

# MYOB<sup>®</sup>



**CLIMB ABOARD AS MYOB  
TAKES YOU ON A TEST DRIVE!**

**BEFORE YOU START YOUR TEST DRIVE  
CLICK ON YOUR COMPUTER TYPE BELOW.**

**MAC**

**WINDOWS**

## Contents

Listed below are the contents of this document. If you are reading this in Adobe™ Acrobat™, simply click on the section you wish to jump to.

Section	Description
Front Page	Welcome to the test drive.
System Requirements	It is important that you read through this section before installing the test drive, to ensure that your computer meets the minimum requirements.
Contents	This Page.
MYOB Products	This section runs through the MYOB products and explains the differences between the test drive and full versions.
Step-by-step	For anyone completely new to MYOB's products, this section takes a step-by-step approach to guiding you through all of the salient features.
MYOB Plus' Extended Features	MYOB Plus contains three features in addition to the standard set provided by MYOB Accounting. This section provides an in-depth explanation of these features.
New Features	If you are an existing user of an MYOB product, this section runs through all of the new features of MYOB Accounting v8 and MYOB Plus v8.

## MYOB Products

The MYOB product range consists of MYOB Accounting v8 and MYOB Accounting Plus v8, both of which are available for the Macintosh and Windows platforms.

### MYOB Accounting v8.

MYOB Accounting is an easy to use, easy to set up accounting and business management tool for small businesses positioning themselves for growth. The range of features is as follows :

<b>Startup assistance that really makes a difference:</b> <ul style="list-style-type: none"> <li>* Easy setup wizards</li> <li>* Getting Started manual and procedures guide</li> <li>* 100 starter charts of accounts to choose from</li> </ul>	<b>The easiest handling in the business:</b> <ul style="list-style-type: none"> <li>* Zoom arrows in windows, analyses and reports</li> <li>* Automatic session reporting</li> <li>* Batch price updating (margin, markup, profit)</li> <li>* Flexible "match-em-up" importing</li> <li>* Interactive stock count sheet</li> <li>* Data verification and backup</li> </ul>
<b>Easy procedures take the sting out of accounting:</b> <ul style="list-style-type: none"> <li>* Automatic buying/building/backordering of items</li> <li>* Changeable/unchangeable records</li> <li>* Different buying/selling units of measure</li> <li>* Stock transfers</li> <li>* Fully integrated - nominal ledger accounts are updated for you</li> <li>* Recurring invoices, purchase orders, paycheques, cheques and deposits</li> </ul>	<b>Flexibility to do the job your way:</b> <ul style="list-style-type: none"> <li>* Search by supplier invoice and customer purchase order number</li> <li>* Multiple customisable forms</li> <li>* Print statements for specific start and end dates</li> <li>* Specify a bank statement date for reconciliation</li> <li>* Set credit terms per customer or per individual invoice</li> <li>* Backorder quantity tracking on invoices and purchase orders</li> </ul>
<b>Special report flexibility:</b> <ul style="list-style-type: none"> <li>* Report customiser lets you create and save your own reports</li> <li>* Approximately 100 financial and management reports</li> <li>* One-click transfer of reports to Excel</li> <li>* Wildcarding on job reports lets you group jobs together on reports</li> <li>* Save reports in HTML format for publication on the Internet</li> <li>* Report Finder provides easy access to specific reports</li> <li>* Print report batches</li> <li>* Drill down from reports and graphs to specific transactions</li> </ul>	<b>Special tools for the busy small-business executive:</b> <ul style="list-style-type: none"> <li>* Launch any MYOB report in Excel</li> <li>* One-click mail merge into Word or WordPerfect creates a letter customised with customer's specific MYOB data</li> <li>* Complete executive information management</li> <li>* Elapsed time tracking for business contacts</li> <li>* Telephone dialler</li> <li>* Professional purchase orders</li> <li>* Job management, estimation and tracking at a glance</li> <li>* Pop-up cue cards provide step-by-step instruction for special situations</li> <li>* Service purchase orders and invoices</li> <li>* Window-level password security</li> </ul>
<b>New ways of doing the job:</b> <ul style="list-style-type: none"> <li>* Interactive transaction journals</li> <li>* Save reports as comma-separated, tab-delimited, text or HTML files</li> <li>* Transaction recap before recording</li> <li>* Complete flowchart navigation</li> <li>* On-screen business analysis</li> </ul>	<b>The most useful windows in the business:</b> <ul style="list-style-type: none"> <li>* Balance sheet analysis</li> <li>* Stock analysis</li> <li>* Job budget analysis</li> <li>* Profit &amp; loss analysis</li> <li>* Sales analysis</li> <li>* Scaleable windows</li> </ul>

### MYOB Accounting Plus v8

MYOB Accounting Plus v8 shares the same features as MYOB Accounting v8, but also adds the following:

Time Billing :	When selling time and expertise, on an invoice or project basis, time billing allows tracking of chargeable and non-chargeable time.
Multi-currency :	Maintain foreign currency bank accounts ; sell and purchase goods and services in foreign currencies ; report on creditors and debtors in multiple currencies; track exchange rates; track realised and unrealised gains/losses.
Enhanced stock control	: Track stock with multiple price bands and levels; make use of custom fields; track up to seven years of stock history.

### Test Drive

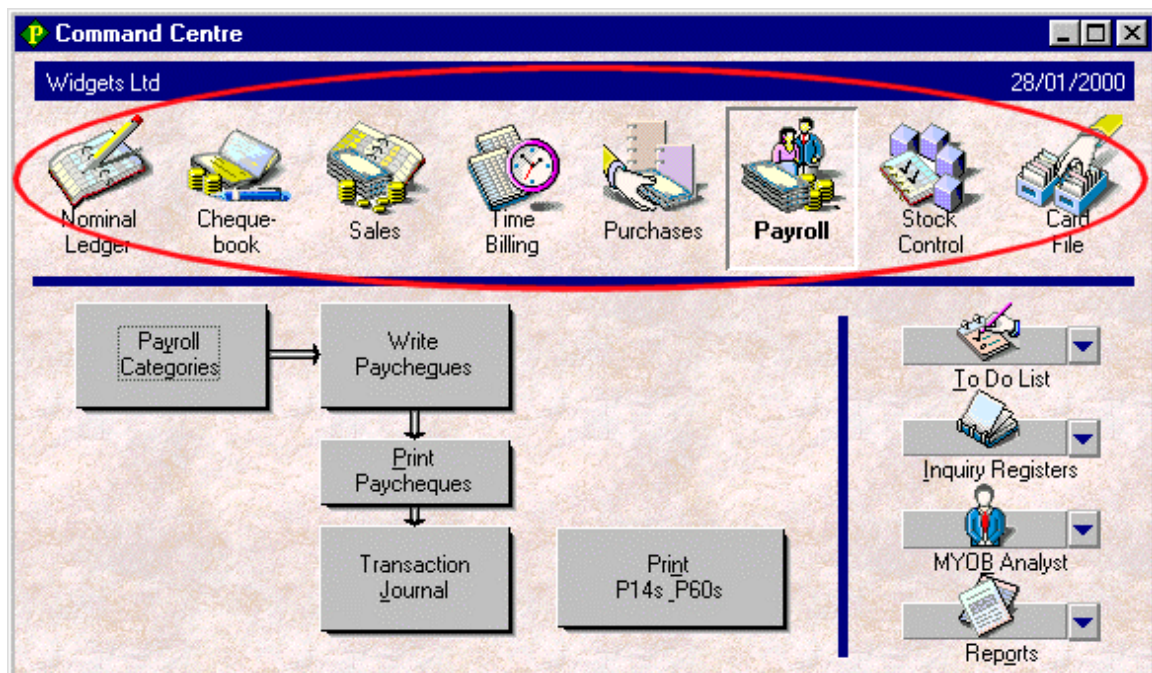
This test drive program is a two user version of MYOB Accounting Plus v8. Once installed, you are free to use the sample set of accounts, without restriction. However, if you create your own datafile, you may only open that file a maximum of twenty times. Note that you are free to create as many datafiles as you wish, and those datafiles may be used in the full versions of MYOB Accounting and MYOB Accounting Plus.

## Step-by-step

This section takes a step-by-step approach to the main features of MYOB Accounting v8 and MYOB Plus v8. Throughout the section, when features are applicable to both products, they are referred to collectively as MYOB v8 features. Any features peculiar to MYOB Accounting v8 or MYOB Plus v8 are noted as such.

### Command Centre Flowchart

MYOB products were created with the accounting and computer novice in mind. In MYOB everything is laid out in a logical sequence to make accounting easy and fun, starting with the Command Centre. This use of graphical accounting, pioneered by MYOB Ltd., is designed for ease of use.



As you can see from the image above, every section of the program is available from this one main menu. Every time you click on a new command centre button (the circled buttons), the program brings up a new flowchart. This flowchart shows the flow of accounting and describes what accounting actions take place and in what order.

MYOB Accounting version 8 has seven command centres including Nominal Ledger, Chequebook, Sales, Purchases, Payroll, Stock, and Card File, with MYOB Plus version 8 adding Time Billing. Within each command centre there is nothing new to figure out - it's all in front of you. Just click around to get to the area you want to be in. If you want to write a cheque, click on the Chequebook command centre icon; if you want to produce an invoice, click on the Sales icon; if you want to find out a supplier's telephone number, click on the Card File icon and bring up their card. It's that simple!

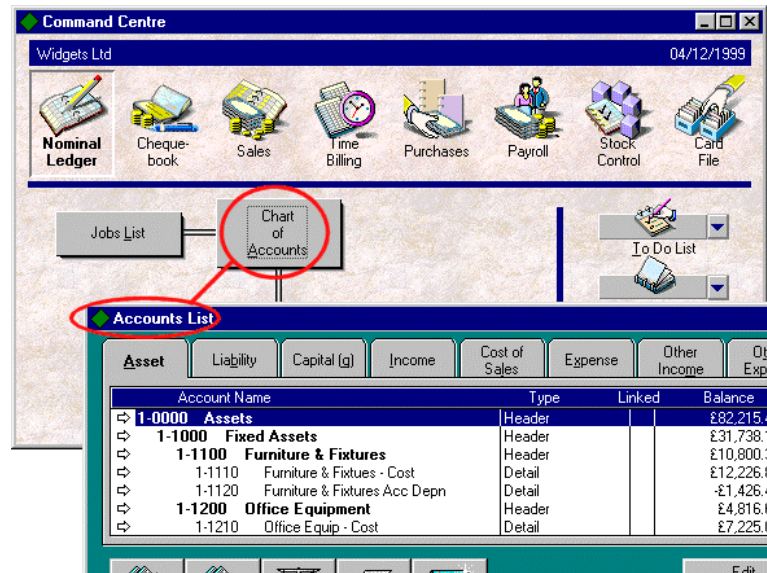
Many accounting programs present you with either a cryptic set of commands or a blank screen leaving you having to work out "what to do next" - not so with MYOB products, it's all there.

## Nominal Ledger

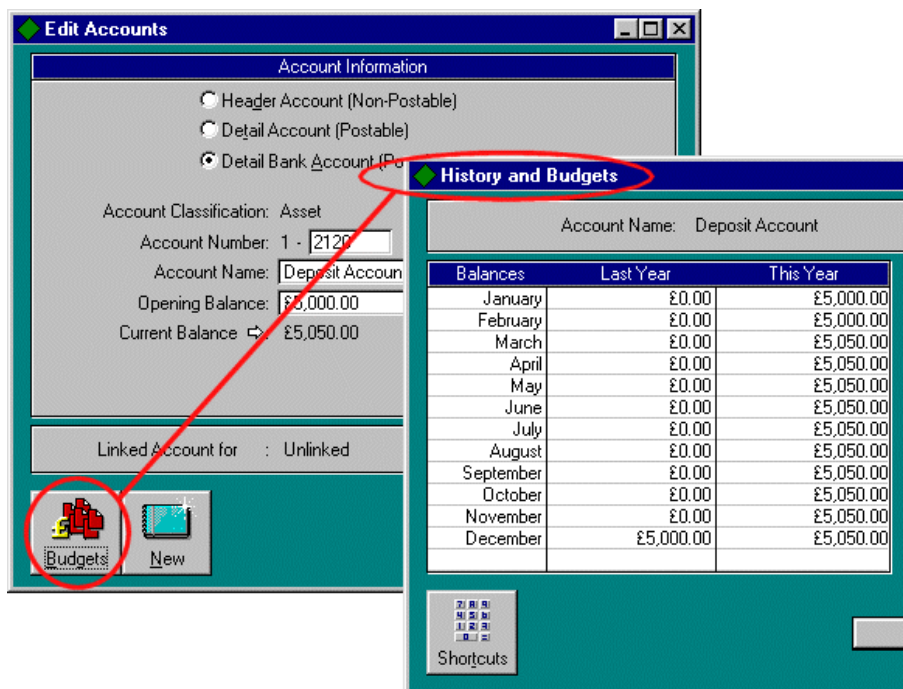
MYOB v8 is complete double entry accounting. However, unlike other packages, all of the accounting is done automatically in the background. MYOB v8 was created with the businessperson in mind, so you don't need to be an accountant to use it.

By clicking on the Chart of Accounts button, the list of accounts is displayed, organised in an easy to understand file folder layout - as shown on the right.

MYOB v8 uses a "What You See Is What You Get" format to make it easier to understand accounting. It comes with 100 different sample charts of accounts that are fully customisable to how a business is organised. You can use one of these and customise it, or create one from scratch.



Selecting an account from the list displays all of the background information on this account as well as the current balance. From here not only the name and number of the account can be changed, but you can do more such as creating a budget for it or entering the historical sale amounts, as shown below.





## Chequebook

It would be great if a business only had money coming in and none going out. But sooner or later you will have to pay out money and keep track of your bank account(s). This is why the Chequebook Command Centre contains such powerful functions.

The Write Cheques feature allows the paying out of money via cheques, credit cards, cash etc., and because MYOB v8 is a real-time system, all balances are updated as soon as transactions are recorded. This is used when paying out money for anything expense not created via the Purchases Command Centre. When creating and addressing a cheque to someone, MYOB v8 uses an easy-fill feature that finds the match and inserts the rest of the name and address. This is a real time saver for data entry. Once the payee details are entered, it's just a case of selecting an expense account to which the cheque will be allocated. MYOB v8 doesn't require that you remember the expense account number to allocate this cheque to, it will bring up a list of accounts for you, just by pressing the TAB key, as shown below.

The screenshot shows the 'Write Cheques' window with the following details:

- Current Account:** Balance £10,199.70, ☐ Handwritten
- Card:** ABC Ltd
- Payee:** ABC Ltd, Alphabet House, Sesame Street
- Cheque No.:** 100305
- Date:** 04/12/1999
- Amount:** £11.26
- Memo:** Milk bill for November 99
- Allocation Account:** (Red circle highlights this field, which is linked to the 'Select from List' dialog box)
- Select from List dialog box:**
  - Look for:** 6-1160
  - List of accounts:**

Account Number	Account Name	Type
6-1080	Insurance	Expense
6-1150	Shrinkage/Spoilage	Expense
6-1160	Office Supplies	Expense
6-1170	Telephone	Expense
6-1180	Travel & Subsistence	Expense
6-1190	Meals & Entertainment	Expense
6-1200	Training	Expense
6-1210	Advertising	Expense
6-1220	Printing	Expense
6-2100	Wages & Salaries	Expense
  - Buttons:** New, Easy-Add, Use Account, Cancel

Now the cheque can be printed immediately, recorded for printing later, or saved as a recurring transaction to be re-used at a later time. Other flexible features in Write Cheques include :

- Customisable cheques.
- Unlimited number of bank accounts.
- Allows for handwritten cheques.

Of course, it's not just the paying out of money that is tracked in the Chequebook Command Centre. The Make A Deposit window allows the recording of income, when it is not appropriate to enter it through the Sales Command Centre,

There are two further powerful features in the Chequebook Command Centre that help manage cash within the business :

- The Reconcile Accounts feature helps you keep your MYOB v8 accounts in balance with your bank accounts, by matching what has been recorded in MYOB with what has passed through the bank.
- The Cash Flow Worksheet helps manage short term cash requirements. Use Make A Deposit to record bank deposits.

## Sales & Debtors

An enormous task for a business trying to stay profitable is the tracking of sales and the money that customers owe, and the prompt charging of customers. MYOB v8 makes it simple by allowing the creation of Item, Service or Professional Invoices, Applying Payments from Customers, Settling Returns, Analysing Sales and Debtors, and Printing Customisable Statements and Invoices.

To demonstrate how MYOB v8 is interactive through all of the command centres, we will quickly and easily create a sale in the Widgets sample datafile.

Click on the Sales Command Centre button, then click the Sales button in the flowchart.

You should now be presented with a blank invoice, and our first task is to select what type of sale we are creating.

Click on the Type button at the bottom of the window.

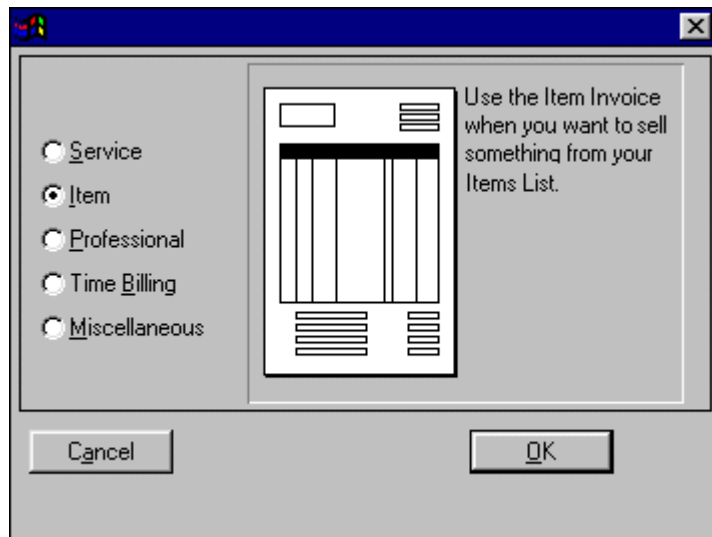
You should now see a screen similar to that shown on the right. Within this window you are able to select from five invoice types (four in MYOB Accounting v8), as follows :

**Service** invoices allow you to create text invoices, fully detailing any services.

**Professional** invoices are similar to Service invoices, but include a date field on each invoice line for greater detail in service provision.

**Time Billing** invoices are available only in MYOB Plus v8, and are used to invoice customers based on hours worked on projects for particular customers.

**Miscellaneous** invoices are used for internal sales ledger transactions, and cannot be printed. We will be using the **Item** invoice in this example, so that we may sell items from our stock list. Note that you can change invoice type for each and every invoice created.



Click the Item box, then click the OK button.

Our next task is to select a customer. If the customer already exists, we can just type in the first few letters of the company name, and MYOB v8 will fill in the rest using its **Easy Fill** feature. We could also view the list of customers, or add a new one, by clicking the button immediately to the right of the customer name box.

Click in the Customer box, start to type the first letters of Acme Sales Ltd. Once MYOB v8 has filled in the name, press the TAB key.

We are now in a position to enter the details of the invoice.

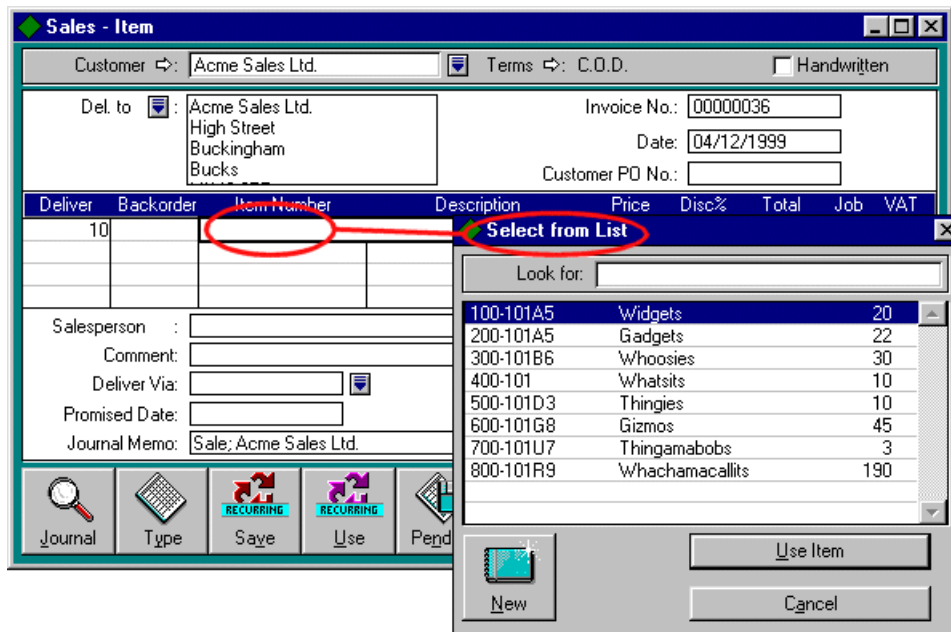
Although a different date could be entered, as well as a new invoice and suppliers invoice number, for this example we will leave them as they are, and move on to the actual details of what we are selling.

Click into the Deliver box, type 10, then press the TAB key twice.

## Sales & Debtors (continued)

We are now able to select the actual item being sold. This works in the same way as when entering a customer - we can select from a list, type the first few characters of an item's number, or create a new item. Let us say we have forgotten the item number, and want to display the list.

Press the TAB key once.



The image above shows the Select From List box that is displayed when the TAB key has been pressed. Once the item is selected MYOB v8 fills in the item number, description, price, discount for this customer (if any), and the default VAT code for this item.

Double-click on the Widgets item (100-101A5) in the list.

This invoice could be printed immediately, or record to be printed later. As MYOB v8 works in real time, as soon as the invoice is recorded, 10 units are taken out of stock, the customer balance for Acme is increased, and a journal entry for the sale is created. Alternatively, clicking the **Pending** button holds the invoice on the system, but does not make any actual accounting entries - ideal for creating quotes. To finish our example, we shall record the invoice.

Click the Record button, then the Cancel button.

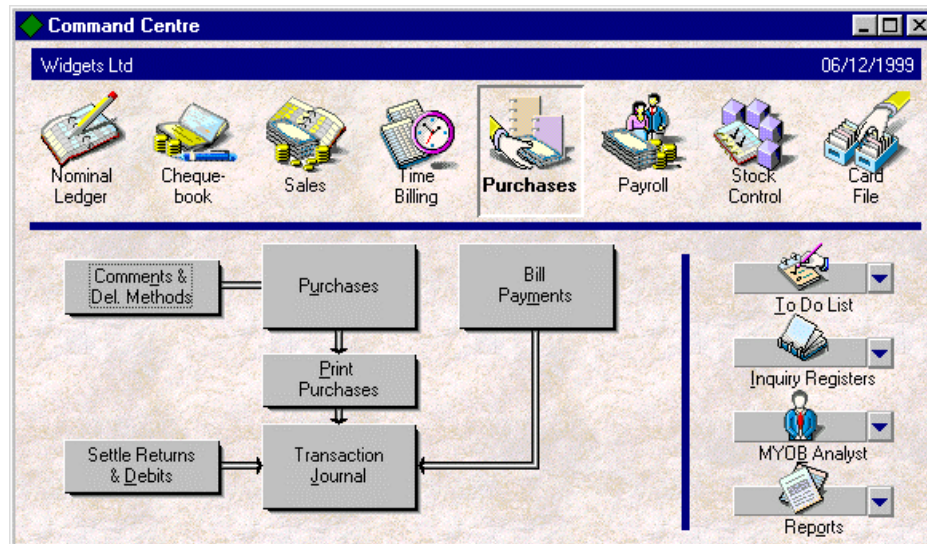
With MYOB v8 you do not have to see the debits and credits, because the double entry accounting is done in the background. If I wanted to see the accounting entry, it's simple - just click on the Transaction Journal button in the Sales Command Centre. The window which appears lists all of the transactions between the specified date, in the specified journal, and allows you to display **the original transaction**, by clicking the arrow beside it.

That's all there is to it - an invoice created in a few seconds !



## Purchases & Creditors

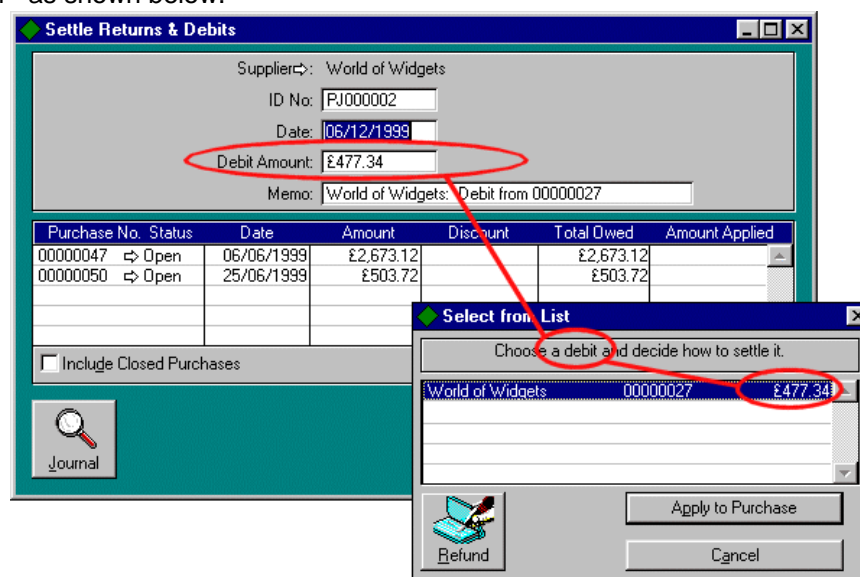
The bothersome tasks of buying things and keeping track of the money that you owe - it couldn't be easier in MYOB v8.



The Purchases Command Centre is basically a mirror image of the Sales Command Centre. In here we can create Purchase Orders for services, or for items to be placed into stock, Make Payments to our suppliers, Settle Returns, and Print customisable Purchase Orders.

Purchase orders work just like invoices. You can register bids by clicking the Pending button rather than Record, you can backorder items that have been ordered - but not yet received, and you can record payment at the same time as the receipt by filling an amount in the Paid Today field.

The Settle Returns & Debits window allows you to receive credit notes from suppliers (i.e. a debit note), either as an actual debit note from the supplier, or as a payment. It's a simple process, just create a purchase with a negative amount and record it. MYOB v8 recognises this as a debit note and displays it, along with all debit notes in the system, when you click the Settle Returns & Debits button - as shown below.



## Payroll

Payroll is one function of small business accounting which is getting very popular, and for good reason. MYOB v8 contains some very powerful payroll flexibility, designed to overcome the common aversion to processing payroll in-house, but keeping within our design goal of producing expressly for the needs of small, independent, and growing businesses.

Let's look at the process of creating a paycheque, with just a couple of keystrokes and mouse clicks.

Click on Payroll Command Centre button, then click the Write Paycheques button in the flowchart.

Click in the Payee field, and type the letter K.

**Write Paycheques**

Current Account Balance ⇐: £10,199.70 ☐ Handwritten

Payee ⇐: Kendall, Amy Cheque No.: 100305

Address: 16 Church Road Anytown Date: 06/12/1999

Memo: Paycheque Net Pay: £2,169.62

Tax Month: 4

Description	Hours	Account	Amount	Job
Bonus:	0	6-2100	Wages & Salaries	
Base Salary:		6-2100	Wages & Salaries	
PAYE Income Tax:		2-1400	PAYE / NIC's payab	
NI Employee Contributions:		2-1400	PAYE / NIC's payab	
<b>EMPLOYER EXPENSES</b>				
NI Employer Contribution:		6-2300	Employers NIC	

Journal Print Save Use Record Cancel

The window above shows that's all there is to it - a paycheque in seconds !

MYOB v8 used the **easy-fill** feature to complete the employee name, and filled in the rest of the paycheque based on the details in the employee's card and in the various payroll categories. Of course, you can make changes to the paycheque appropriate to the period, such as entering in the number of bonus hours to take account of overtime.

Just as with all of MYOB v8's functions, there are full, detailed, in-depth reports on the payroll. Whether you need P14/P60, P35 and P14 printouts. If you are using NatWest's Autopay or Barclay's BOBS, MYOB v8 can also generate the reports you need for these services.

## Stock Control

Many companies miss out on opportunities because they cannot properly keep track of their stock. MYOB v8 has some of the most powerful stock functions of any small business accounting package. You can Set Item Prices, keep an Items List, Count Your Stock, Adjust and Transfer your stock, Analyse your Stock, and Auto-Build Items in a sub assembly fashion.

Click on the Stock Command Centre button, then click the MYOB Analyst button on the right.

Item Number	Name	On Hand	Committed	On Order	Available
\d	Enter Description	0	0	0	0
100-101A5	Widgets	20	0	0	20
200-101A5	Gadgets	22	0	0	22
300-101B6	Whoosies	30	20	0	10
400-101	Whatsits	10	68	0	-58
500-101D3	Thingies	10	0	0	10
600-101G8	Gizmos	45	0	0	45
700-101U7	Thingamabobs	3	0	0	3
800-101R9	Whachamacallits	190	0	0	190

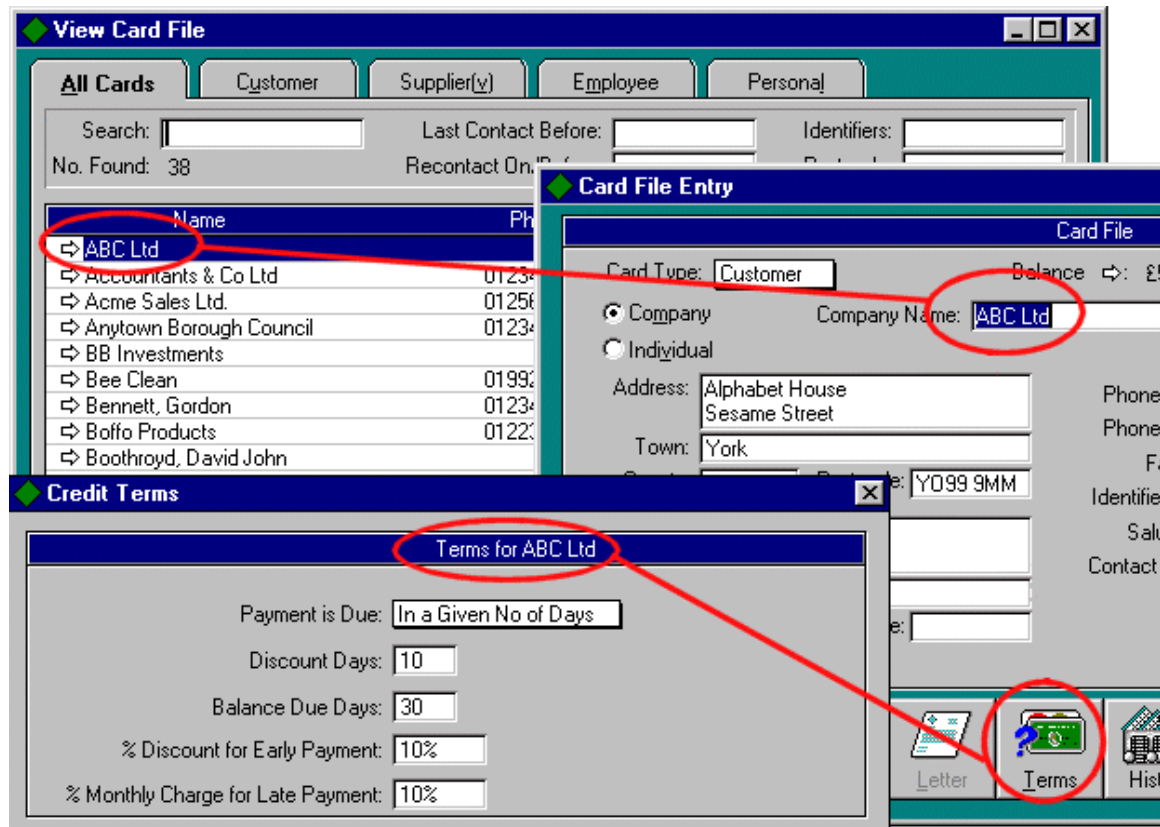
Looking at the Analyse Stock window above, we instantly get a list of all of items, how many are on hand, what is Committed to customers (i.e. held on pending invoices), what is On Order (i.e. held on pending purchases), and what is Available to sell. This screen gives the ability to pull up all of the pending sales and purchases for each product in stock.

For those businesses that assemble stock items to produce finished goods, MYOB v8 is a boon. Simply create an item, click the Auto-Build button, and enter what other stock items are combined to produce the finished goods. Once the list of parts is entered, MYOB v8 can automatically build the items into finished goods.

For a business which sells items but, for whatever reason, doesn't want to track stock, MYOB v8 can handle this with ease. Every item can be marked as being bought, sold or stocked, so just marking an item as being sold prevents the need for the tracking of what is in stock and what is not.

## Card File

MYOB v8 is much more than just an accounting package, it also provides other tools aimed at better business management. The Card File allows track of the details of Customers, Suppliers, Employees and Personal Contacts. Each different card type keeps details appropriate to that card, such as a VAT registration number for a customer, or a credit limit with a supplier



Cards can also be grouped together for use in the production of mailing lists or mail shots, through the use of Identifiers. For example, an identifier can be assigned for grouping together all customers in a particular region, and a mailing list produced to offer a special deal to just that group.

MYOB v8 also has the powerful Contact Log, to track events and contacts with any card in the card file. MYOB v8 can automatically create an entry when, for example, a sale is made. A further entry could then be made to record the details of any follow up for after sales service - you can even create a reminder to contact the customer again at some future date. This kind of tracking is just what businesses need to keep on top of customer needs.

## Job Costing

One of the many features that sets MYOB v8 apart from the rest is Job Costing. Whether a contractor working on a renovation project, a consultant installing and training on a new network or a non-profit organisation working on a grant, the job costing allows tracking on income and expenditure through any transaction.

Click on the Nominal Ledger Command Centre button, then click the Jobs List button.

Jobs List					
	Job	Income	Cost	Expenses	Net Profit (Loss)
⊞	A01 Job for ABC Ltd	£0.00	£0.00	£0.00	£0.00
⇨	F01 Spengleworth Manor	£170.21	£0.00	£425.53	-£255.32
⇨	G01 Grand Hotel	£2,422.50	£917.50	£25.50	£1,479.50

Print
 Up
 Down
 Budgets
 New
 Edit
 Close

The Jobs List window, similar to that shown above, lists the various jobs currently on the system, giving the income and expenditure on each. The figures on each job, are generated when a transaction is entered onto the system, and a job assigned to it.

For example, on the right is a portion of the Write Cheques Window. You can see that the cheque for £500 has been divided between two jobs, A01 and F01. When this cheque is recorded, it will be posted to the allocation accounts as normal. In addition, the amounts allocated to the jobs will be added to the current Profit and Loss status of each job.

Each individual transaction in MYOB v8 allows you to assign every line to a different job, so you do not need to create multiple transactions.

In addition to assigning transactions to jobs, budgets can also be set up. Through the use of reports, you can then produce detailed budgets/estimates for those jobs. MYOB v8 also lets you analyse how a job is performing against the budget, for quick and easy target analysis.

Cheque No.:	100306
Date:	08/12/1999
Amount:	£500.00
<i>Widgets Ltd</i>	

Amount	Job	VAT
£100.00	A01	S
£325.53	F01	S
£500.00 VAT ⇨: £74.47		

The jobs section also leads to the powerful feature of Tracking Reimbursable Expenses. When a job is created, you can assign it to an individual customer. When an invoice is created for that customer, and purchases made against that job can be used to automatically generate the sales invoice. It couldn't be easier to manage projects, large or small.








## Customisable Forms

All of MYOB v8's forms are easy to customise. When printing Purchases, Cheques, Invoices, Statements or Mailing Labels, you can choose to create your own form, print a plain paper generic form, or use a one of MYOB's original forms, available from Business Stationery Direct. Although the layouts of the available forms differ, they are all customised in the same way using the basic customisation screen.

Click Sales Command Centre button, then click the Print Invoices button.

The screen above shows the basic fields available for customising. Those fields surrounded by brackets are data fields, taking their information from such things as the invoice, or the company details. The fields without brackets are simply text fields, enabling you to place whatever text you require onto each layout. Note that there are also several fields which appear slightly greyed-out. These are fields which, whilst available for printing, are currently disabled and thus do not print out. You are able to alter the details of each field, such as the font size and type, by double-clicking on a field to display the Field Information window.

You have full control over the design, even down to the inclusion of logos and other graphics. This layout control is achieved through the tool palette, highlighted in the above image. The palette includes (from left to right):

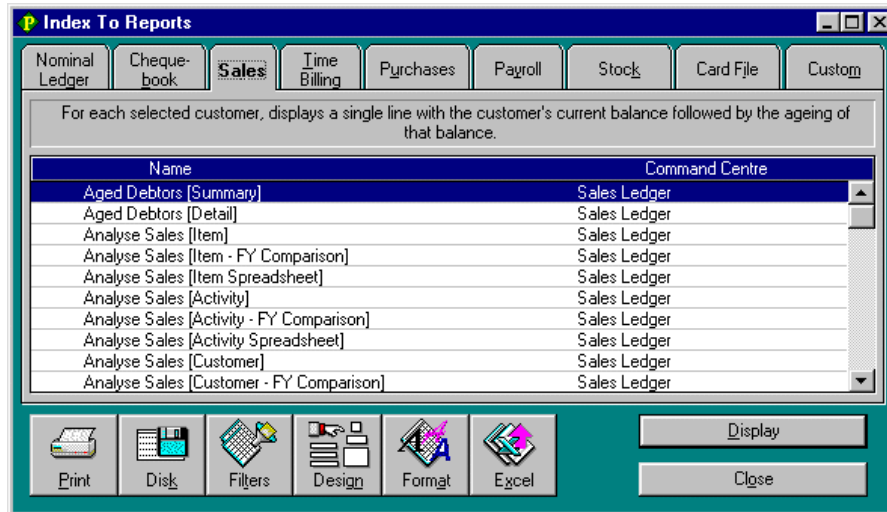
- The arrow tool, to select a field on the layout. 
- The text tool creates a new text field. 
- The picture frame tool allows you to create a field to accept a graphic from a file. 
- The box tool creates boxes. 
- The line tool creates lines. 

Each of the different customisable forms allows you to save as many different layouts as you wish. For example, you could create one mailing label layout for envelopes, and another large enough for crates - maximum flexibility.

## Reports

The ability to record accounting information is all very well, but it is the analysis of this information that provides the real ability to manage a business effectively. MYOB v8 has over 100 reports designed for this purpose.

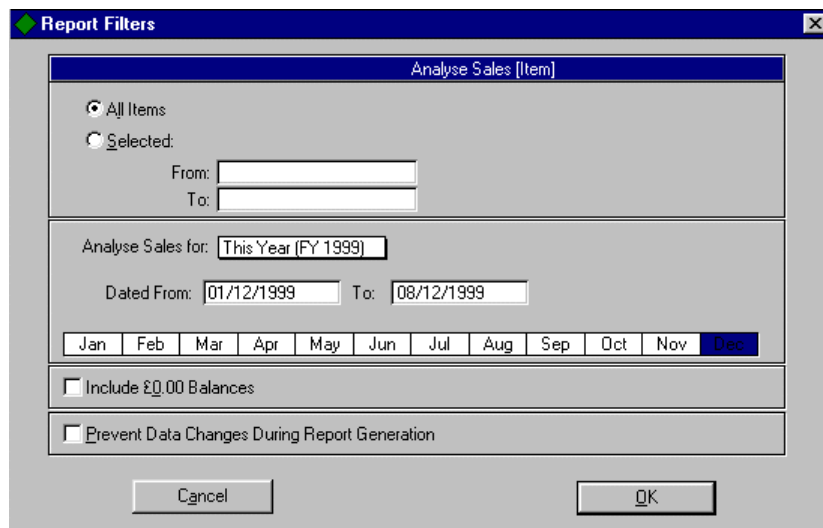
Click Reports on the menu bar, then select Index to Reports.



The Index to Reports window organises each different reporting area under the appropriate tabs. (Note the Time Billing reports are only available in MYOB Plus v8). For example, clicking the Nominal tab and scrolling to the bottom of the list, shows the several available VAT reports.

Click the Sales tab, click ONCE on the Analyse Sales (Item) report, then click on the Filters button.

For each report, clicking the Filters button enables you to choose different reporting options. Most reports allow you to choose exactly what period the report will be generated for. Other reports, such as the Analyse Sales (Item), allow you to select which item or items the report will analyse. This ability gives flexibility in reporting.



In addition to the options presented by the Filters button, many reports allow the selection of which fields will be used in the report generation by clicking the Design button. Just as with MYOB v8's form customisation, you can also change the appearance of reports through the selection of fonts etc., by clicking on the Format button. All of these reporting options help MYOB v8 produce accurate, detailed, professional reports.

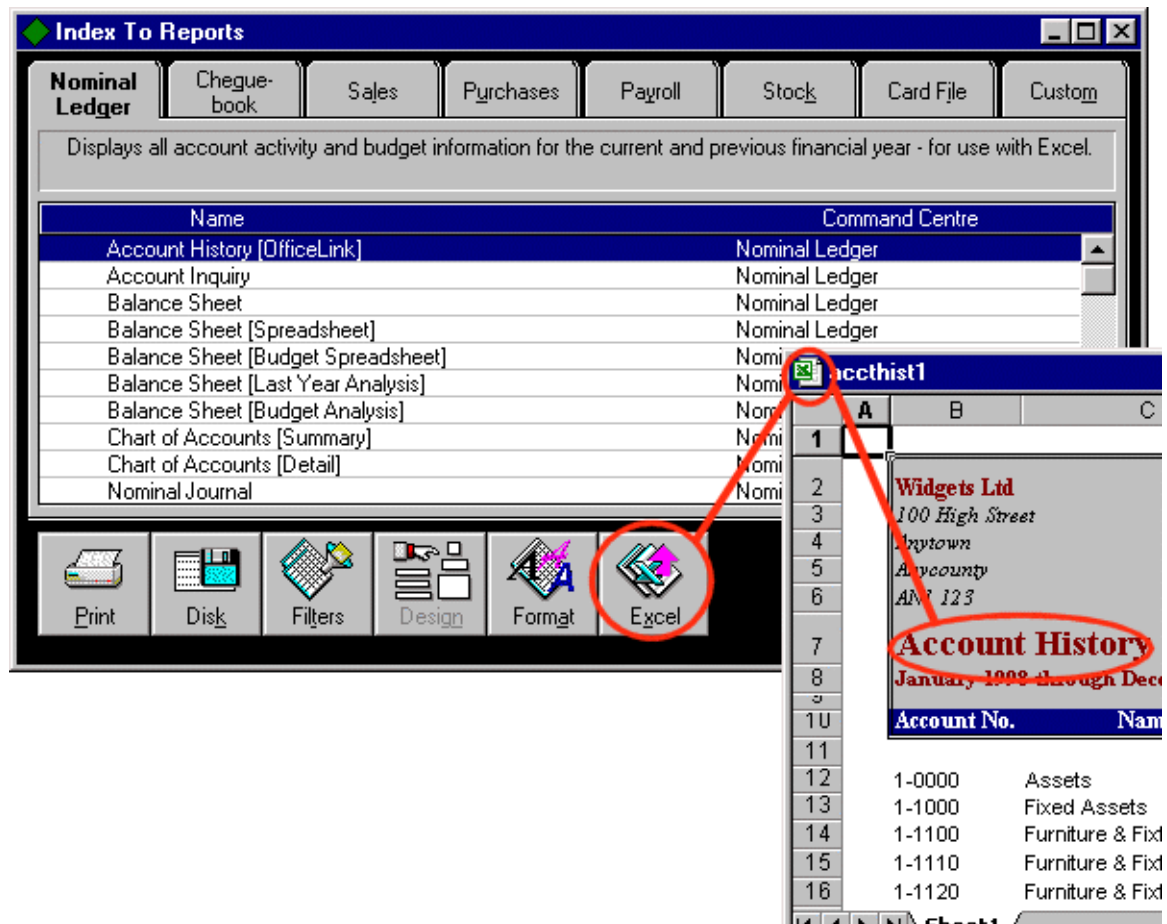
## OfficeLink

MYOB OfficeLink is a tremendous productivity tool that helps you take critical business decisions and makes it easy to maintain customer contact. It does this by providing:

- A direct link to Microsoft Excel which puts any MYOB v8 report data into a spreadsheet, complete with formatting and formulas
- A direct link to Microsoft Word and Corel WordPerfect

The ease and speed with which OfficeLink performs, delivers truly effective business management and control.

Using OfficeLink, you can export any of MYOB v8's 120-plus reports to an active Excel spreadsheet, where you can create graphs, develop budgets and perform "what-if" analyses to help you anticipate changes in your business – before they occur. To use OfficeLink with Microsoft Excel, simply highlight the report you want to view in Excel in the Index to Reports window and click the Excel button. MYOB v8 will automatically open Excel and create a spreadsheet with the report information in it.

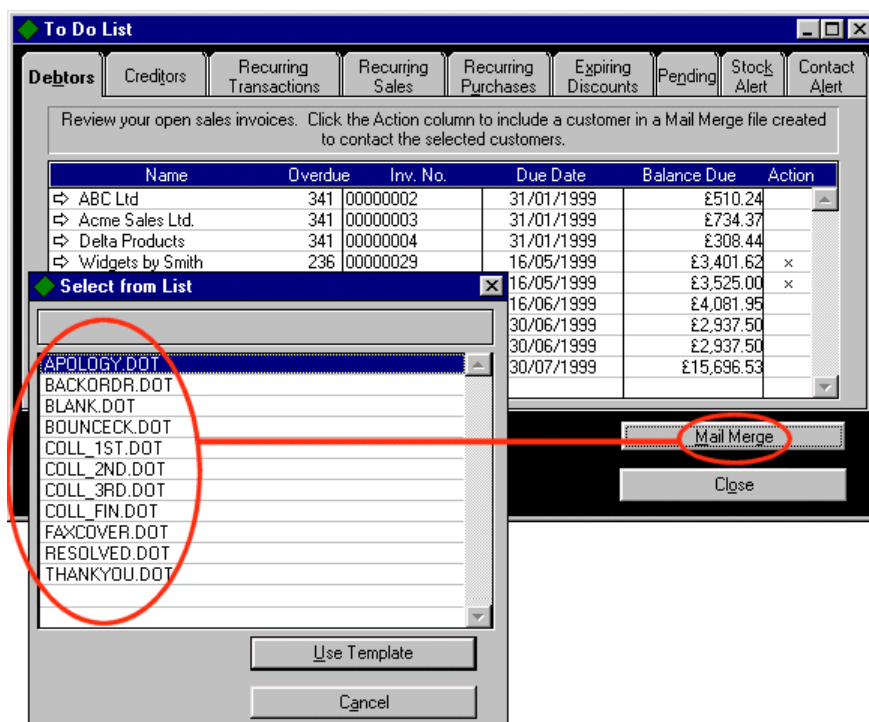


What does this mean to you? For one thing, it provides you with an easy and effective way of using your company's financial information to figure out your best next move. From a spreadsheet, the accounting data can be manipulated to answer "what if" questions, provide industry-specific ratios, calculate commissions and be a basis through which decisions on the future course of your company may be made.

## OfficeLink (continued)

MYOB v8's OfficeLink to Word and WordPerfect is a tremendous help in your all-important task of keeping in touch with your customers. With OfficeLink and the ready-to-use customer letter templates, you can create personalised mailings to thank selected customers for their business, remind customers to pay overdue accounts, or notify them that an item you normally keep in stock is on backorder. OfficeLink automatically includes customised financial data from MYOB v8's records.

For example, letters to customers with overdue balances will automatically include the correct balances due for each customer. The immediate benefit in debt collection gets right to the bottom line. You can access OfficeLink's letter templates in three ways; through the To Do List, the View Card File window or the Card File Entry window. In the illustration below, we've clicked the Mail Merge button in the To Do List window to open a list of available templates:



The To Do List is the quickest way to send groups of letters. For example, to easily and quickly send a collection letter to all customers with open sales, simply open the To Do List, drag your mouse down the list in the Action column and hit "Mail Merge". The Select From List will pop up, allowing you to select the appropriate letter template. MYOB v8 will then create a letter to each customer selected and include their amount due. In moments, your letters are written and printed – ready to go.

As an added plus, you can customise each spreadsheet template to provide additional customised reporting. The entire feature set of Excel is at your disposal for use with MYOB information without the hassle and drudgery of importing and exporting information from one program to the other. MYOB OfficeLink is a superb grafting of powerful accounting and efficient business management!

To take advantage of OfficeLink's letter templates, you must be using either Microsoft Word for Windows Version 6.0 or above or Corel WordPerfect for Windows Version 6.0a, 6.1 or 7.0 or above, or Microsoft Word for Mac Version 98. To take advantage of OfficeLink's link to Excel, you must be using Microsoft Excel for Windows Version 7.0 or above, or Microsoft Excel for Macintosh 98.

## MYOB Help Library:

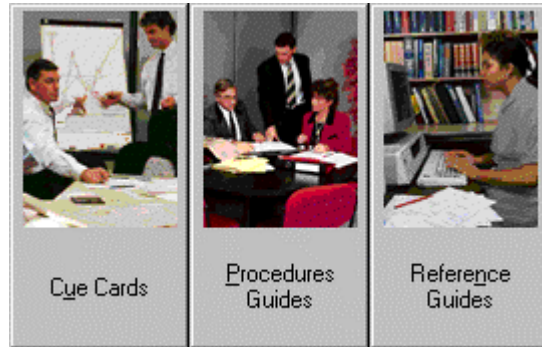
Here's everything you ever wanted to know about MYOB v8, without having to ask. I challenge you to find a more complete, 'helpful' Help system in a software package!

**Online Help System** -Go to the Help Menu and click on 'MYOB Plus Help Library'

**Reference Guide** - describes all the windows in the MYOB v8, how to find them and what they're used for.

**Online Procedures Guide** - contains all the tasks you can perform using MYOB v8, including helpful tips, notes, video help files, and warnings to assist you as you track your business.

**Cue cards** - display step-by-step instructions. These instructions remain visible as you perform your MYOB tasks.



If all of this is not enough, we have more ! The MYOB Web site, [www.myob.co.uk](http://www.myob.co.uk), lets you check for new versions, find the latest FAQ's, find a Certified Consultant in your area, and check out new and exciting products and services that MYOB or third parties have to offer.

Once you're familiar with how MYOB v8 works, you will find setting up and making use of your new datafile quick and easy.



## New Datafile Wizard

Click on 'Create a New Datafile' on your 'Welcome to MYOB Plus' screen



The Datafile Wizard in MYOB v8 walks you through setting up your company information and financial year and lets you choose from over 100 editable starter charts of accounts.

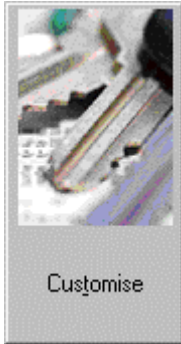
We've had contests at MYOB Ltd. to see just how fast a new datafile can be set up in MYOB Accounting v8. The winner clocked in at 45 seconds!

We've included a message to remind you to run MYOB v8's automatic 'Data Verification' upon opening your datafile.

## Easy Setup Wizard

Click on 'Easy Setup Wizard' under the Setup Menu

The Easy Setup Wizard is just that - easy. It steps you through everything you have to do to begin operating your financial system on MYOB v8. It also includes an unusual amount of time-saving options within the customisation of preferences.

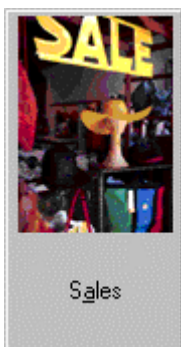


**Customise:** The ability to design your working preferences within MYOB v8 to the way you want is high on our list of customer satisfaction priorities. I urge you to examine these capabilities closely and to notice how much easier they make working with MYOB v8 and how much data entry time can be saved. Check out the Customise window under the Easy Setup Wizard to see how well and how easily MYOB v8 can be set to work the way you want to work. These customisations can also be accessed within the Preferences selection of the Setup menu.

(\*)Note that, except for system-wide preferences, each user in a multi-user environment can set most preferences to work his or her way regardless of how other users decide to customise their use of the same datafile.



**Accounts:** The Easy Setup Wizard makes setting up your accounts and your linked accounts a simple matter of filling in the blanks. Notice how MYOB uses an Historical Balancing Account in which all opening amounts left to be allocated are placed. MYOB v8 doesn't make you remember where you put these balances and doesn't make you embark on an impossible search for them.



**Sales:** MYOB Accounting v8 offers 4 different sales invoices; item, service, professional and miscellaneous (MYOB Plus adds time billing), and lets you default to the one you expect to use most often. The wizard also lets you set default credit terms, which of course can be modified for individual customers. In addition to being able to set defaults, credit terms in MYOB v8 are extremely flexible as users can determine flexible ageing periods. The Sales wizard also makes it easy to set up your linked accounts for tracking sales and related information such as carriage, deposits, discounts and late charges. It provides another place at which to set up customers, which also can be done 'on the fly' throughout MYOB v8.

## Easy Setup Wizard (continued)



**Purchases:** Basically, the purchases wizard works the same as the Sales, but of course, in reference to suppliers rather than customers. For example, you can set up your default credit terms with your suppliers.



**Payroll:** Ahhh, it's a pleasure to refer you to our Payroll setup wizard! Payroll is a brand new feature, and setting it up in most packages is normally a procedure that sends shivers up spines, but in typical MYOB fashion, it's 'No problem.' The wizard makes it practically a "no-brainer", leading you through your current payroll tax and year information, the payroll categories and accounts you use, and the basic information and tax status of each of your employees.

Once set up, you'll be pleased to note the power behind the MYOB v8 Payroll functionality, including virtually limitless wage, deduction and accrual categories.

Continue

# Multi-currency Accounting

## Overview

There are many thousands of businesses that deal with overseas companies, MYOB Accounting Plus can make life much easier for these businesses with it's full double-entry multi-currency.

With MYOB Accounting Plus, you can:

- Maintain foreign currency bank accounts.
- Sell and purchase goods and services in foreign currencies.
- Report on creditors and debtors in multiple currencies.
- Enter transactions in foreign currencies.
- Track exchange rates at the transaction level.
- Automatically post realised currency gains and losses.
- Report on unrealised gains and losses.
- and more...

It's now simple to sell to your French customers in French Francs and purchase products from your American suppliers in U.S. Dollars, and automatically keep an accurate and up-to-the-minute P&L and Balance Sheet in Pounds.

Of course, currency symbols can be printed on your invoices and purchase orders to avoid confusion about agreed-upon currencies used, and exchange rates can be adjusted for each order, or at any other time.

MYOB Accounting Plus comes with over twenty pre-set currencies, including Great Britain Pounds, Irish Punts, U.S. Dollars, Canadian Dollars, Australian Dollars, New Zealand Dollars, Hong Kong Dollars, Japanese Yen. It can also display and use the Euro symbol if your computer is capable of coping with it. You can use the Edit Currency window, shown below, to quickly and easily set up any number of additional currencies you may need.

The screenshot shows the 'Currency Information' window in MYOB Accounting Plus. The window has three tabs: 'Currency Profile', 'Sales Ledger Accounts', and 'Purchase Ledger Accounts'. The 'Currency Profile' tab is active, showing the 'European Union Euro' profile. The fields are as follows:

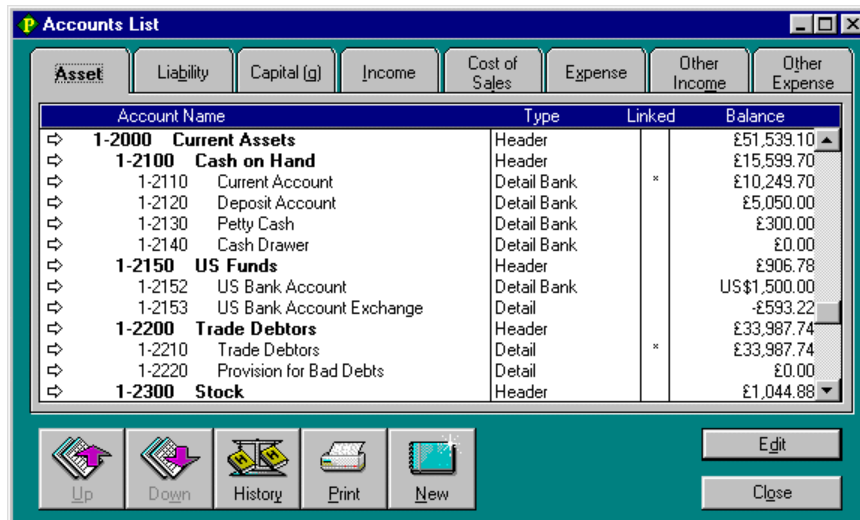
Currency Profile	
Currency Code:	EUR
Currency Name:	European Union Euro
Exchange Rate:	0.646212
EUR €1.00 equals:	£0.65
GBP (Local) £1.00 equals:	€1.55
Currency Symbol:	€
Position of Currency Symbol:	Before Number
Negative Number Format:	Before Currency Symbol
Decimal Symbol:	.
Number of Digits after Decimal:	2
Digit Grouping Symbol:	,
Number of Digits in Group:	3
Positive Amount:	€0.00
Negative Amount:	€0.00

At the bottom left is a 'New' button with a plus icon, and at the bottom right is an 'OK' button.

## How MYOB Accounting Plus' Multi-currency Works :

MYOB Accounting Plus provides multi-currency accounting based on full double-entry accounting practices. It gives you the ability to sell and purchase goods and services in foreign currencies. Accounting Plus does this accurately and effectively by using a dual-account approach to multi-currency.

A dual-account approach is simple (especially since MYOB Accounting Plus does it for you). For every foreign currency account, Accounting Plus creates a linked exchange account that tracks the amount needed to turn the foreign amount into a local amount. For example, if you deposit 1500 US Dollars (\$) into a New York bank account, and those 1500 dollars are worth £906.78, MYOB Accounting Plus will put \$1500 in the US bank account and automatically put -£593.22 in the US linked exchange account. That way when you look at the US bank account, you'll see \$1500, but when you look on your £ financial statement, it will be £906.78. (Exchange rates used are for discussion purposes only).



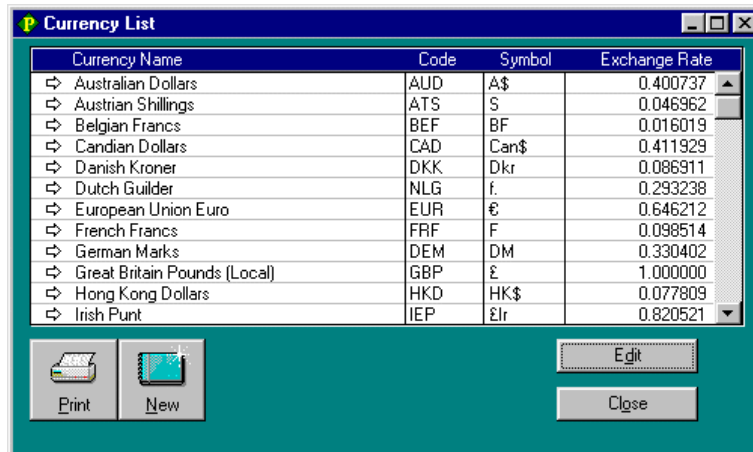
Account Name	Type	Linked	Balance
1-2000 Current Assets	Header		£51,539.10
1-2100 Cash on Hand	Header		£15,599.70
1-2110 Current Account	Detail Bank	*	£10,249.70
1-2120 Deposit Account	Detail Bank		£5,050.00
1-2130 Petty Cash	Detail Bank		£300.00
1-2140 Cash Drawer	Detail Bank		£0.00
1-2150 US Funds	Header		£906.78
1-2152 US Bank Account	Detail Bank		US\$1,500.00
1-2153 US Bank Account Exchange	Detail		-£593.22
1-2200 Trade Debtors	Header	*	£33,987.74
1-2210 Trade Debtors	Detail		£33,987.74
1-2220 Provision for Bad Debts	Detail		£0.00
1-2300 Stock	Header		£1,044.88

This dual-account method eliminates rounding and exchange problems and the clumsy data management, inherent in other systems that simply record both currencies and keep them both in a cash account. It is also critical to providing a complete record of your foreign accounts. That's the nitty-gritty from the accounting perspective. It is quickly illustrated here, to give you an appreciation of the seriousness with which MYOB Accounting Plus addresses its responsibility, to provide proper accounting methods to assure accuracy. Luckily, however, Accounting Plus is designed to do this behind the scenes so you need not worry about how it's working - just that it does work.

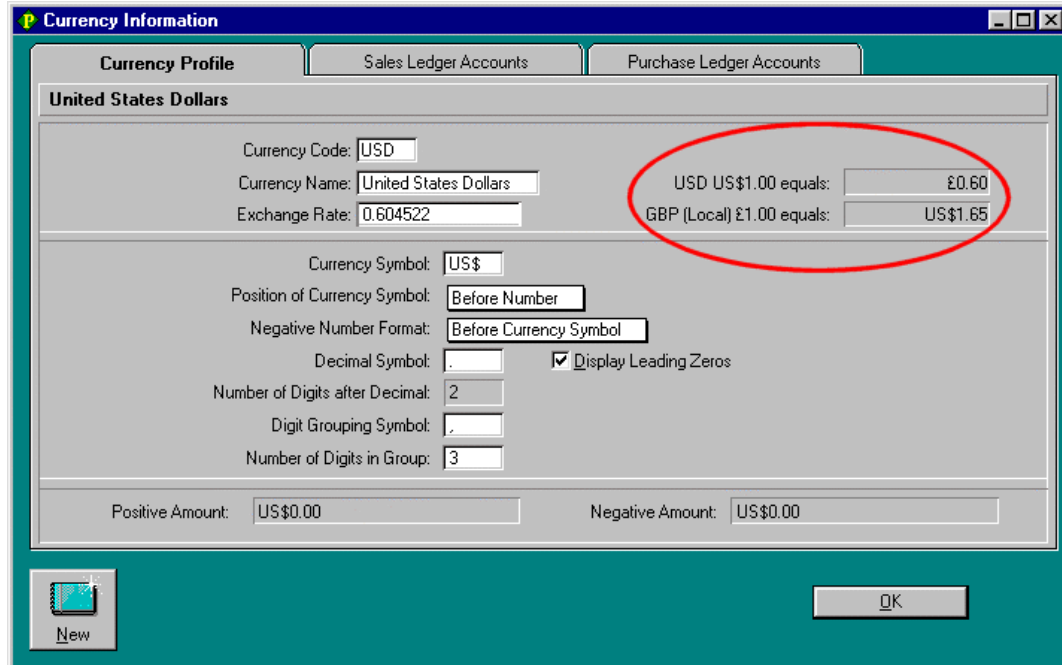


## Setting Up Foreign Currencies :

MYOB Accounting Plus includes over twenty preset currencies and allows you to add as many others as you'd like. Once you've selected the "I deal in multiple currencies" option under the Preferences section of the Setup menu (those who don't choose this option will not be bothered by any of the multi-currency windows), MYOB Accounting Plus will include a Currency List under the Setup menu.



Clicking the zoom arrow next to a currency brings up the Currency Information window. This window holds all the information on each currency and allows you to make alterations, such as changing the exchange rate. The "New" button on either of these windows lets you set up new currencies 'on the fly'.



The Currency Profile tab allows you to set up the formatting parameters of the currency. Notice how Accounting Plus gives you the currency exchange information both from the foreign currency to the local currency and vice-versa.

## Setting Up Foreign Currency Linked Accounts :

The screenshot shows the 'Currency Information' dialog box with the 'Sales Ledger Accounts' tab selected. The currency is set to 'United States Dollars'. The following accounts are linked:

- Asset Account for Tracking Debtors in this Currency: 1-2211 (US Debtors)
- Bank Account for Customer Receipts in this Currency: 1-2152 (US Bank Account)
- Income Account for Carriage in this Currency: 4-5000 (US Carriage Charges)

Other options include:

- ☒ I Charge Carriage on Invoices in this Currency
- ☐ I Track Deposits Collected from Customers in this Currency
- ☐ I Give Discounts for Early Payments in this Currency
- ☐ I Assess Charges for Late Payment in this Currency
- ☐ I Collect VAT on Sales in this Currency
- ☐ I Collect VAT When I Make Deposits in this Currency

Buttons at the bottom: 'New' (with a computer icon) and 'OK'.

The Sales Ledger and Purchase Ledger Accounts tabs house part of the secret to MYOB Accounting Plus' abilities. By establishing control accounts, called "linked accounts" for each currency's debtors and creditors tracking, Accounting Plus can do all the foreign currency transactions for you – automatically and behind the scenes!

**Only one rule:** The linked debtors or creditors account must be a foreign currency account. All other linked accounts may be foreign or local – your choice. Although Accounting Plus' sales and purchases reports can be filtered by currency, this foreign currency linked account also gives you another way to separate your foreign sales and purchases.

## Selling And Purchasing In Foreign Currencies :

The key to selling and buying in different currencies lies in the Customer and Supplier cards, which provide the opportunity to select the currency in which your customer is to be billed or your supplier is to be paid. Simply click on the Currency button to select the currency for that customer or supplier.

**Card File Entry**

Card File

Card Type:  Balance: US\$0.00 Currency:

☒ Company Company Name:

☐ Individual

Address:  Phone No. 1:

Town:

County:  Postcode:

Del. To:

Town:

County:  Postcode:

☐ EC Customer

**Select from List**

Look for:

NLG	Dutch Guilder	0.293238
NOK	Norwegian Kroner	0.078502
NZD	New Zealand Dollars	0.316276
PTE	Portugese Escudo	0.003223
SEK	Swedish Krona	0.074385
USD	United States Dollars	0.604522
ZAR	South African Rand	0.100975

Because this customer's currency is designated as US Dollars, MYOB Accounting Plus will automatically invoice this customer in Dollars. The currency being used will appear in the upper right hand corner of the invoice.

**Sales - Item**

Customer:  Terms:  ☐ Handwritten

Del. to:  Invoice No.:

Date:

Customer PO No.:

Deliver	Backorder	Item Number	Description	Price	Disc%	Total	Job	VAT
10		1053	CD ROM	US\$62.50		US\$625.00		
3		97FM	Great Product Team	JS\$100.00		US\$300.00		

Salesperson:  Carriage:

Comment:  VAT:

Deliver Via:  Total Amount:

Promised Date:  Paid Today:

Journal Memo:  Balance Due:

Looking at a recap of this sale (a very special feature of MYOB Accounting and Accounting Plus which allows you to see the effects of your transaction **before** you hit the Record button), you can see that charging \$1010.00 for this sale is equal to £610.57 at the exchange rate used of 0.604522. (Exchange rates are samples only, not actual rates).

## Selling And Purchasing In Foreign Currencies (continued) :

MYOB Accounting Plus did a couple of very impressive things here :

- 1) It calculated the exchange rate.
- 2) It took the "next logical step" and calculated the difference between what the sale is in Pounds and what the sale is in Dollars. It then posted the difference of £399.43 to a separate exchange account, so that the amount posted to the local (£) retail sales and carriage accounts are correct. Automatically! Of course, if you want to recap in the currency of the transaction (Dollars), you can click the "Display in Originating Currency" button.

What's the advantage? Unlike other systems that simply post the sale in your local currency according to the exchange rate (effectively just 'lumping' all the information together), MYOB Accounting Plus' dual account method allows you keep track of your sale in its original currency, and track the amount of your local currency at the time of the sale -- essential to calculate Foreign Exchange gains and losses (did we mention that Accounting Plus does that automatically too?). MYOB Accounting Plus fully accounts for your foreign and local sales and purchases. To check this out further, you can call up your Aged Debtors report. The report Filters button allows you to see your reports in your local currency or in the originating currency.

The screenshot shows the 'Index To Reports' window in MYOB Accounting Plus. The 'Sales' tab is active. In the left-hand list, 'Aged Debtors [Summary]' is selected. The right-hand pane displays the configuration for this report. The 'Display in' dropdown is set to 'Originating Currency', and the 'Originating Currency' checkbox is checked. The 'Ageing Method' is set to 'Calculate Number of Days Since Invoice Date' and 'Debtors As Of' is set to '12/12/1999'.

## Tracking Exchange Rates :

MYOB Accounting Plus lets you track exchange rates at the transaction level where it's quick and easy. You'll find a currency button on all transaction screens. Just click on it to change the exchange rate for that transaction. You can either change the exchange rate for that transaction only, or click on the 'Update Current Exchange Rate in the Currency List' option to change the rate for all transactions from then on.

It's quick, it's easy, but most of all it's powerful. Many other systems assign rates for the entire system for a time range. Users of these systems have to jump through hoops adjusting their books for currency exchange rate fluctuations.

**Sales - Item**

Customer: Acme Sales Inc. Terms: 2.5% 10 Net 30 ☐ Handwritten

Del. to: Acme Sales Inc.  
2001 Buffy Lane  
Beverly Hills  
Los Angeles

Invoice No.: 00000037  
Date: 12/12/1999  
Customer PO No.:

**USD**

Deliver	Backorder	Item Number	Description	Price	Disc%	Total	Job	WAT
10		1053	CD ROM	US\$62.50		US\$625.00		
3		97FM	Great Product Team	JS\$100.00		US\$300.00		

Salesperson:   
Comment:   
Deliver Via:   
Promised Date:   
Journal Memo: Sale: Acme S

**Exchange Rate**

Currency: USD United States Dollars

Transaction Exchange Rate: 0.604522

Current Exchange Rate: 0.604522

☐ Update Current Exchange Rate in the Currency List with Transaction Exchange Rate

USD US\$1.00 equals: £0.60 GBP (Local) £1.00 equals: US\$1.65

Notice that also on this, MYOB Accounting Plus gives you exchange rates both from the foreign currency to the local currency and vice-versa.



## Realised Gains And Losses - Tracked Automatically!

MYOB Accounting Plus calculates and posts the realised gain or loss on a sale or purchase order automatically.

When you record an invoice or purchase order, you record it at the current exchange rate. By the time you receive payment for the invoice or pay a purchase order, the exchange rate may be different. The difference is called the realised gain or loss.

Accounting Plus is exceptional in that its Customer Payments and Bill Payments screens are smart – they remember what the exchange rate was at the time of the sale or purchase and will calculate the difference -- in other words, the realised gain or loss.

**Exchange Rate**

Currency: USD United States Dollars

Transaction Exchange Rate: 0.604001

Current Exchange Rate: 0.604522

☐ Update Current Exchange Rate in the Currency List with Transaction Exchange Rate

USD US\$1.00 equals: £0.65 GBP (Local) £1.00 equals: US\$1.66

Cancel OK

**Customer Payments**

US Bank Account

Customer: →

ID No:

Date:

Amount Received: US\$1,010.00

Memo: Payment; Acme Sales Inc.

USD

Invoice No.	Status	Date	Amount	Discount	Total Due	Amount Applied
00000037	→ Closed	12/12/1999				US\$1,010.00

☐ Include Closed Sales

Gain/Loss: -£0.53

Finance Charge: US\$0.00

Journal

OK

Cancel

You can change the transaction exchange rate at the time of payment (or any other time). In this example, the original exchange rate was 0.605442. This screen shows it being changed to 0.604001. By ticking the bottom box, your next transaction will automatically use your new exchange rate.

You can enter the current exchange rate when recording the payment at the Customer Payment or Bill Payments screen by clicking on the Currency button and changing the Transaction Exchange rate. MYOB Accounting Plus will calculate the gain or loss because it knows at what rate the sale or purchase was originally transacted.

By changing the exchange rate to 0.604001 from the 0.605442 it was when the invoice was recorded, Accounting Plus automatically calculated a realised loss of £0.53.

## Realised Gains And Losses-Tracked Automatically! (continued) :

We know this is impressive enough, but MYOB Accounting Plus doesn't stop there. When you first told Accounting Plus that you were going to use its multi-currency feature, it set up a Gain or Loss Linked Account. Whenever you have a gain or loss, Accounting Plus automatically posts it to this account. The information is always available to you.

**Nominal Ledger & Chequebook Linked Accounts**

Nominal Ledger & Chequebook Linked Accounts

Capital Account for Current Earnings: 3-9000 Current Year Earnings  
Capital Account for Retained Earnings: 3-8000 Retained Earnings  
Capital Account for Historical Balancing: 3-9999 Historical Balancing  
**Account for Currency Gains/Losses: 4-9999 Currency Gain Loss**

☒ I pay VAT when I write cheques  
Account for VAT Paid: 2-1310 VAT Due  
☒ I collect VAT when I make deposits  
Liability Account for VAT Collected: 2-1310 VAT Due

OK

You can also see this information in the Currency Gain/Loss report.

**Screen Reports**

**Currency Realised Gains/Losses**

**01/01/1999 To 31/12/1999**

12/12/1999 14:33:45 Page 1

Settle Date	ID No.	Payable Amount	Original Rate	Payment Rate	Gain/Loss
1-2211	US Debtors				
12/12/1999	CR000022	US\$1,010.00	0.604522	0.604001	-£0.53
	Total	US\$1,010.00			-£0.53
Grand Total:					-£0.53

Print Disk Filters Design Format Excel Close Save As

MYOB Accounting Plus also reports on unrealised gains and losses. An unrealised gain or loss is the potential difference at any point, between the recorded sale or purchase and the receipt of payment. It's unrealised because no payment has been recorded.

## Bank Accounts Containing Foreign Transactions :

MYOB Accounting Plus is very flexible with bank accounts. You can set up foreign currency bank accounts in which to deposit your foreign funds, or you may deposit your foreign funds into your local account – the choice is yours!

Entering Foreign Currencies in a Local Account: MYOB Accounting Plus allows you to enter foreign currency transactions in any local currency bank account. You may, for instance, accept a cheque from the US in Dollars or accept a cheque from an Australian customer in Australian Dollars. The Customer Payments window will automatically change the currency accepted according to the customer selected, as will the Write Cheques and Make A Deposit windows, when using a foreign currency. MYOB Accounting Plus will then correctly translate the funds to Pounds and place them in your local currency account for correct reconciliation. Once again, the work is done for you!

**Make a Deposit**

Current Account Balance ⇄: £11,156.48

ID No: CR000025  
Date: 01/07/1999  
Amount: **US\$1,500.00**  
Drawer :  
Memo: US Service Receipt

**Reconcile Accounts**

Account: 1-2110 Current Account New Statement Balance: £15,148.21  
Last Reconciled Date: 31/03/1999 Calculated Statement Balance: £15,148.21  
Bank Statement Date: 09/07/1999 Out of Balance: £0.00

x	Mark All Cleared Transactions	Deposits	Withdrawals
x	⇄ 100296 25/06/1999 World of Widgets		£7,079.37
x	⇄ 100300 28/06/1999 Gordon Bennett		£2,615.22
x	⇄ 100301 28/06/1999 Samuel Jackman		£1,133.11
	⇄ 100302 28/06/1999 Matthew Johnston		£1,822.11
	⇄ 100303 28/06/1999 Amy Kendall		£2,169.62
x	⇄ 100297 30/06/1999 Anytown Borough Council		£250.00
x	⇄ 100299 30/06/1999 Petty Cash		£269.82
x	⇄ CR000025 01/07/1999 US Service Receipt	<b>£906.78</b>	
Total Cleared:		£87,378.82	£101,153.20

## Bank Accounts Containing Foreign Transactions (continued) :

Reconciling Local Accounts Containing Foreign Currency Transactions: Here's another area in which MYOB Accounting Plus shines in the consideration of users. Having a bank account containing foreign currency deposits or withdrawals is usually quite a nuisance. You really don't know the exact exchange rate used by your bank until the statement appears. Fortunately, Accounting Plus simplifies it.

**Reconcile Accounts**

Account: 1-2110 Current Account New Statement Balance: £15,148.21  
 Last Reconciled Date: 31/03/1999 Calculated Statement Balance: £15,148.21  
 Bank Statement Date: 09/07/1999 Out of Balance: £0.00

	Mark All Cleared Transactions	Deposits	Withdrawals
x	100296 25/06/1999 World of Widgets		£7,079.37
x	100300 28/06/1999 Gordon Bennett		£2,615.22
x	100301 28/06/1999 Samuel Jackman		£1,133.11
x	100302 28/06/1999 Matthew Johnston		£1,822.11
x	100303 28/06/1999 Amy Kendall		£2,169.62
x	100297 30/06/1999 Anytown Borough Council		£250.00
x	100299 30/06/1999 Petty Cash		£269.82
x	CR000025 01/07/1999 US Service Receipt		£906.78

**Make a Deposit**

Current Account Balance: £11,156.48

ID No: CR000025  
 Date: 01/07/1999  
 Amount: US\$1,500.00  
 Drawer:   
 Memo: US Service Receipt

Allocation Account Amount Job VAT  
 US\$1,500.00  
 US\$1,500.00 VAT : US\$0.00

**Exchange Rate**

Currency: USD United States Dollars  
 Transaction Exchange Rate: 0.604522  
 Current Exchange Rate: 0.604522  
☐ Update Current Exchange Rate in the Currency List with Transaction Exchange Rate  
 USD US\$1.00 equals: £0.60 GBP (Local) £1.00 equals: US\$1.65

MYOB Accounting Plus' Reconcile Accounts window shows the local currency value of the transaction. Often the amount shown in Accounting Plus will not match the bank statement because the exchange rate used by the bank may differ from that used in Accounting Plus at the time of the transaction. MYOB Accounting Plus gives you two easy methods to address this :

1. If you have set your security preferences to allow records to change, (under Setup/Preferences/Security) simply click the zoom arrow on the Reconcile Accounts window to drill down to the transaction, click the Currency button and change the exchange rate to match the bank statement. It's as easy as that!
2. If you have set your security preference to not allow changes, just click the zoom arrow to the transaction, choose Reverse Check Transaction from the Edit menu, and re-enter the check with the correct exchange rate.

## Foreign currency accounts :

In addition to posting foreign sales and purchases, many businesses keep accounts (bank, credit lines, etc.) in foreign countries. MYOB Accounting Plus fully supports these foreign currency accounts. With Accounting Plus using the dual-account approach, at any given time, you can see the status of accounts in both currencies simultaneously.

**Screen Reports**

**Chart of Accounts [Summary]**

13/12/1999 0:30:47 Page 1

Account	Current Balance
1-2000 Current Assets	£53,266.06
1-2100 Cash on Hand	£16,506.48
1-2110 Current Account	£11,156.48
1-2120 Deposit Account	£5,050.00
1-2130 Petty Cash	£300.00
1-2140 Cash Drawer	£0.00
1-2150 US Funds	£1,953.20
1-2152 US Bank Account	US\$3,231.86
1-2153 US Bank Account Exchange	-£1,278.66
1-2200 Trade Debtors	£33,999.34

Print Disk Filters Design Format Excel Close Save As

Entering Transactions in a Foreign Currency Account: Although you can deposit multiple foreign currencies in you home currency account, all transactions in a given foreign currency account must be in the same currency as the account. Of course, you can have any number of foreign currency bank accounts in MYOB Accounting Plus.

Reconciling Foreign Accounts: MYOB Accounting Plus' dual-account approach to multi-currency, allows you to reconcile foreign accounts in the foreign currency. This makes it very easy to compare your Accounting Plus entries to your foreign bank statement.

**Reconcile Accounts**

Account: 1-2152 US Bank Account New Statement Balance: US\$3,230.36

Last Reconciled Date: Calculated Statement Balance: US\$3,230.36

Bank Statement Date: 14/12/1999 Out of Balance: US\$0.00

×	Mark All Cleared Transactions	Deposits	Withdrawals
×	US108Q7 01/12/1999 US Attorney		US\$27.95
×	CR000021 03/12/1999 Initial Service Float	US\$1,500.00	
×	CR000022 12/12/1999 Payment: Acme Sales Inc.	US\$1,010.00	
×	CR000023 12/12/1999 Payment: Joe's Inky Binky Corporation	US\$748.31	
×	CR000024 12/12/1999 Payment: Acme Sales Inc.	US\$1.50	
Total Cleared:		US\$3,258.31	US\$27.95

Print Date ID No. All None Reconcile Cancel

## Multi-currency Accounting Recap :

MYOB Accounting Plus' multi-currency feature allows you to:

- Sell and purchase goods and services in foreign currencies.
- Maintain foreign bank accounts (tracking realised and unrealised gains and losses).
- Track foreign currency asset and liability accounts.

It does this by maintaining proper accounting controls through a dual-account (local and foreign) system. This system allows you to:

- Make nominal journal entries in foreign currencies.
- Write cheques in foreign currencies.
- Make deposits in foreign currencies.
- Invoice sales and track debtors in foreign currencies.
- Accept customer payments in foreign currencies.
- Purchase goods and services in foreign currencies and track foreign currency creditors.
- Make payments to suppliers in foreign currencies.

MYOB Accounting Plus' multi-currency flexibility allows you to:

- Track exchange rates at the transaction level.
- Reconcile foreign accounts in their foreign currency.
- Enter transactions in a foreign currency account.
- Reconcile local accounts that have foreign currency transactions.
- Track realised gains and losses — MYOB Accounting Plus calculates and POSTS the realised gain or loss on a transaction automatically.
- Generate reports on unrealised gains and losses

MYOB Accounting Plus makes this even easier by:

- Providing a preset list of over twenty currencies, including the Euro\*.
- Allowing multi-currency to be conditional by making it a preference in the setup menu; in this way, those not wishing to deal in multiple currencies are not bothered by multi-currency windows.
- Providing drill-down arrows on the Reconcile Accounts window to see the original payment.

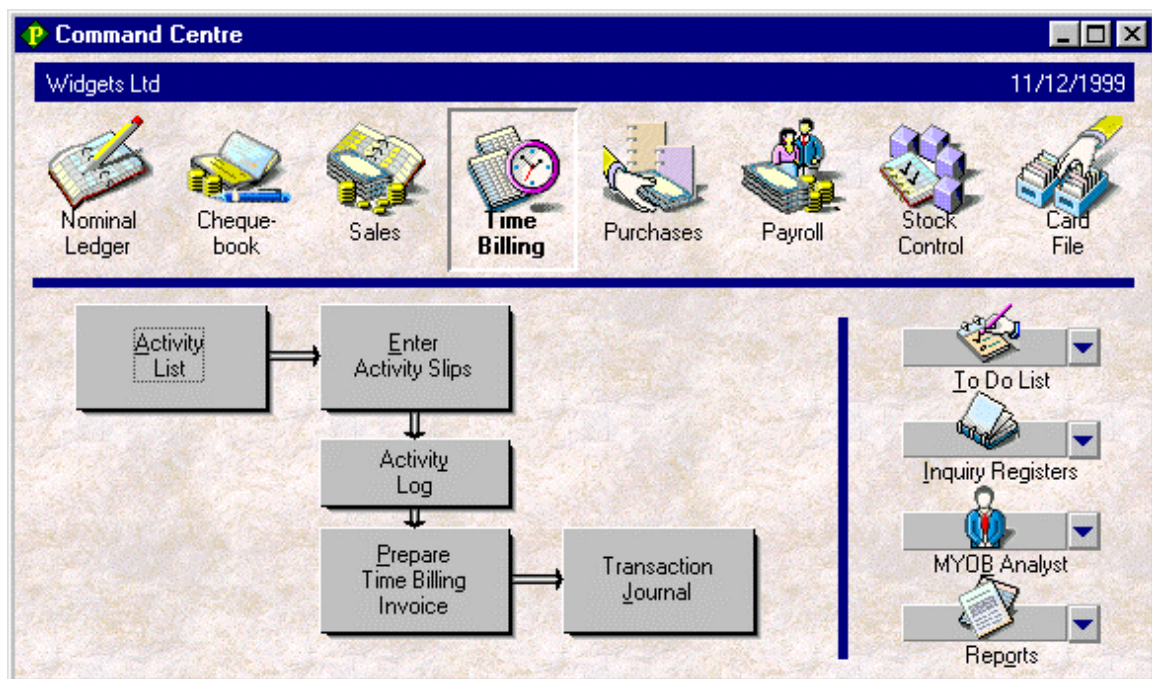
\*Display of the Euro symbol is dependant upon the operating system. Check your operating system's manual/helpfile for information.



# Time Billing

## Overview :

If you bill by time spent, you don't want to spend time billing. When your time is your commodity, you need to be particularly sensitive to how it's tracked and how it's used. MYOB Accounting Plus provides the flexibility that allows you to keep control over how you want to distribute and account for both your chargeable and non-chargeable time. In designing our professional time billing we went right to the source, speaking with accountants, solicitors, graphic designers and other professionals who bill for their time. From their input, we included initiatives that address real-world scenarios and basic concerns, including write-offs and carryovers, billing in increments other than hours, flexible data entry and customised billing. If you're a time billing professional using Accounting Plus, you can definitely make every moment count – and prove it!





## Activity Lists :

MYOB Accounting Plus' Professional Time Billing is initially approached through the activity being billed. It first asks you to create a list of activities—tax consulting, driving to a client site, photocopying etc. Creating an activity is easy. Just click on Activity List button in the Time Billing command centre, then click on "New". You can create as many activities as you like.

**Activity Information**

**Activity Profile** | Activity History

Activity ID: 12-13

Activity Name: Consulting

Description: Implementation of MYOB Plus

☒ Use Description on Invoice


Income Account: 4-1110 Retail Sales

Unit of Measurement: Hour

Type: ☒ Hourly  
☐ Non-hourly

Status: ☒ Chargeable  
☐ Non-chargeable

Rate: ☒ Use Employee Billing Rate  
☐ Use Customer Billing Rate  
☐ Use Activity Rate

 New

OK

One of the great things about Accounting Plus' time billing is the flexibility with which you can bill activities. As you can see from this screen, you can set the activity up to be:

- hourly or non-hourly
- chargeable or non-chargeable
- billed by employee, customer or activity rate

MYOB Accounting Plus' ability to track non-chargeable time is a potent time analysis tool. In many companies, employees are required to track all of their time during the workday, whether it's billable or not. This lets you determine the relative effectiveness of time spent away from income producing activities. You may decide, for instance, that it would be wise to hire additional support staff because you or your employees are spending time doing non-billable clerical duties. Note that you also have the option of having the activity description that's listed here automatically appear on the customer's invoice.

## Activity Slips :

**Enter Activity Slips**

**Single Slip Entry** | **Multiple Slip Entry**

Employee ⇨: Bennett, Gordon | Slip ID No.: AS000002

Date: 11/12/1999 | Hour: 20.00 | £700.00

Customer ⇨: Acme Sales Ltd. | Adjustment: 4.00 | £140.00

Activity ⇨: 12-13 Consulting | Billable: 24.00 | £840.00

Units: 20.00 | Already Billed: 4.00 | £140.00

Rate: £35.00 Per Hour | Left to Bill: 20.00 | £700.00

Job ⇨: 0422 Software Consultation

Notes: Ten of these hours were performed on a Bank Holiday, so four extra hours were billed immediately (as per agreement)

Start Time: | Stop Time: | Elapsed Time: |

Start | Clear | Record | Cancel

Once you've entered your list of activities, you can create an unlimited number of activity slips that track:

- The activity being performed
- The employee performing the activity
- The day the activity was performed
- The start, stop and elapsed time of the activity (note the timer on the window)
- The job for which the activity is performed
- Notes relating to the activity

If the activity is going to be billed to the customer, the activity slip also tracks:

- Adjustments to billable time
- Time already billed to the customer

Notice that MYOB Accounting Plus' extraordinary flexibility in time billing lets you bill in units as well as hours. Simply define the unit of measurement when you enter the new activity. It will then appear on the Activity Slip. The activity is billed by the number of units. The window washing activity below is set up as a non-hourly charge on the Activity Information Card and is billed per window pane - and says so on the activity slip.

## Activity Slips (continued) :

Ever flexible, MYOB Accounting Plus realises that you may prefer to enter your billable time all at once - either daily, weekly, monthly or whenever. For that, there's the Multiple Slip entry.

Accounting Plus will automatically produce a single slip entry for each line on the Multiple Slip so that it can efficiently track all your information.

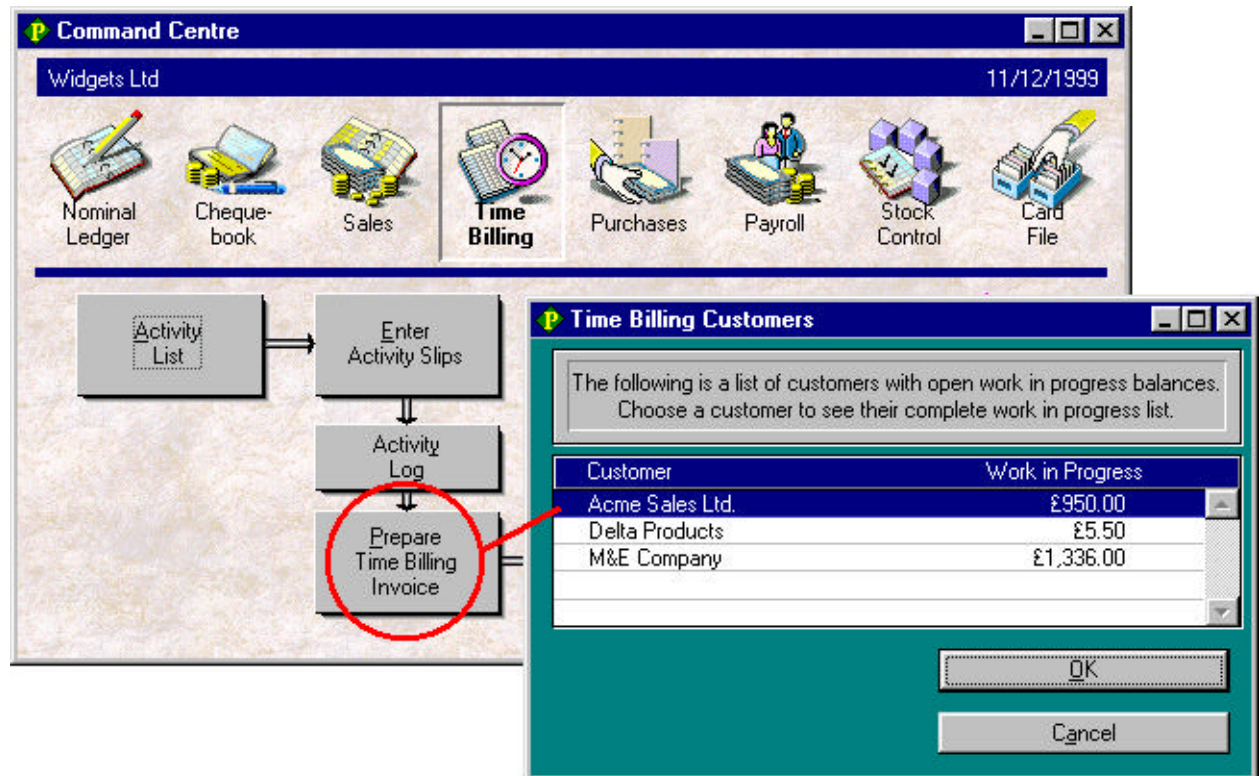
Date	Customer	Activity	Units	Rate	Notes	Job
01/12/1999	Delta Products	12-13	10	£0.55	Met with Dr's assistant, Peri	0422
03/12/1999	M&E Company	10-53	1	£120.00	Photo shoot with Melissa	A01
03/12/1999	M&E Company	10-89	27	£45.00	Nubbin implementation	A01

As always in MYOB Accounting Plus, a selection list pops up next to any field that requires a choice, such as a customer, activity or job. There's never a need to go searching for information, it's always on hand where you need it! This is also true with the zoom arrows on every screen. Zoom arrows will bring you to the information card for the customer, activity, employee or whatever – and let you stay in your data entry screen!

Customer	Balance
ABC Ltd	£510.24
Acme Sales Ltd	£734.37
Bolto Products	£0.00
Delta Products	£306.44
Grand Hotel	£5,612.09
M&E Company	£0.00
PC Limited	£0.00
Speedy Bikes	£2,937.50
Widgets by Smith	£23,180.10

## Adjustments And Invoices :

Designed as a thorough solution for professionals, a competitive advantage of MYOB Accounting Plus' time billing is that it allows you to make adjustments to the billing without losing track of your original time. This means that you can do write-offs and carryovers, defer or donate billing but still have an audit trail of the time you or your employees spent on a project or with a client. Of course, time can also be adjusted upwards to make up for added work burdens not originally expected.



Selecting the Prepare Time Billing Invoice button on the Command Centre brings up the Time Billing Customers window. Choosing a customer from this screen brings up all the Work in Progress for that customer.

### Adjustments And Invoices (continued) :




**P Prepare Time Billing Invoice for M&E Company**

**Work in Progress**      Completed Work

☒ All Employees and Suppliers      
 ☒ All Jobs      
 ☒ Work in Pounds  
☐ Selected:       
 ☐ Selected:       
 ☐ Work in Hrs/\_Units

Work in Progress				Bill	Adjustment	Left to Bill
⇒ 03/12/1999	Consulting	Toohard, Work:	£1.00			£1.00
⇒ 03/12/1999	Thwacking	Toohard, Work: A01	£132.00	£100.00		£32.00
⇒ 03/12/1999	Core-nubbin An.	Toohard, Work: A01	£1,000.00	£500.00	-£500.00	£0.00
<b>Totals:</b>				<b>£1,133.00</b>	<b>£600.00</b>	<b>£33.00</b>

☐ Sort by Job      
 ☐ Consolidate Activities on Invoice      
 ☐ Use Activity Slip Notes instead of Activity Name/Description on Invoice

 Print      
  All      
  None

Prepare Invoice  
Cancel

The Prepare Time Billing Invoice window is handy because it gives you the opportunity to make adjustments to your billing. In this case, you elected to give your customer a £500 discount on one activity and defer £32 to another time. Notice in the upper right hand corner of this window that you can make this adjustment by either working in Pounds or in Hours or Units. Now click Prepare Invoice. Like magic, MYOB Accounting Plus brings up a completed invoice! All you do is press the Record button. There's nothing easier!

**P Sales - Time Billing**

Customer: M&E Company Terms: 2.5% 10 Net 30 ☐ Handwritten

Invoice No: 00000036  
Date: 11/12/1999

Date	Hrs/Units	Activity	Notes	Rate	Amount	Job	VAT
03/12/1999	0.83	10-53	⇒ Thwacking	120.4819	£100.00	A01	S
03/12/1999	11.11	10-89	⇒ Core-nubbin Analysis	£45.0045	£500.00	A01	S

Comment:  VAT: £105.00  
Total Amount: £705.00  
Promised Date:  Paid Today: £0.00  
Journal Memo: Sale; M&E Company Balance Due: £705.00

## Adjustments And Invoices (continued) :

As you can see, MYOB Accounting Plus automatically tracked both the £500 write-off...

**Enter Activity Slips**

Single Slip Entry | Multiple Slip Entry

Employee ↔: Toohard, Works Slip ID No.: AS000007

Date:	03/12/1999	Hour:	27.00	£1,215.00
Customer ↔:	M&E Company	Adjustment:	-15.89	-£715.00
Activity ↔:	10-89 Core-nubbin Analy	Billable:	11.11	£500.00
Units:	27.00	Already Billed:	11.11	£500.00
Rate:	£45.00 Per Hour	Left to Bill:	0.00	£0.00
Job ↔:	A01 Job for ABC Ltd			
Notes:	Nubbin implementation			

Start Start Time: Stop Time: Clear Elapsed Time:

OK Cancel

...and the £32 deferment.

**Enter Activity Slips**

Single Slip Entry | Multiple Slip Entry

Employee ↔: Toohard, Works Slip ID No.: AS000006

Date:	03/12/1999	Hour:	1.00	£120.00
Customer ↔:	M&E Company	Adjustment:	0.10	£12.00
Activity ↔:	10-53 Thwacking	Billable:	1.10	£132.00
Units:	1.00	Already Billed:	0.83	£100.00
Rate:	£120.00 Per Hour	Left to Bill:	0.27	£32.00
Job ↔:	A01 Job for ABC Ltd			
Notes:	Photo shoot with Melissa			

Start Start Time: Stop Time: Clear Elapsed Time:

OK Cancel

These activity slips were produced behind the scenes with no trouble to you. All you have to do is click Record on your invoices and then get back to minding your business — MYOB Accounting Plus will mind your accounting.

## Activity Log :

MYOB Accounting Plus makes it easy to see previously entered activity slips through the Activity Log button on the command centre. You can see either a Diary View, which gives you the quick look at the who, what and when of the activity, or you can include the nitty-gritty of the "how much" from the Detail view.

**View Activity Log**

Diary View **Detail View**

Employee ↗: Toohard, Works Dated From: 01/12/1990 To: 11/12/1999

Date	ID No.	Customer	Activity	Units	Adjust	Net	Billed	Balance
01/12/1999	AS000004	Delta Products	Consulting	10.00	0.00	10.00	0.00	10.00
03/12/1999	AS000006	M&E Company	Thwacking	1.00	0.10	1.10	0.83	0.27
03/12/1999	AS000007	M&E Company	Core-nubbin Anal	27.00	-15.89	11.11	11.11	0.00
03/12/1999	AS000008	M&E Company	Consulting	1.00	0.00	1.00	0.00	1.00

Print New Edit Close

**View Activity Log**

**Diary View** Detail View

Employee ↗: Toohard, Works Dated From: 01/12/1990 To: 11/12/1999

Date	Start	Stop	Customer	Activity	Units	Notes
01/12/1999			Delta Products	Consulting	10.00	Met with Dr's assistant, Peri
03/12/1999			M&E Company	Thwacking	1.00	Photo shoot with Melissa
03/12/1999			M&E Company	Core-nubbin Anal	27.00	Nubbin implementation
03/12/1999			M&E Company	Consulting	1.00	

Print New Edit Close

All the information at your fingertips at all times — that's MYOB Accounting Plus!



## Time Billing Reports :

Reports R Us! In keeping with its reputation for providing reports for all occasions, MYOB Accounting Plus includes reports that summarise or detail the number of units or hours subject to billing, the hours or units billed, the adjustment made and the amount still to bill.

The screenshot shows the 'Screen Reports' window with the 'Activity Slip [Activity Summary]' report displayed. The report header includes the address '100 High Street, Anytown, Anycounty, AN1 123' and the date/time '11/12/1999 17:39:54'. The report table has columns: Name, Units, Adjust No., Billable No., Billable £, Billed £, and Balance £. The data rows are: Thwacking (1.00 units, 0.10 adjust, 1.10 billable, £132.00 billable, £100.00 billed, £32.00 balance), Core-nubbin An (27.00 units, -15.89 adjust, 11.11 billable, £500.00 billable, £500.00 billed, £0.00 balance), and Consulting (41.00 units, 4.00 adjust, 45.00 billable, £1,096.50 billable, £140.00 billed, £956.50 balance). The Grand Total is £1,728.50 billable, £740.00 billed, and £988.50 balance. The bottom of the window has buttons for Print, Disk, Filters, Design, Format, Excel, Close, and Save As.

Name	Units	Adjust No.	Billable No.	Billable £	Billed £	Balance £
Thwacking	1.00	0.10	1.10	£132.00	£100.00	£32.00
Core-nubbin An	27.00	-15.89	11.11	£500.00	£500.00	£0.00
Consulting	41.00	4.00	45.00	£1,096.50	£140.00	£956.50
Grand Total:				£1,728.50	£740.00	£988.50

In addition to the Activity Summary report (above), the Activity Detail report gives you as much information as you wish to see. Choose the Design button on the bottom of the Index to Reports window to decide how much or how little information you want displayed.

The screenshot shows the 'Index To Reports' window with the 'Activity Slip [Activity Summary]' report selected. The 'Report Design' window is open, showing a table with columns 'Field Name' and 'Display'. The 'Display' column has 'X' marks for all fields: Name, Units, Adjust No., Billable No., Billable £, Billed £, and Balance £. The 'Report Design' window also has 'Cancel' and 'OK' buttons. The 'Index To Reports' window has buttons for Print, Disk, Filters, Design, Format, Excel, Display, and Close. A red arrow points from the 'Design' button in the 'Index To Reports' window to the 'Report Design' window.

Field Name	Display
Name	X
Units	X
Adjust No.	X
Billable No.	X
Billable £	X
Billed £	X
Balance £	X

## Time Billing Recap :

If you sell your time and expertise, or are a project-based business, MYOB Accounting Plus' Professional Time Billing offers you an accurate means of tracking and billing your time. It does this by providing the ability to:

- Do write-offs and carryovers while maintaining an audit trail of the original time
- Track both chargeable and non-chargeable time
- Bill in units as well as hours and in 1, 6, 10, 12, 15 and 30-minute increments
- Bill by customer, employee or activity rate

The charm of MYOB Accounting Plus' Professional Time Billing lies in increased productivity backed by the assurance of precise records and flexibility in billing.

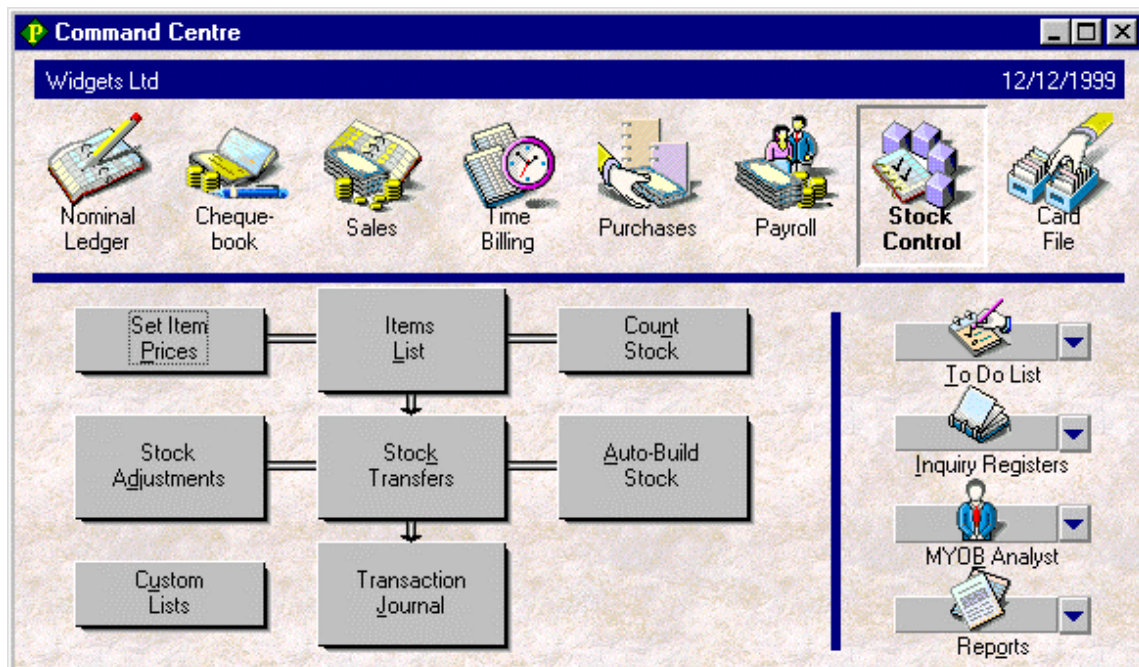
# Enhanced Stock Control

## Overview :

MYOB Accounting Plus' new stock enhancements will be a boon to both item- and service-based businesses.

You can have descriptions of up to 255 characters that can be automatically included on your invoice for tremendous time savings. Create your own lists and custom text fields to keep track of extra details on products you buy or sell. These new fields and lists are also available in reports, they can be used to keep track of a variety of things - from bin locations and colours, to manufacturers or sizes. You can even include a high-resolution image of the item alongside other item information!

For items you sell, you can now create up to six different price levels and five quantity breaks for greatly expanded flexibility in pricing. And MYOB Accounting Plus even includes a 'Copy From' shortcut to copy your pricing matrix from one item to another.



## Item Information - Item Profile :

**Item Information**

**Item Profile** | Item Details | Buying Details | Selling Details | Item History | Auto-Build

Item Number: 12345678912345678912345678912      Quantity On Hand: 20  
Name: Widgets      Current Value: £325.00  
Average Cost: £16.25

Copy From

☒ I Buy This Item      Cost of Sales Account ⇄: 5-1000      Retail Cost of Sales  
☒ I Sell This Item      Income Account for Tracking Sales ⇄: 4-1110      Retail Sales  
☒ I Stock This Item      Asset Account for Item Stock Control ⇄: 1-2320      Finished Goods

New      OK

The Item Profile tab of the item information window gives the item's pertinent information. Notice the new extended 30 character item number field. The selections you make on the "I Buy, I Sell, I Stock this Item" will let MYOB Accounting Plus know what information to track – automatically.

The Copy From button eliminates the need to re-enter the same information for different items. The button gives you the option of selecting an item from which data will be copied.

The item's Quantity on Hand, Current Value and Average Cost information is automatically updated on this screen as you process sales invoices and purchase orders.

## Item Information - Item Details :

**Item Information**

Item Profile | **Item Details** | Buying Details | Selling Details | Item History | Auto-Build

**123456789123456789123456789 Widgets**

Description: The best accounting solution for small to medium-size business, who need enhanced stock control, multi-currency or time billing capabilities; without paying the Earth

☐ Use Item Description on Invoice

Custom List #1: MYOB Accounting Plus  
Custom List #2: Version 8  
Custom List #3: Plymouth

Custom Field #1: Review Copy  
Custom Field #2: Send with Reviewer's Guide  
Custom Field #3:

**MYOB**

HORIZO~1.BMP

New

OK

The Item Details window provides a sample of many of MYOB Accounting Plus' new stock features :

- A high resolution graphic can be placed in the picture field so that you can quickly identify the item.
- The description field allows 255 characters, and provides the option of automatically including this description on invoices – saving you tremendous amounts of data entry time.
- Three user-defined lists are extremely useful because they're connected to reports, allowing a search on these fields when selecting information for a report. In the example above, you can get a report on how many MYOB Accounting Plus Version 8s you have in Plymouth. The entries in the list can be up to 30 alphanumeric characters.
- Three user-defined Custom Field allows you to identify specific characteristics of the item, such as warranty information, ID No. or manufacturer. The field label names are created via the Setup menu.

## Item Information - Buying Details :

**Item Information**

Item Profile   Item Details   **Buying Details**   Selling Details   Item History   Auto-Build

123456789123456789123456789 Widgets

Last Purchase Price: £16.25  
Buying Unit of Measure: 1   VAT Code When Bought: S Standard  
Number of Items per Buying Unit: 1

**Optional Restocking Information for the To Do List**

Minimum Level for Restocking Alert: 50  
Main Supplier for Reorders: World of Widgets  
Supplier Item Number: 97FM  
Default Reorder Quantity: 10

New   OK

This Buying Details tab is available if the "I Buy This Item" box has been ticked on the Item Profile tab. As with everything in MYOB Accounting Plus, this window is designed to make your daily data entry as quick and easy as possible. For instance :

- The Main Supplier field lets Accounting Plus know from whom to purchase the product so this can be done automatically when stock is low – or with just a click from the To Do List (or you can purchase from whichever supplier you want to use).
- The amount in the Last Purchase Price field is automatically entered by MYOB Accounting Plus (like a good financial manager, Accounting Plus keeps track of what you paid on your last purchase order). This will be the automatic default price on your next purchase order.
- Because you have Payment Terms set up with your main supplier (from the supplier card), Accounting Plus will automatically calculate your purchase order with the correct terms for the quantity you order.
- Once you have less stock than indicated in the restock alert field, MYOB Accounting Plus will ask you if you want to purchase more, build more, or backorder this item. Whatever you choose can be accomplished in a click of the mouse.

## Item Information - Buying Details (continued) :

**Purchases - Item**

Supplier: BB Investments    Terms: C.O.D.    ☐ Handwritten

Del. to: Widgets Ltd  
100 High Street  
Anytown  
Anycounty

Purchase No: 00000051  
Date: 13/12/1999  
Supplier Inv. No.:

Received	Backorder	Item Number	Description	Price	Disc%	Total	Job	VAT
1		1053	CD ROM	£10.50		£10.50		S

Carriage: £0.00    ☐ S

Comment:

Deliver Via:

Promised Date:

Journal Memo: Purchase; BB Investments

VAT: £1.84  
Total Amount: £12.34  
Paid Today: £0.00  
Balance Due: £12.34

The purchase order above, took 4 single key entries to complete and record! Information is culled from the details entered in the supplier's card and the stock windows. At MYOB, we believe that if you're having a busy day it should be because business is good, not because accounting is difficult.



## Item Information - Selling Details :

**Item Information**

Item Profile   Item Details   Buying Details   **Selling Details**   Item History   Auto-Build

**600-10168   Gizmos**

Base Selling Price: £100.00  
Selling Unit of Measure: each   VAT Code When Sold: S Standard  
Number of Items per Selling Unit: 1

	Quantity Over 0.000	Over: 10	Over: 50	Over: 100	Over: 200
UK Retail:	£100.00	£90.00	£80.00	£70.00	£50.00
UK Wholesale:	£85.00	£77.50	£68.00	£59.50	£42.50
Irish Retail:	£105.00	£99.50	£84.00	£74.50	£52.50
Irish Wholesale:	£90.00	£81.00	£72.00	£63.00	£45.00
Other EU - Retail & Wh:	£125.00	£112.50	£100.00	£87.50	£62.50
Non-EU - Retail & Wh:	£130.00	£117.00	£104.00	£91.00	£65.00

The Selling Details window nicely illustrates Accounting Plus' heavy-duty pricing matrix – the cornerstone of its newly super-charged stock functionality. By using the five quantity breaks together with the six pricing levels, a business owner can map out pricing and sales strategies based on customer status. MYOB Accounting Plus even gives you the flexibility to name your own price levels and quantities and also includes the "Copy From" button for easy pricing entry. Assigning a price level to a customer is easy! Simply use the pull down menu on the Terms button located on the Customer Card, as shown below. MYOB Accounting Plus automatically charges the level selected for the quantity indicated on the customer's invoice.

**Card File Entry**

Card File

Card Type: Customer   Balance: £510.24   Currency: GBP

☒ Company   Company Name: ABC Ltd

☐ Individual

Address: Alphabet House  
Sesame Street

Town: York   County:   Postcode: YO99 9MM

Del. To:   Town:   County:   Postcode:   ☐ EC Customer

**Credit Terms**

Terms for ABC Ltd

Payment is Due: C.O.D.  
Discount Days: 0  
Balance Due Days: 0  
% Discount for Early Payment: 0%  
% Monthly Charge for Late Payment: 0%

Price Level: Base Selling Price

VAT Status: ☒ Base Selling Price  
☐ UK Retail  
☐ UK Wholesale  
☐ Irish Retail  
☐ Irish Wholesale  
☐ Other EU - Retail\_Wholesale  
☐ Non-EU - Retail\_Wholesale

Credit Limit: 0%

## Item Information - Selling Details (continued) :

To name your own price levels, go to the Setup menu, highlight "Custom Field and List Names" to get the following window :

The screenshot shows a window titled "Custom Field and List Names" with two tabs: "Price Levels" (selected) and "Item". The "Price Levels" tab contains six text input fields for naming price levels A through F. The fields are filled with the following text:

- Name of Price Level A: UK Retail
- Name of Price Level B: UK Wholesale
- Name of Price Level C: Irish Retail
- Name of Price Level D: Irish Wholesale
- Name of Price Level E: Other EU - Retail & Wholesale
- Name of Price Level F: Non-EU - Retail & Wholesale

An "OK" button is located at the bottom right of the dialog box.

The invoice below was completed in four keystrokes! Note that MYOB Accounting Plus automatically filled in and calculated the price as assigned to this customer.

The screenshot shows the "Sales - Item" window. At the top, the "Customer" is set to "Boffo Products" and "Terms" are "C.O.D.". The "Del. to" address is "Boffo Products, 31 Boffo Circle, Cambridge, Cambs.". The "Invoice No." is "00000037" and the "Date" is "12/12/1999".

Deliver	Backorder	Item Number	Description	Price	Disc%	Total	Job	VAT
1		600-101G8	Gizmos	£100.00		£100.00		S

Below the table, there are fields for "Salesperson", "Comment", "Deliver Via", "Promised Date", and "Journal Memo" (set to "Sale; Boffo Products"). To the right, summary fields show "Carriage: £0.00", "VAT: £17.50", "Total Amount: £117.50", "Paid Today: £0.00", and "Balance Due: £117.50".

At the bottom, there is a toolbar with icons for "Journal", "Type", "Save", "Use", "Pending", "Print", and "Reimburse", along with "Recrd" and "Cancel" buttons.

## Item History :

	Bought	Purchases	Sold	Sales	Cost of Sales
January	110	£1,787.50	65	£1,881.75	£1,056.25
February	150	£2,437.50	100	£2,895.00	£1,625.00
March	125	£2,031.25	210	£6,079.50	£3,412.50
April	150	£2,437.50	175	£5,066.25	£2,835.40
May	250	£4,062.50	175	£5,066.25	£2,843.75
June	140	£2,275.00	195	£5,645.25	£3,168.75
July	0	£0.00	0	£0.00	£0.00
August	0	£0.00	0	£0.00	£0.00
September	0	£0.00	0	£0.00	£0.00
October	0	£0.00	0	£0.00	£0.00
November	0	£0.00	0	£0.00	£0.00
December	0	£0.00	0	£0.00	£0.00
Totals:	925	£15,031.25	920	£26,634.00	£14,941.65

The Item History tab contains critical information, including the quantity bought and the monetary amount of the purchases. It's also extremely comprehensive with the new Financial Year arrows – allowing you to see information for 5 historical years as well as this and next year, for a total of 7 years of data. By providing such a detailed history of an item, Accounting Plus lets you know exactly how well each item is selling and whether it experiences selling trends at different times of the year. This instant snapshot of stock items is very useful in making relevant business decisions.

## Enhanced Stock Control Recap :

MYOB Accounting Plus' robust stock control now includes:

- 5 quantity price breaks.
- 6 price levels – user named.
- 3 user-defined lists – searchable on reports.
- 3 user-defined text fields.
- 5 years of item history, plus current year and next year.
- 30-character item numbers.

Stock is now made easier than ever with:

- Extended description field on item card with option to use as default description on invoice.
- "Copy From" button to transfer item information from one item to another.
- Ability to insert high resolution graphics on forms.

As in previous versions, MYOB Accounting Plus' stock will still:

- Automatically build finished goods from components and track both the finished product and each of its components.
- Alert the user when an item is low on stock.
- Let the user automatically build, buy or backorder items when low on stock.
- Allow users to buy items in one quantity (such as cases) and sell in another (such as bottles).



Continue

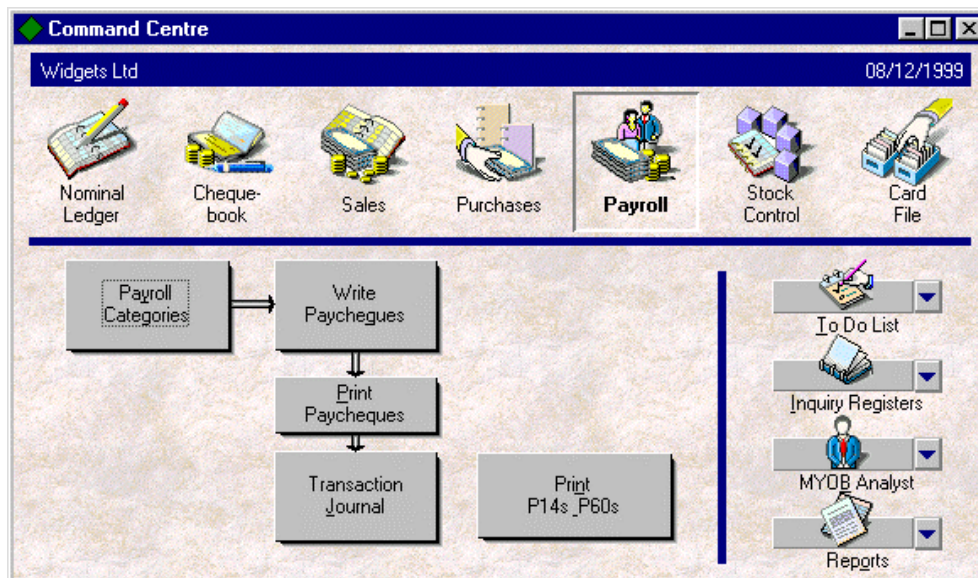
## New Features

The list of exciting features in MYOB Accounting v8 and MYOB Plus v8 is influenced by two main factors - our wish to provide the easiest, most powerful package on the market for small businesses and by the all-important user feedback. We take notice of our users wishes and work towards incorporating them into our future products.

If you are already a user of an MYOB product, then check out the list of brand new features, below. (Note that as all features apply to MYOB Accounting v8 and MYOB Plus v8, the product names are combined to MYOB v8).

### Payroll

Payroll is one function of small business accounting which is getting very popular, and for good reason. MYOB v8 contains some very powerful payroll flexibility, designed to overcome the common aversion to processing payroll in-house, but keeping within our design goal of producing expressly for the needs of small, independent, and growing businesses.



The fully-integrated payroll includes a variety of preset wage, deduction and expense categories, and the user can create as many additional ones as they wish. MYOB v8 includes tax tables which are updated as and when Government rules dictate - free updates are included if users have a support contract.

As always with MYOB products, a full range of detailed reporting is possible, through the following list of reports :

P14/P60	AutoPay
BOBS	Employee Payroll List
Entitlement Balance (Summary)	Entitlement Balance (Detail)
Employer's Payment Record (P32)	P11 PAYE
P11 NIC	P35 Deductions Working Sheet
Payroll Activity (Summary)	Payroll Activity (Detail)
Payroll Category Inquiry	Payroll Earnings
Payroll Journal	Payroll Register (Summary)
Payroll Register (Detail)	Payroll Summary
Recurring Paycheques	

## Mac network-ready

For the first time, Mac versions are network ready. This allows more than one user to access a datafile at a time. For example, one user could be entering sales while another is generating reports. Note that the network-ready feature was previously only available in Windows through the MYOB Premier product.

## Cross-platform datafiles

Datafiles are now cross-platform. Macintosh datafiles can be used on Windows machines and vice-versa. The only requirement is that when Mac datafiles are used on Windows machines, they obey the standard Windows/DOS filename format of eight characters plus extension. Please note that while datafiles can be used on Mac or Windows, users cannot simultaneously access the same datafile from different computer types.

## "Unlimited" Mac datafile size

The transaction limit on previous Mac versions of MYOB has now been removed. The new datafile structure means that the size of the datafile, is limited only by the amount of space on the hard disk. This feature was previously only available on Windows through the MYOB Premier product.

## OfficeLink for Mac

Using OfficeLink, any of the program's 120-plus reports can be exported to an active Excel template, where users can create graphs, develop budgets and perform "what-if" analyses to help anticipate changes in the business – before they occur. OfficeLink includes an Excel template for each of the program's reports. With OfficeLink and the ready-to-use customer letter templates, users can create personalised mailings to thank selected customers for their business, remind customers to pay overdue accounts, or notify them that an item you normally keep in stock is on back order. OfficeLink for Macintosh is compatible with Microsoft Excel 98 and Microsoft Word 98.

## Additional fields on customised forms

MYOB v8 allows the display of additional information from customer's cards on customised forms. The following list of forms are affected by this change.

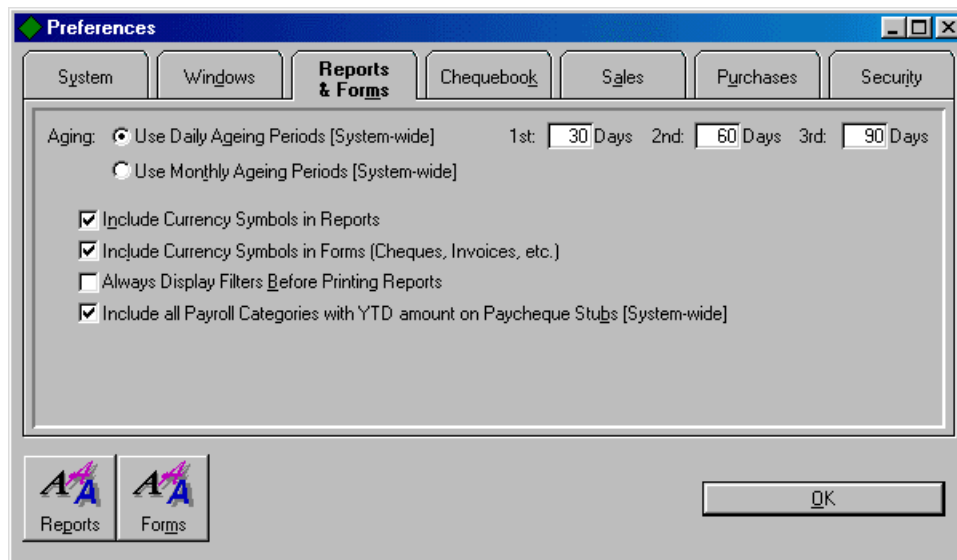
Service Invoice	Item Invoice
Professional Invoice	Packing Slip (Service)
Packing Slip (Item)	Packing Slip (Professional)
Delivery Labels (Service)	Delivery Labels (Item)
Delivery Labels (Professional)	Purchase Order (Service)
Purchase Order (Item)	Purchase Order (Professional)
Statement (Activity)	Statement (Invoice)
Mailing Labels	

The following fields from MYOB v8's card file have been added to these forms:

Phone No.1	Phone No.2
Fax No.	Salutation

## User-defined ageing

In previous versions of MYOB, ageing for sales and purchases transactions automatically occurred at 30-, 60- and 90-day intervals. Now you can choose to use daily ageing periods of any length you like; you also can use monthly ageing periods. This change affects the way information will be displayed in the Analyse Debtors and Analyse Creditors windows, on plain-paper statements and on the summary and detail versions of the following reports: Aged Debtors, Aged Creditors, Debtors Reconciliation and Creditors Reconciliation.



The Reports and Forms tab of the Preferences window has been changed to enable you to indicate the ageing periods you want to use, as shown in the above image.

If you choose to use daily ageing, you can use any number of days you like, up to 999 days. For example, if ageing periods of 7, 14 and 21 days are common in your industry, enter 7 for the first ageing period, 14 for the second ageing period, and so on.

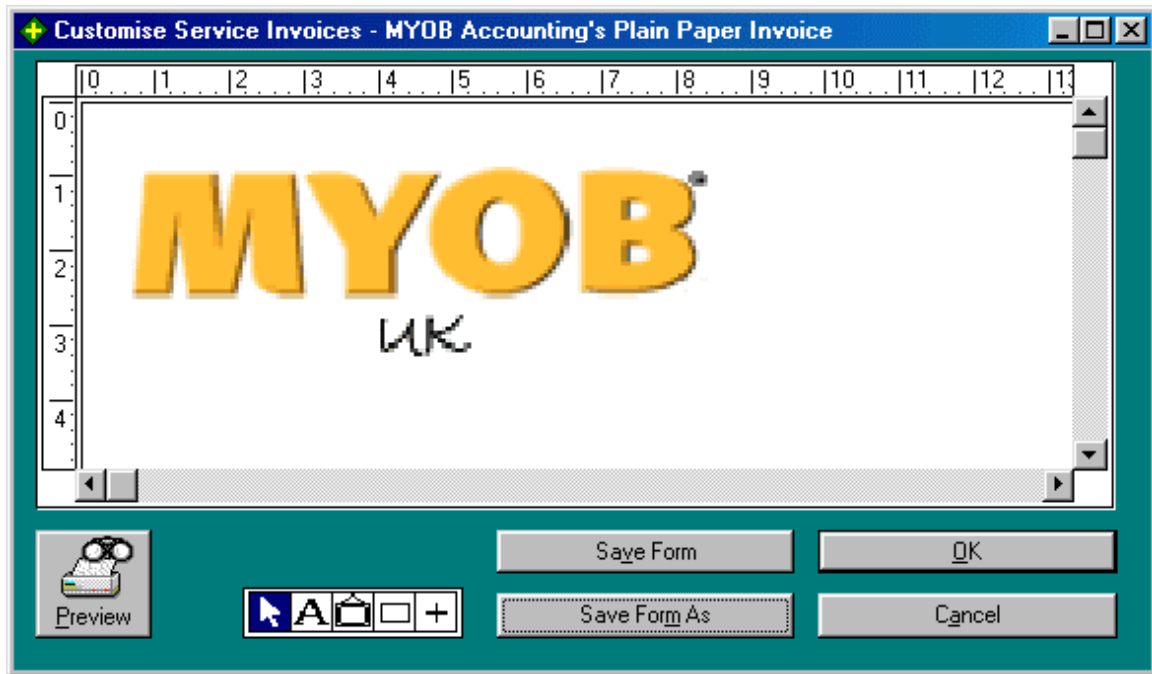
If you choose to use monthly ageing, you can identify your ageing periods by either month name or month number. If you choose month names, your MYOB v8 reports and windows will include transactions in the months they came due. If you choose month numbers, MYOB v8 reports and windows will categorise transactions by the number of months they are overdue.

If you don't select any ageing options using the Preferences window, your transactions will continue to be aged at 30-, 60- and 90-day intervals as they have been in previous versions of MYOB.



## Higher quality graphics on customised forms

MYOB v8 allows the inclusion of logos and other images with an unlimited number of colours on your invoices, statements and other forms. Previous versions of MYOB were capable of using only 16-colour images. In addition, you can scale (resize) images once they've been pasted into MYOB Accounting's Field Information/Picture window.



In addition, you now can load images directly into the Field Information/Picture window if you like. You are no longer required to copy an image to the Windows Clipboard using graphics editing software and then paste it into MYOB v8 (though you may still use this technique if you wish).

To load a picture, simply click the Load Picture button in the Field Information/Picture window. An Open dialog box will appear, allowing you to select the image file you want. Using the Open dialog box, highlight the file you want and click OK.

## Microsoft Small Business Tools for Windows

Microsoft's Small Business Customer Manager and Small Business Financial Manager were designed specifically to help keep track of customers and sales information. The programs operate as add-ins for Microsoft Excel 2000 and Microsoft Access 2000, and form part of some Microsoft Office 2000 releases.

The Customer Manager and takes data from popular accounting packages, such as MYOB v8, into an Access database, from where a variety of business-related tasks can be performed. For example, you can use Customer Manager to find your top ten customers, and then send a letter to them (using Microsoft Word) in a few easy steps. Or you can use Small Business Customer Manager to find out which products have not been selling well, and send a sales flyer for these products to each of your customers.

## OfficeLink To Microsoft Word & Excel 2000

MYOB version 7.5 enabled users to transfer data from MYOB v8 to Microsoft Word 95/97 and Excel 95/97 at the click of a button. MYOB v8 has been extended to offer this facility to Microsoft Word 2000 and Excel 2000.

## Expandable description fields

MYOB v8 introduces the option to use expandable description fields when entering line items on invoices and purchase orders using either the Sales window or the Purchases window. If a user often writes long descriptions for individual lines (more than 30 to 60 characters per description, on average), they may want to take advantage of this feature.

If this option is chosen, the Description field will expand when you move the insertion point into it, and you'll be able to view all of the text in this field as it is written, as shown below.

Customer ⇄: Boffo Products		Terms ⇄: C.O.D.		<input type="checkbox"/> Handwritten			
Del. to ⇄: Boffo Products 31 Boffo Circle Cambridge Cambs.		Invoice No.: 00000021		Date: 31/03/1999			
		Customer PO No.:					
Deliver	Backorder	Item Number	Description	Price	Disc%	Total	Job
68		400-101	blah blah				

To take advantage of this feature, the "Use Expandable Data Entry Fields in Windows" selection in the Windows tab of the Preferences window should be ticked. (To display the Preferences window in MYOB v8, choose Preferences from the Setup menu.)

If the "Use Expandable Data Entry Fields in Windows" selection isn't marked, the Description fields in the Sales and Purchases windows won't expand, and you'll be able to see only the first 30 to 60 characters of the text. (You can use the insertion point to scroll through the Description field if you want to see the part of your comment that's not currently displayed, and it still prints in full.)

## Item number fields are wider

The item number fields in stock control, now allow you to enter up to 30 characters instead of 11, as shown below.

Item Number:	12345678901234567890123456789
Name:	Widgets

## VAT-only transactions

VAT-only transactions can be created in the Sales Invoice, Purchase Order, Write Cheques and Make A Deposit windows. Simply enter an allocation account (it doesn't matter what you put in), and you are given access to the zoom arrow next to the VAT box. Clicking this arrow takes you to the VAT Information window, where you can type in the VAT amount.

**Write Cheques**

Current Account Balance: £10,199.70 ☐ Handwritten

Card:  Cheque No.: 100304  
Payee:  Date: 14/12/1999  
Amount: £50.00  
Fifty pounds and No pence  
Memo:  Widgets Ltd

Allocation Account	Amount	Job	VAT
9-1000 Interest Expense			S

£50.00 VAT  £50.00

**VAT Information**

Code	Rate	VAT	Value
S	17.5%	£50.00	£0.00
		£50.00	£0.00

Above is an example screen taken from the Write Cheques window, highlighting the VAT zoom arrow and the VAT Information window.

## Five year item history

MYOB v8 now stores a full five years of item history. This includes all sale and purchase amounts and values. In fact, the program will give you the last five years, the current year, and next year - seven years in total. For new users, they can easily enter the historical sales information. Please note that these are amounts and values, they are not the actual details of the individual transactions. The Item History tab of the Item Information window is shown below, with the highlight showing where you can scroll from year to year.

**Item Information**

Item Profile Item Details Buying Details Selling Details **Item History** Auto-Build

123456789123456789123456789 Widgets Financial Year: 1999

	Bought	Purchases	Sold	Sales	Cost of Sales
January	110	£1,787.50	65	£1,881.75	£1,056.25
February	150	£2,437.50	100	£2,895.00	£1,625.00
March	125	£2,031.25	210	£6,079.50	£3,412.50
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September	0	£0.00	0	£0.00	£0.00
October	0	£0.00	0	£0.00	£0.00
November	0	£0.00	0	£0.00	£0.00
December	0	£0.00	0	£0.00	£0.00
Totals:	925	£15,031.25	920	£26,634.00	£14,941.65

## Stock reports for next year

Customers have asked for the ability to do item reports for the next financial year - now they can. Within the Filter screen for Item reports, you can select which period the report is for, including Next Year, as shown below.

**Report Filters**

Analyse Sales [Item]

☒ All Items  
☐ Selected:  
From:   
To:

Analyse Sales for:   
Dated From: 8/12/1999

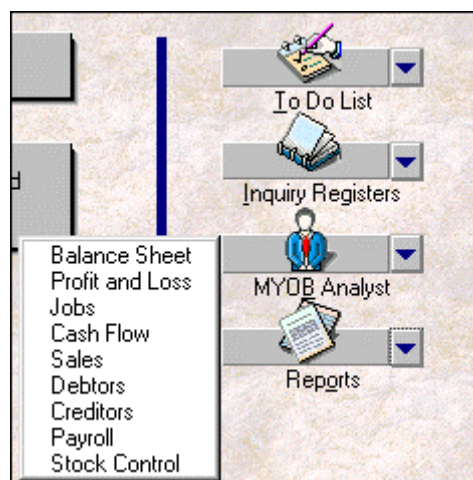
Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

☐ Include £0.00 Balance  
☐ Prevent Data Changes During Report Generation

Cancel OK

## MYOB Analyst

The MYOB Analyst has been redesigned to provide instant access to the analyses previously only available from individual Command Centres, as shown below.



Continue

# MYOB<sup>®</sup>

## for Windows

Check the following components on your computer before you attempt to install MYOB.

### Minimum System Requirements:

- Your computer must be an IBM-compatible computer with at least a Pentium microprocessor. If you're unsure about the type of microprocessor your computer has, check your computer's documentation.
- At least 16 megabytes (MB) of available random access memory (RAM).  
To check the amount of RAM available on your computer, choose Start>Settings>Control Panel, then double-click the System control panel. The General tab will display the amount of RAM available.
- To install MYOB, your computer must have at least 40MB of free hard disk space; thereafter, your computer needs only 35MB (average) of free hard disk space for each datafile.  
To find out how much available space you have on your computer, open the Windows Explorer. Be sure Status Bar is marked in the View menu. Click your hard disk's icon in the left side of the window. The bar at the bottom of the window indicates how much space is available. To install MYOB, this number must be greater than 25MB.
- MYOB requires Microsoft Windows 95, 98, NT4 or later.
- You'll need a VGA or better computer monitor with a minimum resolution of 640x480 pixels.
- Your monitor should be set at 256 colours or higher.  
To determine your monitor's resolution, choose Start>Settings>Control Panels, then double-click Display, then click the Settings tab. Your monitor's resolution is shown under the words Desktop Area.
- Your computer should be equipped with a Windows-compatible mouse or other pointing device.
- If you plan to print MYOB reports, you must have a Windows-supported printer attached to your computer.
- If you plan to make telephone calls using MYOB, you must have a Windows-supported modem attached to your computer.

### Recommended System Requirements.

For better performance, the following are required:

- Pentium 166MHz or better system with 32MB RAM.

### Network System Requirements.

This test drive is capable of allowing 2 users simultaneous access to a datafile. If you wish to try this, you will need to follow the recommended system requirements above, and the network requirements below:

- 10BaseT or faster Ethernet network that supports NetBIOS/NetBEUI protocols including Windows 95, Window 98, NT 4.0 (SP3 or higher), Windows 2000.

Continue

# MYOB<sup>®</sup>

## for Macintosh

Check the following components on your computer before you attempt to install MYOB.

### Minimum System Requirements:

- You should have at least a PowerMac computer. If you're unsure about the model of your Macintosh, check your documentation.
- At least 16 megabytes (MB) of available random access memory (RAM).  
To find the amount of RAM installed on your Macintosh, choose the first selection from the Finder's Apple menu (the selection will be named either About This Macintosh or About This Finder). The Total Memory field displays the amount of RAM installed on your Macintosh. The Largest Unused Block field displays the amount of available RAM.
- To install MYOB, your computer must have at least 40MB of free hard disk space; thereafter, your computer needs about 35MB (average) of free hard disk space for each datafile.  
The easiest way to check the amount of hard disk space available on your Macintosh is to open any folder in the Finder. If you're using Icon View or Small Icon View (each of which can be chosen from the View menu at the top of your computer screen), the information directly below the folder's title bar will display the amount of available hard disk space.
- Your Macintosh must be running System software Version 7.5 or higher.  
If you're unsure of the system software version installed on your Macintosh, choose the first selection from the Finder's Apple menu (the selection will be named either About This Macintosh or About This Finder). A window appears, displaying the system software version number. If your version number is below 7.5, you won't be able to install MYOB. System software upgrades are available from most Macintosh software distributors.
- If you plan to print MYOB reports, you must have a Macintosh-supported printer attached to your computer.
- If you plan to make telephone calls using MYOB, you must have a Macintosh-supported modem attached to your computer.

### Recommended System Requirements.

For better performance, the following are required:

- iMac, G3, or G4 with 32MB RAM running Mac OS 8 or higher.

### Network System Requirements.

This test drive is capable of allowing 2 users simultaneous access to a datafile. If you wish to try this, you will need to follow the recommended system requirements above, and the network requirements below:

- Mac OS8.5 or better on a 100BaseT or faster Ethernet network (with AppleShare IP Version 6.2 or later when used in a server environment).

**Continue**

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