MYOB Basic Procedures

1 **To log in,**

1.1 Select MYOB icon, then Open Company File.

1.2 Current data is "Your file".

2 If you have not already registered your copy of MYOB, a screen asking if you wish to register now will come up, select **Enter Later**, unless you wish to do this immediately. You will have a limited number of access's available before being locked out unless it is registered.

3 **To enter a receipt or deposit**

3.1 Select **Command Centre** from the tool bar options, then **Banking** in the drop down boxes, then **Receive Money**

3.2 For a standard or regular entry, such as weekly offerings, create a Recurring Entry to use each time you enter that type of Transactions. Once you've done this the first time, and saved it, in future all you need to do is select **Use Recurring.** From the list of saved transactions that appears, (the list will be in alphabetical order,) select the appropriate entry. This will automatically enter the account number, the tax code, and the amount that was posted last time this entry was used. All of these can be amended or altered. The transaction ID code will usually need to be altered, and the date will default to the current date, unless you have already entered prior dated transactions that session, in which case it should default to the date used on the previous transaction.

3.3 For a non standard entry, enter the amount in the **Amount Received** field, a narration in the **Memo** field**,** then enter the **account** code. Each account code has a default tax code which will come up automatically, however these can be altered. When you enter the amount in the **amount received** field, this will also show in the **Out of Balance** box. Once you select an **account,** it will automatically enter the full amount against that line, correcting the out of balance amount to zero. If there is more than one account code to be entered for the deposit, alter the amount on the first line to the correct sum, and then enter a second **account code** on the next line. This should then balance out, however if there are three or more lines, just repeat the procedure.

3.4 The amount of the GST will be shown, where the appropriate tax code is selected, in the **Tax box** below the **amount allocated**. This can be altered to be less than 10% by clicking on the **small white arrow**. It will bring up a warning that altering this amount could effect the BAS link calculations, but does give you the option to alter the amount. (Note: I have not had a chance to see whether it does, or does not, affect the BAS calculations.)

4   To enter a payment.

4.1   For a cheque payment, or to pick up a direct debit from the bank statement, select **Command Centre** from the tool bar options, then **Banking** in the drop down boxes, then **Spend Money**

4.2   For a standard or regular entry, such as weekly offerings, select **Use Recurring**. (You will need to create these yourself as for deposits.) From the list that appears, which is in alphabetical order, select the appropriate entry. This will work exactly the same way as recurring deposits in 3.2 above.

4.3   For a non standard entry, the cheque number will default to the next available number, but can be overridden. Enter the amount in the **Amount** field, a narration in the **Memo** field**,** then enter the **account** code. Each account code has a default tax code which will come up automatically, however these can be altered. When you entered the amount in the **amount** field, this will also have show in the **Out of Balance** box, but again, like the deposit function, once you select an **account,** it will have automatically entered the full amount against that line. If there is more than one account code to be entered for the payment, repeat the same procedure as for non standard receipts in 3.3.

5   Reports

All reports can be found under the **Reports** toolbar option.

5.1   Other than the Trial Balance and reports listed below in the BAS Statement section, other useful reports to run each month or quarter are the cash reports. These can be found under the **Reports** toolbar option, and **Index to Reports**, select **Accounts**. From this list, select either **Cash Disbursements or Cash Receipts**. On highlighting this report, select the **Customise** button, and ensure the **Dated From** and **To** selections are correct.

6   BAS Statement

6.1   Before running the quarterly or annual BAS statement report, I'd suggest Treasurers run some BAS and taxation related other reports. Under the **Reports** toolbar option, and **Index to Reports**, select **GST/Sales Tax**.   From this list, I'd recommend the most appropriate report is the **GST (Detail-Cash)** report**.** On highlighting this report, select the **Customise** button, and ensure the **Dated From** and **To** selections are correct.

6.2   As MYOB does not allow us to identify Input Taxed Receipts, these can be best identified by running a transaction listing for the period covered by the BAS return for input taxed accounts. (Note : this figure, input taxed receipts, is not required for the level of BAS return most, if not all, congregations will need to complete, so this is for information purposes only.)   Under the **Reports** toolbar option, and **Index to Reports**, select **Accounts**.   From this list, select **Account Transactions (Accrual).**

Although this is shown as an accrual report, if only cash transactions are entered in MYOB, it will be correct. Select the **Customise** button, and, if you do not want a transaction listing for every account, enter the applicable account number at the **Select** option. Ensure the **Dated From** and **To** selections are correct.

6.3   To print off the BAS statement, select **BASlink,** from the main screen, select the **month** of the return, and, if you have not previously set the system up, select **BAS Info**. For most congregations, the selections should be:

GST Reporting Frequency	Quarterly
GST Accounting Basis	Cash
GST Option	Option 1
Calculation Method	Calculation Worksheet
PAYG Instalments	Not Registered
PAYG Witholding	Not Registered

6.4   Once this has been set up, select **Prepare Statement.** A disclaimer will appear on the screen, then the BAS worksheet. The figures can then be checked against the reports previously run.

6.5   If the report is correct, select **Print,** and the BAS statement will be calculated. At this point a **notation box** may appear indicating there are **errors in the BAS** report. This will usually be items like the amount of time taken to complete the return is missing. By selecting **yes** to continue, a second window with the BAS Statement in it will appear, along with a second **Print** option. The previous screen will be visible in the background, and by selecting **Check,** the list of errors previously noted will be displayed. Clicking on each one in sequence, will take you to the area on the BAS that needs to be corrected until all are fixed.

6.6   By selecting the second **Print** option, the BAS report will be printed. Note that the calculation worksheet will not print, only the BAS Statement.

Note :
I found it was possible to compile the accounts for a quarter for a congregation using only two functions,
Command Centre, Banking, Spend money, and
Command Centre, Banking, Receive money.