

# PC SIMPLICITY!

## SIMPLE MYOB V14: Getting Started

*How to use a popular accounting software program.*

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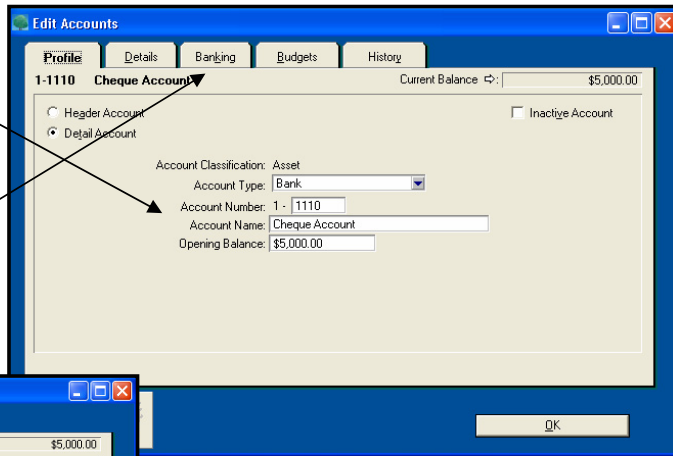
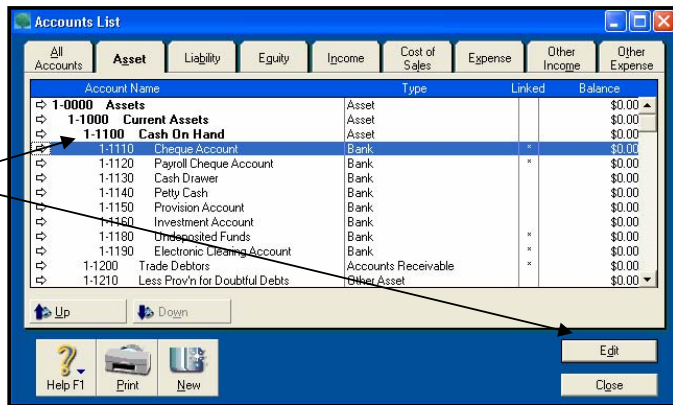
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**Step 4.** Edit the Cheque Account and apply \$5000.00 as the Opening Balance, enter the Bank Account details and set the Tax Code to N-T being Non Taxable.

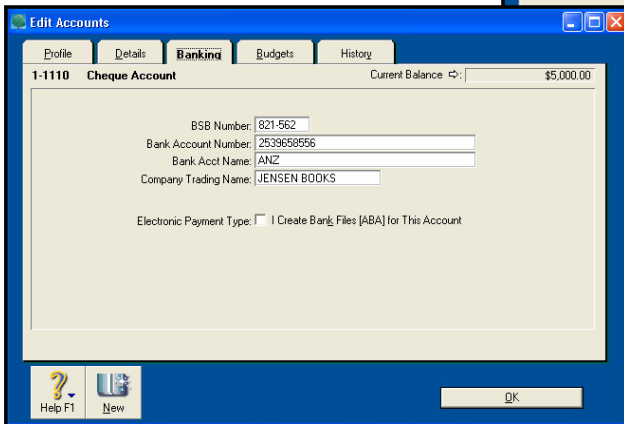
**EDITING ACCOUNT SETTINGS**

- a. Have the **Accounts List** window opened
- b. Click on the **Cheque Account** to select it (it will be highlighted)
- c. Click on the **Edit** button
- \* The **Edit Accounts** window appears and the **Account Name** is already entered as the **Cheque Account** was selected prior to clicking on the **Edit** button
- \* The **Profile** tag should be selected
- d. Click in the **Opening Balance** area and enter **5000**
- e. Press the **Tab** key so the **Current Balance** is entered automatically



**BANKING**

- f. Click on the **Banking** tag
- g. Enter the following details as shown in the diagram below



**DETAILS**

- h. Click on the **Details** tag
- i. Notice the **Tax Code** is set to **N-T**
- \* Now that all is complete
- j. Click on the **Ok** button
- \* You have returned to the **Accounts List** window

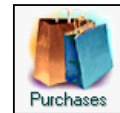
**Step 5.** Notice the Cheque Account balance is now \$5,000.00. Close the Accounts List window.

As we are starting with a new business we will need to purchase some office supplies and some books to sell. Each time you make a purchase or sale you must record the transaction correctly so MYOB can keep track of all details relating to that transaction.

There are several methods of recording a purchase transaction, for our first purchase we will use the Purchases - New Service form so we can get a firm understanding and practice at using this form. The information you enter into the Purchase form will automatically be displayed and calculated in a variety of Reports which we will explore later.

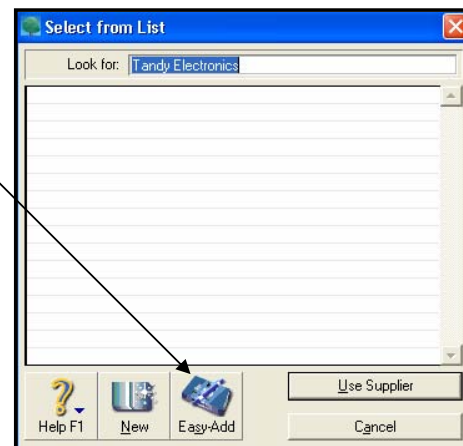
**Step 6.** Enter a purchase for a Hand Free Telephone supplied from Tandy Electronics, the cost is \$227.90 (GST inclusive). View the diagram on the next page.

**PURCHASES**



Enter Purchases

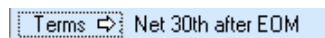
- a. Click on the **Purchases icon** located top of the Command Center window
- b. Click on the **Enter Purchases link**
  - \* The Purchases - New Service window will appear, you may need to move the window up if it is not clearly displayed (Click-drag the Title bar up)
  - \* This is a form you are simply filling out, as we have already purchased this product and paid for it we will enter it as a Bill and register it as paid afterwards
- c. Click on the **first scroll bar** on the form and click on the **Bill** option from the menu provided
  - \* Notice the cursor is now blinking in the Supplier area
- d. Type **Tandy Electronics** into the **Supplier area**
- e. Press the **Tab key** or **Enter key**
  - \* The Select From List window will appear (this list keeps a record of all Suppliers)
- f. Click on the **Easy Add icon** located at the bottom of the window (this will quickly create a Supplier Card without address details)
  - \* Automatically you return to the Purchases New Service window, the company address details are entered into the Ship to area
  - \* The Purchase Number and current Date is automatically entered



In this case we have not entered all the Tandy Electronic address details to the Card File as we will learn more about the Card File function later.

**Step 7.** Edit the Terms to COD as we will pay for it COD.

**TERMS**



- g. Click on the **Arrow** located right of the word **Terms**
  - \* The Credit Terms window opens
- h. Click on the **Payment is Due scroll bar** and click on the **COD** option
- i. Click on the **Ok** button
  - \* You have returned to the Purchases window and the Terms have been adjusted

