page 42*

*"To assign identifiers to a card" on page 43*

*"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*

*“To display a picture (or change the picture you display)” on page 513*

*“To remove a link to a picture” on page 514*

## **Selling Details view (Customer cards only)**

### **Card Information window**

The selling information you enter will be used when entering sales for customers. Enter the sales layout you use for each customer and that layout will be displayed when you enter the customer's name in the sales window. Similarly, if you make an entry in the Printed Form field, that form will be used when you print the sale for the customer. If you choose the service layout, you can assign a default income account for a customer. When you enter sales for this customer, the account will be automatically entered when you enter line items on the sale. You can change the automatic customer entries if you wish.

If the rate you charge for time billing activities depends upon the customer you've performed the activity for, you can assign an activity rate to your customer cards.

If you've set up multiple pricing levels for the items you sell using the Pricing Information tab of the Item Information window, you can select the appropriate pricing level for each customer. When you make sales, the prices that appear in the Sales window will be based on the selection you've made here.

If you're required to collect VAT from the customer, or pay VAT to the supplier, you can specify a code for the customer or supplier. The VAT code you enter here will appear as a default entry for the line items you enter in the Sales and Purchases windows. (If you also specify a VAT code for items that are included in the Items List, the VAT code for the item will appear when entering those items on item layout sales and purchases.)

### **Assigning credit terms to your customers**

The *credit terms* you assign to your customers -- and those your suppliers assign to you -- are rules that govern the number of days between delivery and payment, discounts for early payment and penalties for late payment. You can set specific credit terms for each customer using the Customer

Terms Information section of the Selling Details view; you can set specific credit terms for suppliers using the Supplier Terms Information section of the Buying Details view.

After you set up credit terms, discounts based on the terms are automatically calculated when you enter sales and purchases. (You can change the terms and discount amounts for individual sales or purchases, if you need to.)

Similarly, after you set up credit terms, finance charges based on those terms are automatically calculated beginning the day after a transaction's balance due date. Your customers' finance charges can be printed on their monthly statements, if you want.

**Idea: You can set up credit terms for all new customers and suppliers**

If you wish to establish a set of credit terms for your new customers and your new suppliers, you can use the Preferences window to do so. To do this, use the "To change the default credit terms for new customers" on page 657 or "To change the default credit terms for new suppliers" on page 657 procedure.

The terms you set in these windows will be applied only to *new* customer and supplier cards you create. For customer cards already created, credit terms can be assigned in the Selling Details view of the Card Information window; for supplier cards already created, credit terms can be assigned in the Buying Details of the Card Information window.

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

*"To enter selling details (customers only)" on page 655*

### **Buying Details view (Supplier cards only) Card Information window**

The buying information you enter here will be used when entering bills for a supplier. Enter the purchase layout for each supplier and the layout you choose will be displayed when you enter the supplier's name in the purchases window. Similarly, if you make an entry in the Printed Form field, that form will be used when you print the purchase for the supplier. If you choose the service layout, you can assign a default cost of sales or expense account for a supplier. When you enter purchases for this supplier, the account will be entered automatically when you enter line items on the purchase. You can change these automatic supplier entries if you wish.

If the rate you charge for time billing activities depends upon the supplier who performs the activity, you can assign an activity rate to your supplier cards. You can also track the cost of performing activities by entering an estimated cost per hour for your suppliers.

You'll use the Supplier Terms Information section to enter credit terms and to indicate how discounts should be calculated for the purchases you enter. If you are required to collect VAT on purchases made from a supplier, choose a tax code for the supplier in the Tax Code field. See "Assigning credit terms to your customers" on page 645 for more information.

If you're required to collect VAT from the customer, or pay VAT to the supplier, you can specify a code for the customer or supplier. The VAT code you enter here will appear as a default entry for the line items you enter in the Sales and Purchases windows. (If you also specify a VAT code for items that are included in the Items List, the VAT code for the item will appear when entering those items on item layout sales and purchases.)

### **Assigning credit terms to your suppliers**

The *credit terms* you assign to your customers -- and those your supplier assign to you -- are rules that govern the number of days between delivery and payment, discounts for early payment and penalties for late payment. You can set specific credit terms for each customer using the Customer Terms Information section of the Selling Details view; you can set specific credit terms for suppliers using the Supplier Terms Information section of the Buying Details view.

After you set up credit terms, discounts based on the terms are automatically calculated when you enter sales and purchases. (You can change the terms and discount amounts for individual sales or purchases, if you need to.)

**Idea: You can set up credit terms for all new customers and suppliers**

If you wish to establish a set of credit terms for your new customers and your new supplier, you can use the Preferences window to do so. To do this, use the “To change the default credit terms for new customers” on page 657 or “To change the default credit terms for new suppliers” on page 657 procedure.

The terms you set in these windows will be applied only to *new* customer and supplier cards you create. For customer cards already created, credit terms can be assigned in the Selling Details view of the Card Information window; for supplier cards already created, credit terms can be assigned in the Buying Details of the Card Information window.

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

*“To enter buying details (suppliers only)” on page 655*

## **Payroll Details view (Employee cards only)**

### **Card Information window**

If you're creating an employee card, it's very important that you fully set up the employee's payroll information before you begin writing paycheques to the employee. Also, before you enter payroll information about an employee, be sure your payroll linked accounts and payroll categories are properly set up. See “Payroll Categories Overview” on page 553 to learn about payroll categories.

Choose a tax table that will be used when calculating amounts on a paycheque and enter other employment information for your employees using this view. A tax code must be selected in order to use an employee card on a paycheque.

This view displays buttons that, when clicked, give you access to the Employee Payroll Information, Pay History, Time Billing Employee Setup and Entitlement Balances windows. (A tax code must be entered in the Tax Table field in order to open the Employee Payroll Information window.)

Your selections in these windows are very important because they are the key components in determining the employee's net pay amount. Without complete and accurate entries, payroll calculations will be incorrect.

When you click the Info button to open the Employee Payroll Information window, you can assign wages, deductions and employer expenses.

Click the History button to open the Pay History window. Use the window to enter pay history for the pay periods that occurred before you started using Accounting Plus. When you start recording paycheques using Accounting Plus the amounts of the paycheques are automatically added to this window and are displayed on some reports.

**Warning: If you change a card's pay history**

Accounting Plus uses the figures displayed in the Pay History window on some reports. If you change a card's pay history in this window, keep in mind that the change you make may not accurately reflect your actual totals.

Use care when making changes to the amounts displayed in this window. If you make a change and then want to use the previous amount, Accounting Plus can't automatically reconstruct the monthly totals.

When you click the Accruals button accrual balances will be displayed. Carry-over amounts can be changed, if necessary.

If the rate you charge for time billing activities depends upon the employee who performs the activity, you can assign an activity rate to your employee cards by choosing the Time Billing button. You can also track the cost of performing activities by entering an estimated cost per hour for your employees.

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

*"To enter payroll details (employees only)" on page 655*

## **Payment Details view (Customer and Supplier cards only)**

### **Card Information Window**

Use this view to enter details about the usual method that this customer or supplier uses when paying for items and services. The method and related information you enter will appear on payment transactions for the customer or supplier. You may change the payment information on individual transactions before you record the transaction.

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

*“Enter payment details (customers and suppliers)” on page 657*

*“To add or edit Sales Information” on page 303*

*“To remove Sales Information” on page 303 (including Payment Method entries)*

## **Contact Log view**

### **Card Information window**

You can keep track of contacts for all cards using the Contact Log view. You can choose the name of the contact -- you may have up to five contacts since you can enter a contact for each location -- and track the amount of time you spend with each one. Use the last contact date information you enter here to locate card information using the Advanced button in the Cards List window. For more information, see the “Business Contacts Overview” on page 669.

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

*“Make a Contact Log entry” on page 658*

## **Jobs view (Customer cards only)**

### **Card Information window**

The Jobs view will show the jobs that are linked to the card. You may want to view all of your jobs in this way if you have many jobs, or you may want to view a complete view for one customer. For more information about jobs, see “Jobs Overview” on page 151.

See the following step-by-step procedure:

“Enter jobs (customers)” on page 659

## History view (Customer, supplier and employee cards only)

### Card Information window

When you record sales and purchases, Accounting Plus automatically tracks the history of the transactions for your customers, suppliers and salespeople; this information can be valuable in analysing your sales and purchases, and spotting trends that may need to be addressed. Sales and purchasing history is kept for the current year, next year and up to five previous years. These monthly amounts are used in the Analyse Sales and Analyse Purchases reports.

If you wish, you can enter your monthly sales and purchasing history for each of your customers, suppliers and salespeople for the months before you started using Accounting Plus. Enter this information in the History view of the Card Information window if you want to be able to print reports comparing your monthly sales and purchases from each customer, supplier and salesperson with last year's sales and purchases.

#### **Warning: If you change a card's history**

Accounting Plus uses the figures displayed in the History tab on some reports. If you change a card's history in this window, keep in mind that the change you make may not accurately reflect your actual totals.

Use care when making changes to the amounts displayed in this window. If you make a change and then want to use the previous amount, Accounting Plus can't automatically reconstruct the monthly totals.

If you want to track sales history for an employee, be sure to enter the employee's name in the Salesperson field of the Sales window whenever you enter sales in which the employee participated.

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

*“Enter history for customers, suppliers and salespeople” on page 659*

### **An important procedure to perform after creating customer and supplier cards**

After you create your customer and supplier cards, to ensure your accounting records are accurate, you must enter all your customers' historical sales and your suppliers' historical purchases. Historical sales and purchases are the sales and purchases that had a current balance due on the first day of the month in which you began using Accounting Plus. (This month is known as your conversion month. To recall your conversion month, choose Company Information from the Setup menu.) The total balance of your historical sales is considered your *customer* balance. The total balance of your historical purchases is considered your *supplier* balance.

During the setup of your customer card or supplier card -- in Step 6 -- you may have entered monthly sales totals for your customers and suppliers for the months that occurred before you began using Accounting Plus; that information is useful for reporting purposes, but is optional. The historical sales and purchases you enter after the customer or supplier card is created are different -- they're sales and purchases that your customers and suppliers made before you began using Accounting Plus but haven't fully paid off yet. Because your customers still owe you money for their purchases and you still owe suppliers for your purchases, it's important that you record these sales and purchases in Accounting Plus. This step isn't optional.

In the Historical Sale window, you'll enter all of the information that applies to the historical sale or purchase. When you reach the Total Including VAT, be sure to enter the remaining amount of the sale or purchase, not the original amount. Also select the VAT code from the Select from List; the VAT portion of the total amount remaining will be displayed. The VAT amount will be reflected on VAT reports.

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

*“Enter historical sales for customers” on page 660*

*“Enter historical purchases for suppliers” on page 661*

## Changing, removing or inactivating cards

You can easily change information about a customer, supplier, employee or personal card. A card can be removed only if no transactions or recurring templates are assigned to it.

If you have cards that you create for a one-time sale or purchase, for example, inactivating them after their one-time use will remove them from the selection windows. Your list of cards will be shorter, and selecting the card you need will be easier.

If a card is marked as an inactive card, however, you may still use the card in transactions by manually entering the card name. Inactive cards will still appear in the Cards List window. You can also return the status of the card to active so that it will appear again in the selection windows. No matter what the status is of a card (active or inactive), transactions recorded using the card will still affect all of your financial records. Use the Card File (Summary) and Card File (Detail) to display and print card information with or without inactive cards.

**Note: You can't remove a card with transactions assigned to it**

A card can be removed if no transactions are assigned to it. You can review transactions assigned to a card using the Find Transactions window.

Also, a card which has been used on a quote, order or recurring template can't be removed.

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

*"To find a card" on page 664*

*"To inactivate (or reactivate) a card" on page 666*

*"To remove a card" on page 666*

## Chapter 2

# Creating cards

### Step 1: Select the type of card you need and enter card details

If you haven't already read the Cards Overview, see "Creating cards" on page 641 for more information.

The Card File Command Centre should be displayed.

1. Click Cards List.
2. Click the New button.
3. Choose the type of card you want to use from the Card Type list and make other appropriate entries in the Profile view of the Card Information window.
4. Click the Card Details tab and enter the information you wish to add to the card.
5. At this point, you've entered the basic information about the customer, supplier, employee or personal contact.
  - If you've created a customer, supplier or employee card, continue to Step 2, Enter Selling, Payroll and Buying Details. Depending upon the type of card you selected, choose to enter the corresponding details:
    - "To enter selling details (customers only)" on page 655
    - "To enter buying details (suppliers only)" on page 655
    - "To enter payroll details (employees only)" on page 655
  - If you've entered a personal card, continue to "Make a Contact Log entry" on page 658.

## Step 2: Enter selling, payroll and buying details (customers, employees and suppliers only)

### ▶ To enter selling details (customers only)

If you haven't already read the Cards Overview, see "Selling Details view (Customer cards only)" on page 645 for more information.

The Selling Details view of the Card Information window of the customer for whom you wish to enter selling details should be displayed.

1. Click the Selling Details tab, if you haven't already.
2. Enter detail information about the customer including sale layout and credit terms information; this information will be entered automatically when the card is entered on a sale.
3. Continue to "Enter payment details (customers and suppliers)" on page 657.

### ▶ To enter buying details (suppliers only)

If you haven't already read the Cards Overview, see "Buying Details view (Supplier cards only)" on page 646 for more information.

The Card Information window of the supplier for whom you wish to enter buying details should be displayed.

1. Click the Buying Details tab, if you haven't already.
2. Enter detail information about the supplier including purchase layout and credit terms information; this information will be entered automatically when the card is entered on a purchase.
3. Continue to "Make a Contact Log entry" on page 658.

### ▶ To enter payroll details (employees only)

If you haven't already read the Cards Overview, see "Payroll Details view (Employee cards only)" on page 648 for more information.

The Card Information window of the employee for whom you wish to enter payroll details should be displayed.

1. Click the Payroll Details tab, if you haven't already.
2. Click the Info button to open the Employee Payroll Information window. Make entries and selections from the left side of the window.
3. On the right side of the window, assign all the payroll categories (wages, deductions, entitlements and payroll taxes) that apply to the employee.

Be sure you carefully select all the payroll categories that apply to this employee. Your selections in this window is very important because they are the key components in determining the employee's net pay amount. Without complete and accurate entries, payroll calculations will be incorrect.

Once you've made all the entries you need to make, click the OK button in the Employee Payroll Information window to assign the payroll information to the employee.

4. Click the History button to enter payroll amounts for the pay periods before you started using Accounting Plus.

**Warning: If you change a card's pay history**

Accounting Plus uses the figures displayed in the Pay History window on some reports. If you change a card's pay history in this window, keep in mind that the change you make may not accurately reflect your actual totals.

Use care when making changes to the amounts displayed in this window. If you make a change and then want to use the previous amount, Accounting Plus can't automatically reconstruct the monthly totals.

5. Click the Accruals button to enter carry-over amounts from the pay periods before you started using Accounting Plus.
6. Click the Time Billing button to open the Time Billing Card Setup window.

In the Hourly Billing Rate field, enter the hourly rate you want to assign to this card.

For employee and supplier cards, enter the cost of an hour of the employee's or supplier's time in the Cost Per Hour field. This information will be used to calculate sales history for time billing activities. Click OK.

7. Click the Bank Info button to open the Bank Information - Employee window. Enter the employee's bank information so that you may use Autopay for this employee.
8. Continue to "Make a Contact Log entry" on page 658.

▶ **To change the default credit terms for new customers**

1. Choose Preferences from the Setup menu.
2. Click the Sales tab to display the Sales view, then click the Terms button.
3. In the Credit Terms window, enter the terms that you want all of your new customers to have.
4. Click OK.

▶ **To change the default credit terms for new suppliers**

1. Choose Preferences from the Setup menu.
2. Click the Sales tab to display the Purchases view, then click the Terms button.
3. In the Credit Terms window, enter the terms that generally are extended to you by new suppliers.
4. Click OK.

## **Step 3: Enter payment details (customers and suppliers)**

If you haven't already read the Cards Overview, see "Payment Details view (Customer and Supplier cards only)" on page 650 for more information.

The Card Information window of the customer for whom you wish to enter payment method details should be displayed.

1. Click the Payment Details tab.
2. Select the method of payment. Depending on the method chosen you may wish to enter other relevant information.
3. Continue to "Make a Contact Log entry" on page 658.

## Step 4: Make a Contact Log entry

If you haven't already read the Cards Overview, see "Contact Log view" on page 650 for more information.

The Card Information window of the card for whom you wish to make a contact log entry should be displayed.

1. Click the Contact Log tab, if you haven't already.
2. Click the New Log Entry button.
3. Select a contact name and then enter the information you want to keep track of concerning the contact.
4. Click Record.
5. The next step depends upon the type of card you're creating:
  - If you're creating a supplier card or an employee card (for an employee who is a salesperson), continue to "Enter history for customers, suppliers and salespeople" on page 659.
  - If you're creating a customer card, continue to "Enter jobs (customers)" on page 659.
  - If you're creating an employee card (for an employee who is not a salesperson), you're done. Continue to "Add the card to your records" on page 660.

## Step 5: Enter jobs (customers)

If you haven't already read the Cards Overview, see "Jobs view (Customer cards only)" on page 650 for more information.

The Card Information window for whom you wish to enter a job should be displayed.

1. Click the Jobs tab.
2. Click the New Job button.
3. Enter information about the job. (For a step-by-step procedure, see "Creating jobs" on page 159.) Click OK.
4. Repeat steps 2 and 3 until you've entered all the jobs for the customer.
5. Continue to "Enter history for customers, suppliers and salespeople" on page 659.

## Step 6: Enter history for customers, suppliers and salespeople

If you haven't already read the Cards Overview, see "History view (Customer, supplier and employee cards only)" on page 651 for more information.

The Card Information window of the card for whom you wish to enter sales or purchases history should be displayed.

1. Click the History tab, if you haven't already.
2. Enter the sales amounts for customers and salespeople and purchases amounts for suppliers for the months that occurred before you began using Accounting Plus. Click the white arrow to change the view from one financial year to another.
3. Click OK.
4. You're finished creating the card, continue to "Add the card to your records" on page 660

## Step 7: Add the card to your records

Be sure the card you want to add to your records is displayed in the Card Information window.

Simply click the OK button to add the card to your records and close the Card Information window. The Cards List window will appear; the new card will be displayed in the list.

If you've just added a customer or supplier card, we suggest you read "An important procedure to perform after creating customer and supplier cards" on page 652 in the Cards Overview to continue setting up your customer and supplier information.

## Step 8: Enter historical sales for customers

If you haven't already read the Cards Overview, see "An important procedure to perform after creating customer and supplier cards" on page 652 for more information.

**Note: Historical sales are different from the sales history you may have entered earlier!**

If you completed step 6, you entered monthly sales totals for your customers and employees for the months that occurred before you began using Accounting Plus; that information is useful for reporting purposes, but is optional.

The historical sales you enter in *this* step are different -- they're sales that your customers made before you began using Accounting Plus but haven't fully paid off yet. Because your customers still owe you money for their purchases, it's important that you record these sales in Accounting Plus. This step isn't optional.

1. From the Setup menu, choose Balances/Customer Balances to open the Customer Balances window.
2. Note the amount that appears in the Linked Sales Ledger Accounts Balance field at the bottom half of the Customer Balances window. You should enter historical sales that, when totaled, equal this amount.

3. Click the zoom arrow in the scrolling list next to the name of a customer to whom you've made historical sales. The scrolling list changes to show all the historical sales that exist for the customer. (If you're just starting out, no sales appear in the scrolling list.)
4. To enter a historical sale, click the Add Sale button. The Historical Sale window appears.
5. Enter all information that applies to the historical sale. When you reach the Total Including VAT, be sure to enter the remaining amount of the sale, not the original amount. Also select the VAT code from the Select from List; the VAT portion of the amount entered in the Total Including VAT will be displayed. When you're finished entering the historical sale, click Record.
6. Continue entering historical sales for all customers until the amount that appears in the Out of Balance Amount field of the Customer Balances window is zero (or as close to zero as you can get it). When you're finished, click the Close button in the Customer Balances window.

## **Step 9: Enter historical purchases for suppliers**

If you haven't already read the Cards Overview, see "An important procedure to perform after creating customer and supplier cards" on page 652 for more information.

**Note: Historical purchases are different from the purchasing history you may have entered earlier!**

If you completed step 6, you entered monthly purchases totals for your suppliers for the months that occurred before you began using Accounting Plus; that information is useful for reporting purposes, but is optional.

The historical purchases you enter in *this* step are different -- they're purchases that you made before you began using Accounting Plus but haven't fully paid off yet. Because you still owe money to suppliers for these purchases, it's important that you record them in Accounting Plus. This step isn't optional!

1. From the Setup menu, choose Balances/Supplier Balances to open the Supplier Balances window.
2. Note the amount that appears in the Linked Creditors Account Balance field at the bottom half of the Supplier Balances window. You should enter historical purchases that, when totaled, equal this amount.
3. Click the zoom arrow in the scrolling list next to the name of a supplier from whom you've made historical purchases. The scrolling list changes to show all the historical purchases that exist for the supplier. (If you're just starting out, no purchases appear in the scrolling list.)
4. To enter a historical purchase, click the Add Purchase button. The Historical Purchase window appears.
5. Enter all information that applies to the historical purchase. When you reach the Total Including VAT, be sure to enter the remaining amount of the purchase, not the original amount. Also select the VAT code from the Select from List; the VAT portion of the total amount remaining will be displayed. When you're finished entering the historical purchase, click Record.

6. Continue entering historical purchases for the supplier until the amount that appears in the Out of Balance Amount field of the Supplier Balances window is zero (or as close to zero as you can get it). When you're finished, click Close.

## Chapter 3

# Finding cards

### ► To find a card

If you haven't already read the Cards Overview, see "Changing, removing or inactivating cards" on page 653 for more information.

1. Click the Cards List option in the Card File command centre.
2. You have three choices:
  - Enter the name of the card in the Search field. (Enter the Card ID in the Search field if you've chosen Select Cards by Card ID, not Card Name in the Windows view of the Preferences window.)
  - Click the tab that displays the card type of the card.
  - Click the Advanced button to search using additional criteria, such as identifiers and postal code.
3. The card you're looking for should appear in the scrolling list. If you want to view detail about the card, click the zoom arrow next to the card's name.

## Chapter 4

# Changing cards

### ► To change a card

If you haven't already read the Cards Overview, see "Changing, removing or inactivating cards" on page 653 for more information.

The Cards List window should be displayed.

1. Click the zoom arrow next to the name of the card you want to change.
2. Make changes to the card by entering information as you normally do, then click OK.

## Chapter 5

# Removing or inactivating cards

## Inactivating cards

### ▶ To inactivate (or reactivate) a card

If you haven't already read the Cards Overview, see "Changing, removing or inactivating cards" on page 653 for more information.

The Cards List window should be displayed.

1. Click the zoom arrow next to the name of the card you want to inactivate (or reactivate).
2. Mark the box next to Inactive Card. (To return the card to active status, simply remove the mark.)

## Removing cards

### ▶ To remove a card

If you haven't already read the Cards Overview, see "Changing, removing or inactivating cards" on page 653 for more information.

**Note: You can't remove a card with transactions assigned to it**

A card can be removed if no transactions are assigned to it. You can review transactions assigned to a card using the Find Transactions window.

Also, a card which has been used on a quote, order or recurring template can't be removed.

The Cards List window should be displayed.

1. Highlight the card you want to remove.
2. Choose Delete Card from the Edit menu.



## Chapter 6

# Business Contacts Overview

In addition to being a superior accounting system, MYOB Accounting Plus can be an effective business management tool. Using the Contact Log, you can maintain a comprehensive list of *business contacts*—which include sales, purchases, phone calls, mailings and so on—for every person and company that exists in your Card File.

Use your business contacts and the Contact Log as your business “diary.” When a customer or supplier calls, you can use the Contact Log as a tool to document a complete history of your business relationship with that contact.

### Creating business contacts

You can create entries in your Contact Log manually, or you can set up Accounting Plus so entries are made automatically when you perform specific tasks in the programme.

The only prerequisite for either method is that a card exists for the person or company for whom you want to make a business contact—and even if a card doesn’t exist, you can quickly add one to your records while you’re in the process of making the business contact.

To create business contacts for common contact events, such as meetings or telephone calls, you’ll need to manually enter those business contacts. To do this, use the Contact Log Entry.

To create a business contact for each sale, purchase, cheque or deposit you record, you can set up Accounting Plus to create an entry in the Contact Log automatically. You’ll do this using the Preferences window.

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

*“To manually create a business contact” on page 672*

*“To automatically create a business contact” on page 673*

## **Finding business contacts**

After you record a business contact, you might want to review the record.

You can use the View Contact Log window to view a summary list of all contacts you’ve made with a person or company in the Card File, regardless of whether those contacts have a recontact date assigned to them.

If you’ve entered a recontact date in your business contacts, the To Do List will help you remember when it’s time to get in touch with your business contacts again.

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

*“To find any business contact” on page 674*

*“To find a list of people you need to recontact” on page 674*

## **Removing business contacts**

To remove entries you’ve made in the Contact Log, you’ll need to clear, or *purge*, your company file of business contacts.

You can purge your company file of business contacts at any time; we suggest that you make this procedure at least a monthly task, especially if you record many business contacts during the course of your business day.

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

*“To remove business contacts” on page 678*

## **Suggestions for using the Contact Log**

You can use the Contact Log to do much more than simply provide a list of business contacts you’ve made. With a little imagination, your Contact Log can help you perform many important, time-saving tasks:

- Create a computerised list of things to do using the Contact Log.

- A company car can be a substantial business expense that you may be able to track for tax purposes. You can use the Contact Log to track your automobile usage.
- If you want to keep a detailed description of your travel expenses, meetings and other events, the Contact Log may be a good place for you to start.

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

*“To remind yourself to do a task” on page 676*

*“To track the usage of a company car” on page 676*

*“To track business travel” on page 677*

## Chapter 7

# Creating business contacts

## Creating business contacts manually

### ▶ To manually create a business contact

If you haven't already read the Business Contacts Overview, see "Creating business contacts" on page 669 for more information.

The View Contact Log window should be displayed.

1. In the Name field, enter or select the name of the person or company you've contacted.

(If you want to make a business contact for a person or company that doesn't exist in your Card File yet, click the search icon next to the Name field to open a search list. At the bottom of the list, click the New button to open the Card File Entry window. Enter the details about the person or company, then click OK. The new card's name will appear in the Name field in the View Contact Log window automatically.)

2. Click the New button to open the Contact Log Entry window.
3. Make entries in the Contact Log Entry window to specify the details of the business contact you made.

**Idea: Setting recontact dates**

Use the Recontact Date field in the Contact Log Entry window to note the next time you should contact a card. You can use this date to:

- View a list of people you need to contact in the Contact Alert section of the To Do List
- Designate which mailing labels you'll print in the Print Mailing Labels window
- Choose the cards for which you'll create letters using the Create Personalised Letters window

4. When you're finished making entries in the Contact Log Entry window, click the Record button.

## Creating business contacts automatically

### ► To automatically create a business contact

If you haven't already read the Business Contacts Overview, see "Creating business contacts" on page 669 for more information.

1. From the Setup menu, choose Preferences to open the Preferences window.
2. If you want MYOB Accounting Plus to make an automatic business contact every time you record a cheque or deposit, click the Chequebook tab in the Preferences window, then mark the Make a Contact Log Entry for Every Cheque selection and/or the Make a Contact Log Entry for Every Deposit selection.

If you want Accounting Plus to make an automatic business contact every time you record a sale, click the Sales tab and mark the Make a Contact Log Entry for Every Sale: Invoices, Orders, Quotes selection.

If you want Accounting Plus to make an automatic business contact every time you record a purchase, click the Purchases tab and mark the Make a Contact Log Entry for Every Purchase: Bills, Orders, Quotes selection.

3. When you're finished making your selections, click OK. From this point on, a business contact will be made automatically for each type of transaction you marked in step 2.

## Chapter 8

# Finding business contacts

## Finding business contacts

### ▶ To find any business contact

If you haven't already read the Business Contacts Overview, see "Finding business contacts" on page 670 for more information.

The View Contact Log window should be displayed.

1. In the Name field, enter the name of the card for whom you want to view a summary list of contacts. The list in the middle of the window will display all the contacts assigned to that card.
2. To view details you entered about a contact in the list, such as the length of a call, a description of a meeting or the amount of a transaction, select the contact and then click Edit. The Contact Log Entry window appears, displaying details about the contact.

## Finding a list of the people you need to contact again

### ▶ To find a list of people you need to recontact

If you haven't already read the Business Contacts Overview, see "Finding business contacts" on page 670 for more information.

The To Do List window should be displayed.

1. Click the Contact Alert tab at the right side of the window. A list of people and companies you are scheduled to recontact appears. (These are the people and companies that have recontact dates on or before the recontact date you entered in the Contact Log Entry window when you created their original business contact. Future contacts aren't displayed in the window.)
2. To retrieve the details about a particular business contact, click the zoom arrow at the left side of the entry you want to view. The Contact Log Entry window appears, displaying the entry's information.
3. When you actually recontact the person or company, or if you simply want to delete an overdue contact from the To Do List, mark the Action column next to that particular contact in the To Do List window, then click the Remove button at the bottom of the window.

## Chapter 9

# Suggestions for using the Contact Log

## Reminding yourself to do tasks

### ▶ To remind yourself to do a task

If you haven't already read the Business Contacts Overview, see "Suggestions for using the Contact Log" on page 670 for more information.

1. Use the Card File Entry window to create a personal card called "Reminder."
2. Whenever you want to remind yourself to perform a task, record a business contact in the Contact Log Entry window for the Reminder card. In the Recontact Date field, be sure to enter the date you want to do the task.
3. When you want to see your list of reminders, open the To Do List window and click the Contact Alert tab. All your reminders for today (along with any reminders for previous days that haven't been removed yet) will appear in the list in the window.

## Keeping track of company cars

### ▶ To track the usage of a company car

If you haven't already read the Business Contacts Overview, see "Suggestions for using the Contact Log" on page 670 for more information.

1. Use the Card File Entry window to create a card called "Company Car."
2. Whenever you use your company car for business purposes, record a business contact in the Contact Log Entry window for the Company Car card. Be sure to provide a detailed description of the use of the car, including the miles you drove and the time you spent driving the car.

3. When you want to see how much you've used the company car for business, enter the Company Car card in the Name field of the View Contact Log window.

## Tracking business travel

### ► To track business travel

If you haven't already read the Business Contacts Overview, see "Suggestions for using the Contact Log" on page 670 for more information.

1. Use the Card File Entry window to create a card called "Travel." (If you want your expenses to be detailed, you might want to create several cards, such as "Travel - Lodging," "Travel - Transportation," "Travel - Meals," and so forth. You might also consider creating a separate card for each trip you take, to get a better picture of each trip.)
2. Whenever you take a business trip, record business contacts in the Contact Log Entry window for the Travel card. You can create contacts that describe all the events you attended, people you met and expenses you incurred. (Keep in mind, however, that you might also want to record your expenses as purchases in the Purchases window.)
3. When you want to see a detailed description of your travel activity, enter the Travel card in the Name field of the View Card File window.

## Chapter 10

# Removing business contacts

## Removing business contacts

### ► To remove business contacts

If you haven't already read the Business Contacts Overview, see "Removing business contacts" on page 670 for more information.

1. Print all the reports that you wish to keep that show the business contacts you'll be purging. You might consider printing a copy of the Contact Log Report, which contains detailed information about all contacts.
2. Make a backup of your company file. Clearly mark this backup and put it in storage as part of your permanent records.
3. Open the Card File Command Centre.
4. Choose Purge Contact Logs from the File menu. The Purge Contact Logs window appears.
5. From the Purge Contact Logs BEFORE list, enter the first month from which you *don't* want to remove business contacts. All business contacts dated prior to the month you select will be marked for purging.
6. Using the Card Type field, choose to purge business contacts for customers, suppliers, employees or personal contacts only, or to purge business contacts for all people and companies in the Card File.
7. If you've assigned identifiers to people and companies in the Card File and wish to purge business contacts for contacts with the same identifier(s), mark the Identifiers option, then enter the identifier(s). We suggest you

assign a common identifier (P for “purge” may be fitting) to each person or company whose contact log you routinely purge, so you can enter that identifier in this window.

8. If you don't want to remove business contacts that have recontact dates assigned to them, mark the Do Not Purge if Entry has a Recontact Date option.
9. Click the Continue button. Another Purge Contact Logs window will appear, listing all the people and companies in the Card File that match the criteria you entered in the first Purge Contact Logs window. A mark appears in the X column next to each card name, indicating that the business contacts for that card will be removed.
10. If you want to keep business contact information for any of the cards that are displayed, click in the X column next to the card's name to remove the mark that appears there.
11. Click the Purge Contact Logs button. The business contacts for the time frame you specified and for the people and companies you selected in this window are purged.

