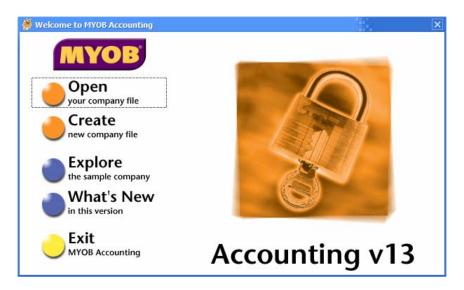
# How to "Mind Your Own Business" - With M.Y.O.B.

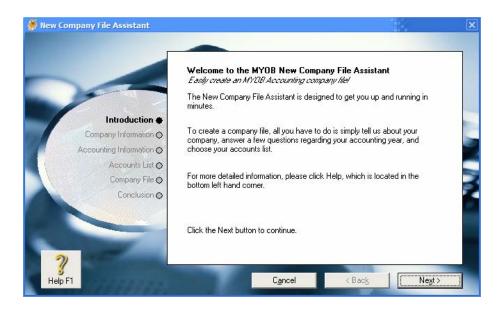
MYOB is an Australian made computer accounting application that is mainly intended for business use. Its wide use in Australian businesses means that it is useful to become familiar with its operation.



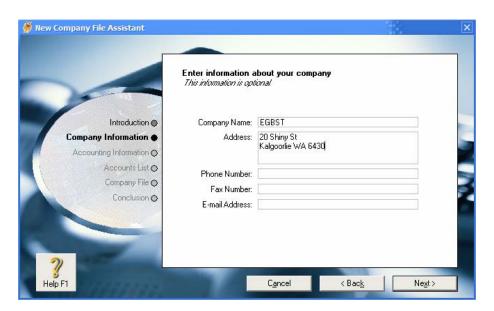
When you begin MYOB, a screen like the one above may appear. Click OK to continue to the start-up screen shown below.



If you are using MYOB for the first time you need to create a new data file to store the information about your business. Click the **Create** button to begin setting up a data file.



The new data file assistant assists you with the process of setting up a new data file. Click **Next** to continue.



The next few steps allow you to enter some general information about the business. This information is used for a variety of purposes, such as placing your business details at the top of printed invoices.

Enter the following details in this screen and click **Next** to continue.

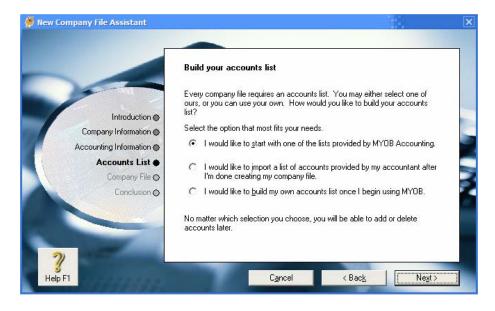
Company Name EGBST Address 20 Shiny St

Kalgoorlie WA 6430

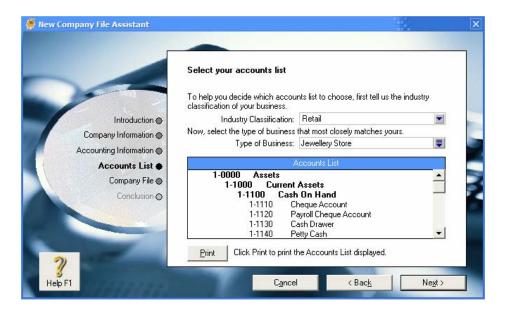
Make sure the current **financial year** is set to the current year (e.g. June 2005). Change the conversion month to **July** and click **Next** to continue. Leave the number of accounting periods as **twelve** and click **Next** to continue.



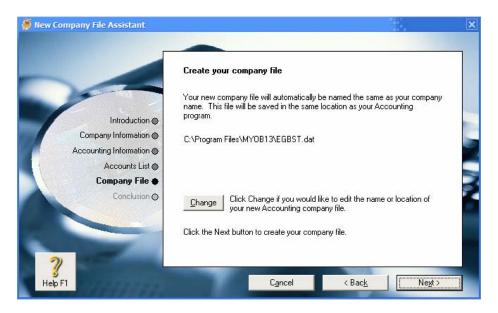
The next step allows you to check what has been entered. Check your entries and click **Next** to continue.



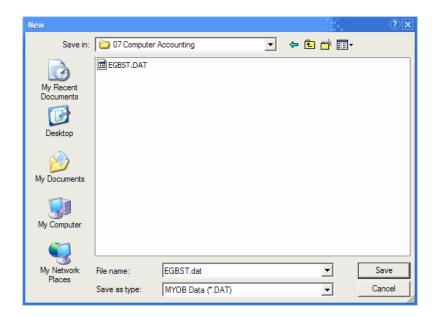
In this step you specify where your list of accounts will come from. If you choose the first option, you will be asked what type of business you have as shown in the following example. The type of business you choose will determine what kind of accounts will be created automatically for you. The second option allows you to import a list of accounts that have been prepared previously. The third option allows you to create your own list of accounts from scratch. Choose the first option and click **Next** to continue to the screen shown below.



You can now specify what type of business you have. This choice will determine what kind of accounts will be created for you to begin with. For instance, if you choose a farming business, your data file will have accounts that may not be relevant to other types of businesses. Select **Retail** and **Jewellery Store** as above and click **Next** to continue.

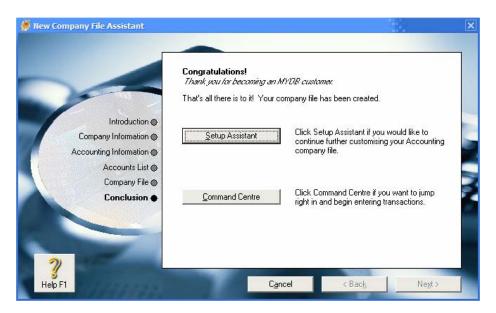


You will now need to specify where your data file will be stored and what the filename will be. Click the **Change** button to change the location your data file will be saved in.



Use the **Save In:** list to select the drive you are going to save your data file on (e.g. a folder on your H drive).

For the filename, enter EGBST and click **Save**. When you return to the main **File Assistant** window, click **Next** to continue. Your new data file will be created with the standard accounts for your specified business type included.



The final step in the assistant allows you to choose whether or not you want any additional help with setting up your data file. If you click, **Setup Assistant**, you will be taken to the screen shown below. If you don't do it now, you can do it later by going to the Setup menu and choosing **Easy Setup Assistant**. Click **Setup Assistant** now.



The **customize** section allows you to modify some of the general settings, such as whether or not MYOB will automatically create a backup copy of your data file when you work. Leave these options as they are for now.

The accounts section lets you specify what ledger accounts will be used for your business. The ledger accounts that are created to begin with will vary depending on what type of business you selected earlier. Click **Accounts**, read the introduction and then click **Next**, to proceed to the account listing.

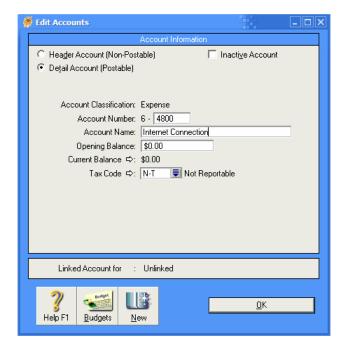


Notice that the accounts are all placed in categories and numbered accordingly. For example, all asset accounts have numbers beginning with 1 and all expense accounts have numbers beginning with 6. These account numbers are similar to the folio numbers used in paper based systems and can be used to identify the account a particular transaction was recorded in. From this screen you can add, modify or remove accounts to make the account listing suit your particular business.

Scroll down the list of accounts until you see **Diners Club** in the Liabilities Section. Click in this account and then click the **Delete** button. Repeat to delete the following accounts.

#### MasterCard Luxury Car Tax Payable Cooperative Adv Allowance

You can also add additional accounts. Click New and complete the new account details as shown below.



Click **OK** to add the new account when the details are completed. You will be returned to the accounts list.

Click **Next** to continue.

From here you can specify what the opening balance of each account should be from the time you begin using MYOB.

#### Enter the balances listed below for each account

| Cheque Account                                | \$32,650 |
|---|----------|
| Cash Drawer                                   | \$450    |
| Trade Debtors                                 | \$1,040  |
| Provision for Doubtful Debts                  | \$200    |
| Merchandise Inventory                         |          |
| Prepaid Insurance                             | \$640    |
| Bldgs & Improvements                          | \$32,254 |
| Furniture & Fixtures                          | \$6,200  |
| Furniture & Fixtures accumulated depreciation | \$2,300  |
| Office Equipment                              |          |
| Office Equipment accumulated depreciation     |          |
| Workshop Equipment                            |          |
| Workshop Equipment accumulated depreciation   |          |
| Bankcard                                      |          |
| Visa  | \$7,430  |
| Trade Creditors                               | \$1,200  |
| Bank Loans                                    | \$17,200 |
| Owner Capital                                 | \$25,079 |
| Owner Drawings                                |          |
|   |          |

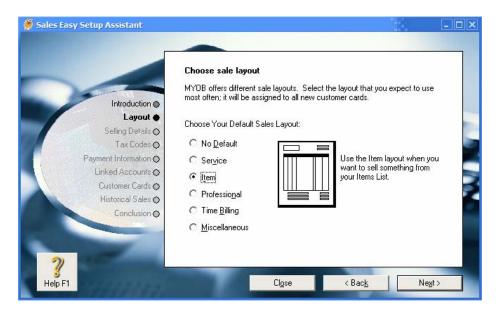
When we have entered the opening balances for all of the above <u>Asset</u>, <u>Liability</u> and <u>Owners Equity</u> accounts, the amount left to be allocated should equal 0 (because of the accounting equation of course!).

When each of the account balances are entered, click Next and then click Close to return to the Setup Assistant.

Click on the Sales button to open the Sales Setup Assistant.



This assistant can be used to set up information about Sales for your business, such as what your invoices will look like and who some of your customers are. Read the introduction in the Sales Setup Assistant and click on **Next**.



Select Item for the sales layout and click Next.

Leave the **Selling Details** unchanged and click **Next**.

Leave the **Tax Codes** as they are and click **Next**.

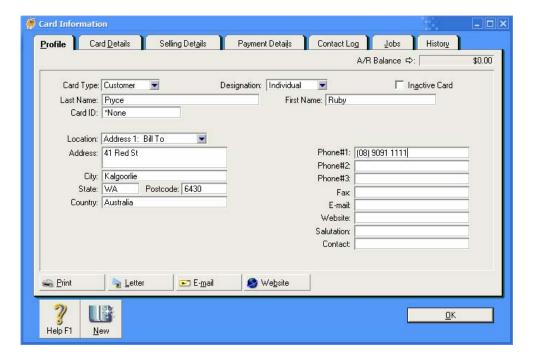
Leave the **Payment Information** options as they are and click **Next**.

Leave the **Linked Accounts** options as they are and click **Next**.

The next step allows you to enter information about some customers. This can be useful when you have frequent sales for the same customers and don't want to re-enter their details repeatedly on documents such as invoices.



Click **New** to enter a customer record. One of the first steps is to choose whether the customer record is for a company or an individual. Change **Designation** to **Individual** and then enter the details shown below.



Click **OK** when the details are entered.

Repeat to enter the customers shown below.

| Company    | Wacky Weddings | 4 Wacky St<br>Kalgoorlie WA 6430      | (08) 9091 2222 |
|------------|----------------|---------------------------------------|----------------|
| Individual | O. P. Tin      | 86 Miner St<br>Kalgoorlie WA 6430     | (08) 9091 3333 |
| Individual | F Baggins      | 1 Bagshot Row<br>Hobbiton WA 6999     |                |
| Company    | Web Rings      | 46 Worldwide St<br>Kalgoorlie WA 6430 | (08) 9091 4444 |

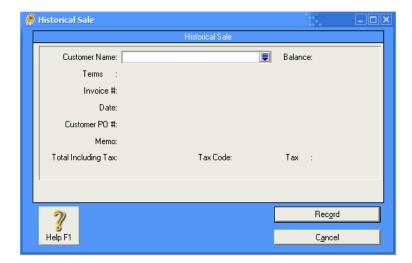


When the customers have been entered, click **Next** to continue.

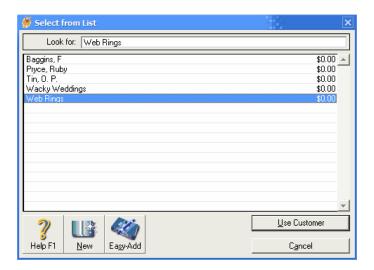
Our Accounts Receivable (Debtors) account has an opening balance of \$1040. In the Historical Sales section, we can enter details of the sales which that balance comes from.



Click on the Add Sale button.

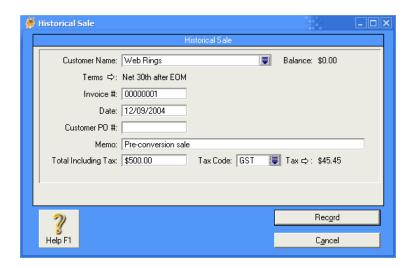


Click on the arrow next to **Customer Name**. The list of customers you entered earlier will appear (if the customer you are entering a sale record for is not in this list, you can add new ones from here). If you want to skip bringing up this list, you can enter the first couple of letters of a customer's name and their name will appear in the **Customer** field.



Select **Web Rings** and then click **Use Customer** (you can also double-click the name of the customer).

Enter the details shown on the following page (remember to set the **Tax Code** to **GST**)

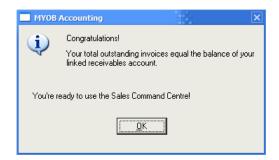


Click **Record** to record the sale. The sales record we have entered makes up \$500 of the \$1040 **Accounts Receivable** balance. The remaining \$540 is shown as an Out of Balance amount.

Enter the following additional sales (change the dates to last month).

O. P. Tin 14/09/2004 \$120 Ruby Pryce 15/09/2004 \$175 Web Rings 16/09/2004 \$245

After the last one has been entered, and there is no more out of balance amount to be allocated, a message like the one below will appear.



Click **OK** to close the message and click on **Next** and then **Close** to complete the **Sales Setup Assistant**.

The purchases setup assistant works in a similar way to the Sales setup assistant. Click **Purchases** to commence the assistant. Read the introduction and click **Next** to move to the second step. Choose Item for the invoice type and click **Next**. Click **Next** several times until you reach step 7 (Supplier List). Suppliers are added in the same way that you add customers. Add the following Suppliers to your list.

Company Broadarrow Mining 53 Downtown St (08) 9091 6666

International Broadarrow WA 6430

Company Tiny Tools Pty Ltd 1 Small St (08) 9091 7777

Kalgoorlie WA 6430

Click **Next** and enter the following past transaction details (change the dates to last month).

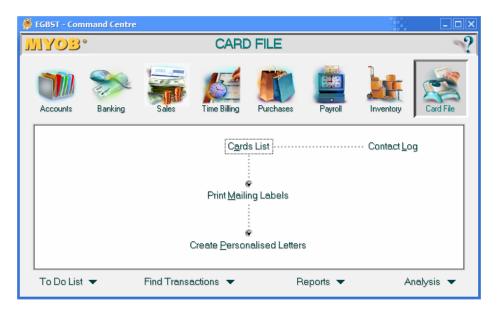
Broadarrow Mining International 6/09/04 \$840 Tiny Tools Pty Ltd 12/09/04 \$360

Once again you will be congratulated on your incredible accounting skills. Click **OK**, then **Next** and **Close** to close the assistant. Click **Close** to close the assistant options and go to your main MYOB window.



# **Entering Sales Transactions**

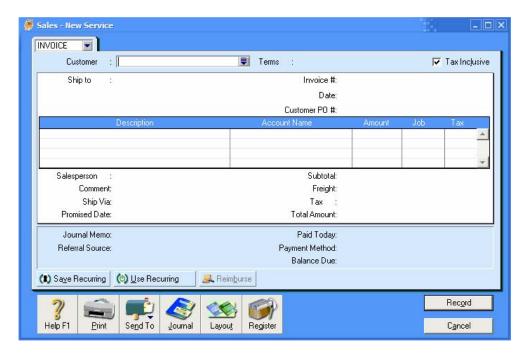
To enter transactions in to your accounts, make sure your data file is open in MYOB and that the Command Centre appears as below.



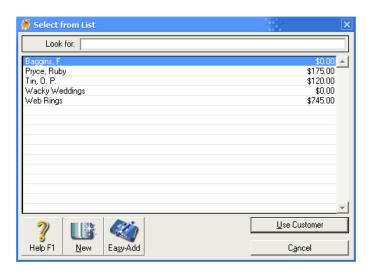


Click the **Sales** button along the top to go to the sales section of the command centre.

Click on **Enter Sales** to open a new blank sales record.



Click the arrow next to **Customer** to display the Customer list.

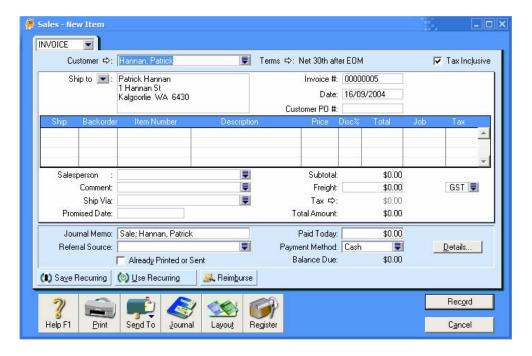




For this sales record we will enter a new customer. Click the **New** button to add a new customer and enter the following details.

Individual Patrick Hannan 1 Hannan St (08) 9091 9999 Kalgoorlie WA 6430

When the new customer details have been added, click **OK** to return to the Customer List window. Make sure the new customer is selected and click **Use Customer** to return to the **Sales** window, which should look like the one below.

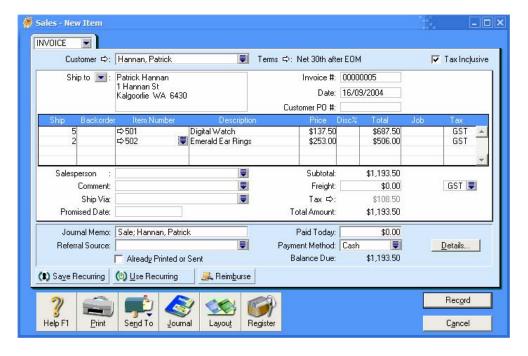


In the ship column enter 5 and press **tab** on the keyboard twice to move to the **Item #** column. Press **tab** again and the Item list will appear. We haven't yet entered any items in to the list of items for sale so we will enter some now. Click the **New** button. Complete the Item information box with the following first item listed below. When that is done, repeat to enter details for the second item (The Price is under the Selling Details tab as shown).



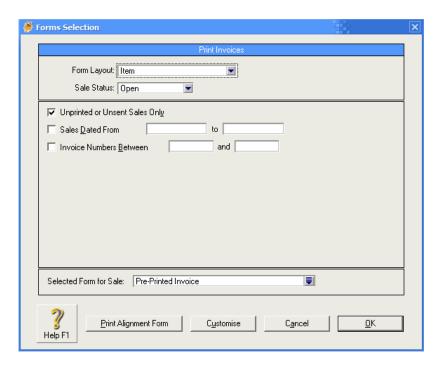
| Item # | Name              | Sell/Buy         | <b>Income Account</b> | Price |
|--------|-------------------|------------------|-----------------------|-------|
| 501    | Digital Watch     | I Sell This Item | Jewellery Sales       | \$125 |
| 502    | Emerald Ear Rings | I Sell This Item | Jewellery Sales       | \$230 |

When these are entered, you should be returned to the Sales Item screen shown above. In the Item # column enter 501 and press tab. The other item details will be entered for you. In the next line, enter 2 for the ship amount and 502 for the item number. Click **Record** to complete the entry of this transaction. When the transaction has been recorded, a new blank transaction will appear. Click **Cancel** to close the new item window.

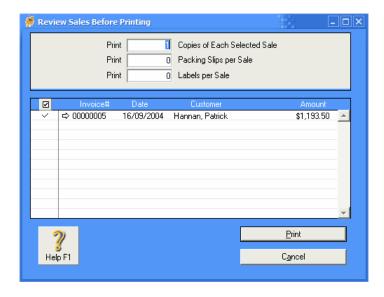


# **Printing Invoices**

Make sure you are still in the Sales section of the Command Centre. Click Print Invoices. Change Form Layout to Item and make sure Unprinted or Unsent Sales Only is selected.



Click **OK** to go to the Review Invoices Screen.

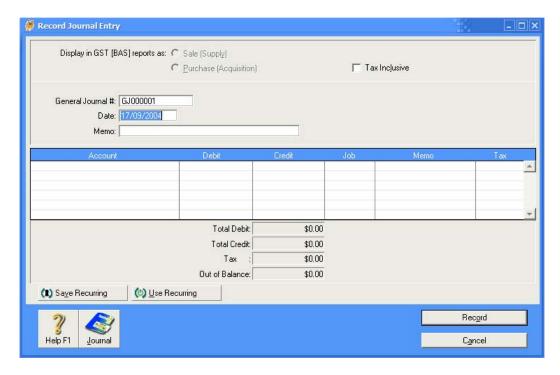


Make sure there is a tick next to the transaction you entered earlier. When you click the **Print** button, you will be able to select your printer before printing an invoice. Click **Cancel** if you don't want to print right now.

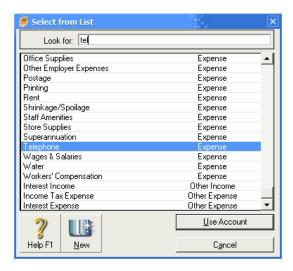
### **Adding Transactions in the Journal**

The journal section of MYBO can be used to make journal entries like the ones seen in a general journal. From the Command Centre screen, click the **Account** button. To add a new transaction to an account, click **Record Journal Entry**.





Click in the Account column and then click on the arrow icon that appears. This will open the accounts list (You can also type the first few letters of the account you want to use). The accounts are in order of account type with expenses near the bottom of the list.



Scroll down until you can see the Telephone account and select it to return to the **Record Journal Entry** window.

Record Journal Entry Display in GST [BAS] reports as: C Sale (Supply) Purchase (Acquisition) Tax Inclusive General Journal #: GJ000001 Date: 17/09/2004 \$540.00 N-T N-T Cheque Account \$540.00 Total Debit: \$540.00 Total Credit: \$540.00 Tax ⇔: \$0.00 \$0.00 Out of Balance: (c) Use Recurring (1) Save Recurring Rec<u>o</u>rd

Complete the rest of the journal entry form so it looks like the example below.

Click Record to record the transaction and then enter the following additional journal transactions.

Postage - Debit \$54, Visa - Credit \$54

Journal

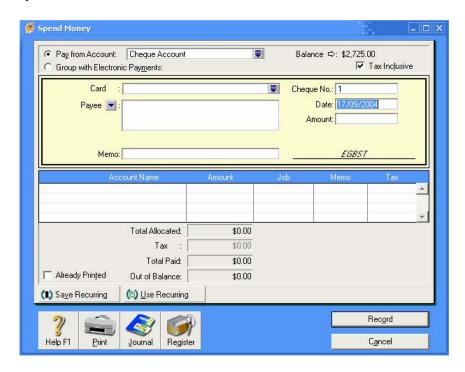
Help F1

Cancel

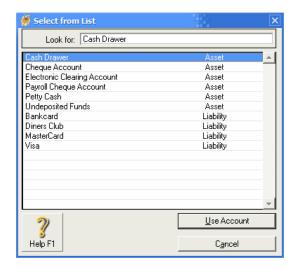
### **Adding Cash Transactions**

From the Command Centre screen, click the **Banking** button, then click on the **Spend Money** button.



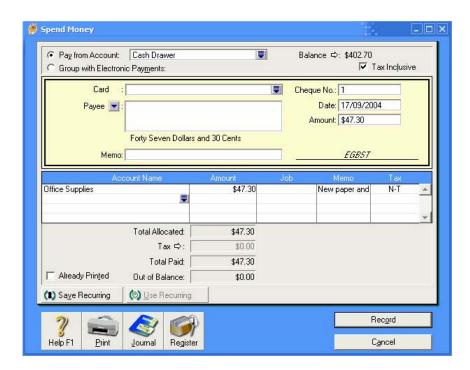


Make sure Pay from Account is selected and then click on the arrow icon next to Cheque Account to display the list of accounts you can pay from.



Choose **Cash Drawer** from the list of accounts and click **Use Account** to return to the **Spend Money** form. Enter \$47.30 for the amount in the top section.

In the account name column select **Office Supplies** with \$47.30 for the amount. For the memo enter *New paper and pens bought*. The form should look like the example on the following page.



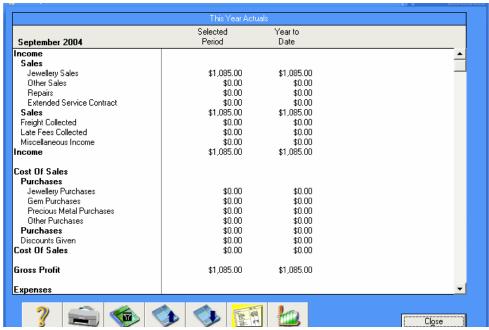
Click **Record** to record the transaction and click **Cancel** to return to the **Command Centre**.

## Printing a Profit & Loss Statement and Balance Sheet

To print a Profit & Loss statement from the Command Centre, click on the arrow next to Analysis and then click Profit and loss.

A preview of a Profit and Loss statement will appear, ready for printing.





Printing a Balance Sheet is similar to printing a Profit & Loss statement. From the **Command Centre**, click on the arrow next to **Analysis** and then click **Balance Sheet**. A Balance sheet preview will appear ready for printing, based on the accounts you have set up.

