

# PC SIMPLICITY!

## SIMPLE MYOB V14: Advanced

*How to use a popular accounting software program.*

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**Step 3.** Print the Order form and study the Purchase Order. You will be prompted that the Record function will be preformed.

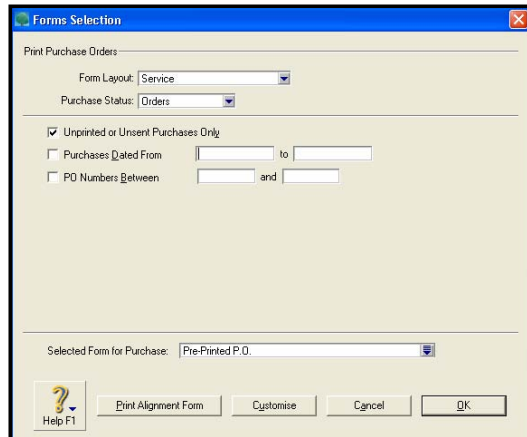
**Step 4.** Cancel the Purchases Entry window.

**Step 5.** View the selected form for Purchases.

**PRINT PURCHASE ORDERS**

a. Click on the **Print Purchase Orders** link  
\* The Forms Selection window appears

As you can see the Pre-Printed P.O. form is the selected form.



**Step 6.** Display the Pre-Printed P.O. form for the Item layout. (Click on the Form Layout scroll bar and click on Item, click on the Customise button)

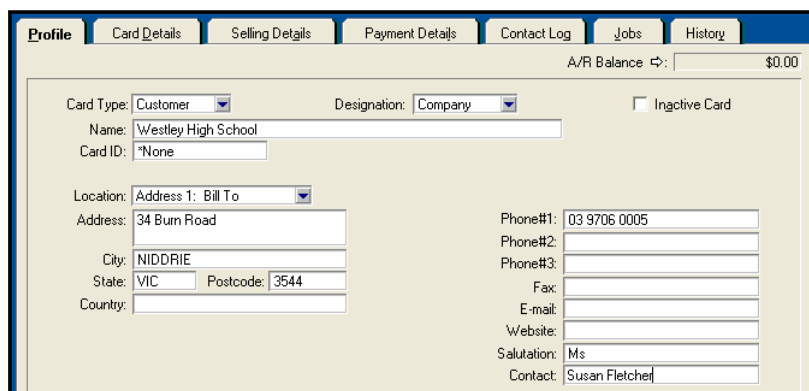
**Step 7.** Maximise the window then scroll down the page and study the form. Notice how similar it is to the Sales Item Invoice form we re-designed earlier. We will redesign our Purchase Order form later.

**Step 8.** Close the Customer Item Pre-Printed P.O. window. (Click on the Cancel button) Cancel the Form Selection window. (Click on the Cancel button)

We have received a verbal order for approximately 10 of each of the PC Simplicity Excel manuals for Westly High School, as this order is not confirmed until we receive an original order we can not invoice nor send the goods, however we will record the sale as an order so that we can hold the books for that customer and store the details should we need to chase up the order.

**Step 9.** Create the Sales Order displayed on the next page.

(Click on the Sales icon, click on the Enter Sales link, click on the first scroll bar and select Order from the menu provided. Enter Westly High School in the Customer area, press the Tab key, click on the New icon. Enter the following details to the Card as shown in the diagram.



Click on the Selling Details tag.

Enter the details shown in the diagram, click on the **Ok** button once you have checked that all the details are correct, press the **Tab** key to enter the details shown in the diagram below, Maximise the Window so you have more room to enter the product details, ensure to enter the date 05/08/2004)

**Westley High School** A/R Balance ⇄: \$0.00

Sale Layout: Item  
Printed Form: Main 1

Income Account: 4-1100 Book Sales  
Receipt Memo:  
Salesperson:  
Sale Comment:  
Shipping Method:  
Customer Billing Rate: \$0.00 Excluding Tax

Credit Limit: \$0.00  
Available Credit: \$0.00  
Currently Past Due: \$0.00  
A.B.N.:  
A.B.N. Branch:  
Tax ID Number:  
Tax Code: GST Goods & Services  
Freight Tax Code: GST Goods & Services  
 Use Customer's Tax Code

Customer Terms Information:  
Payment is Due: In a Given # of Days % Discount for Early Payment: 0%  
Discount Days: 0 % Monthly Charge for Late Payment: 0%  
Balance Due Days: 14 Volume Discount %: 0%

MYOB Accounting - [Sales - New Item]

File Edit Lists Command Centres Setup Reports Window Help

ORDER

Customer ⇄: Westley High School Terms ⇄: Net 14  Tax Inclusive

Ship to: Westley High School  
34 Burn Road  
NIDDRIE VIC 3544

Invoice #: 00000006  
Date: 5/08/2004  
Customer PO #: w226

Ship	Item Number	Description	Price	Disc%	Total	Job	Tax
	10 ⇄ 4-1	PC SIM EXCEL - COURSE 1	\$14.95		\$149.50	1	GST
	10 ⇄ 4-2	PC SIM - EXCEL COURSE 2	\$14.95		\$149.50	1	GST
	10 ⇄ 4-3	PC SIM - EXCEL COURSE 3	\$14.95		\$149.50	1	GST
	10 ⇄ 4-4	PC SIM - EXCEL COURSE 4	\$14.95		\$149.50	1	GST
	10 ⇄ 4-5	PC SIM - EXCEL COURSE 5	\$14.95		\$149.50	1	GST

Salesperson: Subtotal: \$747.50  
Comment: We appreciate your business. Freight: \$0.00 GST  
Ship Via: Best Way Tax ⇄: \$67.95  
Promised Date: 25/08/2004 Total Amount: \$747.50

Journal Memo: Sale; Westley High School Paid Today: \$0.00  
Referral Source: Payment Method: Cheque  
 Already Printed or Sent Balance Due: \$747.50

Save Recurring Use Recurring Reimburse

Remember to enter the Job number as we want to keep track of this product.

\* Check that you have included all details then click on the **Record** button

**Step 10.** Cancel the Sales Form.

The PC Simplicity books from Edu Books have arrived, there is a Freight Charge of \$45.00 to be added.

**Step 11.** Display the Purchases Register, set the date to 31/08/2004 and click on the Orders tag. Select the Edu Books order and change it to a Bill. (Click on the Change to Bill button), enter the Freight amount of \$45.00 and press the Tab to recalculate. Record the Bill.