This training manual has been developed by the MYOB Enterprise Division - Professional Services Training for use in the delivery of training.

This manual uses a simple step-by-step approach to give you the skills and knowledge necessary to receive debtor payments and make creditor payments in your EXO Business system.

This manual has been designed for the following MYOB product:

- EXO Business

MYEBRP

Receivables and Payables

EXO Business

Course duration: 0.5 days

ABN 13 086 760 198

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Edition: **8.6**

Participants

This course is aimed at:

- Users of EXO Business.

Prerequisites

Basic PC experience is required.

Understanding of payroll processes and procedures.

Instructional method

The instructional method combines trainer-led demonstrations with hands-on student practice. You will work through a series of examples. Each unit concludes with a Review Task.

Conventions used in this manual

- Objects such as buttons or icons that you must click or select are shown in **bold**.
- Information to be entered (typed in) is shown in ***bold and italics***.
- Keyboard keys are shown as TAB, CTRL, etc.

Screenshots in this manual are for illustration purposes only and may differ from those in the actual product due to configuration settings.

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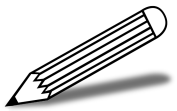
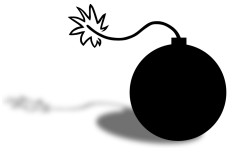
Symbols used in this manual

Symbol	Name	This symbol tells you...
	Practice task **Review task**	… to complete a task to practice the skills you have just learnt, or as a review task at the end of the unit to consolidate what you have learnt.
	**Written Review task**	… to complete written questions to review the content covered in the unit.
	Optional Challenge	… to complete this task if you have finished early and are looking for an extra challenge.
	Tip	… about helpful tips
	Note	… to take note of an important message.
	**Warning**	… about potential problems to be aware of.
	Important	… to pay attention to an important notice.
	New	… where features are new for EXO Business.
	Reference	… where to go to find more information.
	Skills Checklist	… to tick off a list of skills that you have learnt during the unit.

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Objectives

In this coure you will learn how to process payments receiptes from debtors and how to make payments to creditors.

Upon completion of this course you will be able to:

- Receive multiple debtor payments
- Make debtor adjustments
- Make payments to creditors (Creditors Payment Processor)
- Make creditor adjustments
- Issue statements
- Enter payments using integrated cashbook
- Prepare standard reports

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Navigational & Function Keys

MYOB EXO Business can be navigated by keyboard or mouse, however a combination of both is generally used. The standard keyboard convensions for Windows are used, with a few MYOB EXO Business-specific options.

Windows Navigation Keys	
TAB	Moves from field to field, column to column
SHIFT+TAB	Moves backwards from field to field, column to column
ENTER	On open dialogue boxes, automatically select the OK button.
ARROW KEYS	Moves around a grid, or up and down a list.
PAGE UP, PAGE DOWN	Moves between the “sections” of some screens, such as moving from the invoice header to the body to the end.
ALT + (Underlined Letter)	ALT key plus the underlined letter on a field label activates that function, e.g. ALT + N within a the debtor account screen creates a New Debtor.

MYOB EXO Business Function Keys/Shortcut Keys	
F1	HELP
F3	Debtor accounts search screen
F4	Sales Order search screen
F6	Debtor Invoice entry screen
F7	Invoice Number search screen
F9	Enter sales message (within an order/invoice)
F10	Alternative delivery address (within and order/invoice)
RIGHT + CLICK	Right-click on Exogrid header or certain field to acces additional functions or options.
CTRL + 0	Create one-off stock items (within an order/invoice)
CTRL + L	Stock level enquiry (within an order/invoice)
CRTL + N	New line narrative (within an order/invoice)

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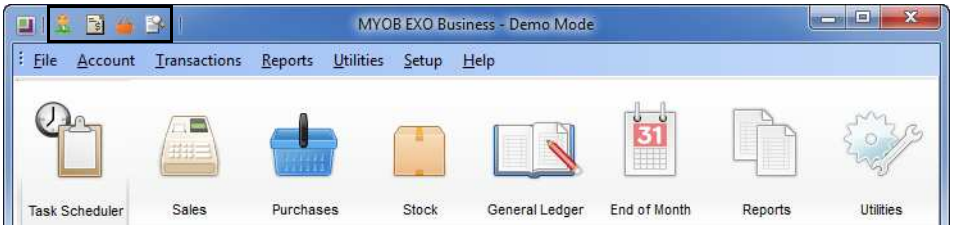
Shortcut Menus

A shortcut menu is available at the top of the main window of each EXO Business module. This menu offers quick access to commonly used functions, e.g. accessing the Debtors Masters, accessing the Stock Masters, creating a new Sales Order, etc. Any menu item that has a shortcut key assigned will automatically appear in the shorcut menu.



Shortcut Menus

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Contents

1 Receiving Payments 1
Overview 2
2 Debtor Payments 5
Receive Single Debtor Payment 6
Receive Multiple Debtor Payments 7
Allocating Payments 10
Debtors Banking Batches 13
3 Dealing with Debtors 21
Dealing with Debtors 22
Stop Credit 23
Issue Credit Notes 24
Reversing Payments 25
Unallocate Payments 27
Issue Debtor Statements 28
4 Making Payments 33
Making Payments 34
5 Creditors Payment Processor 37
Overview 38
Set up the Creditors Payment Processor 39
Authorising Creditor Payments 41
Processing Creditor Payments 42
Search for creditor invoices due for payment 43
Release invoices and set pay status of the creditor 45
Check for payment discounts 47
Print Payment Report 48
Process Cheque Run 49
Process Direct Credits 51
Handling Prompt Payment Discounts 53
Part Paying an Invoice 55
Manual Cheque Payment 56
Reversing cheques 58
Creditors Payment Processor Reports 59

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6 Creditor Adjustments 61
Creditor Adjustments 62
7 Remittance Advices 65
Issue Remittance Advices 66
8 Integrated Cashbook 71
Integrated Cashbook 72
Cashbook Ledger Codes 73
Integrated Cashbook entry 75
Using Cashbook for Regular Payments 77
9 Reports 79
Reports 80
Debtor Reports 81
Creditor Reports 82
10 Receivables and Payables - Review 85
11 Receivables and Payables - Activies 89

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Receiving Payments

1

This unit will provide a summary of the ways in which payments received can be processed.

By the end of this unit, you will be able to:

- List the different ways in which payments received can be processed

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Overview

Selling goods and the receipt of interest result in money coming into the bank account. The type of payment you are receiving and how you plan to bank that payment determines the best method for entering the transaction into MYOB EXO Business

There are a number of methods for receiving payments:

Receive Single Debtor Payment

- Payments from foreign currency debtors
- Individual payments received from debtors

Receive Multiple Debtor Payments

- For receiving and batching multiple payments that will appear in the bank account as one total amount
- Cheque receipts
- Daily EFTPOS receipts

Integrated Cashbook

- Interest income received
- Income received direct through the bank account (where there may not be a corresponding invoice)

Direct Debits Module

- The direct debits module is optional. It enables you to debit money from the accounts of your customers that have given the appropriate approvals. See your implementing partner if you wish to incorporate this module into your system.

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Skills checklist

Tick the skills that you have learned in this unit.

Skills	✓
List the different ways in which payments received can be processed	

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Debtor Payments

2

In this unit you will learn how to process payments made by debtors

By the end of this unit, you will be able to:

- Process a single debtor payment
- Process mutliple debtor payments

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Receive Single Debtor Payment

Transactions > Debtor receipts > Debtor receipt

Single debtor payments can be recorded via the Payment ( ) icon on the transactions tab of the Debtor account.

NOTE

If single debtor payments have already been entered but need to be batched, use the utility Debtors Banking Batches. This will be covered later in this module.

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Receive Multiple Debtor Payments

Transactions > Debtor receipts > Debtors Receipt Batch Entry

Receive Multiple Debtor Payments enables entry of payments received and grouping in one step. You can use this screen to enter all cheque payments received and banked in one entry, or all EFTPOS transactions put through the bank in one day.

If payments have already been entered into MYOB EXO Business using the single debtor payments screen, they can be batched later for reconciliation purposes using Debtors banking batches.

To enter multiple debtor payments

The following procedure shows a combination of cheques and a cash payment that are being banked together.

1. Click on the

button and select **Debtor Payment Batch Entry**.
2. Create a new multiple payment. Click **New.**
3. The system will assign a new sequential banking batch number.
4. Enter receipt header information: such as Receipt date, Payment Group, Bank account, Branch, Age, etc.

- **Payment Group** defines the GL account to use and whether bank fees apply.
- Select the **Bank Fees** option if you need to enter bank fees that relate to the batch, ie fees relating to Amex transactions.

5. Enter debtor payments -- Debtor Account, Payment Type, Amount and other payment details.
6. Aged balances for the selected debtor account are displayed on the bottom panel of the screen. Use these to check that you have the correct amount.

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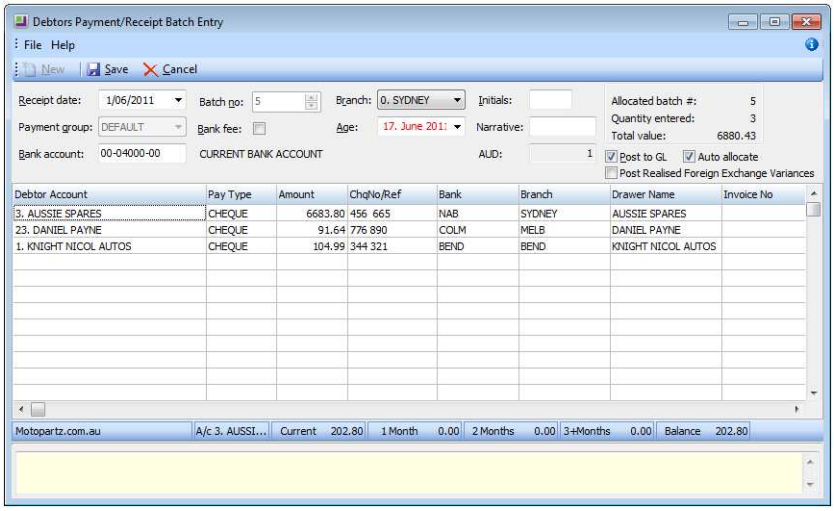
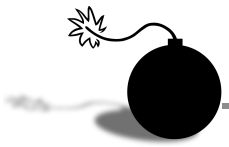
7 Make sure that the payment amount entered matches the cheque amount to avoid problems with the bank reconciliation.



Debtors Payments/Receipt Batch Entry

8 Set Posting requirement. Review the **POST to GL** option and set as required.

WARNING



It is recommended that the **Post to GL** option is left unselected as changes cannot be made once the batch is posted to the GL.

NOTE

If you wish to totally disable posting from the Debtors Receipt Batch Entry screen, see your Implementing Partner.

9 Set Allocation requirements. Select the **Auto Allocate** option if you want MYOB EXO Business to attempt an automatic allocation of the payments to debtor invoices. Auto allocation will only occur if there is a direct match between payment amount and invoiced amount. Any invoices not auto allocated will need to be manually allocated (Refer to *'Allocating Payments'* on page 10 for more information).

10 Choose the option to Post Foreign Exchange Variances if you wish to post any realised foreign exchange gains or losses.

11 Check Total Value. Review the total value amount in the header screen and cross check with a tally of the amounts on your physical cheques. This ensures that the batch total posted through to the bank reconciliation will be correct.

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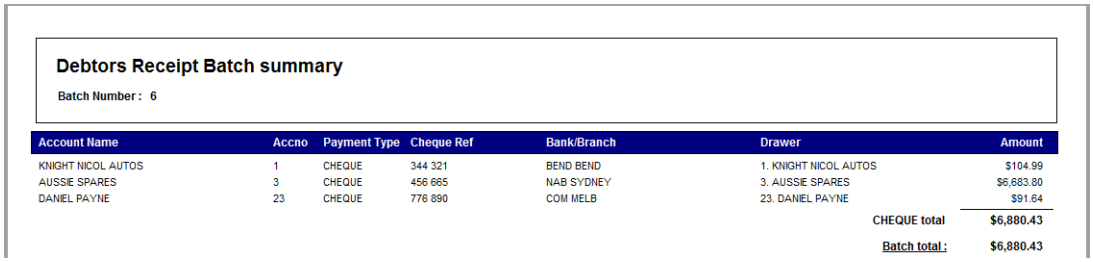
12 Save the payments. Click **Save** to save the batch payment transactions and you will be prompted to print the batch summary.



Debtors Receipt Batch summary

Batch Number : 6

Account Name	Accno	Payment Type	Cheque Ref	Bank/Branch	Drawer	Amount
KNIGHT NICOL AUTOS	1	CHEQUE	344 321	BEND BEND	1. KNIGHT NICOL AUTOS	$104.99
AUSSIE SPARES	3	CHEQUE	456 665	NAB SYDNEY	3. AUSSIE SPARES	$6,683.80
DANIEL PAYNE	23	CHEQUE	776 890	COM MELB	23. DANIEL PAYNE	$91.64
					CHEQUE total	**$6,880.43**
					Batch total :	**$6,880.43**

Debtors Banking Batch Summary

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Allocating Payments

If you have chosen not to automatically allocate payments, then the allocations screen should be presented to you to allocate the payment to an invoice.

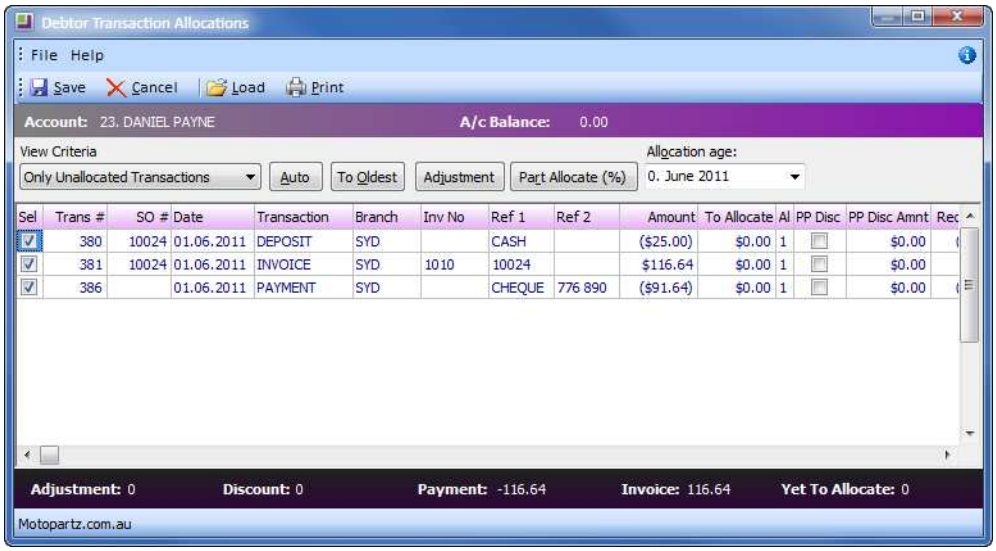
Alternatively you can go to the **Transactions** tab of the **Debtor** account and click on the icon in the toolbar at any time.

Allocate

When allocating payments, press **Enter** in the transaction field to fully allocate or unallocate that amount.

To allocate debtor payment

The following example shows payment of $91.64 made by Daniel Payne allocated. The original deposit payment of $25 is also picked up and allocated to the invoice.



Allocate debtor payment

- Auto Allocate. When the payment amount matches an existing invoice, click **Auto** to allow the system to allocate payment to the oldest invoice/s with matching transaction values.
- Adjust allocation amount. Click on the **Adjustment** button to create an adjustment (up to a configured amount) if a payment is a few cents more or less than the invoiced amount.
- Part allocate a payment or invoice. When the amount paid is significantly different to the invoiced amount (ie cannot be ‘‘adjusted’’ as above) you can part allocate the payment.

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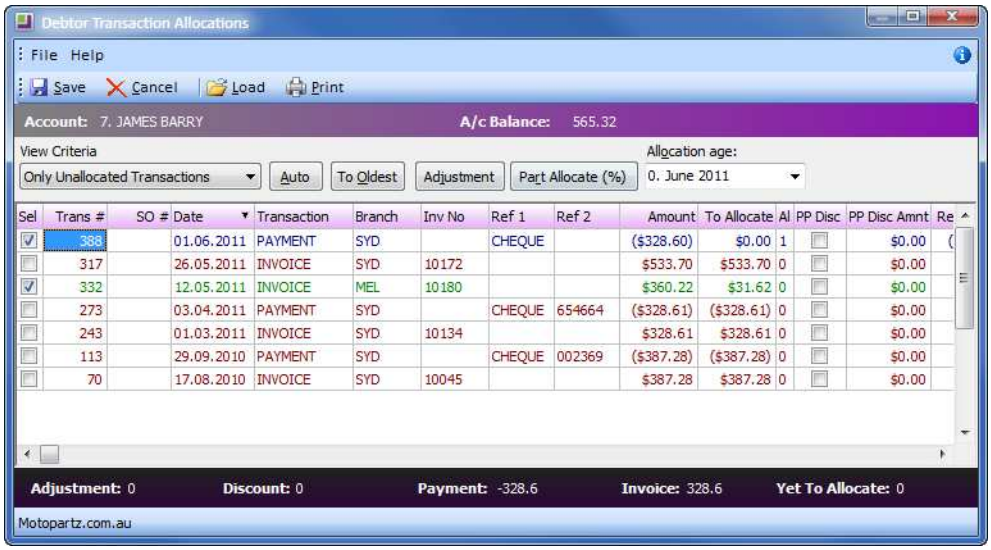
- Click in the **Sel** column of the relevant payment. You should see a **1** appear in the allocation column (**Al**) and the amount to be allocated should appear next to yet to allocate.
- Single click on the invoice you wish to part allocate to, and then click on the **Part allocate (%)** button. The amount you are allocating to this invoice will be entered automatically. Accept or edit this amount and click **OK**. You may do this to a number of separate invoices as appropriate until your allocation is complete (ie the allocation balance is 0.00).
- The example below shows a payment of $328.60 being allocated against an invoice of $360.22 leaving a balance of $31.62 to be paid on the invoice.



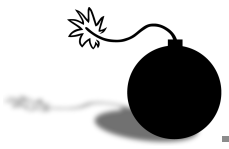
Sel	Trans #	SO #	Date	Transaction	Branch	Inv No	Ref 1	Ref 2	Amount	To Allocate	Al	PP Disc	PP Disc Amnt	Re
☑	388		01.06.2011	PAYMENT	SYD		CHEQUE		($328.60)	$0.00	1	☐	$0.00	
☐	317		26.05.2011	INVOICE	SYD	10172			$533.70	$533.70	0	☐	$0.00	
☑	332		12.05.2011	INVOICE	MEL	10180			$360.22	$31.62	0	☐	$0.00	
☐	273		03.04.2011	PAYMENT	SYD		CHEQUE	654664	($328.61)	($328.61)	0	☐	$0.00	
☐	243		01.03.2011	INVOICE	SYD	10134			$328.61	$328.61	0	☐	$0.00	
☐	113		29.09.2010	PAYMENT	SYD		CHEQUE	002369	($387.28)	($387.28)	0	☐	$0.00	
☐	70		17.08.2010	INVOICE	SYD	10045			$387.28	$387.28	0	☐	$0.00	

Part allocate debtor payment: Payment part pays an invoice

Prompt Payment Discounts

- Calculate prompt payment discounts that may apply.

WARNING



Prompt payment discounts do not automatically refer to the payment terms specified in the **Details1** tab of the debtor account. The prompt payment discount checkbox should only be selected if the customer is paying within the terms set by your business.

TIP

Use the **Spacebar** to quickly calculate prompt payment discount (or remove the prompt payment discount) against a selected invoice.

- Save the allocation. Once the **Yet To Allocate** balance is 0.00 (in the black bar at the bottom of the screen) you can save the allocation by clicking **Save**.

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NOTE

When saving allocations on the Allocations or Debtor Payment / Receipt window, if the selected allocation age is more recent than the age of the youngest transaction in the allocation set, you will be asked if you want to age the allocation to the age of the youngest transaction or use the selected allocation age.

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Debtors Banking Batches

Debtors banking batches enables you to group payments that have already been receipted into MYOB EXO Business, but need to appear as one payment on the bank reconciliation screen.

For example, if you have a series of individual EFTPOS payments that have been entered, but they will appear on your bank statement as one payment at the end of the day, you can use **Debtors Banking Batches** to batch them into one receipt for the reconciliation screen.

A separate batch must be produced for each payment group, as the payment group determines which bank account the batch will be posted to. The bank account can be edited if required. If there is only one DEFAULT payment group, this will not apply.

A separate batch can also be produced for each payment type within a payment group (ie, you may have Cheque, Amex and Cash payment types defined which would require three separate banking batches).

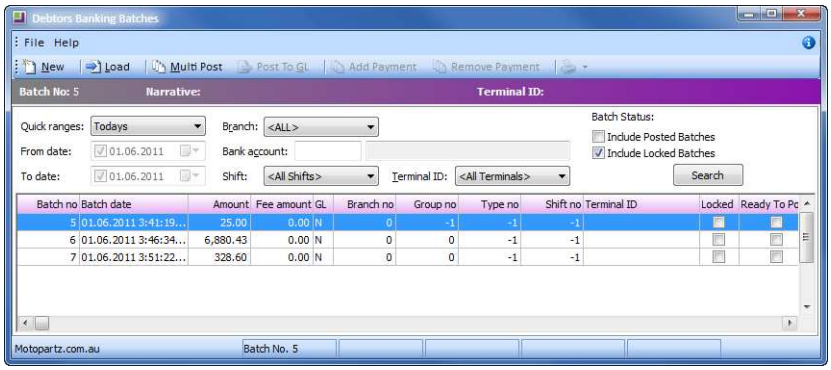
NOTE

Banking Batches can be edited until the time that they are posted to the GL.

Transactions > Debtors receipts > Debtors banking batches

1 Open the Debtors Banking Batches screen by following the path outlined above or click on the Banking Batches button on the Sales screen.

2 This shows a list of existing banking batches which can be edited if required.



Search Debtor Banking Batch screen

3 Create a new debtors banking batch. Click **New** from the search screen. Click **Yes** to create a new banking batch with the next available sequential number.

4 The upper section of the grid displays a list of debtor payments that have not been assigned to a banking batch and have not been posted to the General Ledger.

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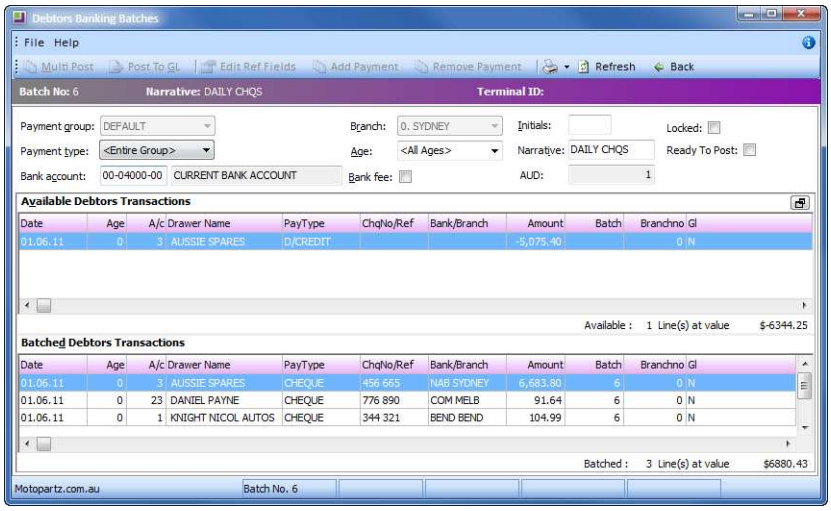
5 The lower section of the grid will show the transactions that are assigned to this particular batch.

6 Enter information into the header fields.

- Select a Payment Group. If multiple payment groups are set up, you must select a payment group.
- Select a Payment Type. If you do not want to view all payment types (Entire Group) on the screen at once you can choose a particular payment type (ie cash to view only unbatched cash transactions).
- Select a Branch. Choose the branch for which you are running the banking batch (if running multiple branches).
- Select Age. Select the period for which you are running the banking batch if required. This defaults to all ages.
- Enter your initials.
- Enter narrative, e.g. ‘‘Daily Cash’’ if batching the cash receipts for the day.
- Select the option **Bank Fee** if a bank fee will apply to this particular batch (e.g. when processing a batch of AMEX payments).

7 Add transactions to the banking batch. Transactions that are listed based on the filtering information are not automatically added to the banking batch. To add a transaction to the batch you can either:

- Double click on a row (this will move the transaction into the lower grid and assign a batch number).
- Select transaction/s (CTRL+click to select more than one transaction) and then click the add Payment icon in the toolbar.



Batch payments into lower grid

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8 Remove transactions from the banking batch. If a transaction has been added to the batch in error, and the batch is not posted, they can be removed:

- Select transaction/s (CRTL+click to select more than one transaction) and then click the Remove Payment icon in the toolbar.
- The system will prompt you to confirm ‘‘Remove transaction #xxx for $xxx.xx from this banking batch. Are you sure?’’ Click **Yes** to confirm.

9 Click on the Refresh button to bring through any recently entered payments.

10 Check the batch total. The number of items batched and the total amount batched is displayed at the bottom of the batch screen. Check that these amounts match your source documentation (ie that the total EFTPOS transactions batched equals the amount from your EFTPOS printout at the end of the day).

11 Print the Banking Batch: prior to finalising, you should print and recheck that the batch is correct. Remember, batches cannot be edited once posted.

12 Check the bank fee. If you have selected the **Bank Fee** option, the fee will calculate automatically based on the parameters defined during configuration of your system. The total fee appears in the lower right hand side of the screen. If amendments need to be made, they can be made when posting the batch to the General Ledger.

Lock the Banking Batch

At this point if the batch is correct you can lock it so others are aware that it has been finalised. If you have confirmed the batch with your bank statement, you can also select the **Ready to Post** option.

There is no need to save the batch as all changes are updated while processing. At a later stage you can re-enter the batch and add new transactions or remove transactions as required.

Post Banking Batch to the General Ledger

We recommend that the batch not be Posted to the GL until you have received your bank statement and are able to check that the batch is correct. This way any additions to or removals from the batch can be made quickly and easily by opening the batch and editing.

When the batch has been checked, you can post it to the General Ledger.

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Open Debtors Banking Batches, select the batch and click on the Post To GL button on the toolbar.

Post Banking Batch to GL

1 Check the dialog box entries and make changes as required

- Batch Number. Displays the batch number being posted. This cannot be edited.
- Transaction Date. This defaults to today's date, and is the date that it will appear in the GL (ie for reconciliation).
- Age. Indicates the period into which the batch is to be posposted.
- Initials. The initials of the person performing the banking.
- Post to Bank Account. This cannot be changed, and is defined by the payment group for which the batch is being created.
- Bank Fee. Selec this option if bank fees are being applied to the batch. If defined in the payment group, the designated bank account will display and fee amount will be calculated. The defined GST rate will also display. All can be overwritten if required.

2 Click **OK** to post batch to the General Ledger.

Review/Edit Debtors Banking Batches

Transactions > Debtors receipts > Debtors banking batches

A banking batch can only be updated if it has not been posted to the General Ledger. You can add and remove transactions from the batch as shown earlier in the section *'Review/Edit Debtors Banking Batches'* on page 16.

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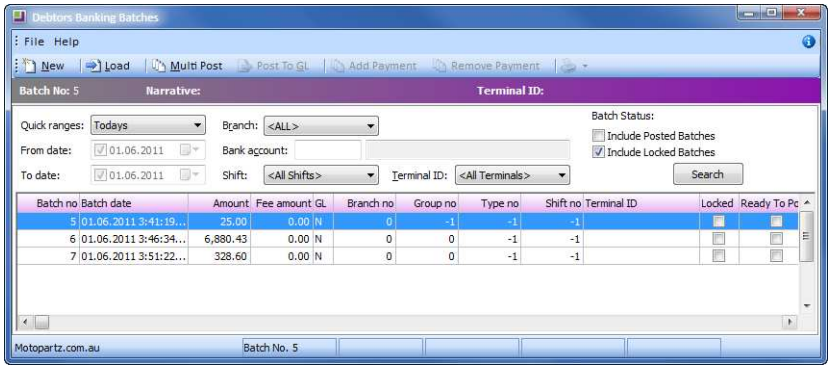
When the Debtors Banking Batches screen is first opened, it will default to showing today's batches. The branch is set to the default branch from your user profile and batches that have already been posted or locked are not shown.

If you know the batch number you require, click on the Load button from the banking batches screen. Enter the batch number and click **OK** to load the nominated batch.

If you do not know the batch number, use the search filters in the **Debtors Banking Batches** screen to recall a set of batches that fit the criteria.



Search for Debtor Banking Batches

1 Enter header options to search for a batch. This will provide a list of batches that fit the search criteria:

- Quick Ranges. Options are **Todays**, **Last 7 days**, **Custom** (select the From date and the To date) or **All**. The default is **Todays**.
- Branch. Select **All** or specify a branch.
- Terminal ID. If POS shifts have been established, the Terminal ID of the workstation that created the batch will be displayed.
- Bank Account. Leave this blank to select all bank accounts, or enter a specific account if required.
- Shift. If POS shifts have been established, you can select a specific shift number or all shifts.
- Include posted batches. Select this option if you wish to see batches that have been posted to the General Ledger.
- Click **Search** to search for batches based on the specified criteria.

2 Double Click to open the batch once you have located it. The batch may then be printed, edited (if not already posted) or saved as a CSV or .TXT file.

TIP

Locked and Ready to post batches will not show in the batch listing by default. Click on include locked batches or include posted batches and then Search to view any batches that have been locked.

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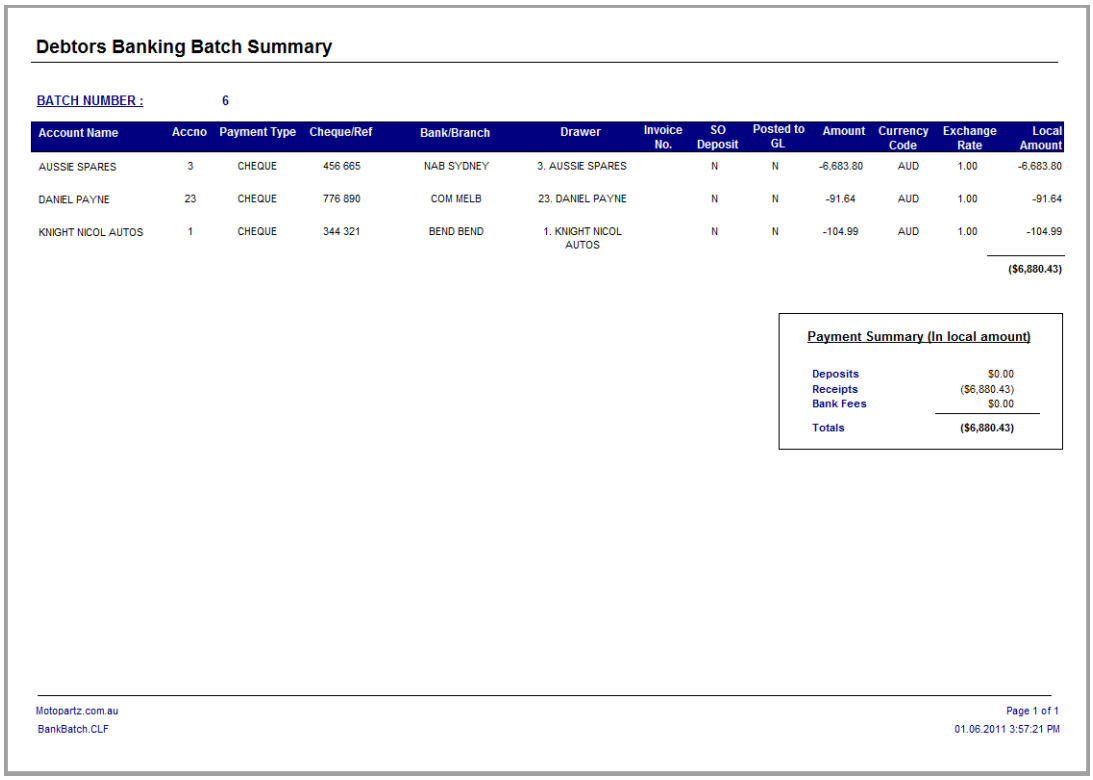
Print Debtors Banking Batch

Once the banking batch has been opened, click on **Print** in the toolbar to print the banking batch. You can click on the arrow next to the **Print** icon to choose whether to:

- Print the bank batch (usually an A4 report), or
- Print the POS bank batch (a 4'' slip depending on your setup)



Debtors Banking Batch Summary

BATCH NUMBER : 6

Account Name	Accno	Payment Type	Cheque/Ref	Bank/Branch	Drawer	Invoice No.	SO Deposit	Posted to GL	Amount	Currency Code	Exchange Rate	Local Amount
AUSSIE SPARES	3	CHEQUE	456 665	NAB SYDNEY	3. AUSSIE SPARES		N	N	-6,683.80	AUD	1.00	-6,683.80
DANIEL PAYNE	23	CHEQUE	776 890	COM MELB	23. DANIEL PAYNE		N	N	-91.64	AUD	1.00	-91.64
KNIGHT NICOL AUTOS	1	CHEQUE	344 321	BEND BEND	1. KNIGHT NICOL AUTOS		N	N	-104.99	AUD	1.00	-104.99
												($6,880.43)

Payment Summary (In local amount)

Deposits	$0.00
Receipts	($6,880.43)
Bank Fees	$0.00
Totals	($6,880.43)

Motopartz.com.au Page 1 of 1
BankBatch.CLF 01.06.2011 3:57:21 PM

Print preview of the debtors banking batch

Reverse Debtors Banking Batch

If a batch has already been posted and there are significant errors in the batch, it may be reversed. It is best to consult with your implementing partner if you require this.

Save Debtors Banking Batch as a File

Banking batches can be saved as a CSV or TXT file.

1. Open the batch you require, using the search or Load option.
2. Go to the File menu and choose **Save as CSV** or **Save as Text** as required.

- Save as csv saves the batch to a file with the name Bank<batchno>.CSV and opens it in Excel.

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- Save as text saves the batch to a file with the name bank<batchno>.txt and opens it in Notepad.

These reports can then be sent to your bank as required.

Post Multiple Banking Batches to the GL

Transactions > Debtors receipts > Debtors Banking Batches

When working with a number of daily batches, it may useful to Post more than one batch to the General Ledger at a time.

1. Open the Debtors Banking Batches screen.
2. Search for batches to be Posted using appropriate search criteria (the default will be to show Todays banking batches.)
3. Select batches that are ready to Post. (**CTRL+Click** to select more than one batch).
4. Click on the

icon in the toolbar.
5. A separate Posting dialog box will show for each batch that has been selected (Refer to *'Post Banking Batch to the General Ledger'* on page 15).
6. Check Posting entries for each batch and click **OK** when ready to Post.

IMPORTANT

Remember that batches that have been Posted to the General Ledger cannot be edited.

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Skills checklist

Tick the skills that you have learned in this unit.

Skills	✓
Process a single debtor payment	
Process multiple debtor payments	

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Dealing with Debtors

3

In this unit you will learn how to manage debtors

By the end of this unit, you will be able to:

- Place a debtor on Stop Credit
- Issue a Credit Note
- Reverse a debtor payment
- Unallocate payments
- Issue debtor statements

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Dealing with Debtors

In order to maintain accurate financial information about your transactions with your customers, you may need to make amendments to their account.

Documented here are some of the more common issues you may need to address:

- Stop credit
- Issuing credit notes
- Reversing payments
- Unallocating payments

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Stop Credit

If your profile allows, you can assign the **Stop Credit** status to a debtor account.

Go to the **Details 1** tab on the debtor account and select or unselect the **Stop Credit** option as required.

Putting a customer on or off Stop Credit status can be tracked by the system - you may be asked to key in a reason for the change of status.

If a debtor is already on Stop Credit, the Stop Credit option will be available for amendment when entering a payment in the Debtor Payments screen, or can be unselected via the **Details1** tab of the Debtor account.

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Issue Credit Notes

Account > Debtors > transactions > Generate credit

If your profile allows, an existing debtor invoice can be reversed. This can be achieved in one of two ways:

1. Click on the relevant invoice in the Debtor account transactions screen and then click the create credit note icon in the menu bar.T

- The Debtors invoice entry screen will be displayed with the original invoice available for editing, but with negative invoice quantities and therefore a negative price. Note that this will put all stock items back into stock.

2. Go to the Debtors invoice entry screen and enter a negative value invoice. The invoice is then processed the normal way. This will also put any stock items back into stock and may be useful if you are only crediting part of an invoice.

IMPORTANT

Once an invoice has been reversed, you may also need to reverse any payments that have been made against that invoice.

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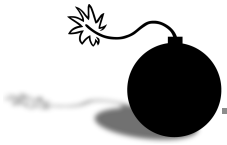
Reversing Payments

Use this process to reverse a payment that has already been entered (e.g. credit card payment has been receipted into the system but the payment is rejected by the bank).

To reverse a payment

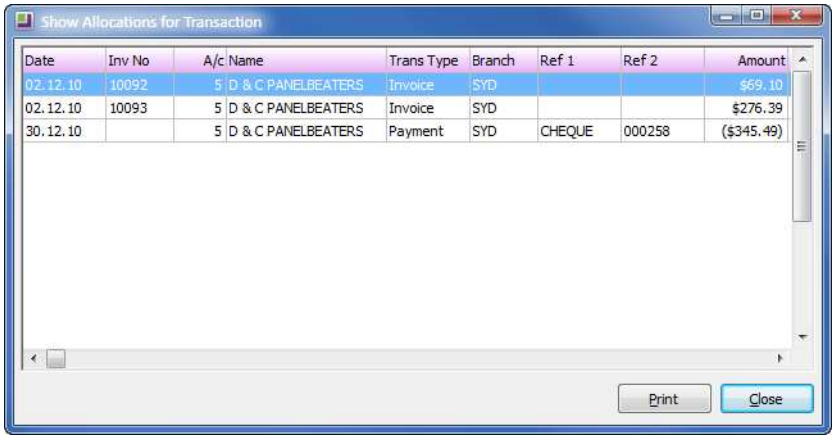
1. Go to the transactions tab of the Debtor account.
2. Find the appropriate payment.
3. Right-click on the payment and select reverse payment. The payment will be reversed.

WARNING



Once the option **Reverse Payment** has been selected, this action cannot be cancelled.

- If the payment had already been allocated to an invoice, then it will be automatically unallocated.
- The original invoice will then show as unallocated in the transactions screen.
- The following example shows the unallocation of a payment for $345.49 against two invoices.



Deallocation Screen

- The reversal transaction will be allocated to the original payment and will show as a refund in the transaction column. To view, unselect the option **Show only unallocated**.

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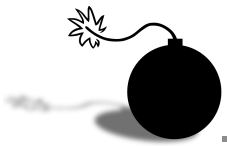
TIP

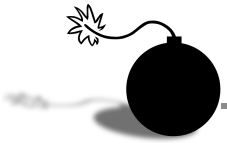
To show the return as a dishonour, edit the reference fields on the refund transaction and change the **Payment Type** to Dishonour. However the preferred method is a single credit payment.

WARNING



If you have already posted the payment to the General Ledger, you must create a new banking batch to post the reversed payment to the General Ledger. Refer to *Unit 2, 'Debtor Payments',* on page 5 for more information about Banking Batches.

WARNING



If you have not yet posted the payment to the General Ledger, remember to remove the payment from the banking batch **before** posting it to the General Ledger.

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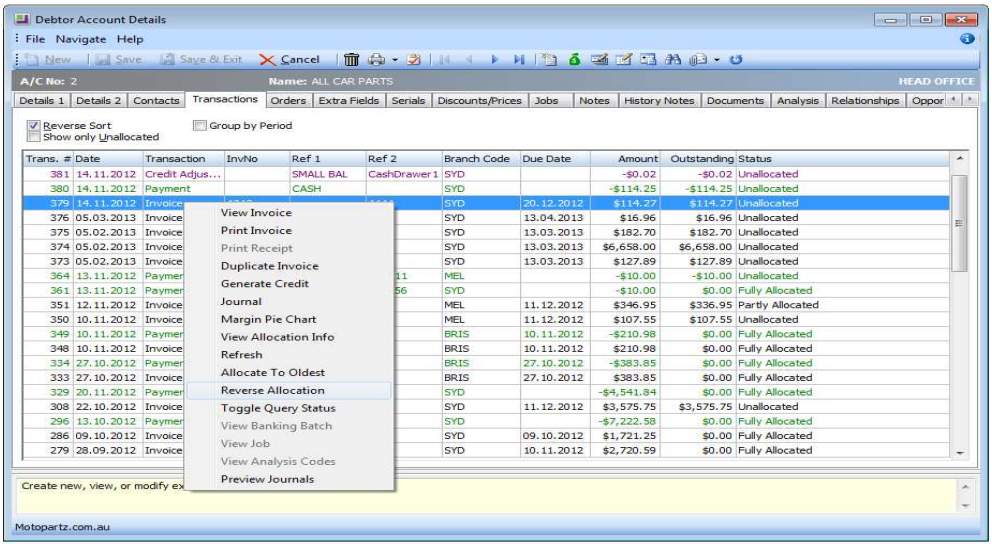
Unallocate Payments

Payments that have been incorrectly allocated may need to be unallocated.

1. Open the required debtor acount (F3 and then search).
2. Click on the transactions tab.
3. Find and select the transaction to be unallocated.
4. Right click and choose the option **Reverse Allocation.**
5. Choose **Yes** when prompted with the message *"This will reverse all allocations for the transaction. Do you want to continue?"*



Debtor Transactions Allocation - Unallocate Payment

This leaves the original invoice as unpaid and the original payment awaiting allocation. The payment maythen be allocated to a different invoice or to a negative payment (dishonour).

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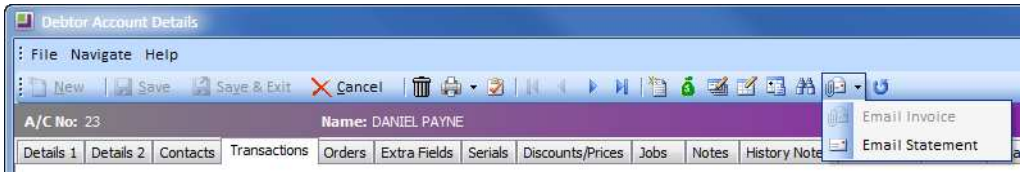
Issue Debtor Statements

Statements can either be prepared for a single debtor (via the Debtor Account Transactions tab) or for multiple debtors based on specified search criteria.

Single Debtor Statements

1. Search debtor account (**F3 Enter**).
2. Click on the **Transactions** tab.
3. Click on the icon in the menu bar and choose to email invoice or email statement. This will email a .pdf version of the invoice/statement using the format that applies to that account. The email will be sent to the default contact listed in **Details1** of the debtor account.



Email Debtor Invoice/Debtor Statement

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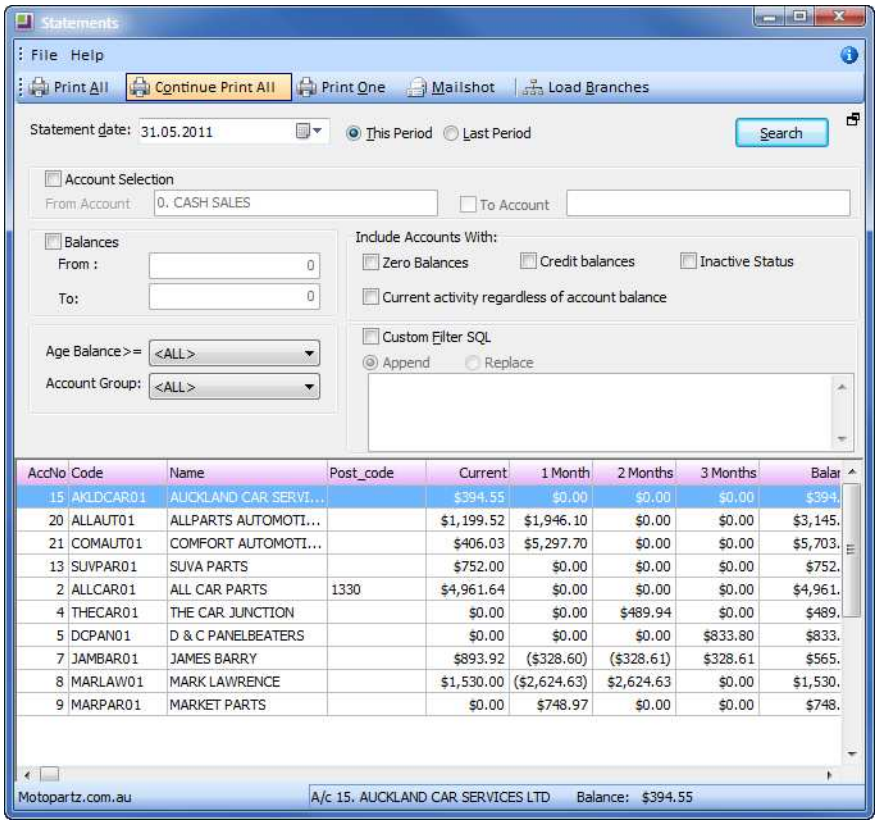
Multiple Debtor Statements

Reports > Debtor reports > Debtor Statements



Debtor Statements Screen

1 Open the Debtor Statements screen using the path outlined above or clicking on

from the **End of Month** screen.

2 Search the Statements. Click the advanced Search options button to provide additional searching features. You can filter using:

- Account numbers From and To
- Account balances
- Aged balances
- Include accounts with zero balances, credit balances, inactive status or where there is current activities regarless of the account balance
- Custom filter SQL. For example, if you wish to exclude account group 2 from the statement printing, you would enter accgroup <> 2 into the Custom Filter SQL field. Use the **Append** option to append the custom SQL filter statement to the default filters using an AND operation. Use the **Replace** option to replace the default filter with the custom SQL filter.

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3 If you change the parameters, remember to click the Search button to update the returned details. Review the Transactions. Double-click on the relevant Debtor line to review transactions that relate to the statement.

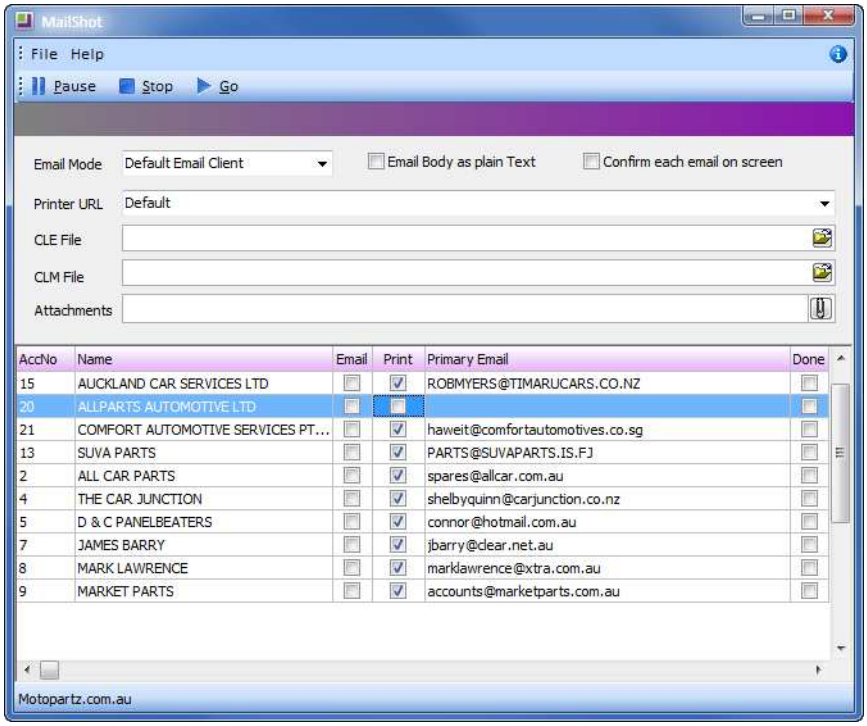
4 Sort the Statements. Click on the column header of the Exogrid to sort as required. Statements will print based on this sort order.

5 Print Statements. Choose Print one (to print a single statement) or Print all statements.

IMPORTANT

Only the current statement or the prior month's statement can be printed. It is recommended that Debtor Statements are printed prior to rolling the End of Period

6 Mailshot. The Mailshot button can be used to streamline the way in which debtors statements are sent.



Debtors Statements - Mailshot

- Email Mode. From the dropdown list, select how emails should be sent:

  Disabled will prevent emails from being sent.

  EXO SMTP will use the EXO Business SMTP server. (Recommended for large batches of emails.)

  Default Email Client will use the user's default email software.

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- Email body as plain Text. Select this option to restrict the text format of the email body to plain text, rather than HTML.
- Confirm each email onscreen. Select this option to display a confirmation message before sending each email.

NOTE

If the **Confirm each email onscreen** option is selected, a confirmation message will appear after the first email is confirmed, providing an option to send the remaining emails without confirmation.

- Printer URL. From the dropdown list, select the printer to be used for printed statements.
- CLE File. Specify the Clarity email template to be used for emailed statements.
- CLM File. Specify the Clarity mail merge template to be used for printed statements.

NOTE

If the **Print** option is selected for any debtor accounts and the CLM file is either missing or invalid, a warning message will be displayed.

lk

- Attachments. Specify any attachments to be sent with the emails.
- From the list of debtors select whether the statement should be sent via ***Email*** or ***Print***ed. This option will default to the settings in the **Debtors Maintenance - Details 2 - Statement Delivery** setting.
- Click on the **Go** button to start the mailshot.

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Skills checklist

Tick the skills that you have learned in this unit.

Skills	✓
Place a debtor on Stop Credit	
Issue a Credit Note	
Reverse a debtor payment	
Unallocate payments	
Issue debtor statements	

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Making Payments

4

This unit will provide an overview of the ways in which payments made can be processed.

By the end of this unit, you will be able to:

- List the methods that can be used to process payments made.

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Making Payments

Buying goods, interest expenses or regular bills all require money to be spent. The type of payment you are making determines how best to process the transaction in MYOB EXO Finance.

There are three key areas for making payments:

Creditors Payment Processor

- Payment of single or multiple invoices by cheque or direct credit
- Manual cheques for miscellaneous payments such as petty cash reimbursement (unless you operate a separate cheque book for handwritten cheques)
- Manual cheques for debtor refunds

Integrated Cashbook

- Interest expenses
- Regular, automatic bill payments (ie monthly rent payment)
- Expenses/payments direct from the bank account (except foreign currency transactions)

Single Creditor Payment

- Payments to foreign currency creditors (unless you have a foreign currency bank account)
- Payment from a separate cheque book for handwritten cheques

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Skills checklist

Tick the skills that you have learned in this unit.

Skills	✓
List the methods that can be used to process payments made	

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Creditors Payment Processor

5

In this unit you will learn how to use the Credit Payment Processor to pay invoices, issue cheques or make direct credit payments.

By the end of this unit, you will be able to:

- Use the Credit Payment Processor to pay Invoices
- Use the Credit Payment Processor to issue cheques
- Use the Credit Payment Processor to make direct credit payments.

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Overview

The Creditors Payment Processor is used to manage payable invoices and make cheque or direct credit payments to creditors. These can be done singly or in a batch. The Creditors Payment Processor prints the cheque (or creates the bank file), prints or emails the remittance advice and allocates the payment to the creditors account in one process.

One-off cheque payments can also be processed using the manual cheque printing option. Manual cheques can be used to issue refunds to debtors if required.

Creditors Payment Processor allows for:

- System based authorisation of creditor payments (if configured)
- Printing of proposed cheque /direct credit run for separate review
- Automatic allocation of payments
- Choice of bank account for direct credit and for cheque payments

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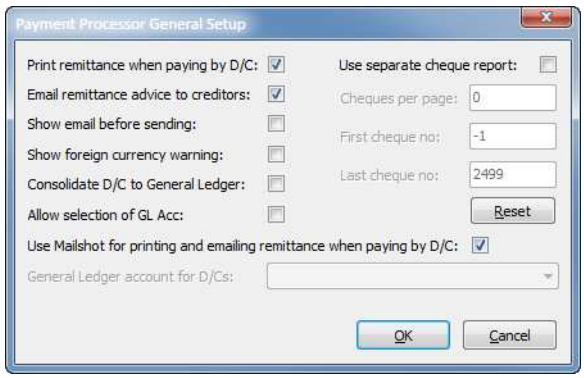
Set up the Creditors Payment Processor

Transactions > Creditors Payments > Creditors Payment Batch Processing

The Creditors Payment Processor should be set up prior to processing payments. This may have been done for you by your implementing partner during implementation, however we will review the general setup options here.

1. Open the payment processor using the path outlined above. Alternatively click on the Create Creditor Payment button on the **Purchases** screen and select **Credit Payment Processor**.
2. Open General Setup. **Utilities > General Setup**. Choose the appropriate options from the setup screen, as detailed below.



Creditor Payment Processor - General Setup

3. Print remittance when paying by DC. Select to enable printing of remittance advice notes to creditors.
4. Email remittance advice to creditors. Select to enable emailing of remittance advice notes to creditors.

- An external email account must be setup on the computer that runs the payment processor. Check with your Network Administrator.
- An email address must be setup in the creditors account **Details1** screen.

5. Show email before sending: allows you to check and add any comments to the creditor email prior to sending.
6. Show foreign currency warnings. Select to warn if you are paying a foreign currency account using local currency (recommended).

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7 Consolidate D/C to General Ledger: Select if you plan to batch direct credits. If selected, one entry will be made to the General Ledger for each batch of direct credits.

8 Allow Selection of GL Acc. Select to allow entry of a specific General Ledger bank account to be used for direct credits. Choose appropriate account from the drop down menu.

9 Use Mailshot for printing and emailing remittance when paying by D/C. Select this option to use the Mailshot functionality to print and/or email remittance advices when paying creditors via direct credit.

10 Use separate cheque report: tick to allow separate printing of cheques and remittances. Cheques can print on one sheet, with remittances on a separate page (rather than using a combined ‘‘tear off’’ cheque and remittance document).

11 Cheques per page. When the separate cheque report option is selected, you can then specify how many cheques are to print on each page (ie 1 sheet of A4 may contain 3 cheques).

12 Reset. Allows you to adjust the cheque number range used in the database.

Once the appropriate options have been set you are ready to start processing creditor payments.

13 Click **OK**.

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Authorising Creditor Payments

Depending upon your configuration and user profile, authorisation of creditor payments may need to be established. If the user processing creditor payments is not authorised to release an invoice (ie the amount is higher than the **creditors invoice authorisation limit** setup in their user profile) the invoice will need to be authorised by someone who does have the authority (ie a supervisor/manager).

1. Select the invoice to be authorised. Open the Creditors Payment Processor (**Transactions > Creditors Payments > Creditors Payment Batch Processor**) and find the invoice to be authorised.
2. Right-Click on the invoice or press **F8** to toggle between authorised/unauthorised for a particular invoice.

TIP

Select the invoice and press F8 to toggle between authorised and unauthorised.

NOTE

This will only work if you are authorised to release invoices for payment via your user profile. See your Implementing Partner if you need to activate payment authorisations.

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Processing Creditor Payments

Transactions > Creditors Payments > Creditors Payment Batch Processing

The payment processor works by configuring the status of both the creditor account and the invoice/s that relate to that creditor. For each payment, an invoice (or number of invoices) have to be assigned ‘‘released’’ status and the relevant creditors must have ‘‘to Pay’’ status assigned.

Paying creditors via the Creditors Payment Processor is a five step process as follows:

Creditors Payment Processor Steps

1. Search for creditor invoices due for payment
2. Release invoices for payment and set
3. The pay status of the creditor
4. Check for prompt payment discounts
5. Print payment report
6. Process payment run

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Search for creditor invoices due for payment

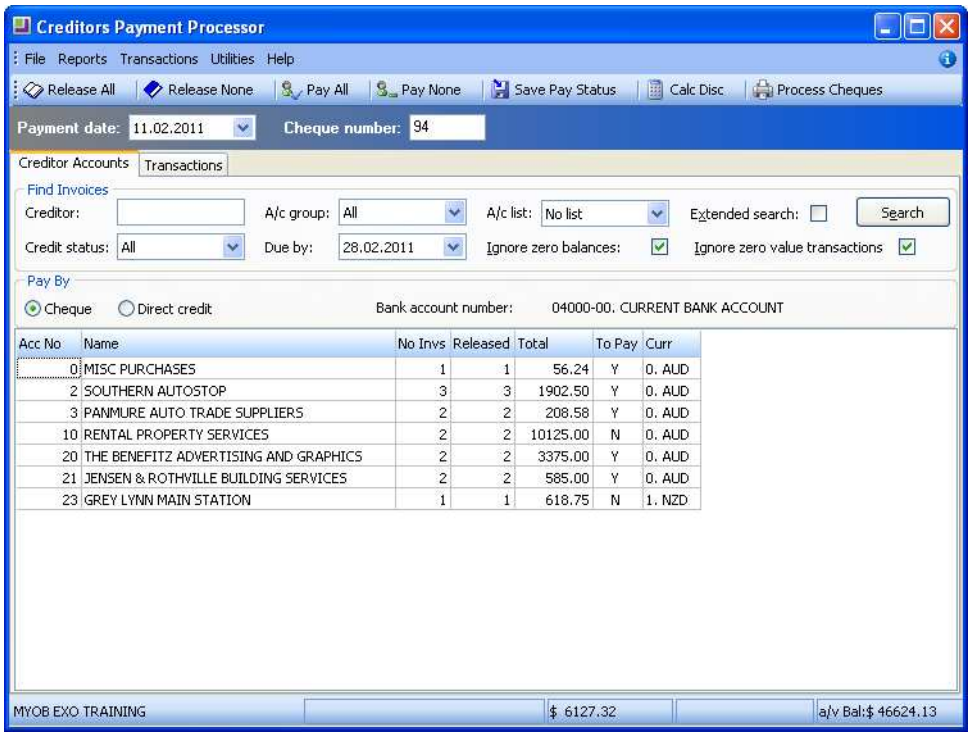
1 Open Creditors Payment Processor

2 Enter the selection criteria for invoices to be paid (creditor, credit status, account group) in the header.

- Due by. Only invoices with a payment due date less than or equal to Due By will be selected for payment.
- User List. Creditors can be selected from a predefined user list.
- Extended Search. Click the Extended Search button if you wish to include phone numbers and addresses in the search.

3 Choose the "Pay By" method -- Cheque or Direct Credit. This will select creditors based on the Default Payment type established in the **Details 2** tab of the creditor account.

4 Search for Creditors: click Search to populate the grid with a list of all creditors that have invoices that meet the selection criteria.



Credit Payment Processor - Creditor Accounts

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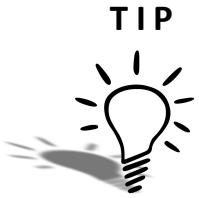

If you cannot see the creditor you are searching for, check that they have either **Cheque** or **Direct Credit** assigned in the default payment type on the **Details 2** tab of the Creditor account.

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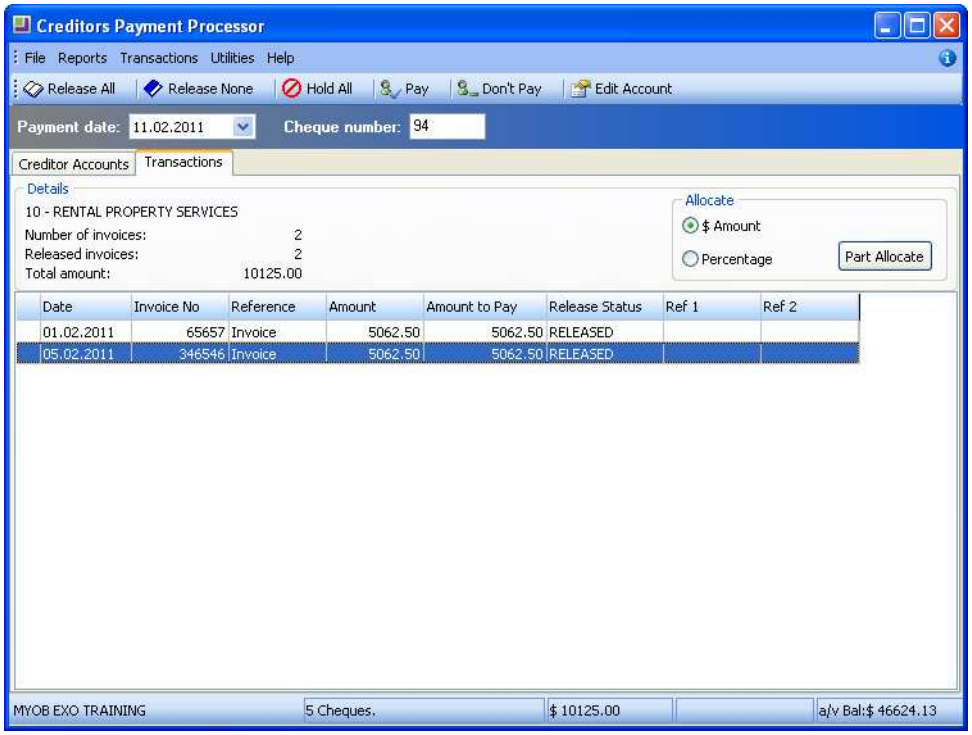
Release invoices and set pay status of the creditor

1 View invoices. Double-click on a creditor row to view the invoices on the creditor account. This will take you to the transactions tab.



Credit Payment Processor - Transaction tab

2 Release invoices for payment. Before a payment can be made, an invoice must be authorised, or released, for payment. There are a number of ways to set these:

- From the transactions tab use the appropriate toolbar buttons (Release All, Release None, Hold All). These affect all invoices on the selected account.
- Use the **SPACEBAR** on a selected invoice to toggle the **Release Status** between **Not Released**, **Released** or **Held**.

NOTE

Invoices that are held cannot be released by the release all icon in the toolbar. The held status must be manually reassigned via the transactions tab.

- Right-click on an individual transaction to assign the appropriate status.

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NOTE

Icons in the toolbar affect all creditors/transactions displayed on screen. Individual creditor/transaction status can be assigned by right-clicking and selecting the appropriate option.

TIP

Click Edit Account on the button to go to the creditor account in order to review transactions in more detail.

3 Set the Pay Status of the Creditor Account. In addition to releasing invoices for payment, the creditor account must also be assigned a to Pay status. There are a number of ways to set these:

- Select an account and then click on the transactions tab to use the appropriate tool-bar buttons (Pay, Don't Pay). These affect the selected account only.
- Right-click an individual account line on the grid and select **Pay This Account** or **Don't Pay This Account**.
- The tool-bar buttons on the creditor accounts tab (Pay All, Pay None) affect all invoices on all accounts.

4 Save the Pay Status. Click the Save Pay Status button on the Creditor Accounts tab to save the **to Pay** status of the creditors and the **release** status of the invoices.

5 Continue to designate to Pay status to accounts and release invoices as appropriate.

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Check for payment discounts

1 Check discounts. From the creditor accounts tab, click on the

icon in the toolbar to calculate any appropriate discounts. Refer to *'Handling Prompt Payment Discounts'* on page 53 for further detail on setting up prompt payment discounts.

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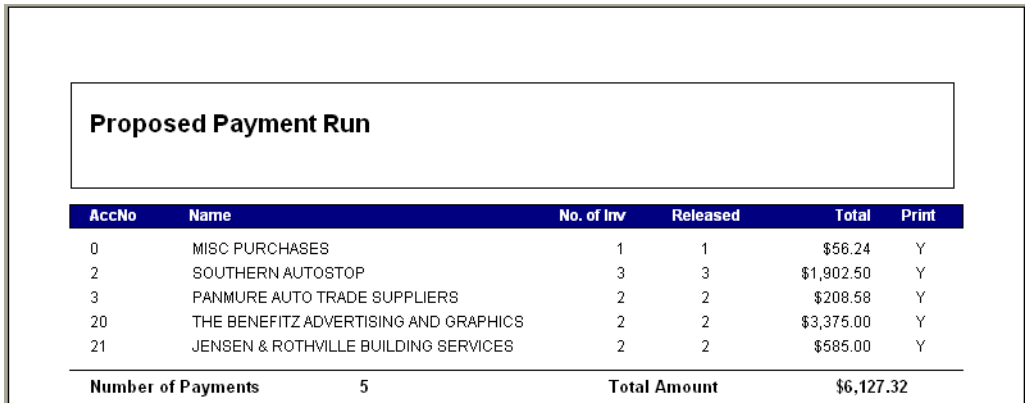
Print Payment Report

Once all the creditor statuses have been set and invoices released as required, you can print the proposed payment run for any additional authorisation / approval process required.

1 Select **Proposed Payment Run** from the reports menu.



Proposed Payment Run

AccNo	Name	No. of Inv	Released	Total	Print
0	MISC PURCHASES	1	1	$56.24	Y
2	SOUTHERN AUTOSTOP	3	3	$1,902.50	Y
3	PANMURE AUTO TRADE SUPPLIERS	2	2	$208.58	Y
20	THE BENEFITZ ADVERTISING AND GRAPHICS	2	2	$3,375.00	Y
21	JENSEN & ROTHVILLE BUILDING SERVICES	2	2	$585.00	Y

Number of Payments 5 **Total Amount** $6,127.32

Proposed Payment Run from the Reports menu in the Creditors Payment Processor

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Process Cheque Run

1 Start the payment run. Click on the Process Cheques to initiate the pay- run and accounting entries for payments.

2 Confirm correct cheque number. The system will ask you to confirm the next cheque number. If it is correct, click **Yes**.

NOTE

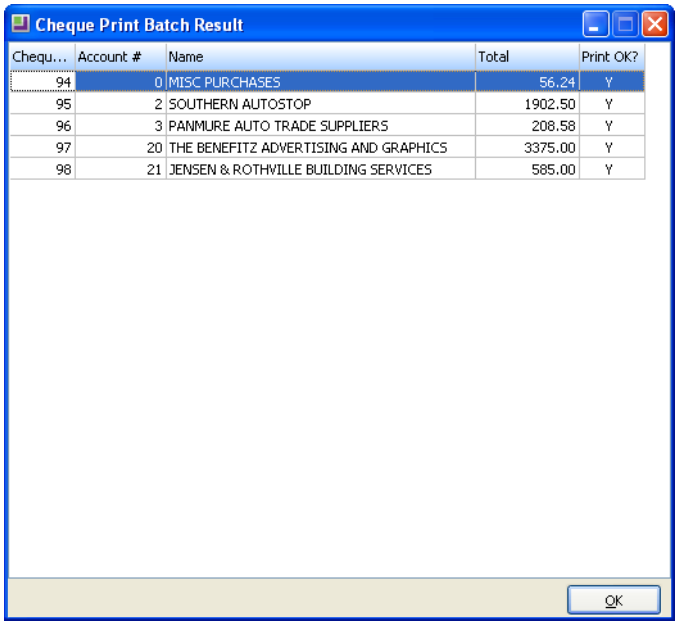
If next cheque number is incorrect, go to utilities > General Setup and click on reset to enter the next cheque number. This can only be done if the cheque number is larger than the latest used number (e.g. you can go from 24 to 2501 but you cannot go from 2501 to 24).

3 Review the remittance/cheque form. Check preview of the cheque/remittance form.

4 Print the cheques. Load cheque paper/forms into the default cheque printer and click **Ok** to print the cheques.

5 Confirm printing **OK.**

6 Once complete, a summary of the cheque run is displayed. If all the cheques printed correctly, leave the **Print OK** flags against each cheque as y. If not, use the Spacebar to toggle the Print OKflag to ***N***.



Cheque Print Batch results

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NOTE

If the cheques did not print correctly (OK flag = N) then you will need to reprocess the cheque run via Creditors Payment Processor and reset the cheque number.

7 Initiate Accounting updates. Click **OK** for the system to make the accounting entries. It will enter the payment, allocate the payment against the invoices noted in the Creditors Payment processor and update the Creditors Control and Bank accounts in the GL. It will only make these entries where the **Print OK** Flag = **Y**.

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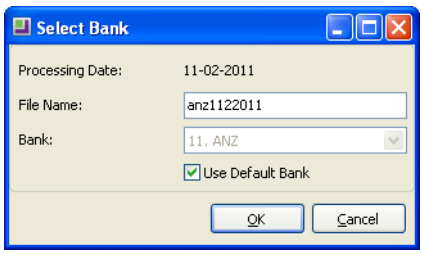
Process Direct Credits

Payments can be made by direct credit for those creditors who have the **Default Payment Type** on **Details2** tab set to **D/Credit**. The format must also be established for the Direct Credit Output file. Your implementing partner will assist you in setting this up.

1 Confirm payment type. Click on the **Direct Credit** option in the **Pay By** section and confirm the account from which direct credits will be taken.

2 Start the payment run. Click on the Process D/Cs button. This button will only be available when the direct credit payment type has been selected.

o Confirm file name and bank account:.



Select Bank

- The filename will default to the bank name and transaction date (e.g. anz3112007) but can be amended if required.
- The default bank account will be used, however if required, unselect the **Use Default Bank** option and select a different bank account from the drop down list.

3 Click **OK** to continue.

4 Review the direct credit file. Click **Yes** and then open if you wish to view the contents of the file.

NOTE

More than one bank file can be setup if you pay creditors from different bank accounts.

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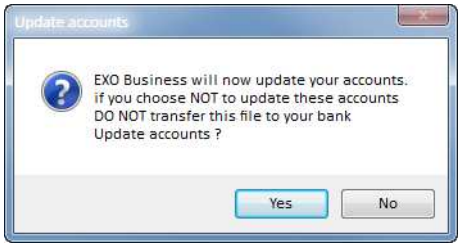
5 Initiate accounting updates: once the bank file has been created the system will prompt you to confirm that the process is to be completed. If the bank file has been successfully uploaded to the bank via your desktop banking software, click **Yes** to continue. MYOB EXO Finance will enter the payment and allocate it against the invoices noted in the Creditors Payment processor.

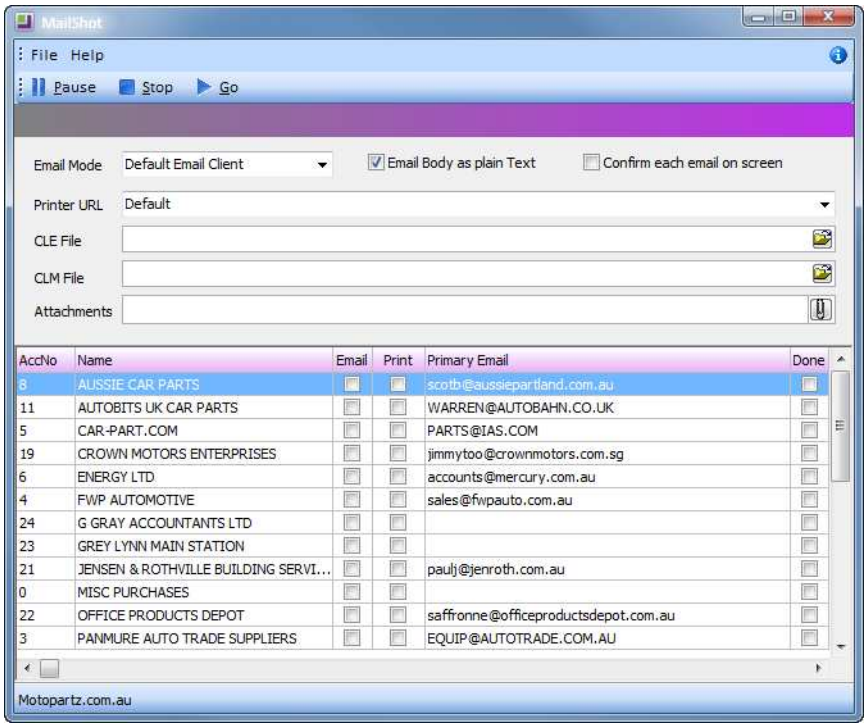


Update Accounts confirmation

IMPORTANT

You must process the direct credits according to your desktop banking software to ensure that the payments are processed by your bank. When this is complete you can finalise accounting entries by clicking **Yes** to the **Update Accounts** prompt.

If the option **Use Mailshot for printing and emailing remittance when paying by D/C** is selected in the Payment Processor General Setup, the Mailshot screen will appear:



Mailshot for printing and emailing remittance advices when paying by Direct Credit

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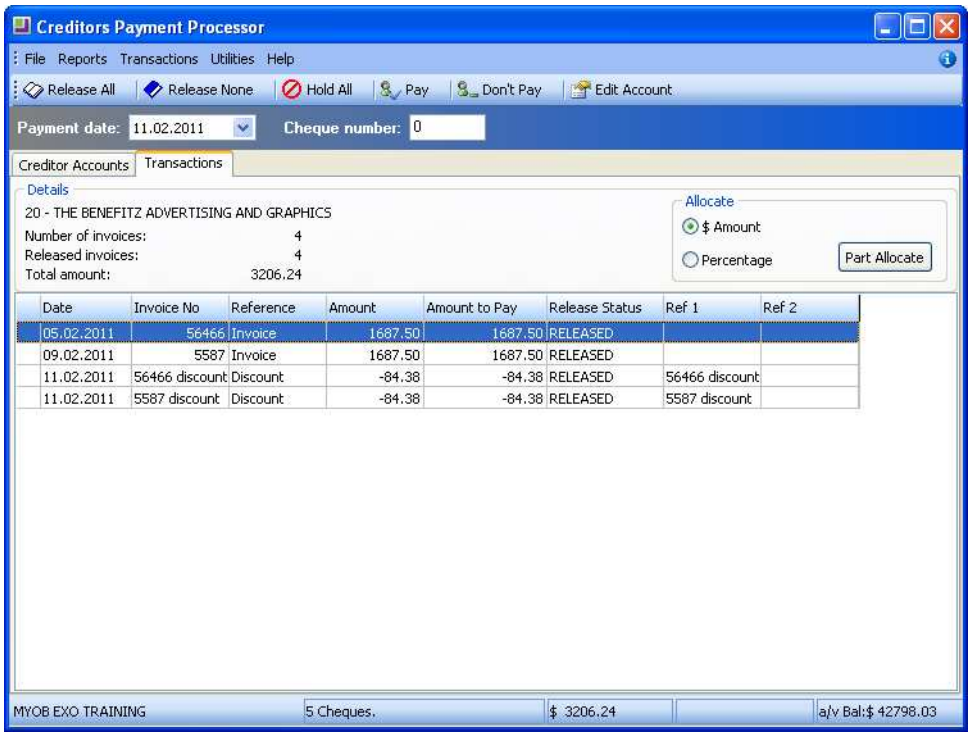
Handling Prompt Payment Discounts

If a supplier has offered a prompt payment discount, MYOB EXO Finance is able to facilitate automatic calculation of this discount.

1. Setup discount % in creditors account. To to **Accounts > Creditors > Details2** tab and enter the relevant percentage in the **Prompt Payment Discount** field.
2. Ensure that the credit terms are correct. Go to **Accounts > Creditors > Details1** tab to make sure that the credit terms are set correctly for the supplier.
3. Release invoices for payment. Via the Creditors Payment Processor as detailed above.
4. Set Creditor status 'To Pay' via the Creditors Payment Processor as detailed above.
5. Click on the Calc Disc button on the toolbar of the **Creditors** tab of the **Creditors Payment Processor** screen. If a prompt payment discount is applicable (ie the due date of the invoice is less than or equal to the payment date on the main payment processor screen) a message will confirm it and a new transaction will be generated to account for the discount. Click on the **Transactions** tab in the **Creditors Payment Processor** to view the new transaction.



Prompt Payment Discount Transaction

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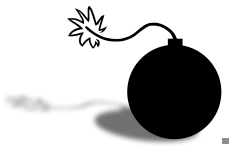
6 Ensure discount transaction is released: Once calculated the discount transaction is automatically released for payment (ie the discount is applied).

WARNING



If the payment date changes and the discount calculation is rerun, any discount transactions previously generated will remain even if they are no longer within terms. You will need to manually set the discount transaction to not released to ensure that it is not taken into account when making the payment.

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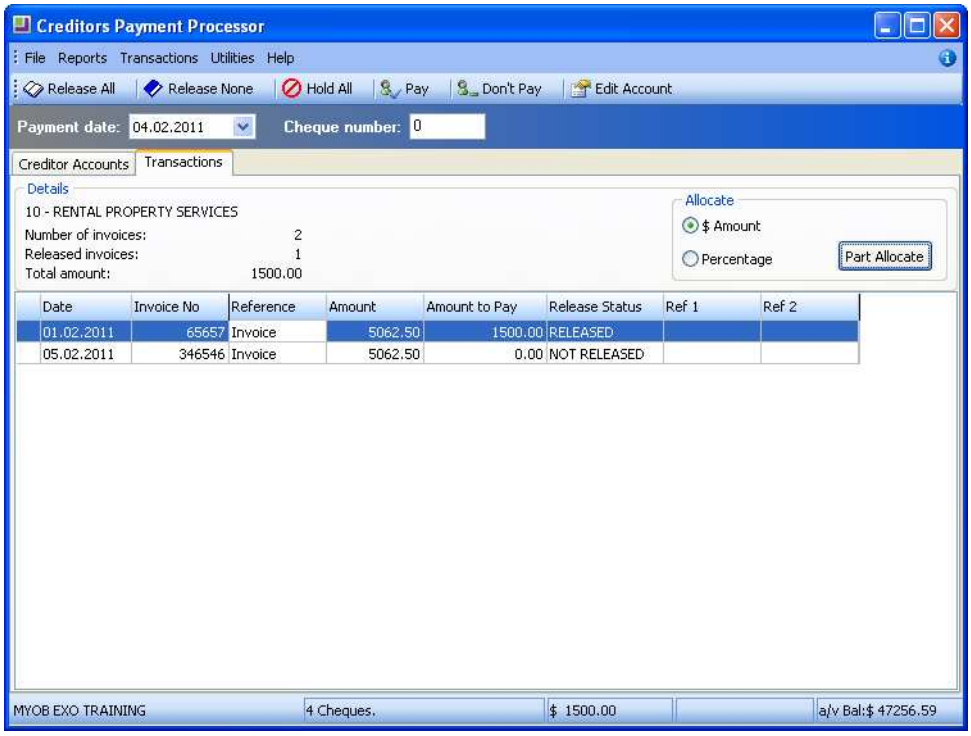
Part Paying an Invoice

Part payment of invoices (e.g. for payment when only part of the goods have been delivered) can be applied as either a dollar amount ($) or a percentage (%).

To part pay of an invoice

1 Select the invoice that is to be part paid. From the Creditors Payment Processor, double click to open the account and then click the invoice on which you want to make a partial payment (in the example below, invoice 65657).



Part payment of Invoice

2 Choose part allocation type. Click on either the **$amount** or **Percentage** option button in the **Allocate** section of the transactions tab.

3 Click on **Part Allocate** button. You will be prompted to enter the amount or percentage as appropriate. (In the example, $1,500.00 is being paid against an invoice value of $5,062.50). The outstanding balance of $3,562.50 will remain in the creditor account.

4 Click **OK** to update the transaction grid. The amount that is being paid shows in the amount to Pay column of the transaction grid.

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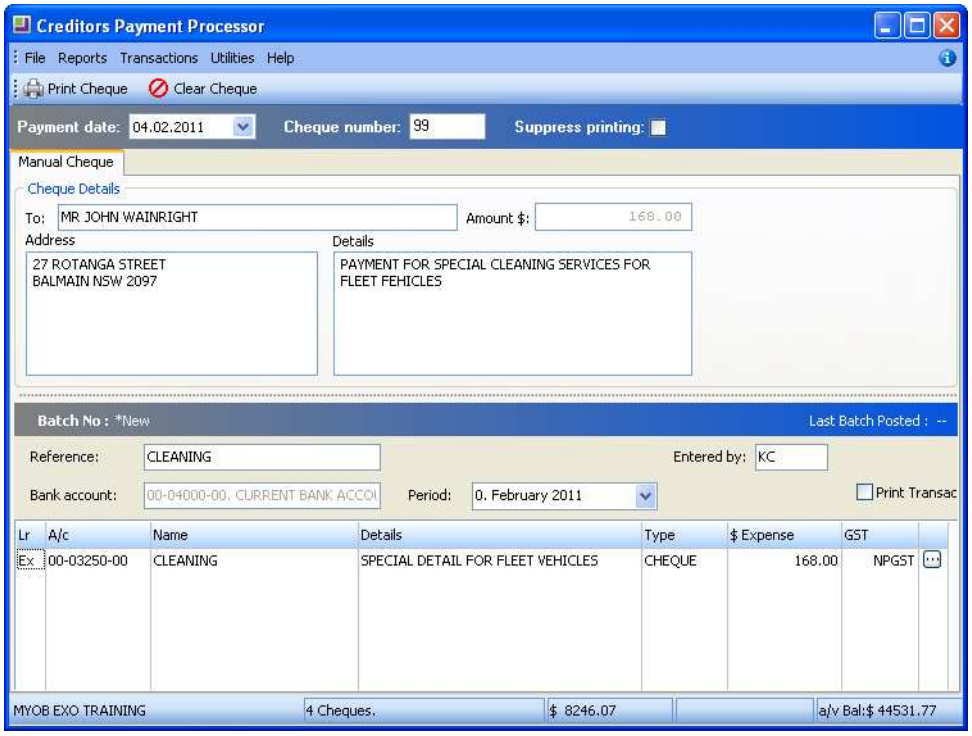
Manual Cheque Payment

The manual cheque payment facility within the **Creditors Payment Processor** can be used where there is no creditor invoice that relates to the payment. This could include a payment to Petty Cash, debtor refund or payment for one-off cleaning services.

Paying a manual cheque

1 Start a new manual cheque. From **Creditors Payment Processor**, select **Transactions > Manual Cheque**.



Manual Cheque Entry

2 Suppress printing. If you are handwriting the cheque from a manual chequebook ensure that the **Suppress Printing** option is selected so that a printed cheque is not generated.

3 Enter cheque details, e.g. payee name, address and details.

4 Enter your initials in the Entered by field.

5 Enter a reference in the reference field.

6 Choose the bank account from which the cheque is being drawn.

7 Choose the period to which the transaction applies (defaults to current).

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8 Enter Payment details. In the lower grid, enter the analysis of the payment.

TIP

Click on the Clear Cheque button to clear cheque details that have been entered.

- Lr. Enter the ledger name - x for Expense (or **C** for Creditor where it is to be allocated to an existing Creditor invoice).
- A/C. Enter the appropriate account number (or use **?-Tab** to search)
- Name. Account name will enter automatically
- Details. Update the details to provide information to appear on the transaction narrative.
- $ Expense. Enter the cheque amount.
- GST. The GST code should come through from the account code that the payment relates to (e.g. Cleaning = 10% NCPGST).

9 Print the cheque. Click on the Print Cheque button on the toolbar to print the Cheque/Remittance form.

- Handwritten cheque. If you are going to handwrite the cheque, select the option **Suppress Printing**. When you click on the **Print Cheque** the system will go straight to making the accounting entries and allow you to write the cheque by hand.

10 Confirm the cheque number. A prompt will ask you to confirm the cheque number. Select **Yes** to continue.

11 Confirm that the cheque printed successfully. Select **yes** if the cheque printed successfully (or that the handwritten cheque has been completed) so that the system can perform the appropriate accounting entries.

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Reversing cheques

Cheques may need to be reversed for a variety of reasons, including a cheque that has been misplaced, an error in the cheque print run, etc.

To reverse a cheque

1 From the Creditors Payment Processor, select **Utilities > Reverse a Cheque Payment**.

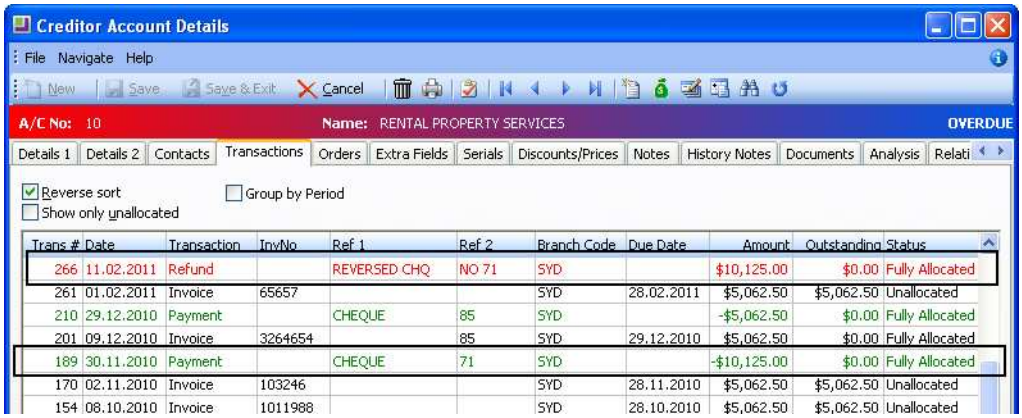
2 Select the creditor account. Use the search key to find the creditor account and click **Select & Close**. If the cheque does not relate to a named creditor, click **Cancel** and you will see a list of manual cheques that have been generated. The following example shows a reversal of cheque number 71 for Rental Property Services.

Reverse a Cheque screen

3 Select the cheque number from the drop down list and click **Details**. This will display a list of the invoices that made up the original payment.

4 Reverse the cheque payment. Click the **Reverse** button to create a transaction that reverses the payment and updates the invoices to an unallocated state.

5 Review creditor account. Open the transactions tab of the creditor account to review the reversal transaction and the unallocated invoice.



Reversal Transaction for Rental Property Services

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Creditors Payment Processor Reports

Creditors Payment Processor > Reports

Reports are available under the reports menu of the Creditors Payment Processor which may assist you to manage your creditors and payments according to your business requirements. These include:

Cheques paid report:

Lists all cheques paid within a specified date range.

Direct credit report:

Lists all direct credits paid within a specified date range.

View all outstanding payments (released)

Lists invoices that are released for payment but have not yet been paid.

View cheque Details

Shows details of a specified cheque number.

View D/c Details

Shows details of direct credit payments based on a specific batch number

Invoices flagged as "Do not Pay"

Lists those invoices with status ''Do Not Pay'' for review. These relate to authorisation of payments and are separate from the **Held** status.

Proposed Payment run

Lists those invoices due for payment. Select the **Pay By** type first and then run report to list proposed payments by Cheque or proposed payments by Direct Credit.

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Skills checklist

Tick the skills that you have learned in this unit.

Skills	✓
Use the Creditor Payment Processor to pay Invoices	
Use the Creditor Payment Processor to issue cheques	
Use the Creditor Payment Processor to make direct credit payments	
Use the Creditor Payment Processor to reverse cheques	

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Creditor Adjustments

6

In this unit you will learn how to make an adjustment to a creditor account.

By the end of this unit, you will be able to:

- Process an adjustment to a creditor account

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Creditor Adjustments

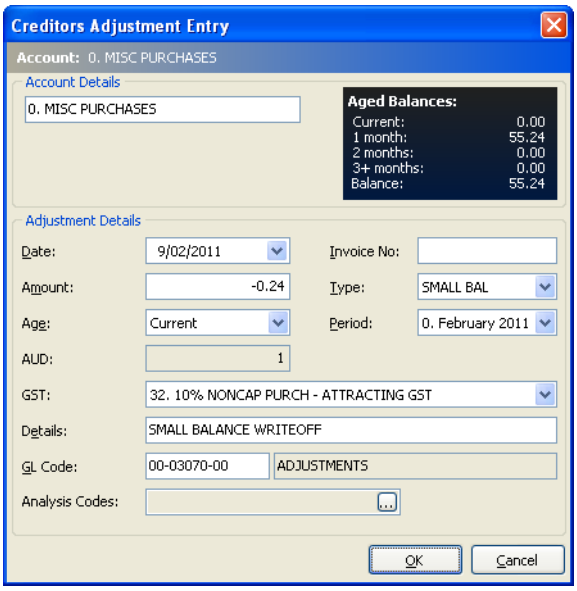
Transactions > Creditors Adjustment

Adjustments can be made to the creditor account via the Creditor Adjustment button on the **Purchases** screen or the menu option outlined above.

Adjustments can be classified as follows.

- Small balance
- Write off
- Correction
- Opening balance
- Journal
- Retention

The following example shows a creditor adjustment for a small balance write-off of .24c on the Miscellaneous Purchases account.



Creditor Adjusment Entry

NOTE

A Positive amount in the adjustments entry will increase the $value of the creditor account while a negative amount will reduce the $value of the creditor account.

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Skills checklist

Tick the skills that you have learned in this unit.

Skills	✓
Process an adjustment to a creditor account	

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Remittance Advices

7

In this unit you will learn how to send remittance advices to creditors

By the end of this unit, you will be able to:

- Issue remittance advices

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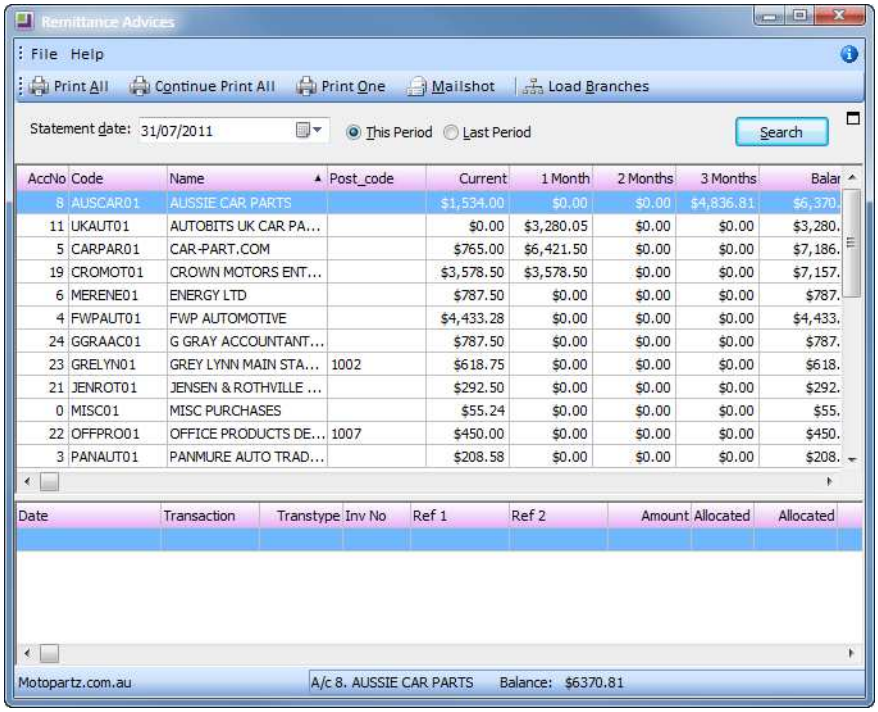
Issue Remittance Advices

Remittance Advices can either be prepared for a single creditor or for multiple creditors based on specified search criteria.

Reports > Creditor reports > Creditor Remittances



Creditor Remittance Advices Screen

1 Open the Remittance Advices screen using the path outlined above.

2 Search the Statements. Click the advanced Search options button to provide additional searching features. You can filter using:

- Account numbers From and To
- Account balances
- Aged balances
- Include accounts with zero balances, credit balances, inactive status or where there is current activities regardless of the account balance
- Custom filter SQL. For example, if you wish to exclude account group 2 from the statement printing, you would enter accgroup <> 2 into the Custom Filter SQL field. Use the **Append** option to append the custom SQL filter statement to the default filters using an AND operation. Use the **Replace** option to replace the default filter with the custom SQL filter.

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3 If you change the parameters, remember to click the Search button to update the returned details. Review the Transactions. Double-click on the relevant Creditor line to review transactions that relate to the statement.

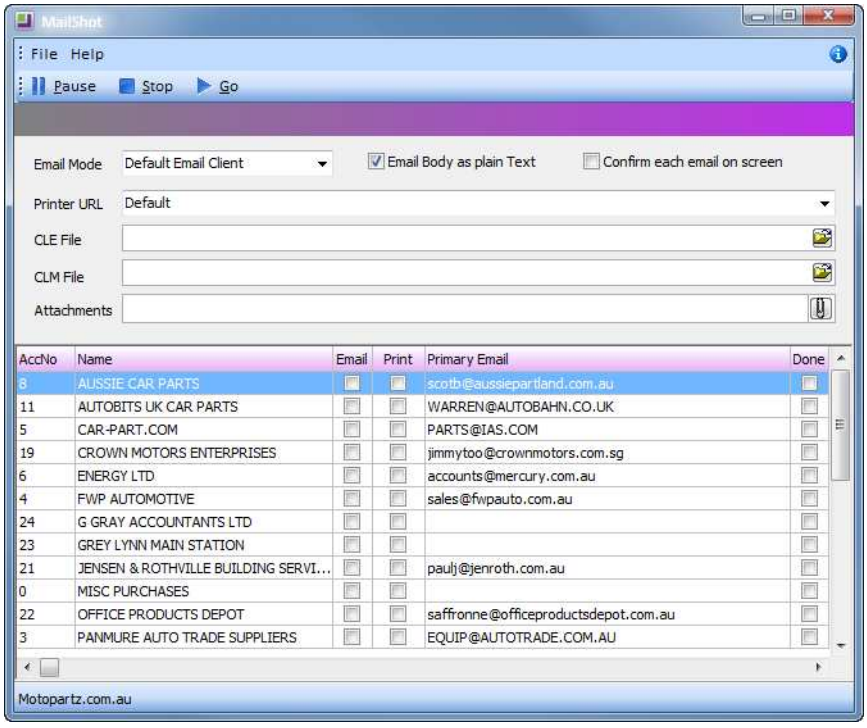
4 Sort the Advices. Click on the column header of the Exogrid to sort as required. Advices will print based on this sort order.

5 Print Advices. Choose Print one (to print a single advice) or Print all advices.

IMPORTANT

Only the current advice or the prior month's advice can be printed. It is recommended that remittance advices are printed prior to rolling the End of Period

6 Mailshot. The Mailshot button can be used to streamline the way in which remittance advices are sent.



Debtors Statements - Mailshot

- Email Mode. From the dropdown list, select how emails should be sent:
  - Disabled will prevent emails from being sent.
  - EXO SMTP will use the EXO Business SMTP server. (Recommended for large batches of emails.)
  - Default Email Client will use the user's default email software.
- Email body as plain Text. Select this option to restrict the text format of the email body to plain text, rather than HTML.

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- Confirm each email onscreen. Select this option to display a confirmation message before sending each email.
- Printer URL. From the dropdown list, select the printer to be used for printed statements.
- CLE File. Specify the Clarity email template to be used for emailed statements.
- CLM File. Specify the Clarity mail merge template to be used for printed statements.
- Attachments. Specify any attachments to be sent with the emails.
- From the list of creditors, select whether the remittance advice should be sent via ***Email*** or ***Print***ed. This option will default to the settings in the **Creditors Maintenance - Details 2 - Remittance Method** setting.
- Click on the **Go** button to start the mailshot.

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Skills checklist

Tick the skills that you have learned in this unit.

Skills	✓
Issue remittance advices	

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Integrated Cashbook

8

In this unit you will learn how to use the Integrated Cashbook.

By the end of this unit, you will be able to:

- Use the Integrated Cashbook to process transactions.

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Integrated Cashbook

The Integrated Cashbook is generally used for entering transactions that come through directly from the bank account. These can include:

- Bank fees
- Interest expense or interest income
- regular expense payments direct from the bank account (rent/insurance)
- Dishonoured cheques

Note that foreign currency transactions are not accounted for using Integrated Cashbook unless you operate a foreign currency bank account. **Single Creditor Payments** should be used for making payments to foreign currency suppliers.

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Cashbook Ledger Codes

When entering Cashbook payments, the type of the payment or receipt determines which ledger the transactions will be coded to.

eX = Expense

- Key ***X*** in the **LR** column.
- For entry of expense payments that do not have a corresponding invoice.
- Code directly to a GL expense account and do not relate to a Creditor account.
- Allows recording of GST as appropriate.
- Interest expense, other expenses

Cr = Creditors Ledger

- Key ***C*** in the **LR** column.
- For entry of direct debit payments to creditors that have (or will have) a corresponding invoice to allocate to.
- Provides for allocation against an invoice on the creditors account.
- Entry of creditor refunds received into the bank account (ensure that the amount received is entered as an income).

In = Income

- Key ***I*** in the **LR** column.
- For entry of direct income that does not have a corresponding invoice.
- Codes directly to a GL Income account and does not relate to a Debtor account.
- Allows recording of GST as appropriate.
- Interest income, other income

Dr = Debtors Ledger

- Key ***D*** in the **LR** column.
- For entry of debtor payments received into the bank account that have (or will have) a corresponding debtor invoice to allocate to.
- Entry of debtor refunds paid from the bank account. (If payment is entered as negative income the system will transfer the amount to the expense column).

GL = General Ledger

- Key ***G*** in the **LR** column.

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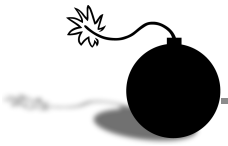
- For entry of payments or receipts that do not relate to income, expense, debtors or creditors.
- Transactions are not reported on in the Business Activity Statement. GST is not accounted for.
- Loans to/from shareholders

WARNING



Transactions that do not relate to debtors or creditors yet have a GST implication must be entered as Expense or Income.

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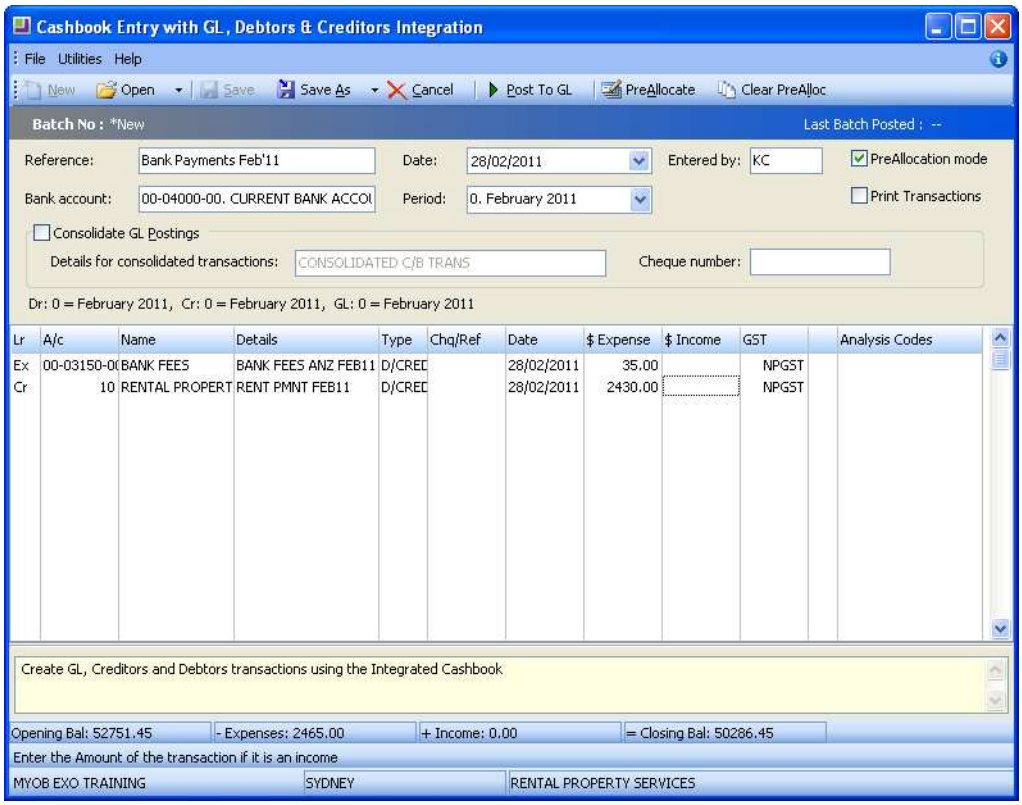
Integrated Cashbook entry

Transactions > General ledger > Integrated Cashbook Entry

1 Open the Integrated Cashbook Entry screen using the path outlined above. Alternatively, click on the Enter Cashbook Transactions button on the **General Ledger** tab.

2 Create a new cashbook entry by clicking new.



Integrated Cashbook example: Bank Fees and Rent Payment

3 Complete the header information

- Enter a reference
- Check the Bank account that the entry is applying to (if you operate more than one account).
- Enter the date of the transaction.
- Enter your initials in the **Entered By** field
- Check the period to which you want to Post the transaction (this is especially important if you are entering bank fees from a prior period in order to finalise the reconciliation).

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- PreAllocation mode. Select this option if you want to allocate the transaction prior to saving. Otherwise you will be prompted to allocate the transaction after you have saved.
- Print Transactions. Select this option if you want to generate a printout of the transaction.
- Consolidate GL Postings. Select this option if the transactions you are entering are to be consolidated for the GL (e.g. for an insurance payment that is coded to various ledgers but goes through as one payment from the bank account).

4 Enter the ledger code that the transaction relates to in the lr column. In the example above it is **Ex - Expense** for the bank fees and **Cr - Creditors** for the rent as there is a corresponding invoice for the rent payment.

TIP

You can drill down to GL, Debtor or Creditor account from the integrated Cashbook by double-clicking on a cell in the **A/c** column.

5 Enter or search for the account number (the above example uses 3150 - Bank Fees and the Creditor account number for taking the rent payment as it has a corresponding invoice).

6 Enter the payment type (***D*** for Direct Credit).

7 Enter a reference number if available.

8 Enter the $amount of the expense.

9 Check the GST by clicking on the ellipsis (...) button.

10 Preallocate the transaction by clicking on the PreAllocate button in the toolbar and use the normal allocation process. Refer to *'Allocating Payments'* on page 10 for more information.

11 Process the transaction by clicking the Post To GL icon in the toolbar. This will process the transaction ready for reconciling using the Bank Reconciliation function.

TIP

Cashbook entries can be inserted or deleted via **CTRL+INS** or **CTRL+DEL**.

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Using Cashbook for Regular Payments

Integrated Cashbook can also be used to save and record a regular payment that is made direct from your bank account. The entry can be for a single payment or a group of payments.

The use of suspended and recurring entries is covered in in a separate session.

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Skills checklist

Tick the skills that you have learned in this unit.

Skills	✓
Enter Cashbook transactions	

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Reports

9

This unit will provide an overview of the reports relevant to debtor and creditor payments

By the end of this unit, you will be able to:

- List the reports available for debtor payments
- List the reports available for creditor payments

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Reports

EXO Business's reporting capacity is extensive and there is a vast number of standard reports available. In addition there are a number of tools which allow you to customise and design your own reports and forms as well as produce graphical analysis of information.

Available reports can be viewed via:

Clarity Report Browser

The **Clarity Report Browser** shows all available reports categorised into functional areas. Reports can be previewed, run or added to a user's menu as required.

Dashboard

The **Dashboard** enables each user to display data using widgets created in EXO Analytics.

Functional menu reports drop down

The functional menu reports drop down is located on the lower left hand corner of the main screens (ie Sales, Purchases, Stock, etc). The drop down will show reports that relate to the screen you are currently viewing. For example, on the **Sales** screen the reports drop down will show reports that relate to either **Sales**, **Sales Orders** or **Debtors**. Individual reports can be selected from the drop down menu.

EXO Analytics

EXO Analytics presents a customisable overview of the organisation's business status. It is intended for use by management to monitor business performance.

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Debtor Reports

The following lists the debtors reports available via the Reports menu on the Sales screen. While each company and every user has different requirements for reporting, the most commonly used reports have been highlighted. It is recommended that you review and get familiar with these reports.

- **Debtors Aged Balances Report**
- **Debtors Ages Balances Report by Due Date**
- **Debtors Invoice Listing**
- **Debtors Payment Listing**
- **Debtors Cheque Listing**
- **Debtors Adjustment Listing**
- **Debtors Allocation Listing**
- **Debtors Returns and Credits**
- **Debtors Transaction Listing**
- **Debtors Stop Credit Report**

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Creditor Reports

The following lists the creditors reports available via the Reports menu on the Sales screen. While each company and every user has different requirements for reporting, the most commonly used reports have been highlighted. It is recommended that you review and get familiar with these reports.

- **Creditors Aged balances report**
- **Creditor Account Details**
- **Creditors Invoice Listing**
- **Creditors Payment listing**
- **Creditors Adjustment Listing**
- **Creditors Allocation Listing**
- **Creditors Return and Credits**
- **Creditors Transaction Listing**
- **Creditor Purchases Analysis**
- **Expiring Prompt Payment Discounts**

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Skills checklist

Tick the skills that you have learned in this unit.

Skills	✓
List reports available for debtor payments	
List reports available for creditor payments	

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Receivables and Payables - Review

10

This unit will provide a list of questions to review what you have learned.

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1 What is the benefit of using Debtors Banking Batches?

---

2 When can a debtors banking batch no longer be edited?

---

3 Why should debtor statements be printed prior to period end roll?

---

4 How should a dishonoured cheque be entered?

---

5 How would you email an invoice?

---

6 How is the Prompt Payment Discount claimed when paying bills?

---

7 When can debtor invoices be edited?

---

8 How can a payment be de-allocated if it has been incorrectly allocated?

---

9 What transaction would you use to clear out a debtor account that is showing $10 still owing?

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10 While reconciling the bank account, you notice that a customer has paid directly into your bank account. How would you enter the transaction?

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Receivables and Payables - Activities

5

This unit will provide a list of activities to practice the processes covered.

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Activity 1

Single debtor payment

- Receipt a cheque (no **795100**) from **ALL CAR PARTS** in the amount of $3381.99 against all outstanding invoices for the current month.
- Enter the payment and allocate against the appropriate invoices.

Remember to allow for the prompt payment discount.

Activity 2

Receive multiple debtor payments

- Receive **CHEQUE** payments from:

Account No	Debtor	Amount	Cheque #
8	**Mark Lawrence**	**$ 7,182.93**	**765 566**
5	**D & C Panelbeaters**	**$ 911.81**	**344 122**
7	**James Barry**	**$ 998.29**	**455 665**

- Unselect the options **Auto Allocate** and **Post to GL**.
- Save the batch but ***do not post to GL*** yet.

Option 2a

- Receive payments from the following accounts using **EFTPOS/CREDIT CARD**.

Account No	Debtor	Amount
28	**Mary-Anne Gilby**	**$ 2,741.40**
6	**Symonds St Central**	**$ 3,879.77**
18	**V8 Specialists**	**$ 7,320.38**

- Unselect the options **Auto Allocate Post to GL**.
- Save the batch but ***do not post to GL*** yet.

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Activity 3

Debtor banking batches

You are going to bank the cheques received over the last few days. In addition, you will be banking the cheque from **ALL CAR PARTS** (generated in Activity 1).

- EDIT the banking batch created in Activity 2 so that it includes the payment received from **ALL CAR PARTS**.
- Remove any BANK FEE that has been applied by the system.
- Print the banking batch (preview on screen) to send with your cheques to the bank.
- Post to GL. $12,475,02

Hint: you will need to tick Allow to post.

- Add any EFT/Credit Card payments to the batch created in 2a.
- Remove any BANK FEE that has been applied by the system.
- Print the banking batch (preview on screen) to send with your cheques to the bank.
- Post to GL. $29,081.15

Activity 4

Stop credit

- Put customer **THE CAR JUNCTION** on stop credit.
- Save and exit.
- Try to sell an **ALPINE DVA-5205 DVD/VCD/CD PLAYER** to **THE CAR JUNCTION**

Activity 5

Bounced cheque

You have just received notice from your bank that the cheque from **JAMES BARRY** in the amount of $998.29 (which has been received and allocated) has been refused.

- Enter the appropriate transaction to account for this.

Hint: As the cheque has already been posted to GL, remember to post the reversal to the General Ledger as well.

Option 5a

One of your customers, Knight Nichol Autos has a long term outstanding debt of NZ $24.59.

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- Enter a debtors adjustment to write off this debt, using a current exchange rate of 1.15.
- Enter adjustment details ***As agreed with Debbie Jamieson***.

Hint: A negative adjustment amount reduces the amount your debtor owes you.

Activity 6

Creditors payment processor

- Your manager has instructed you to pay the following accounts by cheque:

Creditor	Amount
Telstra	$ 756.55
G Gray Accountants	Make a part payment of $500.00 for the invoice for the current month. Pay all invoices outstanding for previous months in full.
Jensen & Rothville Building Services	Pay invoice 987987 in full.
The Benefitz Advertising and Graphics	Pay 50% of invoice 56466
Aussie Car Parts	Pay invoice 466644 in full
Office Product Depot	Pay this month's invoice in full

- Confirm that you have 6 cheques totalling $8,269.89 and print a Proposed Payment Run report.
- When you run the cheque payment, your next cheque number should be 2499.

Hint: If you cannot find an account, check the payment type.

Option 6a

- Review the creditors due to be paid by direct credit.
- Remove any foreign currency creditors from the direct credit payment option.
- Release and pay any invoices that are due.

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Activity 7

Manual Cheque Payment (Expenses)

- You have been given the attached **EXPENSES REIMBURSEMENT** request by John Thompson. Reimburse the petty cash tin using handwritten cheque No. **78654**.

Hint: If you reimburse by direct deposit then you can use Integrated Cashbook.

- Change the date to show current month and year.

Expense Reimbursement

Date: Today Cheque No: _____

Requested By: John Thomson

Approved By:

Date	Payee	Amount	Description	Requested By	Account Code
03	Premier Parking	$ 25.00	PJ Parking re client mtg	JT	3720
10	Corner Newsagency	$12.50	Finance Today	JT	3650
15	Corner Newsagency	$6.50	Ream of paper	JT	3650
18	Woolworths	$13.50	Soap refills for office	JT	3650
18	Corner Newsagency	$3.50	Newspapers	JT	3650
24	Rental Property Services	$100.00	Cleaning of office carpet (invoice attached)	JT	3250
	Total Reimbursement	$161.00			

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Activity 8

Credit card account

The office credit card statement has come through. Discuss how you would normally enter a credit card liability.

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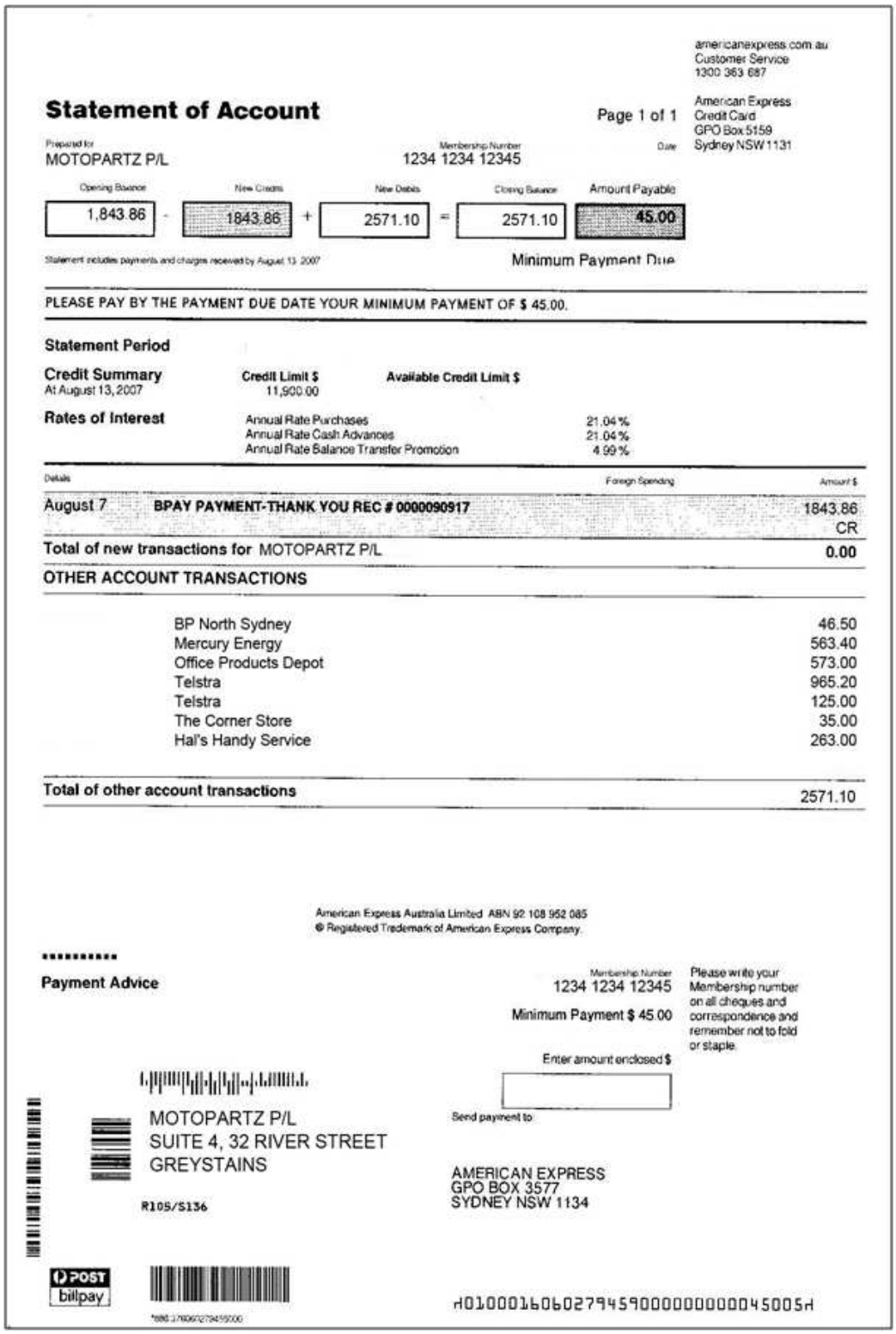

americanexpress.com.au
Customer Service
1300 363 687

American Express
Credit Card
GPO Box 5159
Sydney NSW 1131

Statement of Account

Page 1 of 1

Prepared for
MOTOPARTZ P/L

Membership Number
1234 1234 12345

Date

Opening Balance		New Credits		New Debits		Closing Balance		Amount Payable
1,843.86	-	1843.86	+	2571.10	=	2571.10		45.00

Statement includes payments and charges received by August 13, 2007

Minimum Payment Due

PLEASE PAY BY THE PAYMENT DUE DATE YOUR MINIMUM PAYMENT OF $ 45.00.

Statement Period

Credit Summary
At August 13, 2007

Credit Limit $	Available Credit Limit $
11,900.00	

Rates of Interest

Annual Rate Purchases	21.04%
Annual Rate Cash Advances	21.04%
Annual Rate Balance Transfer Promotion	4.99%

Details	Foreign Spending	Amount $
August 7 BPAY PAYMENT-THANK YOU REC # 0000090917		1843.86 CR
Total of new transactions for MOTOPARTZ P/L		**0.00**

OTHER ACCOUNT TRANSACTIONS

BP North Sydney	46.50
Mercury Energy	563.40
Office Products Depot	573.00
Telstra	965.20
Telstra	125.00
The Corner Store	35.00
Hal's Handy Service	263.00
Total of other account transactions	2571.10

American Express Australia Limited ABN 92 108 952 085
® Registered Trademark of American Express Company.

Payment Advice

Membership Number
1234 1234 12345

Minimum Payment $ 45.00

Please write your Membership number on all cheques and correspondence and remember not to fold or staple.

Enter amount enclosed $

Send payment to

MOTOPARTZ P/L
SUITE 4, 32 RIVER STREET
GREYSTAINS

R10S/S136

AMERICAN EXPRESS
GPO BOX 3577
SYDNEY NSW 1134

POST billpay

The following outlines one option for processing credit card statements which allows you to enter and process credit card payments through the Creditors Payment Processor when they fall due and creates a creditor history for the credit card account.

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Step 1: Enter creditor invoices

Some of the bills we pay by credit card will already be entered on the system. To allow for this, enter creditor invoices for the following:

- Creditor invoice **Mercury Energy** $563.40 (inc)
- Creditor invoice **Office Products Depot** $573.00 (inc)
- Creditor Invoice **Telstra** $965.20 (inc)
- Creditor Invoice **Telstra** $125.00 (inc)

Step 2: Pay creditor invoices via Integrated Cashbook using the following

- Credit Card Clearing Account (not Bank) - GL Account 5600

Step 3: When the credit card statement arrives, enter as a creditor invoice

- When entering payments made via the credit card to existing creditors, the transaction should be entered and coded to the Credit Card Clearing account (because they have already been expensed when entering the creditor invoice in Step 1).
- Payments made via the credit card to non-creditors will need to be expensed direct to a GL account (e.g. stationery, vehicle expenses, etc):

GL Account	Item
3720 - Vehicle Expenses	**BP North Sydney**
3650 - Stationery	**The Corner Store**
3600 - Repairs & Maintenance	**Hal's Handy Service**

Step 4: Pay the credit card statement when it falls due using Creditors Payment Processor.

Activity 9

Generate credit

- Check transactions for **PANMURE AUTO TRADE SUPPLIERS**
- We have returned the goods supplied on invoice 98HJJ however it was never entered on the system.
- Generate credit and ensure that you allocate the credit to the invoice.

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Activity 10

Reverse a cheque

- **OFFICE PRODUCTS DEPOT** have contacted you to say that the cheque you supplied (in Activity 6) is missing.
- Reverse the original cheque. Unallocate prior payment. Allocate reversal and cheque transaction leaving the invoice outstanding.
- Review the account to see the payable invoice.
- Re-release the invoice for payment in the next cheque run

Hint: Remember to contact your bank to cancel the cheque!

Activity 11

Review reports

- Find a list of the payments that you made today.
- Review a list of the current payables.

Activity 12

Integrated Cashbook

- Enter a payment to **MERCURY ENERGY** in the amount of **$843.00** using integrated cashbook. This has been automatically deducted from your account and you have not yet entered the corresponding creditor invoice.
- Prior to posting, save the payment as a recurring transaction.
- Enter the creditor invoice (no **100 789 33357**) in the amount of **$843.00** coded to **POWER** and allocate the payment to the invoice.

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