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***See also [Receive Money Overview](#)***

In MYOB Accounting Plus, you can use Spend Money to record transactions that affect your company's checking accounts, credit card accounts, petty cash accounts and other cash accounts.

For information about reconciling accounts see [Reconciling checking accounts](#) located in Month-end Procedures.

## **Using the Spend Money window**

### ***Spend Money accounts***

The list in the upper left corner of the Spend Money window displays all the Detail Checking and Detail Credit Card accounts you've set up. Remember that these accounts can be used for any cash disbursement method. Credit cards, petty cash, money market accounts and other methods for making payments may be displayed in this list.

Only accounts you've specifically designated as Detail Checking or Detail Credit Card accounts appear in the list. If you want a particular account to appear in this list, you'll need to create the account first. See [Creating accounts](#) to learn how to create checking and credit card accounts.

The account numbers appear in the list according to their General Ledger account number, starting with the lowest number first. If you wish to have the account you use the most appear automatically in the window when you open the Spend Money window, be sure that account has a lower General Ledger account number than any other checking or credit card account.

If you want to use a checking or credit card account that has been assigned a currency other than your home currency, first choose the currency associated with the account. Click the Currency button to display the Exchange Rate window. Click the arrow next to the Currency field and choose the currency associated with the account you want from the list of currencies that appears. Click OK to close the Exchange Rate window. All the checking and credit card accounts that use the selected currency will appear in the account list, along with your home currency accounts.

### ***Spend Money window details***

In the Spend Money window, you can choose to select a card from the Card File list so that the transaction will appear in the list of all transactions that are linked to the card or you can choose not to use a card and simply enter the payee's name in the Payee field. You might want to enter the payee's name and not create

a card if the transaction is a one-time transaction -- a donation to a charity, for example.

To indicate which accounts will be affected by the transaction, simply enter account numbers in the Allocation Account columns and amounts in the Amount column.

The amount you entered in the Amount field in the top half of the window is considered a credit amount, and the amounts you enter in this column are considered debit amounts.

Keep in mind that the amount(s) you apply in the Amount column will accumulate in the Total Applied field and the Total Applied amount must equal the amount that appears in the Amount field in the top half of the window before you can record the transaction. The Out of Balance amount must be zero before you record.

Choose Recap Transaction from the Edit menu to view the accounting entries that will be made to your financial records when you record the transaction.

Mark the Already Printed option if you're recording a paper check that's already been written, or if you're recording another type of transaction (such as a petty cash payment) that doesn't require a printed check at the end of the transaction.

Click below for the step-by-step procedure:

[Creating a Spend Money transaction](#)

[Select the account where the money will be drawn from](#)

[Enter details about the transaction](#)

[Indicate which accounts will be affected by the transaction](#)

[Choose what you want to do with the transaction](#)

## **Using the Spend Money window to record credit card purchases**

You can use the Spend Money window to track the balance due and expenses incurred on a company credit card.

Before you begin recording credit card purchases, be sure to create a liability account to track the amount owed to each credit card provider. These accounts must be detail credit card accounts. For more information about creating credit card accounts, see [Creating accounts](#).

If you don't have time to record credit card purchases as you make them, record your purchases when the statement arrives and allocate them to the appropriate expense accounts.

As with checking accounts, you can reconcile your credit card account using the Reconcile Accounts window. See [Reconciling checking accounts](#) for more information.

Click below for the step-by-step procedure:

[To record purchases made using a company credit card](#)

[To record a payment on a credit card account](#)

## **Voiding check numbers**

For any number of reasons, you may want to void a check number. You may, for example, find that one of your check forms is damaged and not usable for printing or you may realize that after printing a check for a vendor, the amount of the check is not correct.

Since the check form in the first example will never be used, you may want to void the check number. When you void a check number, no amounts are assigned to the check; instead, VOID appears as the check's amount in the Cash Disbursements Journal.

In the second example, a check transaction using a check number has been recorded, so in addition to voiding the check number, you'll remove or reverse the incorrect check transaction to remove the transaction from your records. (Whether you'll remove or reverse the transaction depends upon whether your data file is changeable or unchangeable. To know if you have a changeable or unchangeable data file, see [What are changeable and unchangeable transactions?](#)) You'll then enter a new, correct check transaction to replace the original transaction.

Click below for the step-by-step procedure:

[To void a check number](#)

[To change a Spend Money transaction](#)

[To remove a Spend Money transaction](#)

[To reverse a Spend Money transaction](#)

## Creating recurring templates

If you plan to record the same transaction in the Spend Money window on a regular basis, you may want to consider creating a *recurring* template. When you create a recurring template, the template information is saved in a separate "holding area" where you can retrieve the template as many times as you want in the future.

Until you record them, recurring templates have no effect on your financial records.

In order to store a transaction as a recurring template, you'll enter information in the Save Recurring Template window and click Save Template. Be aware that you haven't recorded the transaction yet; you've merely stored the recurring information. When you want to record the transaction, you'll click Record in the Spend Money window.

Click below for the step-by-step procedure:

[To create a recurring Spend Money template](#)

[To record a recurring Spend Money template](#)

## Finding, changing, removing and reversing Spend Money transactions

There may be times when you need to change, remove or reverse a transaction you've entered into the MYOB system. When this is the case, you can choose to make changes to transactions entered in the Spend Money window so your records are updated properly. (You can make changes to transactions if your data file is changeable.) You can also choose instead to quickly remove the effects of the transaction from your records by *removing* or *reversing* the transaction. Then, if you want, you can enter a new, correct transaction to replace the transaction. If you want, you can make a few changes to the new transaction (such as the date and the memo), but you can't change the accounts and amounts that are associated with it. When you record the reversal, all account balances will be returned to their previous levels. (Whether you remove or reverse transactions depends upon whether your transactions are changeable or unchangeable.)

For more information about changeable and unchangeable transactions see [What are changeable and unchangeable transactions?](#)

You can change and remove a recurring template whether your transactions are changeable or unchangeable. The template is removed from your list of recurring templates only. Any transactions you've already recorded using the recurring template won't be affected.

Click below for the step-by-step procedure:

[To find a Spend Money transaction](#)

[To find a recurring Spend Money template](#)

[To display a list of recurring Spend Money templates](#)

[To change a Spend Money transaction](#)

[To change a recurring template's name or frequency](#)

[To change a recurring template's line items and other information](#)

[To remove a Spend Money transaction](#)

[To remove a Spend Money recurring template](#)

[To reverse a Spend Money transaction](#)

## **Recording withdrawals from your Spend Money account without creating a check**

There are two ways to record withdrawals from your checking account without creating a check:

- By entering a transaction in the Spend Money window
- By creating a General Journal entry in the General Journal Entry window

Whichever method you choose, you'll be able to work with the transaction in the Inquiry Register and Reconcile Accounts windows. The only major differences between the two types of transactions are that Spend Money transactions appear in the Cash Disbursements Journal and can be linked to a card, whereas General Journal entries appear in the General Journal and can't be associated with a particular card.

When you enter the withdrawal in the Spend Money window, enter a word or phrase instead of a number in the Check No. field. That way, you'll know the transaction isn't an actual check when you view it in an inquiry window or on a report. This will also allow you to skip the transaction when you print a range of numbered checks.

Click below for the step-by-step procedure:

[To enter a withdrawal using the General Journal Entry window](#)

[To enter a withdrawal using the Spend Money window](#)

## **Printing checks**

You can choose to print a check at the time you enter the check or you can choose to print the check at a later time. You can print and reprint individual checks, or you can print and reprint several checks at the same time -- the choice is yours.

You can choose to print and reprint a single check at the Spend Money window; you can print and reprint a batch of checks by clicking the Print Checks button at the command center. If you wish to reprint a batch of checks, be sure the Unprinted Checks Only selection *isn't* marked when you choose information in the Forms Selection window. (The Forms Selection window is displayed when you click the Print Checks button.)

### ***Before you begin printing***

See [Forms Overview](#) if you need information about:

- Aligning forms in your printer
- Previewing the look of your forms before you print them
- Customizing the look of your forms

## ***To choose a form layout for your checks:***

In the Forms Selection window, accessed by clicking the Print Checks button at the command center, you can choose to print your checks on a continuous feed or laser printer, and you can customize your checks so they'll look the way you want them to look. Collectively, these choices are called *form layouts* in Accounting Plus.

The **ContinuousFeed** Check form layout allows you to print checks on connected sheets of check forms. One check form is followed by one check stub.

The **Laser** Check form layout allows you to print checks one page at a time on a laser printer. The Laser Check form layout is also set up so two check stub forms are printed after the check form. (See [Tips for customizing checks](#) to learn more about customizing your checks and check stubs.)

You can also customize the look of your printed checks. See [To customize the check form](#) for detailed information about customizing your printed forms.

Click below for the step-by-step procedure:

[To print checks](#)

[To print a single check](#)

Keyword: write check

Spend Money Overview

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**Warning: Spend Money transactions can't be used to close bills** If you've recorded orders or bills for vendors using the Purchases command center, in order to make payments to the orders or bills, you must enter the payments using the Purchases command center -- the [Vendor Payments window](#) or the [Purchases Register window](#).

Spend Money transactions can't be used to close bills or make payments to orders. **Note: Spend Money transactions can be changed** If you have a changeable data file, the check number and other entries in the Spend Money window can be changed. If you printed a check that you no longer want, you'll edit the original check transaction, and you may want to void the check number. To know if you have a changeable or unchangeable data file, see [What are changeable and unchangeable transactions?](#)

Creating a Spend Money transaction

**Step 1: Select the account where the money will be drawn from**

**Step 1 > 2 > 3 > 4**

If you haven't already read the Spend Money Overview, see [Spend Money accounts](#) for more information.

The [Spend Money window](#) should be displayed.

Select an account from the list in the upper left of the window.

Keyword: write check

Creating a Spend Money transaction - Step 1

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Creating a Spend Money transaction

## **Step 2: Enter details about the transaction**

### **Step 1 > 2 > 3 > 4**

If you haven't already read the Spend Money Overview, see [Spend Money window details](#) for more information.

The [Spend Money window](#) should be displayed.

1. Select the name of the personal contact, vendor, employee or customer to whom you want to make the payment or enter the payee's name in the Card field.
2. After you enter a card name, some entries appear automatically in the top half of the window. These automatic entries -- known as *default entries* in MYOB Accounting Plus -- are merely suggestions to help you enter your data more quickly. You can make changes to these entries, if you wish.
3. You can use the Memo field to record the purpose of the check. We recommend that you make a detailed comment, so you'll be able to identify the purpose of the transaction when you review your records later on.
4. In the Amount field, enter the amount being paid.

Creating a Spend Money transaction - Step 2

Creating a Spend Money transaction

**Step 3: Indicate which accounts will be affected by the transaction**

**Step 1 > 2 > 3 > 4**

If you haven't already read the Spend Money Overview, see [Spend Money window details](#) for more information.

The [Spend Money window](#) should be displayed.

1. In the Allocation Account column, indicate which General Ledger account or accounts will be affected -- what debt will be reduced or "paid off," in effect -- by the transaction.
2. In the Amount column, enter the amount that corresponds to each account number.
3. Assign a job number, if needed.
4. Repeat steps 1 through 3 until the total amount of the transaction has been applied and the Out of Balance amount is zero.

Creating a Spend Money transaction - Step 3

Creating a Spend Money transaction

#### **Step 4: Choose what you want to do with the transaction**

##### **Step 1 > 2 > 3 > 4**

If you haven't already read the Spend Money Overview, see [Spend Money window details](#) for more information.

#### **To see how the transaction will affect your financial records**

The [Spend Money Overview](#) should be displayed.

Choose Recap Transaction from the Edit menu.

#### **To print and record a check**

The [Spend Money window](#) should be displayed.

1. Load the check form in your printer, if you haven't already done so.
2. Click the Print button in the Spend Money window.

A message appears, explaining that the transaction will be recorded before it's printed.

3. Click OK to begin the printing process.

#### **To record the transaction**

To record the transaction without printing it, click the Record button.

See [To print a single check](#) for information about printing a check after you've recorded it; see [To print checks](#) for information about printing a batch of checks after you've recorded them.

#### **To store the transaction as a recurring template**

The [Spend Money window](#) should be displayed.

1. Click the Save Recurring button to open the Save Recurring Template window.
2. Enter the necessary information about the transaction in this window.
3. Click Record Template to close the Save Recurring Template window.
4. If you want to record the transaction as an actual transaction now, click the Record button in the Spend Money window. If you don't want to record the transaction at this time, click the Cancel button.

See also

[To create a recurring Spend Money template](#)

Creating a Spend Money transaction - Step 4

## **To record purchases made using a company credit card**

If you haven't already read the Spend Money Overview, see [Using the Spend Money window to record credit card purchases](#) for more information.

The [Spend Money window](#) should be open.

1. Choose the credit card account you wish to use from the accounts list.
2. Enter the date, amount of the credit card purchase, payee and memo.
3. In the scrolling list, enter the allocation account you want to use. This account usually is an expense account.
4. Click Record.

To record purchases made using a company credit card

## To record a payment on a credit card account

If you haven't already read the Spend Money Overview, see [Using the Spend Money window to record credit card purchases](#) for more information.

The [Spend Money window](#) should be open.

1. Choose the account you'll use to make this payment from the list of accounts at the top of the window.
2. Enter the credit card company's name and address. Enter the amount you'll pay. Enter a memo to identify the transaction.
3. For the principal amount of the bill, enter the liability account you've created to track purchases made with this credit card in the Allocation Account column. Enter the amount of principal.

For a finance charge amount, create another line item, using your finance charge expense account in the Allocation Account column. Enter the amount of the finance charge.

4. When the Out of Balance amount is zero, click Record.

To record a payment on a credit card account

## **To create a recurring Spend Money template**

If you haven't already read the Spend Money Overview, see [Creating recurring templates](#) for more information.

The [Spend Money window](#) should be open.

1. Use the Spend Money window to create a check as you normally do.
2. Click the Save Recurring button. The Save Recurring Template window appears. Enter the necessary information about the transaction in this window, then click Save Template.

To create a recurring Spend Money template

# Recording recurring Spend Money templates

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## To record a recurring Spend Money template

If you haven't already read the Spend Money Overview, see [Creating recurring templates](#) for more information.

The [Spend Money window](#) should be open.

1. Click the Use Recurring button. The Select a Recurring Template window appears.
2. Double-click the transaction you want; the transaction's information will appear in the Spend Money window.
3. Be sure to review all the information that appears in the window to be sure it's correct. Pay particular attention to the date and check number.
4. To record the transaction, click Record.

To record a recurring Spend Money template

## To find a Spend Money transaction

If you haven't already read the Spend Money Overview, see [Finding, changing, removing and reversing Spend Money transactions](#) for more information.

1. Click the Inquiry Registers button in any command center to display the Inquiry Register window. Select the Account tab if it isn't already selected.
2. You have two choices:
  - Use the Search By selection box to choose another way to search -- All Accounts or Account.
  - Click the Advanced button to search using additional criteria, such as the date, amount or memo.
3. The transaction you're looking for should appear in the scrolling list. If you want to view detail about the transaction, click the zoom arrow next to the transaction's ID number to open the window in which the transaction was originally entered.

To find a Spend Money transaction

**To find a recurring Spend Money template**

1. In the Spend Money window, click the Use Recurring button.
2. A window will appear, displaying all recurring templates you've set up. Double-click the template you want; the recurring template will be displayed in the Spend Money window.

To find a recurring Spend Money template

## To display a list of recurring Spend Money templates

These steps will also allow you to view and record these transactions.

1. In any command center, click the To Do List button.
2. Click the Recurring Transactions tab to display a list of all your recurring General Journal, Spend Money, paycheck and deposit templates.
3. If you want to view detail about a specific transaction, click the zoom arrow.
4. If you want to record one or several of the transactions in the list, click the Action column for the transactions you want to record.
5. Click Record.

To display a list of recurring Spend Money templates

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**Warning: Read this before you record recurring Spend Money templates using the To Do List** If you choose to record recurring Spend Money templates using the To Do List window, keep in mind that the transactions will be recorded automatically; you won't get a chance to review or change any of the transactions before they're recorded. If you're not sure you want to record a particular transaction, we suggest you use the Spend Money window to manually enter the transaction so you have better control over the transaction than you would if you used the To Do List.

The account you assigned to each transaction in the Spend Money window will be used to pay the transactions that are recorded using the To Do List window.

## To change a Spend Money transaction

If you haven't already read the Spend Money Overview, see [Finding, changing, removing and reversing Spend Money transactions](#) for more information.

Use these instructions only if your transactions are *changeable*. See [What are changeable and unchangeable transactions?](#) for more information.

1. Display the transaction you want to change in the Spend Money window. (If you need help doing this, see [To find a Spend Money transaction.](#))
2. Change the information in the Spend Money window in the same way you normally enter information, then click Record.

To change a Spend Money transaction

## **To change a recurring template's name or frequency**

The [Spend Money window](#) should be open.

1. Click the Use Recurring button.
2. Highlight the recurring template you want to change and click Edit.
3. Make your changes, then click Save Template.
4. Click OK to close the Select a Recurring Template window.

To change a recurring template's name or frequency

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### **To change a recurring template's line items and other information**

1. Wait until the next time you need to record the transaction.
2. When you're ready to record the transaction, display it as you normally do in the Spend Money window and make your changes.
3. When you're finished, click Record. Your changes will be reflected in the transaction the next time you display it in the Spend Money window.

To change a recurring template's line items and other information

## To remove a Spend Money transaction

If you haven't already read the Spend Money Overview, see [Finding, changing, removing and reversing Spend Money transactions](#) for more information.

Use this procedure only if your transactions are *changeable*. See [What are changeable and unchangeable transactions?](#) for more information.

1. Display the transaction you want to remove. (If you need help doing this, see [To find a Spend Money transaction.](#))
2. Choose Delete Check Transaction from the Edit menu.

To remove a Spend Money transaction

### **To remove a Spend Money recurring template**

1. In the Spend Money window, click the Use Recurring button to open the Select a Recurring Template window.
2. Highlight the recurring template you want to remove and click Delete.

To remove a recurring template

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**Note: What happens when you remove a recurring template?** When you remove a recurring template, the template is removed from your list of recurring templates only. Any transactions you recorded using a recurring template you remove won't be affected.

## To void a check number

If you haven't already read the Spend Money Overview, see [Voiding check numbers](#) for more information.

The [Spend Money window](#) should be open.

1. Choose the account of the check that you wish to void.
2. Change the check number to the number you wish to void. Change the date to the date you want to be displayed for the voided check. (The date, however, isn't crucial, since no accounting transaction will be recorded.)
3. You can make an entry in the Payee field, but it isn't required.
4. Don't enter an account number or an amount on the check.
5. Click Record. A dialog box appears, asking whether you wish to void the check. Click OK.

To void a check number

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**Note: Voiding versus removing** The process of voiding a check number shouldn't be confused with the process of removing a check. When you void a check number a transaction is added to your records, but no amounts are assigned to the check; instead, VOID appears as the check's amount in the Cash Disbursements Journal. When you remove a check, a transaction is removed from your records.

If you've printed a check that you no longer want in your MYOB Accounting Plus records, you must remove the check transaction; you may, in addition, choose to void the check number. For more information, see [To void a check number](#).

## To reverse a Spend Money transaction

If you haven't already read the Spend Money Overview, see [Finding, changing, removing and reversing Spend Money transactions](#) for more information.

Use this procedure only if your transactions are *unchangeable*. See [What are changeable and unchangeable transactions?](#) for more information.

1. Display the transaction you want to reverse. (If you need help doing this, see [To find a Spend Money transaction.](#))
2. Choose Reverse Check Transaction from the Edit menu. After a few moments, a new transaction, containing amounts exactly opposite of the amount in the original transaction will be displayed.

If you're reversing a transaction from a previous accounting period, consider assigning a date from that period to the new transaction. This will allow your reports for that accounting period to reflect the proper amounts.

3. Click Record to save the reversed transaction.

At this point, the transaction is reversed. All account balances have been returned to their previous levels.

To reverse a Spend Money transaction

## **To enter a withdrawal using the General Journal Entry window**

If you haven't already read the Spend Money Overview, see [Recording withdrawals from your Spend Money account without creating a check](#) for more information.

The [General Journal Entry window](#) should be open.

1. Enter the date you made the withdrawal and note the purpose of the withdrawal in the Memo field.
2. Using the scrolling list, enter a credit to your checking account for the amount of the withdrawal, then enter a debit amount for the destination account (for example, a bank fees expense account or a savings account).
3. Click Record.

To enter a withdrawal using the General Journal Entry window

## To enter a withdrawal using the Spend Money window

If you haven't already read the Spend Money Overview, see [Recording withdrawals from your Spend Money account without creating a check](#) for more information.

The [Spend Money window](#) should be open.

1. Choose the account from where you will withdraw the amount.
2. In the Check No. field, enter a non-numeric word or phrase to describe the withdrawal.
3. Complete the other fields in the Spend Money field as you would for any other Spend Money transaction. Be sure to mark the Already Printed selection to indicate that you don't want this transaction to appear on your list of checks to be printed.
4. Click Record to record the transaction.

To enter a withdrawal using the Spend Money window

## To print checks

If you haven't already read the Spend Money Overview, see [Printing checks](#) for more information.

The [Forms Selection - Print Checks window](#) should be displayed.

1. Choose the account number whose checks you want to print and enter the number of the first paper check that's loaded in your printer.
2. Mark Unprinted Checks Only if you want to print only the checks you haven't already printed. Unmark the selection if you want to reprint checks.
3. Enter dates and check numbers if you want to restrict the list of checks you want to print.
4. Select the form you wish to use for your checks. Click OK.
5. The transactions you selected in the Forms Selection window are listed. (Click the zoom arrow next to the transaction if you wish to view the original check transaction you entered.)

Use the Print column to mark and unmark the checks you want to print. Click the All button to mark all transactions. Click the None button to unmark all transactions.

6. Click Print. Depending upon how your computer is set up, the first form may begin to print immediately, or a print window may appear on your computer screen. If a print window appears, make your selections in the window, then click the button in the window that begins the printing process. (The button is usually labeled "OK" or "Print.")

To print checks

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**Note: If you can't make entries in your print selection window** If you're unable to make entries or selections in your print window, your printer driver software may not be up to date. See [Checking your Windows printer driver software](#) for more information about printer drivers.

**To print a single check**

1. Insert a blank check form in your printer.
2. Display the check you wish to print. (If you need help doing this, see [To find a Spend Money transaction.](#))
3. Click the Print button.

To print a single check

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## **Receive Money Overview**

### ***Using the Receive Money window***

### ***Recording recurring Receive Money templates***

### ***Finding, changing, reversing and removing Receive Money transactions***

### ***Preparing a bank deposit of undeposited funds transactions***

The Receive Money transactions you enter in the Checkbook Command Center can serve many cash-receipts purposes. They may reflect actual deposits to a bank that will increase your checking account balance, or they may reflect a deposit to replenish your petty cash on hand amount.

You can choose to record your cash receipts in a undeposited funds account so that you can group the cash receipts in a single bank deposit transaction.

## **Using the Receive Money window**

You have the choice of recording Receive Money transactions directly into an account or of grouping Receive Money transactions into the undeposited funds account.

### ***Deposit to Account***

When you record Receive Money transactions directly into an account, an individual cash-receipts transaction is recorded in the account for each transaction. The list in the Receive Money window displays all the checking accounts you've set up. Remember that checking accounts can be used for any method of receiving money. Credit cards, petty cash, money market accounts and other methods for receiving money may be displayed in this list. Only accounts you've specifically designated as Detail Checking accounts or Detail Credit Card accounts appear in the list. If you want a particular account to appear in this list, you'll need to create the account first. See [Creating accounts](#) to learn how to create checking accounts.

### ***Group with Other Undeposited Funds***

When you record Receive Money transactions into the undeposited funds account, individual cash-receipts transactions are recorded in the undeposited funds account -- not directly to your checking or credit card accounts. After you've grouped all of the Receive Money transactions you wish, you can then make a bank deposit which will include the group of Receive Money transactions you select. Using this method, a single bank deposit transaction will appear on your bank or credit card statement in place of many Receive Money transactions. The linked account must be a Detail Checking account. To learn how to choose a linked account see [To choose a linked account for undeposited funds transactions](#).

You can enter information in the Receive Money window that will help you to identify the Receive Money transaction in the future. The Payor field is optional, but you may choose to select a card from the Card File list so the transaction will be appear in the list of all transactions that are linked to the card or you can choose not to use a card.

If you've entered a card in the Payor field and if you've entered payment information for the card in the Card Information window, the payment method will appear automatically. Otherwise, select a payment method if you wish. Use the Details button to access the Applied Payment Details window if you wish to enter the check number, for instance, if the Receive Money transaction was made by check, or the credit card number and other information if the Receive Money transaction was made using a credit card. If you choose to group your Receive Money transactions in the undeposited funds account, when you're ready to prepare a bank deposit, you can choose to sort the Receive Money transactions by the payment method. For more information about bank deposits, see [Preparing a bank deposit of undeposited funds transactions](#).

The scrolling list in the middle of the Receive Money window is the main area where Receive Money transactions are created. When information is entered in a row in the scrolling list, the row is called a *line item* on the transaction. You can enter as many line items on a Receive Money transaction as you want.

You'll enter the individual amounts that are included in the Receive Money transaction, along with the account or accounts they affect. Typically these are income accounts.

The amount you entered in the Amount Received field in the top half of the window is considered a debit amount, and the amounts you enter in this column are considered credit amounts.

Keep in mind that the amount(s) you apply in the Amount column will accumulate in the Total Applied field and the Total Applied amount must equal the amount that appears in the Amount Received field in the top half of the window before you can record the transaction. The Out of Balance amount must be zero before you record.

Choose Recap Transaction from the Edit menu to view the accounting entries that will be made to your financial records when you record the Receive Money transaction.

Click below for the step-by-step procedure:

[Select the account where the money from the Receive Money transaction will go](#)

[Enter details about the Receive Money transaction](#)

[Indicate which accounts will be affected by the transaction](#)

[Choose what you want to do with the transaction](#)

[To choose a linked account for undeposited funds transactions](#)

## **Recording recurring Receive Money templates**

If you plan to record the same Receive Money transaction on a regular basis, you may want to consider creating a recurring Receive Money template. When you create a recurring Receive Money template, the transaction information is saved in a separate "holding area" where you can retrieve the template as many times as you want in the future. See [To store the transaction as a recurring Receive Money template](#) for information about creating recurring templates. Until you record them, recurring Receive Money templates have no effect on your financial records.

Click below for the step-by-step procedure:

[To record a recurring Receive Money template](#)

[To find a recurring Receive Money template](#)

[To change a recurring Receive Money template's name or frequency](#)

[To change a recurring Receive Money template's line items and other information](#)

## **Finding, changing, reversing and removing Receive Money transactions**

After you record a Receive Money transaction, you'll probably want to view the transaction again in the future. You may also want to find a recurring Receive Money template.

You can change and delete Receive Money transactions if your transactions are changeable. You can reverse transactions if your transactions are unchangeable. To learn if your transactions are changeable or unchangeable, see [What are changeable and unchangeable transactions?](#) for more information.

When you delete a transaction, the transaction is removed from your records. When you reverse a transaction an opposite transaction is created which removes the effects of the incorrect transaction from your records. Then, if you want, you can enter a new, correct transaction to replace the transaction you removed or reversed.

Click below for the step-by-step procedure:

[To find a Receive Money transaction](#)

[To find a recurring Receive Money template](#)

[To display a list of recurring Receive Money templates](#)

[To change a Receive Money transaction](#)

[To change a recurring Receive Money template's name or frequency](#)

[To change a recurring Receive Money template's line items and other information](#)

[To remove a Receive Money transaction](#)

[To remove a recurring Receive Money template](#)

[To reverse a Receive Money transaction](#)

## **Preparing a bank deposit of undeposited funds transactions**

If you use the undeposited funds account to group funds you receive, you can use the Prepare Bank Deposit window to create a batch bank deposit that will transfer funds from the undeposited funds account to the account of your choice as a single transaction. Undeposited funds dated up to and including the date you enter in the Prepare Bank Deposit window will be displayed.

If you chose to use 13 accounting periods in your fiscal year, MYOB Accounting Plus still divides your fiscal year into 12 calendar months. The 13th period doesn't follow the 12 months chronologically; instead, you can use any date you want to enter transactions in the 13th period. To do so, however, you must enter transaction dates a little differently than you're accustomed to.

Use the Deposit to Account field to enter the account where the funds selected in the Prepare Bank Deposit window will be deposited.

You may want to view and deposit only those transactions that were created using one method of payment. Choose the method from the Select Receipts by list.

Before you record the bank deposit, you can choose to remove or reverse a transaction in the Prepare Bank Statement window by clicking the zoom arrow next to the transaction to display the transaction and then choosing Delete Deposit Transaction or Reverse Deposit Transaction from the Edit menu. (Whether a receipt can be reversed or removed before the bank deposit is recorded depends upon whether your data file is changeable or unchangeable. For more information, see [What are changeable and unchangeable transactions?](#)) Before you record the bank deposit, you can also edit transactions that were recorded using the Receive Money window if you have a changeable data file.

Click below for the step-by-step procedure:

[To record a bank deposit for undeposited funds transactions](#)

[To change a Receive Money transaction](#)

[To reverse a Receive Money transaction](#)

[To remove a Receive Money transaction](#)

## ***Finding, reversing and removing bank deposits of undeposited funds transactions***

After recording a bank deposit of undeposited funds transactions, you may want to review the receipts that you included on the bank deposit. Recorded bank deposits can be found using the Transaction Journal and the Inquiry Registers. You can choose to display the transaction in the Prepare Bank Deposit window by clicking the arrow next to the transaction. While you can remove or reverse the bank deposit, the bank deposit can't be changed. When a bank deposit is removed or reversed, all of the receipts included in the

bank deposit are returned to the Prepare Bank Deposit window. (Whether a bank deposit can be reversed or removed depends upon whether your data file is changeable or unchangeable. For more information, see [What are changeable and unchangeable transactions?](#))

[To remove a bank deposit for undeposited funds transactions](#)

[To reverse a bank deposit for undeposited funds transactions](#)

Receive Money Overview

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**Note: The linked account for undeposited funds must be a local currency account** You may only use a local currency account as the linked account for undeposited funds. As a result, if you use the Multicurrency feature of MYOB Accounting Plus, only receipts transactions which are local currency may be grouped as a deposit of undeposited funds. **Note: If you've set up a cash drawer account using a previous MYOB product** If you've set up an account, using a previous MYOB product, as a cash drawer to receive all of your customer receipts, you can now choose to group all of your customer receipts in an undeposited funds account and use the Record Bank Deposit window to deposit those receipts into other accounts.

You'll perform the following tasks to change from using a cash drawer account to using an account to group your undeposited funds.

1. Continue to transfer receipts from the cash drawer account to other accounts as you usually do until the balance of the cash drawer account is zero.
2. To begin grouping your undeposited funds, you'll enter a checking account as the linked account for undeposited funds. You'll enter the account number in the Checking Account for Undeposited Funds field. See [To choose a linked account for undeposited funds transactions](#).
3. When you set up your cash drawer account, you probably entered your cash drawer account in the Checking Account for Customer Receipts field. You'll choose a different account for this entry now that you're no longer using a cash drawer. The account you enter will display in the Deposit to Account field in the Customer Payments window and the Account field in the Settle Returns and Credits window.

The Checking Account for Customer Receipts field is located in the Accounts Receivable Linked Accounts window found by choosing Setup on the menu bar and then choosing Linked Accounts>Receivable Accounts from the submenu. **Warning: Receive Money transactions can't be used to close invoices** If you've recorded orders or invoices for customers using the Sales Command Center, in order to make payments to the orders or invoices, you must enter the payment using the Sales Command Center -- using the [Customer Payments window](#) or the [Sales Register window](#).

Receive Money transactions can't be used to close invoices or make payments to orders. **Note: Using bank deposits of undeposited funds** Bank deposits of undeposited funds can't be saved as recurring Receive Money transactions. See [Finding, reversing and removing bank deposits of undeposited funds transactions](#) to learn more about using bank deposits of undeposited funds. **Note: Using bank deposits of undeposited funds** The steps for finding, changing, reversing and removing bank deposits of undeposited funds work somewhat differently than Receive Money transactions applied directly to an account. See [Finding, reversing and removing bank deposits of undeposited funds transactions](#) for more information. **Note: Entering transactions in the 13th period** To enter a transaction for the 13th period, enter an asterisk (\*) in the Date field before you enter the transaction's actual date. For example, if you want to place a transaction in the 13th period and want to indicate that the transaction was an adjustment for a transaction you originally entered on September 9, 2000, enter \*9/9/00. (If you simply want to place a transaction in the 13th period and the actual date doesn't matter, you can enter whatever date you want following the asterisk). Regardless of the date you enter after the asterisk, that month's accounting records won't be affected by the entry. **Note: To remove a receipt recorded on a bank deposit, you must first remove the bank deposit** If you wish to remove an individual receipt that was recorded on a bank deposit of receipts grouped in the undeposited funds account, you must first remove or reverse the bank deposit.

If you choose to remove the bank deposit, receipts that were included on the bank deposit can be removed or reversed. (If you have a changeable data file, receipts included on a bank deposit that were recorded in the Receive Money window can also be edited once the bank deposit is removed.)

If you choose to reverse the bank deposit, receipts that were included on the bank deposit can be reversed. (If you have a changeable data file, receipts included on a bank deposit that were recorded in the Receive

Money window can also be edited once the bank deposit is reversed.)

Whether a bank deposit can be reversed or removed depends upon whether your data file is changeable or unchangeable. For more information, see [What are changeable and unchangeable transactions?](#)

Creating a Receive Money transaction

**Step 1: Select the account where the money from the Receive Money transaction will go**

**Step 1 > 2 > 3 > 4**

If you haven't already read the Receive Money Overview, see [Using the Receive Money window](#) for more information.

The [Receive Money window](#) should be displayed.

Choose one of the following:

- Mark Deposit to Account, and choose the account from the list in the upper left corner of the window.
- Mark Group with Undeposited Funds.

Creating a Receive Money transaction - Step 1

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**Note: If you want to link a foreign-currency account in the Receive Money window** When you use **Deposit to Account:** If you want to record a Receive Money transaction to a checking or credit card account that has been assigned a currency other than your home currency, first choose the currency associated with the account. Click the Currency button to display the [Exchange Rate window](#). Click the arrow next to the Currency field and choose the currency associated with the account you want from the list of currencies that appears. Click OK to close the Exchange Rate window. All the checking and credit card accounts that use the selected currency will appear in the account list, along with your home currency account.

**When you use Group with Undeposited Funds:** The linked account for undeposited funds must be a local currency account. If you choose a foreign currency for a Receive Money transaction using the Exchange Rate window, only the Deposit to Account option will be available. For more information about grouping receipts, see [Group with Other Undeposited Funds](#) in the Receipts Overview.

Creating a Receive Money transaction

## **Step 2: Enter details about the Receive Money transaction**

### **Step 1 > 2 > 3 > 4**

If you haven't already read the Receive Money Overview, see [Using the Receive Money window](#) for more information.

1. Today's date appears as the date of the transaction; if the transaction was made on a different date, enter that date instead.
2. In the Payor field, enter the name of the person or company from whom you received the receipt, if you wish.
3. In the Amount Received field, enter the amount being received.
4. Enter a payment method and add details about the receipt, if you wish.
5. You can use the Memo field to record the purpose of the Receive Money transaction. We recommend that you make a detailed comment, so you'll be able to identify the transaction when you review your records later on.

Creating a Receive Money transaction - Step 2

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Creating a Receive Money transaction

**Step 3: Indicate which accounts will be affected by the transaction**

**Step 1 > 2 > 3 > 4**

If you haven't already read the Receive Money Overview, see [Using the Receive Money window](#) for more information.

1. Enter the accounts that which will be affected by the transaction in the Allocation Account columns and enter the amounts in the Amount column.
2. If you wish to assign a line item to a job, enter the job number in the Job column.

Creating a Receive Money transaction - Step 3

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Creating a Receive Money transaction

#### **Step 4: Choose what you want to do with the transaction**

#### **Step 1 > 2 > 3 > 4**

If you haven't already read the Receive Money Overview, see [Using the Receive Money window](#) for more information.

#### **To see how the transaction will affect your financial records**

Choose Recap Transaction from the Edit menu.

#### **To record the transaction**

Click Record.

#### **To store the transaction as a recurring Receive Money template**

If you haven't already read the Receive Money Overview, see [Recording recurring Receive Money templates](#) for more information.

1. Click the Save Recurring button.
2. Enter the necessary information about the transaction.
3. Click Save Template to close the Save Recurring Template window.
4. If you want to record the receipt as an actual transaction now, click Record in the Receive Money window, otherwise, click Cancel.

See [To record a recurring Receive Money template](#) for detailed information about performing more tasks with recurring Receive Money templates.

Creating a Receive Money transaction - Step 4

## To record a recurring Receive Money template

If you haven't already read the Receive Money Overview, see [Recording recurring Receive Money templates](#) for more information.

The [Receive Money window](#) should be displayed.

1. Click Use Recurring.
2. Double-click the transaction you want.
3. Be sure to review all the information that appears in the window to be sure it's correct. Pay particular attention to the date and transaction number; if you need to find this transaction in the future, you'll need to remember this information.
4. Click Record. The recurring Receive Money template will be recorded as an actual transaction, and will also remain in the recurring template "holding area" for future use.

To record a recurring Receive Money template

## To find a Receive Money transaction

If you haven't already read the Receive Money Overview, see [Finding, changing, reversing and removing Receive Money transactions](#) for more information.

1. Click the Inquiry Registers button in any command center. Select the Account tab if it isn't already selected.
2. You have two choices:
  - Use the Search By selection box to choose another way to search -- All Accounts or Account.
  - Click the Advanced button to search using additional criteria, such as the date, amount or memo.
3. The transaction you're looking for should appear in the scrolling list.

To find a Receive Money Transaction

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## To find a recurring Receive Money template

If you haven't already read the Receive Money Overview, see [Recording recurring Receive Money templates](#) for more information.

The [Receive Money window](#) should be displayed.

1. Click the Use Recurring button.
2. Double-click the transaction you want to use.

To find a recurring Receive Money template

## To display a list of recurring Receive Money templates

If you haven't already read the Receive Money Overview, see [Recording recurring Receive Money templates](#) for more information.

1. In any command center, click the To Do List button.
2. Click the Recurring Transactions tab to display a list of all your recurring General Journal entry, Spend Money, paycheck and Receive Money templates.
3. If you want to view detail about a specific template, click the zoom arrow.
4. If you want to record one or several of the transactions in the list, click the Action column for the transactions you want to record.

To display a list of recurring Receive Money templates

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### **Warning: Read this before you record recurring Receive Money templates using the To Do List**

Keep in mind that the transactions recorded using the To Do List will be recorded automatically; the transaction will be recorded with the current date. If you're not sure you want to record a particular transaction, we suggest you use the Receive Money window to manually enter the transaction so you have better control over the transaction than you would if you use the To Do List.

# Changing Receive Money transactions

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## To change a Receive Money transaction

If you haven't already read the Receive Money Overview, see [Finding, changing, reversing and removing Receive Money transactions](#) for more information.

Use these instructions only if your transactions are *changeable*. For more information see [What are changeable and unchangeable transactions?](#)

The Receive Money transaction you want to change should be displayed in the Receive Money window. (If you need help doing this, see [To find a Receive Money transaction.](#))

1. Change the information in the window in the same way you normally enter information.
2. Click Record.

To change a Receive Money transaction

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**Note: Using bank deposits of undeposited funds** Bank deposits of undeposited funds can't be changed. See [Finding, reversing and removing bank deposits of undeposited funds transactions](#) to learn more about using bank deposits of undeposited funds.

# Changing recurring Receive Money templates

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## **To change a recurring Receive Money template's name or frequency**

If you haven't already read the Receive Money Overview, see [Recording recurring Receive Money templates](#) for more information.

The [Receive Money window](#) should be displayed.

1. Click the Use Recurring button.
2. Highlight the recurring Receive Money template you want to change and click Edit.
3. Make your changes, then click Record.
4. In the Select a Recurring Template window, click OK.

To change a recurring Receive Money template's name or frequency

## **To change a recurring Receive Money template's line items and other information**

If you haven't already read the Receive Money Overview, see [Recording recurring Receive Money templates](#) for more information.

1. Wait until the next time you need to record the transaction.
2. Display it as you normally do in the Receive Money window and make your changes.
3. Click Record. Your changes will be reflected in the transaction the next time you display it in the Receive Money window.

To change a recurring Receive Money template's line items and other information

## To remove a Receive Money transaction

If you haven't already read the Receive Money Overview, see [Finding, changing, reversing and removing Receive Money transactions](#) for more information.

Use these instructions only if your transactions are *changeable*. To learn if your transactions are changeable, see [What are changeable and unchangeable transactions?](#)

1. The transaction you want to change should be displayed. (If you need help doing this, see [To find a Receive Money transaction.](#))
2. Choose Delete Deposit Transaction from the Edit menu.

To remove a Receive Money transaction

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**Note: If the receipt was recorded on a bank deposit of grouped undeposited funds** If you wish to remove a receipt that was recorded on a bank deposit of receipts grouped in the undeposited funds account, you must first remove the bank deposit.

After the bank deposit has been removed, receipts that were included on the bank deposit can be removed.

To learn how to remove a bank deposit of undeposited funds, see [To remove a bank deposit for undeposited funds transactions](#)

# Removing recurring Receive Money templates

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## To remove a recurring Receive Money template

The [Receive Money window](#) should be displayed.

1. Click the Use Recurring button.
2. Highlight the recurring Receive Money template you want to remove and click Delete.

To remove a recurring Receive Money template

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**Note: What happens when you remove a recurring template** When you remove a recurring template, the template is removed from your list of recurring templates only. Any transactions you recorded using a recurring template won't be affected.

# Reversing Receive Money transactions

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## To reverse a Receive Money transaction

If you haven't already read the Receive Money Overview, see [Finding, changing, reversing and removing Receive Money transactions](#) for more information.

Use this procedure only if your transactions are *unchangeable*. See [What are changeable and unchangeable transactions?](#) for more information.

The receipt you want to reverse should be displayed in the Receive Money window. (If you need help doing this, see [To find a Receive Money transaction.](#))

1. Choose Reverse Deposit Transaction from the Edit menu. After a few moments, a new transaction, containing amounts exactly opposite of the amount in the original transaction will be displayed in the Receive Money window.

If you want, you can make a few changes to the new transaction (such as the date and the memo), but you can't change the accounts and amounts that are associated with it.

If you're reversing a receipt from a previous accounting period, consider assigning a date from that period to the new transaction. This will allow your reports for that accounting period to reflect the proper amounts.

2. Click Record to save the reversed Receive Money transaction.

At this point, the Receive Money transaction is reversed. All account balances have been returned to their previous levels.

To reverse a Receive Money transactions

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**Note: If you wish to reverse a receipt that was recorded on a bank deposit of grouped undeposited funds** If you wish to reverse a receipt that was recorded on a bank deposit of receipts grouped in the undeposited funds account, use the procedure [To reverse a receipt that was recorded on a bank deposit for undeposited funds.](#)

Whether a bank deposit or an individual receipt included on a bank deposit can be reversed depends upon whether your data file is changeable or unchangeable. For more information, see [What are changeable and unchangeable transactions?](#)

## **To reverse a receipt that was recorded on a bank deposit for undeposited funds**

If you haven't already read the Receive Money Overview, see [Finding, changing, reversing and removing Receive Money transactions](#) for more information.

Use this procedure only if your transactions are *unchangeable*. See [What are changeable and unchangeable transactions?](#) for more information.

The receipt you want to reverse should be displayed in the Receive Money window. (If you need help doing this, see [To find a Receive Money transaction.](#))

1. Reverse a receipt as you normally do. If you need help doing this, see [To reverse a Receive Money transaction.](#)
2. You have two options:
  - If you expect a replacement receipt, use the procedure [If you expect a replacement receipt](#) after you receive the replacement receipt.
  - If you don't expect to receive a replacement receipt, use the procedure [If you don't expect a replacement receipt.](#)

### ***If you expect a replacement receipt***

1. After you receive the replacement receipt, click the Receive Money button in the Checkbook Command Center to display the Receive Money window.
2. Enter the receipt as you normally do, using the replacement receipt's amount in the Amount Received field. Be sure to select the Group with Undeposited Funds option. If you need help doing this, see [Creating a Receive Money transaction.](#)
3. Remove the reversal of the original receipt and the replacement receipt from the Enter Bank Deposit window. Click Prepare Bank Deposit from the Checkbook Command Center to open the Prepare Bank Deposit window.
4. Select the reversal and the replacement payment by clicking the Deposit column.
5. Click Record. You're done!

### ***If you don't expect a replacement receipt***

1. Click General Journal Entry in the General Ledger Command Centre.
2. Enter the checking account where the receipt was entered in the Acct # column, then enter the debit amount in the Credit column.
3. In the next line, enter your Undeposited Funds account in the Acct # column. The receipt amount should appear in the Debit column. Click Record.
4. Remove the reversal of the original receipt and the journal entry you just created from the Enter Bank Deposit window. Click Prepare Bank Deposit from the Checkbook Command Center to open the Prepare Bank Deposit window.
5. Select both the reversal and the journal entry by clicking the Deposit column.
6. Click Record.

To reverse a receipt that was recorded on a bank deposit for undeposited funds

# Choosing a linked account for undeposited funds transactions

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## **To choose a linked account for undeposited funds transactions**

If you haven't already read the Receive Money Overview, see [Group with Other Undeposited Funds](#) for more information.

1. Choose Linked Accounts from the Setup menu, then choose General Ledger Accounts.
2. Locate Checking Account for Undeposited Funds, and then enter the account number in the field next to the transaction type.
3. Click OK.

To choose a linked account for undeposited funds transactions

## To record a bank deposit for undeposited funds transactions

If you haven't already read the Receive Money Overview, see [Preparing a bank deposit of undeposited funds transactions](#) for more information.

The [Prepare Bank Deposit window](#) should be displayed.

1. From the list at the top of the window, choose the account where you want the undeposited funds to be recorded.
2. Select a payment method, if you wish.
3. Enter a date to display undeposited funds up to and including the date you enter.

If you chose to use 13 accounting periods in your fiscal year, MYOB Accounting Plus still divides your fiscal year into 12 calendar months. The 13th period doesn't follow the 12 months chronologically; instead, you can use any date you want to enter transactions in the 13th period. To do so, however, you must enter transaction dates a little differently than you're accustomed to.

4. You may use the Memo field to record the purpose of the transaction. We recommend that you make a detailed comment, so you'll be able to identify the transaction when you review your records later on.
5. Select the receipts you wish to include on the bank deposit by marking the Deposit column.
6. Click Record.

To prepare a bank deposit for undeposited funds transactions

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**Note: Entering transactions in the 13th period** To enter a transaction for the 13th period, enter an asterisk (\*) in the Date field before you enter the transaction's actual date. For example, if you want to place a transaction in the 13th period and want to indicate that the transaction was an adjustment for a transaction you originally entered on September 9, 2000, enter \*9/9/00. (If you simply want to place a transaction in the 13th period and the actual date doesn't matter, you can enter whatever date you want following the asterisk). Regardless of the date you enter after the asterisk, that month's accounting records won't be affected by the entry.

## To find a bank deposit for undeposited funds transactions

If you haven't already read the Receive Money Overview, see [Finding, reversing and removing bank deposits of undeposited funds transactions](#) for more information.

1. Click the Inquiry Registers button in any command center. Select the Account tab if it isn't already selected.
2. You have two choices:
  - Use the Search By selection box to select one Account or All Accounts.
  - Click the Advanced button to search using additional criteria, such as the date, amount or memo.
3. The transaction you're looking for should appear in the scrolling list.

To find a bank deposit for undeposited funds transactions

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**Note: Finding a transaction in the 13th period** If you've entered a transaction into the 13th period by entering an asterisk (\*) in the Date field before you entered the transaction, to find the transaction, place an asterisk before the date when you search for the transaction. For example, if you're searching for a bank deposit using the Account view of the Inquiry Registers window, be sure to enter an asterisk before the date in the Dated From and To fields.

## **To remove a bank deposit for undeposited funds transactions**

If you haven't already read the Receive Money Overview, see [Finding, reversing and removing bank deposits of undeposited funds transactions](#) for more information.

Use these instructions only if your transactions are *changeable*. To learn if your transactions are changeable, see [What are changeable and unchangeable transactions?](#)

1. The bank deposit you want to change should be displayed. (If you need help doing this, see [To find a bank deposit for undeposited funds transactions.](#))
2. Choose Delete Deposit Transaction from the Edit menu.

To remove a bank deposit for undeposited funds transactions

## **To reverse a bank deposit for undeposited funds transactions**

If you haven't already read the Receive Money Overview, see [Finding, reversing and removing bank deposits of undeposited funds transactions](#) for more information.

Use these instructions only if your transactions are *unchangeable*. To learn if your transactions are changeable, see [What are changeable and unchangeable transactions?](#)

1. The bank deposit you want to change should be displayed. (If you need help doing this, see [To find a bank deposit for undeposited funds transactions.](#))
2. Choose Reverse Deposit Transaction from the Edit menu.

To reverse a bank deposit for undeposited funds transactions