Getting Started

Accounting v18
Premier v12
Premier Plus v12

Contents

MYOB Asia Sdn. Bhd.

Website: myob.com.my

MYOB Singapore Pte Ltd

Website: myob.com.sg

Disclaimer

Information supplied by the member companies of the MYOB group (whether in user documentation and other literature, video or audio material, training courses, websites, advice given by staff, or provided by other means) is intended only to illustrate general principles, and may not be complete, accurate or free of error. As accounting standards, taxation requirements, legislation and the circumstances of individual businesses vary widely, this information cannot be considered authoritative and may not apply to your specific situation. You should obtain competent advice from a qualified accounting, taxation, information-technology or legal professional before acting on such information. To the extent permitted by law, member companies of the MYOB group are not liable for any special, consequential, direct or indirect damages arising from loss of function, profits or data resulting from your application of such information. In the event that any of the above limitations are found to be unenforceable, the MYOB member company's liability is limited to the return of any fees or monies paid for the purchase of the product or service.

Trademarks

MYOB®, MYOB Accounting™, MYOB BusinessBasics™, MYOB ODBC DeveloperPack™, MYOB ODBC Direct™, MYOB Premier™, MYOB Premier Plus™, MYOB RetailBasics™, MYOB RetailMangager™, BusinessBasics™, ODBC DeveloperPack™, ODBC Direct™, RetailBasics™ and RetailMangager™ are trademarks or registered trademarks of MYOB Technology Pty Ltd and their use is prohibited without prior consent.
Adobe®, Acrobat®, Acrobat Reader®, Adobe Reader®, PDF™, and PostScript® are trademarks or registered trademarks of Adobe Systems Incorporated.
Brio Intelligence and Hyperion Intelligence are trademarks or registered trademarks of Hyperion Solutions Corporation.
Crystal Reports® is a registered trademark of Crystal Decisions, Inc. in the United States or other countries.
MasterCard® is a registered trademark of MasterCard International Inc.
Microsoft, Access, Excel, Internet Explorer, Office, Smart Tags, Windows and Word are registered trademarks or trademarks of Microsoft Corporation in the United States or other countries.
Quicken® and QuickBooks® are registered trademarks of Intuit Inc.
VISA® is a registered trademark of Visa International Service Association.
Other products mentioned may be service marks, trademarks or registered trademarks of their respective owners.

Writers

Suchitra Govindarajan, Naomi Hall, Merrin Hughes, Claire Mahoney, Rachael Mullins, Kylie Nicholson, Steven Rao, Mirjana Sicevic, Ronald Tierney, John Wilson, Audrey Yin.

MYOB Licence Agreement

IMPORTANT–READ THIS CAREFULLY BEFORE USE. This is the Software Licence Agreement (Agreement). As you have purchased the Product (consisting of the User Documentation and the installation CD or other media containing the Software), following notification of the Licence you are now legally bound by its conditions. HOWEVER, if the Licence Agreement contains anything of which you were not aware prior to purchasing the Product or do not agree to be bound by, DO NOT INSTALL THE SOFTWARE but return the Product to the reseller in its entirety and a full refund of the purchase price will be made. By installing the Software and keeping the Product you are confirming that you have purchased the Product subject to this Licence and are bound by its provisions.

TRIAL VERSION SOFTWARE LIMITATION. If you use this Software on a trial basis prior to purchase, then additional restrictions govern its use. The Trial Version is intended to be used only for evaluation purposes and whilst you may create your own company data files ("Company Files") you will have access to your Company Files only for a period of 30 days from the date of creation of each Company File. Thereafter, you will be able to access the Company Files created by you only upon your purchase of the full version of the Software product licence. Upon your purchase of the full version of the Software product licence, the restrictions in this paragraph (Trial Version Software Limitation) shall no longer apply, but you acknowledge that your use of the full version of the Software product licence will be conditioned on your agreeing to the terms of the Software Licence Agreement accompanying the full version of the Software product licence.

1 Scope of Licence

MYOB Technology Pty Ltd (the Publisher), through its local publishers and distribution agents, hereby grants to you, the original purchaser, a paid-up, personal, non-exclusive and non-transferable Licence to use the Software and the User Documentation only in the region, territory or country specified on the packaging, or in all countries in Asia except Hong Kong and China, subject to the terms and conditions of this Agreement.

a ***Activation*** You must register the Software and activate the company files you create with MYOB. You may only access each company file you create for 30 days without registering the Software and activating the file. After 30 days the company file will become read-only until you register and activate the company file. You are entitled to activate up to five (5) company files. If required, you can obtain additional activations by contacting MYOB Asia Sdn. Bhd.

b ***Updates and Upgrades*** In the event of an upgrade, update or product exchange, the Licence hereby granted is automatically transferred to the new version or product. All rights in respect of the original Product shall lapse and no further use of these shall be permitted.

c ***Archive Copies*** You may make a copy of the Software solely for archival purposes, Software error verification, or to replace defective storage media, provided you keep the original and the copies. You may not alter, decompile or disassemble the Software. You may make copies of the User Documentation up to but not exceeding the number of Licences you have purchased.

d ***Transfers*** You may not sub-license, lease, rent or lend the Software or the User Documentation or otherwise transfer any of your rights under this Agreement. Subject to the prior written consent of the Publisher and the agreement of the transferee to be bound by the terms of this Agreement, you may permanently transfer the Software (together with any backup copies you have made) and the User Documentation. However, you may not retain any copies of either the Software or the User Documentation.

e ***Term*** The Licence granted in this Agreement is effective until terminated. You may terminate it at any time by destroying the Software and User Documentation, together with all copies, or by returning them to the Publisher. If you fail to comply with any term or condition of this Agreement, this Licence will terminate and, upon any such termination, you agree to destroy the Software and User Documentation, together with all copies, or to return them to the Publisher. Termination of this Licence shall be in addition to and not in lieu of any other remedies available to the Publisher.

f ***Protection and Security*** You agree to use your best endeavours and to take all reasonable steps to safeguard the Software to ensure that no unauthorised person has access to the Product and that there is no unauthorised copying or distribution of the Software or User Documentation.

2 Limited Warranty & Disclaimer

The Publisher warrants that the media on which the Software is recorded and the User Documentation provided with it are free from defects in materials and workmanship under normal use for a period of 30 days from the date of your original purchase. Except for the limited warranty described above, the Software is sold 'as is', and you are assuming the entire risk as to its quality and performance. It is your responsibility to verify the results obtained from the use of the Software.

If during the 30-day limited warranty period, you discover physical defects in the media on which the Software was recorded or in the User Documentation, the Publisher will replace them at no charge to you, provided you return the item to be replaced with proof of purchase to the Publisher. THIS IS YOUR SOLE REMEDY. IN NO EVENT WILL THE PUBLISHER BE LIABLE TO ANY PERSON FOR ANY DIRECT, INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL OR SIMILAR DAMAGES, EVEN IF THE PUBLISHER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Some jurisdictions do not allow the exclusion or limitation of implied warranties or of liability for incidental or consequential damages, so the above limitations or exclusions may not apply to you. This warranty gives you specific legal rights and you may also have other rights that vary from jurisdiction to jurisdiction. In the event that any of the above limitations or exclusions are held to be unenforceable, the Publisher's total liability shall not exceed the amount of the Licence fee you paid.

3 Entire Agreement

This Licence constitutes the entire agreement between the Publisher and the Licensee and any prior representations, statement or undertaking howsoever made are expressly cancelled. No amendment or modification to this Licence shall be valid unless it shall be in writing and signed by an authorised representative of the Publisher.

1 Installing your software

This Getting Started guide contains instructions for installing, upgrading and registering your MYOB software, and also describes new and enhanced features in the software.

Except where specific product references are made, the term 'MYOB software' is used to refer to MYOB Premier Plus, MYOB Premier and MYOB Accounting, and the term 'MYOB Premier range' is used to refer to MYOB Premier Plus and MYOB Premier.

Checking the Windows system requirements and package contents

Hardware	Pentium® processor (or equivalent) @ 200MHz 64 MB RAM 200 MB free hard disk for program installation 35 MB additional disk space for each company file Monitor with 1024 X 768 screen resolution, 16-bit colour
Software	Windows® 2000 (SP4), Windows XP (SP2), or Windows Vista Microsoft® Internet Explorer 6, or later QuickTime® 5, or later Adobe® Reader 6, or later
Microsoft Office	Microsoft Word 2000 to 2007 (for OfficeLink compatibility) Microsoft Excel 2000 to 2007 (for OfficeLink compatibility) Microsoft Outlook 2000 to 2007 (for card synchronisation)
Network [MYOB Premier range only]	Ethernet network (for best performance choose 100BaseT) that supports NetBEUI, NetBIOS or TCP/IP protocols Pentium processor (or equivalent) @ 1GHz, 128 MB RAM

In addition to this *Getting Started* guide, the package that you purchased should contain these items:

- MYOB Premier Plus, MYOB Premier or MYOB Accounting CD
- *User Guide*
- Registration Card—located at the back of this guide
- MYOB training form.

Install your MYOB software

Installing MYOB software on all versions of Windows is very similar. An autorun window lets you install your MYOB software and other useful programs, such as Adobe Reader, and learn about support plans and other services.

The procedure in this section is for installing on a workstation to be used by one person to enter transactions into one or more company files.

MYOB Premier Plus and MYOB Premier[1] are network-ready applications that come with one licence. However, if the volume of your transactions grows too great for one person to handle, you can purchase additional workstation licences so that several users can access the company file simultaneously. For more information see the *User Guide*.

Once you have obtained additional workstation licences, your company file must be set up for multiple users. See Appendix B, 'Setting up a company file for multiple users on Windows' in the *User Guide*.

To install your MYOB software

1 If the security access set up on your computer only allows people with administrator privileges to install programs, log in as an administrator.

2 Save any open documents and close all other programs.

3 Insert the CD into the drive. A welcome window appears.

> **NOTE: If the welcome window does not appear** Open the CD drive—usually the d:\ drive—in Windows Explorer and double-click **autorun.exe**.

4 Follow the on-screen instructions for installation.

5 When installation is complete, click **Finish**. The default browser displays the **What's New in This Version** topic from MYOB Help.

> **NOTE: If the What's New in this version topic did not display** You can view this topic when you start your software by clicking **What's New in this version** in the welcome window.

6 [MYOB Premier range only] Repeat this procedure on each computer running your MYOB software.

7 Proceed to 'Upgrading company files' on page 7.

1. **MYOB Accounting** only supports a single user and cannot be networked.

2 Upgrading your files

If you are upgrading from a previous version, you need to upgrade your company file and customised templates.

Upgrading company files

Company files created by previous versions of MYOB software need to be upgraded so that they can be used with this version.

If you customised any reports, forms, letters or spreadsheets while using the previous release, you also need to upgrade these files.

Do these tasks for each company file:

Task		See
1	Upgrade your company file	below
2	Upgrade your customised templates	page 8

NOTE: Upgrades from MYOB Premier v7 or MYOB Accounting v13
If you are upgrading from MYOB Premier v7 or MYOB Accounting v13, or earlier, you need to activate your company file and edit your user accounts. Contact MYOB for more information.

To upgrade your company file

1 Start the upgrade assistant.
   - ***MYOB Accounting*** Go to the Windows **Start** menu and choose **Programs** > **MYOB Accounting v18** > **MYOB Tools**, and then click **MYOB Accounting v18 Upgrade Assistant**.
   - ***MYOB Premier*** Go to the Windows **Start** menu and choose **Programs** > **MYOB Premier v12** > **MYOB Tools** and then click **MYOB Premier v12 Upgrade Assistant**.
   - ***MYOB Premier Plus*** Go to the Windows **Start** menu and choose **Programs** > **MYOB Premier Plus v12** > **MYOB Tools** and then click **MYOB Premier Plus v12 Upgrade Assistant**.

   The **Upgrade Assistant** window appears.

2 Click **Next**. The **Find File to Upgrade** window appears.

3 Click **Find File**. The **Select Company File to Upgrade** window appears.

4 Select the company file to be upgraded, and click **Open**.

   In the **Find File to Upgrade** window, the path and file name of the selected company file appear below the **Find File** button.

The proposed path—for example, C:\Premier v12—and file name of the upgraded company file appear below the **Save As** button.

5 If you want, you can change the location or file name of the upgraded company file.

> **NOTE: Restricted access to the Program Files folder in Windows Vista** User Account Control (UAC) is a security feature in Windows Vista. If UAC is active, files saved in the **Program Files** folder can only be opened by the Windows user who saved the files. If other users need to access your company file, do not save it in this folder. For more information on User Account Control, see Windows Help.

a Click **Save As**. The **Save As** window appears.

b Select a file location and type a new file name, and click **Save**.

6 Follow the on-screen instructions. When the upgrade is finished, the **Complete** window appears.

7 If you want to upgrade another company file, click **Next** and repeat this procedure from step 3 above.

8 Click **Finish**, to close the upgrade assistant.

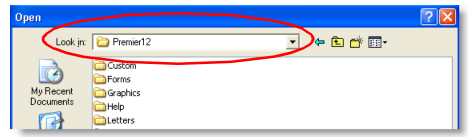
To open your upgraded company file

> **NOTE: Updating Windows shortcuts** If you open your company file using a Windows shortcut, you need to update the target path for your upgraded company file. For more information about setting up shortcuts, see Windows Help.

1 Start your new version of MYOB software. A welcome window appears.

2 Click **Open your company file**. The **Open** window appears.

3 Navigate to the location where you saved your upgraded company file (for example, C:\Premier12).



4 Select your upgraded company file and click **Open**.

Upgrade customised templates

If you used customised reports, forms, letters or spreadsheet templates with the previous software version, you need to upgrade these customised templates for use with MYOB Premier Plus v12, MYOB Premier v12 or MYOB Accounting v18. You can do this automatically, by using the Templates Upgrade Assistant, or manually, by copying them to the new installation folders. Note that you can only manually upgrade spreadsheet templates.

To automatically upgrade customised templates

1 Start the Templates Upgrade Assistant.

- ***MYOB Accounting*** Go to the Windows **Start** menu and choose **Programs** > **MYOB Accounting** v18 > **MYOB Tools** > and then click **MYOB Accounting v18 Templates Upgrade Assistant**.
- ***MYOB Premier*** Go to the Windows **Start** menu and choose **Programs** > **MYOB Premier v12** > **MYOB Tools** and then click **MYOB Premier v12 Templates Upgrade Assistant**.

- *MYOB Premier Plus* Go to the Windows **Start** menu and choose **Programs > MYOB Premier Plus v12 > MYOB Tools** and then click **MYOB Premier Plus v12 Templates Upgrade Assistant**.

The welcome window appears.

2 Click **Next**. The **Copying Files** window appears.

In this window, the path to your previous MYOB software is displayed in the **Source** field. The path to your current MYOB software is displayed in the **Destination** field.

NOTE: If the previous version cannot be found If your previous MYOB software was not installed in the default location, a message may appear stating that the previous version could not be found. To manually locate it, click **Browse** and locate the program folder of your previous MYOB software. Click the .exe file (for example, myob.exe) and then click **Open**. The correct path should now be displayed in the **Source** field.

3 Click **Start**.

NOTE: Old templates folders The upgrade assistant moves the default templates for the latest version (for example, Premier12\Forms) into a folder with the prefix 'Old' (for example, Premier12\Old Forms). You can find any new forms that were not available in the previous version in this folder.

When the templates have been copied, the **Finished** window appears.

4 Click **Finish** to close the Templates Upgrade Assistant.

5 [MYOB Premier range only] Repeat from step 1 on each workstation that uses the templates.

To manually upgrade customised templates

1 In Windows Explorer, locate the installation folder of your previous version and open it (for example, the folder located at C:\Myob17). The installation folder contains these sub-folders:

Folder	File extensions	Type of file
Custom	*.rpt	User-customised reports templates
Forms	*.frm	Standard and user-customised forms templates
Letters	*.dot	Standard and user-customised Microsoft Word word-processing templates
Spredsht	*.xlt	Standard and user-customised Microsoft Excel spreadsheet templates

2 Open a folder that contains customised templates, for example, open the **Forms** folder.

3 Select only the customised template files you have created. To do this, you can hold down the CTRL key and click each template to select multiple files.

CAUTION: Avoid overwriting standard templates The standard templates included with MYOB software may have improved features. To avoid overwriting these templates with old versions, select only the templates you have created.

4 Go to the **Edit** menu and choose **Copy**.

5 Open the corresponding folder in the latest software version (for example, the **Forms** folder located at C:\Myob18).

6 Go to the **Edit** menu and choose **Paste**.

7 Repeat from step 2 for each of the remaining folders: **Custom**, **Letters** and **Spredsht**.

8 [MYOB Premier range only] Repeat from step 1 on each workstation that uses the templates.

3 What's new?

Overview of new features

The following summarises the new features and enhancements in your MYOB software.

New payroll features [MYOB Premier Plus only]

You can now:

- process pays for wages and salaries
- calculate and pay deductions, social security, employee or employer fund contributions, entitlements such as holiday pay and sick leave, along with tax deductions
- use timesheets to enter hourly and daily wages
- print payroll reports and forms.

For more information on the new payroll features, see 'New payroll features [MYOB Premier Plus only]' on page 12.

Enhanced search feature

You can now use new filters to search for specific information that you want to view from the search lists. For more information on the search feature, see 'Enhanced search feature' on page 14.

Edit recorded Pay Bills or Receive Payments transactions

You can now edit some fields in the **Pay Bills** or **Receive Payments** transaction windows. For more information, see 'Editing supplier bill payments and customer payment transactions' on page 15.

New spell-check feature

You can now:

- check spelling in your sales, purchases and item information
- set spelling preferences.

For more information on the spell-check feature, see 'New spell-check feature' on page 16.

New form and report options

You can now:

- itemise your customer invoice statements
- filter invoice statements by statement date
- [MYOB Premier range only] include inventory locations on your item sales and item purchases forms

- [MYOB Premier range only] group report data and display transactions by inventory location
- preview forms before printing
- include debits and discounts on remittance advices
- save more filter settings for customised reports.

For more information on forms and reports options, see 'New form and report options' on page 17.

Other new features and changes

- MYOB Help has been updated with a new look and new features.
- You can now set a lock period date.
- You can now prevent users from undoing bank reconciliations
- An audit trail entry is created when you edit a Receive Items transaction.
- Additional record types have been added to the import and export data feature.

For more information on these enhancements, see 'Other new features and changes' on page 21.

Learning about the new features

After your MYOB software is installed, the **What's new in this release** topic from MYOB Help appears. If this does not appear, or you want to revisit this topic, follow these steps.

1. Open your MYOB company file.
2. Go to the **Help** menu and choose **What's New in This Release**. A browser window opens.

New payroll features [MYOB Premier Plus only]

MYOB Premier Plus allows you to process payroll for your employees. You can do the following:

- Process pay for employees
- Record time worked using timesheets
- Print payroll reports and forms

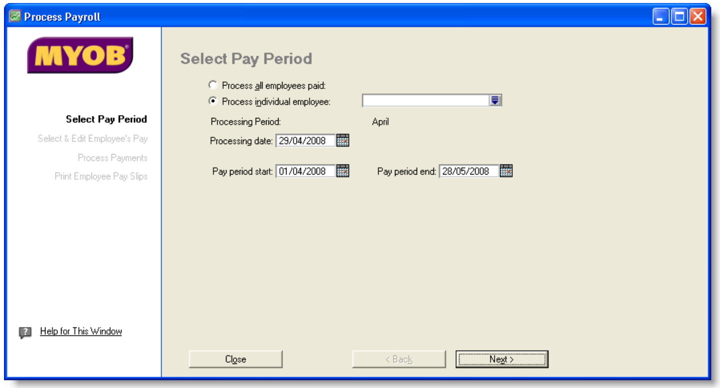
For more information about the payroll feature, see MYOB Help.

Process pay for employees

With your MYOB software, you can now calculate:

- deductions
- provident fund payments
- entitlements such as holiday pay and sick leave
- tax deductions (Malaysia)
- SOCSO (Malaysia).

The **Process Payroll** assistant guides you through the process of recording your employee pays. You can choose to batch-process your monthly pays or just process one employee's pay.



The components of an employee's pay, such as wages, entitlements, expenses and taxes are called payroll categories. These categories are assigned to an employee's card to calculate their standard pay.

The payroll categories are grouped into seven types for Malaysia and five types for Singapore.

Payroll category	Description
Wages	All monies paid to an employee for labour or services rendered on a daily, hourly, or salary basis.
EPF [Malaysia]	Funds contributed by the employer and employee, including voluntary and mandatory contributions.
CPF [Singapore]	Funds contributed by the employer and employee, including voluntary and mandatory contributions.
Entitlements	Items such as holiday and sick leave, which employees accrue under the terms of their work agreement.
Deductions	Amounts withheld by the employer and paid to other organisations on behalf of the employee.
Employer expenses	Employer-paid benefits other than EPF, SOCSO or CPF.
SOCSO [Malaysia]	Social security benefits contributed by the employer and employee.
Taxes [Malaysia]	Taxable income paid by employees.

After you have recorded your employee pays, you can process the payments using the **Prepare Payments** window. The supported payment methods are cash, cheque and bank instruction.

Record hours worked using timesheets

Timesheets are used to record the time worked by your employees or to record hours worked by employees in addition to their standard pay.

Print payroll reports and forms

You can now print payroll reports to view employee details, pay advice for a selected employee, employee timesheets, or the remuneration paid to your employees. You can also print the following payroll forms:

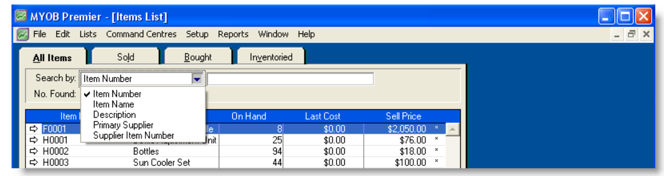
Country	Form
Malaysia	Income Tax (Borang CP159)
	Income Tax (Borang EA)
Singapore	Income Tax (Form IR8A)
	CPF (Payment Advice)

Enhanced search feature

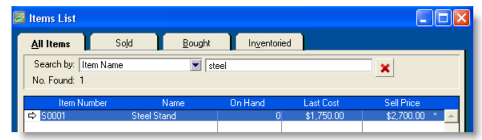
You now have more options to sort information in the **Cards**, **Activities**, **Items** and **Locations** lists. You can select the following search filters:

List	New filters
Cards	• First Name • Last Name/Co. Name • Card ID • Phone Number • Email • Address • City • State • Postcode • Country
Activities	• Activity ID • Activity Name • Description
Items	• Item Number • Item Name • Description • Primary Supplier • Supplier Item Number
Locations [MYOB Premier range only]	• Location ID • Location Name

To filter a list, select a filter from the **Search by** drop-down list, enter a search term in the search field next to it and then press TAB.



To clear the search field and return to the unsorted list, click the reset icon (✖).



Editing supplier bill payments and customer payment transactions

Previously, you could not edit supplier bill payments or customer payment transactions that had been recorded. You can now edit some fields in the **Pay Bills** and **Receive Payments** transaction windows. For example, you can change the account of a payment cheque if you have selected the wrong account.

These are the fields you can now edit:

Transaction type	Editable fields
Pay Bills	• Account • Cheque No. • Date • Memo
Receive Payments	• Account • ID No. • Date • Memo

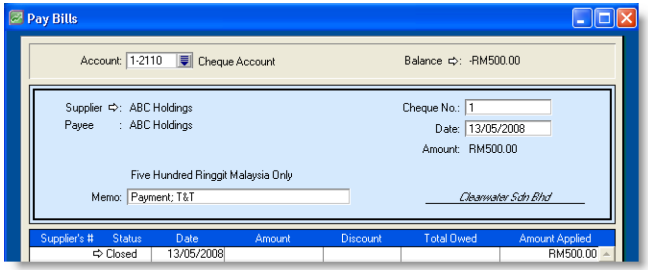
Before you can edit these transactions, ensure that:

- the **Transactions CAN'T be Changed; They Must Be Reversed** option in the **Preferences** window is deselected.
- if you have selected the **Lock Period: Disallow Entries Prior To** option, the date of the transactions does not fall within this period.

To edit a recorded bill payment or customer payment transaction

1 Find the transaction you want to edit.

2 Open the transaction.



3 Change the details and click **OK**.

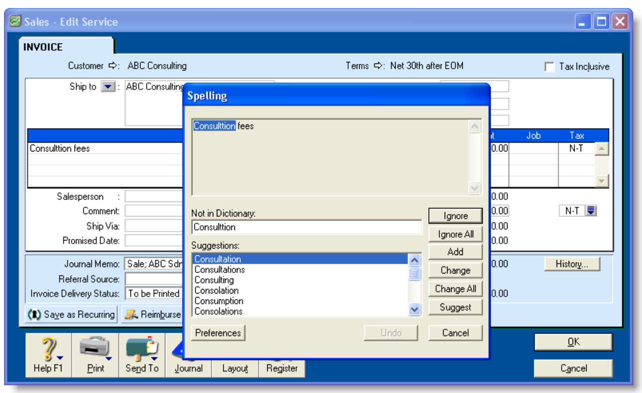
New spell-check feature

You can now check your spelling when entering sale, purchase, or item information.

You can check spelling in the following fields.

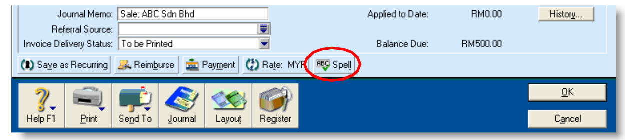
Window	Field
Sales	• Description (**Service**, **Professional**, **Item** and **Miscellaneous** layouts) • Notes (**Time Billing** layout).
Purchase	• Description (all layouts).
Item Information	• Name (**Item Profile** tab) • Description (**Item Details** tab).

You can choose to set a preference to automatically check spelling. When you choose to automatically check spelling and try to record a transaction with a misspelled word, the **Spelling** window appears.



The **Spelling** window displays the misspelled word and suggests a list of replacements. You can choose to change the misspelled word to a suggested replacement, add it to your dictionary, or set the spell-check feature to ignore it.

You can also open the **Spelling** window by clicking the **Spell** button when you create or edit sales, purchases and items.



Set spelling preferences

You can customise the spell-check feature. For example, you can change the main dictionary language and choose a preference to ignore words that include numbers.

The following spelling preferences are available:

Select	to...
Ignore words that start with capitals	Ignore words with initial capitals, such as proper names, place names, company names and product names (for example, Premier).
Ignore all-caps words	Ignore words entered in capitals, including acronyms (for example, MYOB, IT or PC).
Ignore words with numbers	Ignore words containing letters and numbers (for example, P35 or Code231).
Ignore words with mixed case	Ignore words with a mixture of upper and lower case letters (for example, BusinessBasics, RetailManager or iMac).

Select	to...
Ignore internet and email addresses	Ignore words that are formatted as website or email addresses (for example, www.myob.com.sg or sales.my@myob.com).
Report repeated words	Report instances of two or more repeated words (for example, the the or it it).
Case sensitive	Check different cases of the same word (for example, ‘Service’ and ‘service’ are treated as two separate words).
Suggest split words	Suggest two replacement words for a single joined word (for example, ‘it is’ for ‘itis’).
Auto correct	Automatically replace common misspellings (for example, ‘teh’ is replaced with ‘the’).
Main dictionary language	Set the main dictionary language used by the spell-check feature (for example, British English, or American English).

To set spelling preferences

1. Go to the **Setup** menu and choose **Preferences**. The **Preferences** window appears.
2. Click the **Windows** tab and select the **Automatically Check Spelling in Text Fields Before Recording Transactions** option.
3. Click the **Spelling** button. The **Spell Check Preferences** window appears.
4. Set the required preferences and click **OK**.

New form and report options

Itemise your invoice statements

You can now break down your customer invoice statements to show payments, customer credits and discounts that have been applied to each invoice. (Note that this feature is not available for activity statements.)

Before you itemise your invoice statements, you need to set the relevant options to show itemised payment details for each invoice. You also need to add new fields to your invoice statement forms.

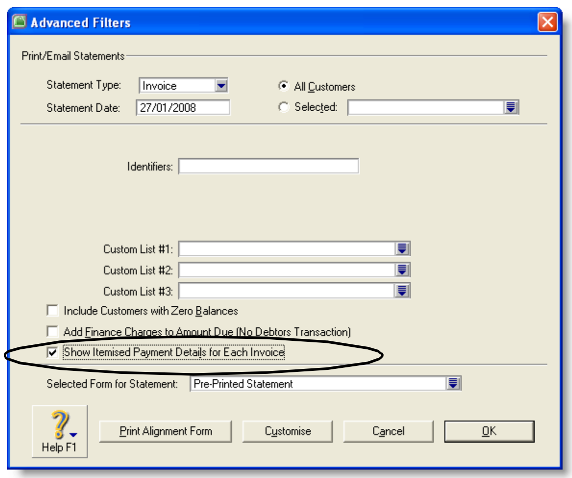
The following fields have been added to the list of fields you can use to customise your invoice statements.

Field	Description
ID No.	Displays the number of each invoice and the number of each payment applied to the invoice.
Payments - All Types	Displays all payments applied to each invoice, including credits, discounts and payments received.
Payments - Credits Applied	Displays all credits applied to each invoice.

Field	Description
Payments - Discounts Applied	Displays all discounts applied to each invoice.
Payments - Received Payment	Displays all payments received for each invoice.

To set the itemised payment option

1. Go to the **Sales** command centre and click **Print/Email Statements**. The **Review Statements Before Delivery** window appears.
2. Click the **Advanced Filters** button. The **Advanced Filters** window appears.
3. Select the **Show Itemised Payment Details for Each Invoice** option and click **OK**.



4. [Optional] Print your statement as you usually do. For more information on printing statements, see MYOB Help.

Filter invoice statements by statement date

You can now filter your customer statements to include only invoices and transactions recorded up to a specified statement date. Previously, customer statements included all transactions recorded up to the current system date, regardless of the statement period specified.

To do this, open the **Review Statements Before Delivery** window (by going to the **Sales** command centre and clicking **Print/Email Statements**) and then select the **Only include invoices up to Statement Date** option.

Include inventory locations on your item sales and item purchase forms

[MYOB Premier range only] You can now include the location ID and location name on your item sales and item purchase forms. To do this, you need to add the **Location ID** and **Location Name** fields to your forms.

For more information on adding and editing data and label elements to forms, see MYOB Help.

Group report data and display transactions by inventory location

[MYOB Premier range only] If you want to track inventory at multiple locations, you can now choose to group the data by location in the following reports:

- Items List Summary
- Items List Detail
- Analyse Inventory Detail
- Item Sales Summary
- Item Purchases Summary.

You can also choose to show transactions by location ID in the following reports:

- Item Sales Detail
- Customer Sales Detail
- Salesperson Sales Detail
- Item Purchases Detail
- Supplier Purchases Detail.

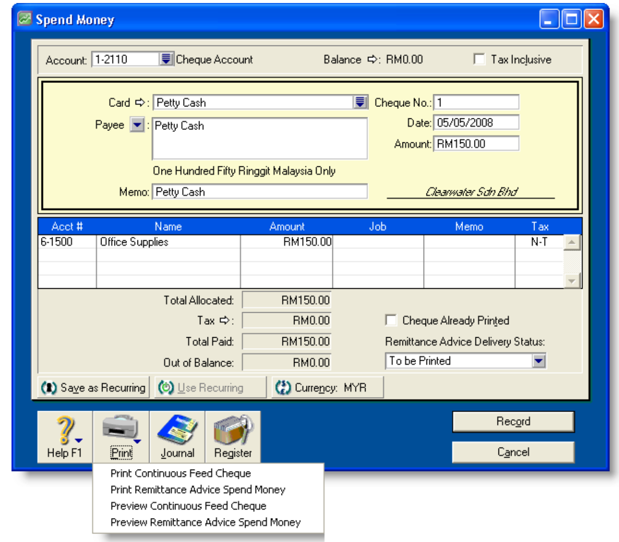
For more information on printing and customising reports, see MYOB Help.

Preview forms before printing

You can now preview the forms you print when you record sales and purchases. This also applies to the cheque and remittance advice forms you print when you spend money or pay suppliers.

The Print Preview feature enables you to check the details of your forms before printing. Previously, you could only view forms with sample data.

To preview your printed form, click **Print** and select a preview option as shown below.



The following table lists the forms you can preview.

Window	Form
Sales (all layouts except Miscellaneous)	• Quote • Order • Invoice.
Purchases (all layouts except Miscellaneous)	• Quote • Order • Purchase.
Spend Money	• Cheque • Remittance Advice.
Pay Suppliers	• Cheque • Remittance Advice.

Include debits, discounts and other data on remittance advices

You can now add debits, discounts and other data to your remittance advice forms to help your suppliers to process supplier debits and refunds.

You can add the following fields:

Field	Description
Invoice Debit Memos	Displays the total of any debit memos previously posted against the supplier bill.
Invoice Discounts	Displays any amounts that have been taken as discounts against the supplier bill. Note that the Invoice Discounts field was previously called YTD Discounts.
Invoice Payments	Displays any amounts that have been paid previously against the supplier bill. Note that the Invoice Payments field was previously called YTD Debits.
Invoice Total Amount	Displays the original value of the supplier bill.
Invoice Total Debits	Displays the value of any previous payments or debit memos posted against the supplier bill.

For information on how to add fields to your forms, see MYOB Help.

Save more filter settings for customised reports

When you create or use a customised report, your Advanced Filters settings and Finishing settings, in addition to the Report Fields settings are now saved. Note that you will need to re-enter the report date range the next time you print the report.

Other new features and changes

- MYOB Help has been updated with a new look and new features.
- You can now set a lock period date.
- You can now prevent users from undoing bank reconciliations
- An audit trail entry is created when you edit a Receive Items transaction.
- Additional record types have been added to the import and export data features.

For full details about these features, see your user guide or MYOB Help.

New look and new features for MYOB Help

MYOB Help is now improved with a new look and new features. To find help topics:

- click a topic heading in the table of contents on the left of the help window. A list of topics grouped under this heading appears.
- click **Index** at the top of the right side window. An index of Help contents appears.
- type a term in the search field and click **Search**. A list of topics that match your search criteria appears. Click on a heading to open the topic.

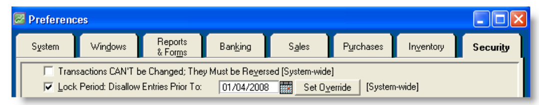
Note that procedures are initially hidden when you view an overview topic. To show the procedure, click the procedure heading.

Set a lock period date

Previously, you could only lock transactions that were posted before a particular month. You can now set a date prior to which transactions will be locked.

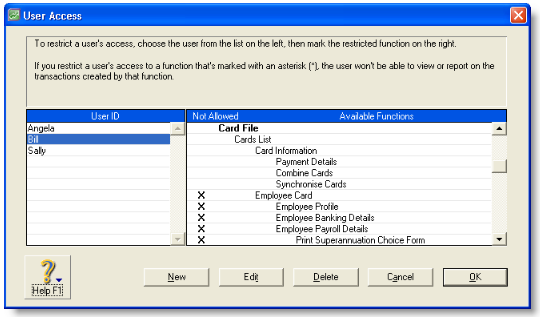
You can also set a lock period in the next financial year. You might do this, for example, to facilitate your company's end-of-year accounting. Previously, you could only set a date within the current financial year.

You can set a lock period date in the **Security** tab of in the **Preferences** window (go to the **Setup** menu, choose **Preferences** and, in the **Preferences** window that appears, click the **Security** tab).



User access restrictions

You can now restrict user access to the Undo Last Reconciliation function.



Create an audit trail entry when editing a Receive Items transaction

If you have selected the **Transactions CAN'T be Changed; They Must be Reversed** option in the **Security** tab of the **Preferences** window, and you edit a **Receive Items** transaction, the following will occur:

- an audit trail entry is created with details on the changes you have made
- the original transaction is reversed and locked
- a new transaction is recorded that includes the changes you have made.

If you have not selected the **Transactions CAN'T be Changed; They Must be Reversed** option, an audit trail entry will not be recorded when you edit a **Receive Items** transaction and a reversal transaction will not be recorded.

Import and export enhancements

Additional record types are now available for you to select when importing and exporting data. You can import and export:

- custom lists
- contact logs.

For more information on importing and exporting data, see MYOB Help.

4 Support and training options

MYOB offers a range of support services to assist you in making the most of your software. This section contains information on the various support options that are available.

What MYOB Technical Support covers

Our Technical Support staff can offer assistance with installing, using and troubleshooting your MYOB software.

Please note that this support covers only the usage, commands and functions of the software. Support cannot be given for problems arising from hardware or operating system faults, incompatible hardware or software or network faults or misconfigurations. Contact your reseller, consultant or a professional advisor about these kinds of problems.

Getting ready to call

Assistance is only available to registered customers of MYOB Asia Sdn. Bhd. and MYOB Singapore Pte. Ltd.

1. Note down what you did and what happened when the problem occurred. Record the wording of any message that appeared. Make copies of any company files involved, then try to reproduce the problem.
2. Gather the following information about your computer and your MYOB software:
   - the computer type, model and processor
   - the version of the operating system (To find out, right-click the **My Computer** icon and choose **Properties**; the **General** tab of the **System Properties** window displays the version.)
   - the version of your MYOB software (To find out, start your MYOB software, go to the **Help** menu and choose **About MYOB *productName*.**)
   - the serial number of your MYOB software.
3. Ensure your MYOB software is running and you are ready to follow any instructions and advice from the representative.

Upgrade Support

If you have upgraded from an earlier version or another MYOB product, you are entitled to 30 days of Upgrade Support from when you register your upgrade.

You can telephone, fax or email us for help for 30 days from the date you register.

For Upgrade Support, please call the corresponding phone number for your area, Monday to Friday, between 9.00 a.m. to 5.30 p.m.

- Malaysia: 1300 88 6962
- Singapore: (65) 6505 6584

Priority telephone support is available for a small investment—see 'MYOB Business Support' on page 24.

MYOB Business Support

MYOB Business Support is the year-round software maintenance support plan that keeps your software running smoothly and efficiently. Benefits of subscribing to MYOB Business Support include:

- **Priority technical support assistance via phone, fax and email**—Subscribers are entitled to technical support assistance anytime from 9.00 a.m. to 5.30 p.m., Monday to Friday (except on public holidays)
- **Product upgrades**—Subscribers are entitled to upgrades without charge if such upgrades become available during the term of subscription
- **Technical support notes on the website**—Access to MYOB's extensive online technical support notes 24 hours a day, 7 days a week
- **Discounts on training programmes**—Subscribers are entitled to a discount on MYOB training courses.

For more information, please call:

- Malaysia: 1 300 88 0883
- Singapore: (65) 6505 6582

MYOB Training

- Enhance your MYOB software and business skills by attending our MYOB EduServices training courses and workshops. MYOB training courses will help familiarise you with the specific features and tools in MYOB software to handle your day-to-day transactions. MYOB workshops are designed for you, the business owner, to manage your business better.
- Courses vary in length from half a day to a full day and focus on giving you the instruction, hands-on experience and confidence to manage your accounts with MYOB software. MYOB Training courses are available in Malaysia (Kuala Lumpur, Ipoh, Penang, Melaka, Johor Bahru, Kuantan, Kota Kinabalu and Kuching), and Singapore.
- For more information, please call:
  - Malaysia: 1 300 88 0883
  - Singapore: (65) 6505 6582

  Alternatively, email:
  - Malaysia: training.my@myob.com
  - Singapore: training.sg@myob.com

5 Assistance from MYOB Professional Partners

We realise that your purchase of MYOB software was based on a careful decision to maintain a dependable record of your company's accounting. After making such a decision, you will also want to ensure your company's accounting information is set up, recorded and maintained properly in your MYOB software.

If you are looking for local, personalised assistance and advice beyond the scope of the MYOB software Help Library or from MYOB's support services, you should consider beginning a partnership with an MYOB Professional Partner in your area.

Here are some answers to frequently asked questions about members of the MYOB Professional Partners Panel.

What is the MYOB Professional Partners Panel?

The MYOB Professional Partners Panel is a group of experts and consultants that can help you implement and use MYOB software quickly and easily.

All our users are proficient in running their own businesses, but many lack the time or accounting and computer acumen to automate their manual accounts.

An MYOB Professional Partner can help tailor our products to suit the specific requirements of your business. This demand was the catalyst behind the formation of the MYOB Professional Partners Panel.

MYOB provides a continual flow of information, resources and knowledge to MYOB Professional Partners to ensure that they are kept up to date with the latest product developments, techniques and tips.

What services do MYOB Professional Partners offer?

MYOB Professional Partners offer a broader range of services which includes:

- on-site services
- demonstrations
- installation services
- analysing the accounting needs of your business
- customising the software to suit your business
- bookkeeping services.

The range of services will differ for each MYOB Professional Partner depending on their qualifications and business focus. MYOB Professional Partners recommend that, in addition to using their services, you should purchase MYOB Business Support to have answers to operational questions only a phone call away.

How do I locate an MYOB Professional Partner in my area?

In most areas throughout the region, you will be able to find an MYOB Professional Partner who can assist you. There are a number of ways you can find a local MYOB Professional Partner:

- Visit MYOB websites:
  - myob.com.my for Malaysia
  - myob.com.sg for Singapore.
- Call MYOB Technical Support and ask for a list of MYOB Professional Partners in your area.

How can I find an MYOB Professional Partner who's right for me and my business?

When choosing a consultant to work with you, it is important that you feel comfortable with them and feel that they are the right choice for your business.

The following suggestions could help:

- Read the consultant's business description.
- Speak to the consultant.
- Clearly describe your business and what sort of help you are looking for.
- Ask them relevant questions about what they can offer you.

MYOB Professional Partners have different levels of experience and qualifications, and they offer a varying range of services at different prices, so make sure you identify what is important to you.

Tips for working with an MYOB Professional Partner

With some preparation, entering a partnership with an MYOB Professional Partner can be an efficient and rewarding experience for your company.

Some suggestions for working with an MYOB Professional Partner are detailed below.

- Provide the Professional Partner with a detailed description of your business, including the products and services you buy and sell, computer equipment you currently use, number of employees you have and your general expectations of a computerised accounting system such as MYOB software. Include any other relevant information about your business activities.
- Create an outline of your expectations. What do you expect an MYOB Professional Partner can achieve working with you and your business?
- Prepare a list of questions for the MYOB Professional Partner.
- Consider discussing the MYOB Professional Partner's role with your accountant.
- Take detailed notes during the meeting, listing any issues you or the Professional Partner need to address.
- If possible, outline an agenda for the next meeting.

6 Registration

If you are installing your MYOB software for the first time, you need to register your software.

Registering your software

You need to register your software so that you can:

- activate company files
- receive Installation Support
- receive software updates which may become available.

NOTE: Registration required for activation MYOB software allows you to enter data into a new company file for a trial period of 30 days. After 30 days, the company file will become read-only. You will be able to view transactions, print reports and export data, but not enter transactions. After you activate the company file, you will be able to enter transactions—but you need to be *registered* before you can activate files.

Information required for registration

You need to gather the following information before registering:

- serial number from your installation CD
- part number from your installation CD
- product version number
- date of purchase
- contact name
- organisation or company name or trading name
- telephone numbers
- email address
- postal address (including PO boxes) where mail is normally delivered—if applicable
- business type, for example, service, manufacturing, wholesale, retail, etc.
- operating system—Windows Vista, Windows 2000, or Windows XP.

Registration forms

- If you live in Malaysia, complete the form *MYOB Registration—Malaysia*.
- If you live in Singapore, complete the form *MYOB Registration—Singapore*.

To register by telephone

Contact your nearest MYOB representative. Please quote your MYOB accounting software serial number:

Country	Phone number	Available times
Malaysia	1 300 88 0883	Monday to Friday—9.00 a.m. to 5.30 p.m.
Singapore	(65) 6505 6582	Monday to Friday—9.00 a.m. to 5.30 p.m.

To register by fax

Fax the completed registration card to your nearest MYOB representative. We will fax and mail you confirmation of your registration.

- Malaysia: (603) 8991 0177
- Singapore: (65) 6505 6577

To register by mail

Fill in and mail the registration card to your nearest MYOB representative:

- **Malaysia—MYOB Asia Sdn. Bhd.**

  Lot L5-i-1, Enterprise 4, Technology Park Malaysia, Bukit Jalil,

  57000 Kuala Lumpur, Malaysia
- **Singapore—MYOB Singapore Pte. Ltd.**

  305, Alexandra Road #05-07, Vantage Automotive Centre, Singapore 159942

To register by email

Email all details on the registration card.

- Malaysia: registration.my@myob.com
- Singapore: registration.sg@myob.com

After we have received your registration details, we will email you the confirmation of your registration.

To register online

Please complete the online registration form and we will email, or fax the confirmation of registration to you.

- Malaysia: myob.com.my
- Singapore: myob.com.sg

MYOB Registration - Malaysia

When you register your software, you will receive 1 month technical support of MYOB Introductory Support. To gain ongoing priority support, you can purchase MYOB Business Support. **All sections must be fully completed before MYOB can process your registration.**

Please print all information clearly. Thank you!

Date of purchase

Company/Organisation name
(Please show the main name to register your software)

Trading as (If different than the above registration name)

Contact name

Address - (No PO boxes please)

State Postcode

Phone (Please include area code)

Fax

Email

Organisation from whom you purchased MYOB software.

Authorised signature and company stamp

• **Important** • **Operating System** - Tick the operating system you use (Tick one only):

☐ Windows 2000 ☐ Windows XP ☐ Windows Vista

Processor and speed (i.e. Pentium 4 @ 800MHz): ____________________

Printer:

☐ Laser/Inkjet (Plain paper) ☐ Dot - matrix (Continuous) ☐ None

Business type. Please tick one:

☐ Finance / Real Estate ☐ Education ☐ Government ☐ Manufacturing
☐ Trading ☐ Services ☐ Wholesale / Retail ☐ Transportation
☐ Construction / Storage ☐ Other (please specify) ____________________

No of employees: ____________________

How did you learn of MYOB products?

☐ Product review ☐ Reseller ☐ Consultant ☐ Friend
☐ Exhibition ☐ Colleague ☐ Accountant ☐ MYOB User
☐ Advertisement ☐ Other. Please specify ____________________

Serial number:

DO NOT REMOVE

MYOB Accounting

DO NOT REMOVE

MYOB Premier: Single User

DO NOT REMOVE

MYOB Premier: Multi User

DO NOT REMOVE

MYOB Premier Plus: Single User

DO NOT REMOVE

MYOB Premier Plus: Multi User

Detach and complete this form and fax to (603) 8991 0177, or fold, seal, attach postage & post.

MYOB
Mind Your Own Business.

MYOB Registration Form

STAMP

MYOB Asia Sdn. Bhd.
Lot L5-i-1, Enterprise 4,
Technology Park Malaysia, Bukit Jalil,
57000 Kuala Lumpur,
Malaysia.

Fold here

Fold here

IMPORTANT

Complete this registration and send it to us today.

Accounting software for any kind of business.

Seal along edges

MYOB Registration - Singapore

When you register your software, you will receive 1 month technical support of MYOB Introductory Support. To gain ongoing priority support, you can purchase MYOB Business Support. **All sections must be fully completed before MYOB can process your registration.**

Please print all information clearly. Thank you!

Date of purchase

Company/Organisation name
(Please show the main name to register your software)

Trading as (If different than the above registration name)

Contact name

Address - (No PO boxes please)

State Postcode

Phone (Please include area code)

Fax

Email

Organisation from whom you purchased MYOB software.

Authorised signature and company stamp

• **Important • Operating System** - Tick the operating system you use (Tick one only):

☐ Windows 2000 ☐ Windows XP ☐ Windows Vista

Processor and speed (i.e. Pentium 4 @ 800MHz): ____________________

Printer:

☐ Laser/Inkjet (Plain paper) ☐ Dot - matrix (Continuous) ☐ None

Business type. Please tick one:

☐ Finance / Real Estate ☐ Education ☐ Government ☐ Manufacturing
☐ Trading ☐ Services ☐ Wholesale / Retail ☐ Transportation
☐ Construction / Storage ☐ Other (please specify) ____________________

No of employees: ____________________

How did you learn of MYOB products?

☐ Product review ☐ Reseller ☐ Consultant ☐ Friend
☐ Exhibition ☐ Colleague ☐ Accountant ☐ MYOB User
☐ Advertisement ☐ Other. Please specify ____________________

Serial number:

DO NOT REMOVE

MYOB Accounting

DO NOT REMOVE

MYOB Premier: Single User

DO NOT REMOVE

MYOB Premier: Multi User

DO NOT REMOVE

MYOB Premier Plus: Single User

DO NOT REMOVE

MYOB Premier Plus: Multi User

Detach and complete this form and fax to (65) 6505 6577, or fold, seal, attach postage & post.

Mind Your Own Business.

MYOB Registration Form

STAMP

MYOB Singapore Pte. Ltd.

305, Alexandra Road #05-07,
Vantage Automotive Centre,
Singapore 159942

Fold here

Fold here

IMPORTANT

Complete this registration and send it to us today.

Accounting software for any kind of business.

Seal along edges

MYOB Contact Information

For more information, please contact your nearest MYOB representative.

MALAYSIA

MYOB Asia Sdn. Bhd. (Company No. 510950H)
Lot L5-i-1, Enterprise 4, Technology Park Malaysia, Bukit Jalil, 57000 Kuala Lumpur, Malaysia.
Phone: 1 300 88 0883
Fax: (603) 8991 0177
Email: cs.my@myob.com
Website: www.myob.com.my

SINGAPORE

MYOB Singapore Pte. Ltd. (Co. Reg. 200104210H)
305, Alexandra Road #05-07, Vantage Automotive Centre, Singapore 159942
Phone: (65) 6505 6582
Fax: (65) 6505 6577
Email: cs.sg@myob.com
Website: www.myob.com.sg

MYOB®

Mind Your Own Business.

Accounting software for any kind of business.

NOTE

Mind Your Own Business.
Accounting software for any kind of business.