



## MYOB Support Notes Catalogue

No	ID #	Category	Subject	Descriptions	Pages
1	0010	General	Program Specifications	Recommended System Requirements to install and run MYOB	2
2	0015	Getting Started	MYOB Set up Tips	A step-by-step guide to setting up your data file for the first time.	5
3	0020	Getting Started	Initial Bank Rec MYOB	A step-by-step guide to entering your Unpresented cheques and uncleared deposits, and preparing your Bank account for use.	4
4	0045	Sales	Pre-conversion Deposit	How to enter customer deposits received prior to using MYOB.	4
5	0055	Sales	Default Credit Terms	Defines Default Credit Terms. Advises where to set them up and explains the fields available that determine Credit terms that can be assigned for customers.	3
6	0070	End of period	Converting to MYOB Mid year	A guide to entering data and opening balances when starting a data file mid financial year.	3
7	0210	Banking	Statement of Cash Flows	The Statement of Cash Flow report shows how your cash position has changed over a period of time, the amount of cash earned from profit, where you received additional cash, and where your cash was spent.	5
8	0301	Banking	Setup ChqCrCrd Acc 2004	How to set up cheque accounts and credit card accounts so that you can write cheques or deposit money using the chequebook module	5
9	0305	Banking	Using Credit Cards	How to set up your data file to record Credit Card transactions.	3
10	0315	General	Exporting and Importing in MYOB	How to Export and Import; Chart of Accounts, Card files, Stock Items,Purchases and Sales.	7
11	0320	End of period	Entering 13th Period transactions	What the 13th period is and how to record transactions in it.	5
12	0330	General	Track Profit Centres	How to use Jobs to track individual profit centres. For example, Departments.	4
13	0331	Sales	Tracking Reimbursable Expense	How to setup your data file to automatically track and invoice expenses incurred on behalf of a customer.	4
14	0400	Banking	Bank Charges & Interest	How to enter Bank charges and Interest amounts into MYOB.	2
15	0405	Banking	Bounced Cheque	How to record dishonoured cheque	3
16	0410	Banking	Cash Flow worksheets	What a worksheet includes, excludes and how to clear and add items.	4
17	0416	Banking	Prepare a Bank Deposit slip	How to use the "Group with Undeposited funds" option and print the Bank Deposit Slip	5
18	0430	Banking	Stale Cheques	How to deal with a stale cheque if the cheque was written within the current financial year, or if it was written in the past financial year.	3
19	0440	Banking	Out of Balance Bank Rec	Troubleshooting tips for finding the cause of Out of Balance amounts in Bank Reconciliations.	7
20	0445	Banking	Reconciled Transactions	What you can and cannot do to reconciled transactions without your changes affecting the next Bank reconciliation. Also describes methods you may try if you have inadvertently made a mistake.	3
21	0508	Sales	Invoices Aging Incorrectly	Things to check if invoices are not aging correctly in MYOB.	4
22	0517	Sales	Factoring of Debtors	How to handle the situation where your debtors are purchased by another entity.	5
23	0525	General	Contra Entries	How to deal with situations were a vendor is also a customer, and you wish to reduce the value of your debt by the value of theirs.	5
24	0530	Sales	Receivables Reconciliation OOB	What the difference is between the Aged Receivables report and the Receivables Reconciliation report. Explains how the receivables reconciliation can become Out of Balance. How to find the offending transactions causing the imbalance. And when a reported out of balance amount is actually false.	8
25	0535	Sales	Bad Debts	How to write off the debt.	3
26	0540	Sales	Credit Notes	How to issue a credit note for a refund, stock return and Discounts.	5
27	0555	Sales	Handling Customer Overpayments	How to record the situation where a customer inadvertently pays you more than is outstanding.How to keep the money and apply it against a future sale, or issue a refund.	3
28	0556	Banking	Delete Finance Charge	How to locate and delete finance charge transactions	7
29	0557	Sales	Customer Credit Limit and Hold	How to use the New and Improved Customer Credit Limit functions in the 2005 releases.	4
30	0560	Inventory	Trade-ins	How to set up your Chart Of Accounts and Inventory to record Trade Ins. Also how to record a Trade In transaction.	6



## MYOB Support Notes Catalogue

No	ID #	Category	Subject	Descriptions	Pages
31	0565	Inventory	Value Adding	How to set up your Inventory to add value to Stock for expenses incurred in getting the item(s) to a saleable condition. e.g. a Used car that needs work on it prior to being sold.	5
32	0575	Sales	Transferring Credits	How to transfer a credit from one customer to another.	3
33	0665	Purchases	Payables Reconciliation OOB	What the difference is between the Aged Payables report and the Payables Reconciliation report. How the payables reconciliation can become Out of Balance. How to find the offending transactions causing the imbalance.	8
34	0675	Sales	Reversing Deposits	How to reverse a (Paid or Received) deposit on an invoice or purchase order.	5
35	0700	Purchases	Printing Item Nos on Orders	How to customise your purchase orders to print YOUR item numbers OR the VENDORS item numbers.	2
36	0710	Purchases	Purchases and Sales to Head office	How to handle the situation where purchases or sales are made to branches or stores and these are paid by head office	4
37	0900	Inventory	Inventory Adj Summary	What Inventory Adjustments are and how to use them.	4
38	0901	Inventory	Inventory Adj Detail	Which accounts are affected by inventory adjustments and how to check inventory adjustments.	4
39	0903	Inventory	Inventory less than zero	This support note explains what to do if you receive the message —This will result in your inventory item showing less than zero—.	6
40	0907	Inventory	Inventory Value Reconciliation Report	How to reconcile inventory using the Inventory Value Reconciliation Report.	8
41	0908	Inventory	How Reconcile Inventory Works	Explains the differences to balancing inventory in Premier v7/Accounting, Accounting Plus v13 to earlier versions of MYOB.	3
42	0909	Inventory	Inventory Autobuild	How to setup and use inventory autobuilds.	4
43	0910	Inventory	Periodic Inventory	What Periodic Inventory is. How to set up your inventory to use this method, and how to record end of period adjustments required for accurate reporting.	8
44	0911	Inventory	Items Register Report	Premier v7/Accounting, Accounting Plus v13 and later versions now have an additional feature of an Items Register. This support note gives an outline of this new feature.	4
45	0915	Inventory	Inventory Change Overs	How to record a changeover where an old part is handed over to a vendor in exchange for a new or reconditioned part and the old part is then reconditioned to sell.	5
46	0921	Sales	Consignee	How to handle inventory where you are the Consignee	4
47	0922	Sales	Consignor	How to handle inventory where you are the Consignor	5
48	0923	Sales	Paying Commission on Consignment Sales	How to record the payment of commission on a sale that has taken place on consignment.	4
49	0930	Inventory	I buy, I sell, I Inv	A guide to selecting the right combination of I BUY, I SELL, & I INVENTORY in your Items list. If the items are not set up correctly, it can cause possible future problems that are difficult to amend.	2
50	1000	End of period	End of Year Guide	Tasks involved in closing the Financial and Payroll Years.	7
51	1003	End of period	Rollover and purging	Explains which transactions get purged under what circumstances when rolling over to a new financial year.	8
52	1005	General Ledger	Change Last Month of FY	Changing the month end of the financial year. Good for people running Jan - Dec Fin Yr	3
53	1105	General Ledger	Distrib Trusts Profit	How to modify Chart of Accounts for distributions to beneficiaries. How to distribute the Income to the beneficiaries.	3
54	1110	General Ledger	Posting Depreciation	How to post end of year provisions for depreciation.	4
55	1130	General Ledger	Consol MYOB Reports	How to create a Balance Sheet or Profit & Loss report for a consolidated entity where there are multiple data files.	2
56	1300	General	Backup Principles	Why backups are so important and setting up a cycle of backups.	3
57	1305	General	Backup and Restore Win	How to backup and restore data files on a PC.	7
58	1309	General	Restoring a Repaired DF	Explains how to restore a data file repaired from the MYOB datafile repair team.	4
59	1315	General	Taking Files Home	How to transfer a data file from your office computer to your home computer.	4
60	1318	Error	Restore Errors æ Dynazip	Explains some errors that occur when restoring.	4
61	1320	Error	Error 20 of 39	Details what to do if the verification process detects this particular message.	2
62	1325	General	Date formats	How to change the date format in MYOB for PC.	1
63	1326	General	Display Settings for Windows	Recommended window display settings for viewing MYOB	2
64	1332	End of period	Company File Auditor and Audit Trail Tracking	Explains the use of the Company File Auditor detailing the information it provides the checks for data exceptions and reconciliations that it performs. Includes information on Audit Trail Tracking.	6



## MYOB Support Notes Catalogue

No	ID #	Category	Subject	Descriptions	Pages
65	1333	General	Recurring Transactions	Explains the various options related to recurring transactions.	5
66	1399	Error	Install Shield Errors	What to do if you receive an Installshield error message.	5
67	1400	Customisation	Copy Customised Forms - PC	How to copy individual customised forms on a PC.	4
68	1455	Customisation	Graphics in Forms	How to use graphics in your forms. i.e. invoices purchases orders etc.	2
69	1470	Customisation	Customising Forms	An introduction to customising invoices, cheques and other forms.	7
70	1480	Customisation	Installing QuickTime	If Logos are not appearing on forms. Details how to install QuickTime.	3
71	1485	Error	Email Troubleshooting	For those having difficulty using the email option within MYOB.	4
72	1486	General	Emailing Invoices	Steps through the use of the batch invoice e-mailing function of the 2005 releases	5
73	1487	General	Emailing Statements	Steps through the use of the batch statement e-mailing function of the 2005 releases	3
74	1490	General	Deleting Transactions	Explains how to delete or reverse Transactions.	4
75	1491	General Ledger	Deleting General Ledger Accounts	Explains how to delete General Ledger Accounts from Accounts List.	5
76	1492	General	Deleting Cards	Explains how to delete Cards	4
77	1515	General	MYOB Folders	What the folders installed with the program contain and the importance of backing up these folders.	5
78	1555	Getting Started	User ID and Password	Changes have been made to the setup of User ID and passwords in the 2004 releases of MYOB. This support note outlines the changes and setup information.	5
79	1635	Error	General Protection Faults	What a General protection fault is and broad troubleshooting tips.	4
80	1671	Error	Lock Files	Explains what the Lock File error means and what to do to overcome the error.	5
81	1675	Error	Not an MYOB datafile	Explains the four reasons why this message occurs.	8
82	1696	General	Confidentiality Guarantee		1
83	2100	Network	Setting up Premier on Win95/98	How to set up Premier on a Windows 95 or 98	4
84	2102	Network	Setting up TCP/IP	Tips on how to set up TCP/IP to run Premier 3, if you choose to use this transport protocol.	7
85	2103	Network	Setting up Premier W2K	Setting up Premier on Windows 2000/ME Network	5
86	2104	Network	Premier System Report	Form indicating Environment which Premier is running under	4
87	2105	Network	How to get the most out of your Premier network.	Contains Networking Guide content, hardware and software specifications and configuration information.	10
88	2107	Network	Premier Single User Locking	A list of administrative areas that can be accessed when there is only one person in Premier.	2
89	2108	General	Extensions from DAT to PRM	This support note will provide the outline in changing the file extension for MYOB data files.	2
90	2109	Network	Premier protocol	How to install a network adapter.	1
91	2112	Error	Errors in your MYOB Premier data file	A list of Premier Error Codes, their meaning and how to resolve them.	4
92	2121	Network	Setting up Premier on Wind XP	How to setup your Premier network on a Windows XP environment.	5
93	2122	Network	Adding Additional Workstations	Explains how to enter additional workstations to Premier.	2
94	2205	General	Time Billing Work in Progress	How to reflect the Work in Progress for services provided in the Financial Statements	4
95	2210	General	Time Billing Rounding	Overcoming the possible rounding issues on Time Billing Invoices	3
96	2215	General	Activities and Items on Invoices	How to invoice Items and Services on Time Billing Invoices.	2
97	2300	Mutli-currency	Exchange Rates	How to calculate exchange rates.	3
98	2301	Mutli-currency	Setting up and working with multicurrency	Steps through the setup and use of multicurrency feature.	8
99	2302	Mutli-currency	Unrealised Currency Gain/Loss	Explains the concept of unrealised gain and how it would be recorded in MYOB.	3
100	2310	Sales	Multiple Control Account	How to setup Multiple Control Accounts.	5
101	2320	Mutli-currency	T/fer from 1 currency A/C to another	Outlines steps to transfer funds from one foreign currency to another.	4
102	2330	Mutli-currency	Multi Currency Contra	Outlines Contra deal using Multicurrency.	6
<b>Total Pages</b>					<b>416</b>