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Upgrading Your Data File Overview

If you've used an MYOB product in the past, thank you for upgrading to MYOB Accounting Plus! We're sure you'll enjoy Accounting Plus's ease of use, coupled with the power and flexibility of network computing.

Before you begin using Accounting Plus with your existing data, you need to perform a simple procedure on your data files called *upgrading*. Upgrading creates a new file using the information in your existing data file, which was created and maintained with your previous MYOB product, so it can be used with the most recent version of Accounting Plus. The upgrade process usually takes only a few minutes; large data files, however, may take an hour or more.

When you upgrade your file to Accounting Plus Version 10, your original data file remains in your system in its original location. The upgraded file -- which can be used with Accounting Plus Version 10 -- will be in a location you specify during the upgrading process.

If you're using Accounting Plus on a peer-to-peer network, your data file is in a location that can be accessed by all workstations. Since all users are accessing the same data file, you'll need to upgrade the data file (and any other data files you may have created) only once. We recommend that the Upgrade Wizard be run on the workstation where the data file is located.

Click below for the step-by-step procedure:

To prepare to upgrade your current data file for use on your peer-to-peer network

To upgrade your current data file for use with MYOB Accounting Plus Version 10

Note: A refresher course on data files If you've been using MYOB products for some time now, you should be familiar with the concept of the Accounting Plus *data file*. Just in case you need to refresh your memory, though, here's a short definition:

An Accounting Plus data file is an element (*file*) inside a computer that stores all the information about your company that you've entered into Accounting Plus, including basic company information, transactions, accounts, customer information and so on. Like other MYOB products, Accounting Plus requires only one file to store all your company's information.

If you plan to take advantage of Accounting Plus's multi-user capabilities, you can store your data file anywhere on your company's network that can be accessed by all the workstations used to run Accounting Plus.

For detailed information about your working with your data file on a network, see Working with your data file on a network Overview.

To prepare to upgrade your current data file for use on your peer-to-peer network

Before you begin the upgrading process, you should be sure that the following conditions exist:

1. If you haven't already done so, install MYOB Accounting Plus Version 10 on each workstation that will be used to run Accounting Plus. Use the instructions in your Getting Started manual to learn how to do this.

When you're installing the product, keep in mind that it must be installed on the computer you plan to use to upgrade your data file.

2. After you've installed Accounting Plus on all your workstations, be sure you know on which workstation your data file is currently located.
3. Next, choose the workstation where your Accounting Plus Version 10 data file should be located. The workstation you choose will need to be accessible to all Accounting Plus users after you've upgraded the file.

To help you decide which workstation will be used to store your data file, ask yourself the following questions about how your company plans to use Accounting Plus:

- Which workstation on your network is the most powerful? As is the case with most computer programs, Accounting Plus can be used most efficiently on workstations that have higher amounts of free hard disk space and random access memory (RAM). You may want to consider placing the upgraded data file on your company's most powerful computer.
- Which workstation will use Accounting Plus the most? If one employee at your company will use Accounting Plus more than anyone else, you might want to consider placing the upgraded data file on that employee's workstation. Doing this will increase the speed with which that employee can perform his or her accounting tasks.
- What are the job functions of each person who will use Accounting Plus? For example, a data-entry clerk who enters and changes information in Accounting Plus throughout the workday will require more computer "horsepower" than a manager who merely views the company's financial data from time to time. Placing the data file on the clerk's workstation and ensuring that the clerk's workstation is a more powerful machine than the manager's will increase the efficiency of your company's Accounting Plus activities.

4. If your current data file *isn't* located on the workstation you chose in the previous step, copy the data file to that workstation.
5. Once the data file is at the proper workstation, be sure you know the exact location of the data file on the workstation (for example, **C:\MYOB\AccountEdgeV**10) so you can find it easily during the upgrade process. Use Windows Explorer to see the exact location of the data file.
6. Finally, you may want to check to see that all workstations have full (read/write) access to the location you choose; in other words, be sure that all workstations are allowed to make changes to files within the location you select.

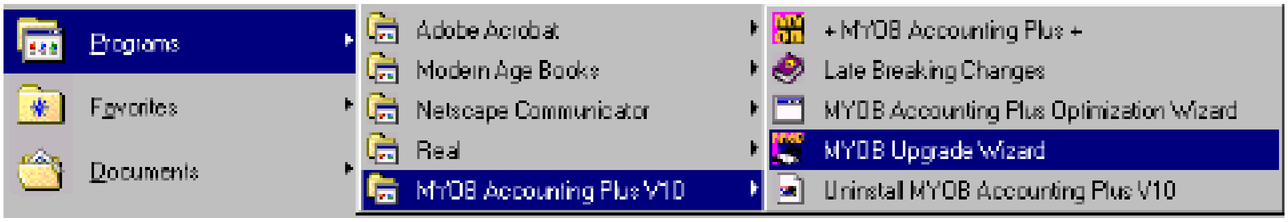
To prepare to upgrade your current data file for use on your peer-to-peer network

To upgrade your current data file for use with MYOB Accounting Plus Version 10

Your Accounting Plus software includes a program, called the *Upgrade Wizard*, that automatically upgrades your data file so it can be used by Accounting Plus. Follow these steps to use the Upgrade Wizard to upgrade your data file.

1. Locate the Upgrade Wizard.

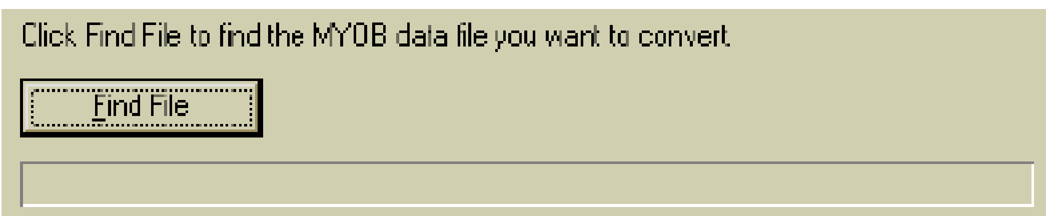
The Upgrade Wizard appears as an icon named MYOB Accounting Plus Upgrade Wizard within the MYOB Accounting Plus folder that appears in the Programs folder on your Start menu, as seen in the following illustration:



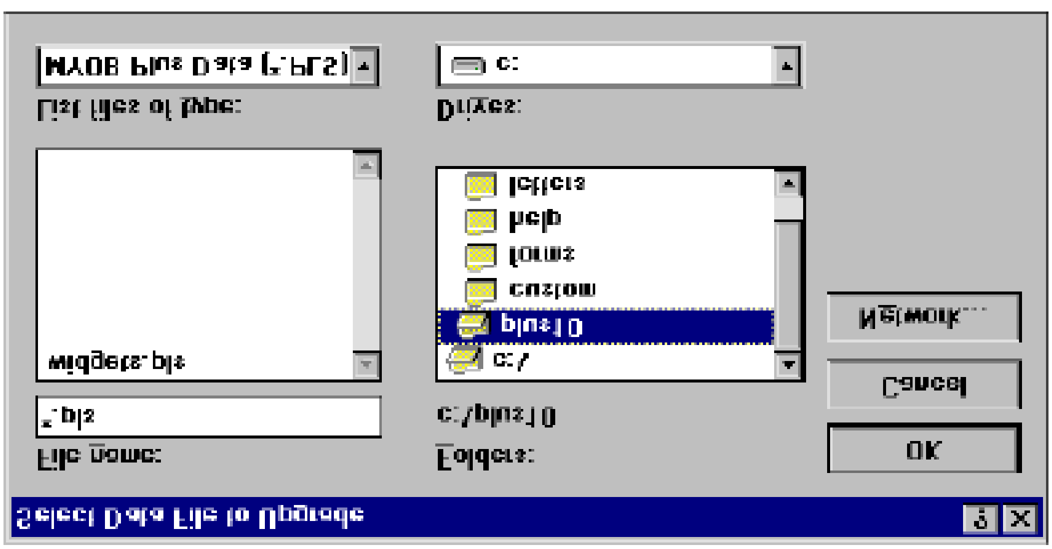
After you locate this icon, select it to start the Upgrade Wizard.

2. The first window of the Upgrade Wizard appears; this window introduces the Upgrade Wizard. Read the text in the window, then click Next to continue to the next step.
3. The next step in the Upgrade Wizard, titled Find File to Upgrade, appears. In this step, you'll perform two tasks.

a. Choose the data file you wish to upgrade In the field at the top of the Find File to Upgrade step, shown in the following illustration, choose the location and name of the data file you want to upgrade.



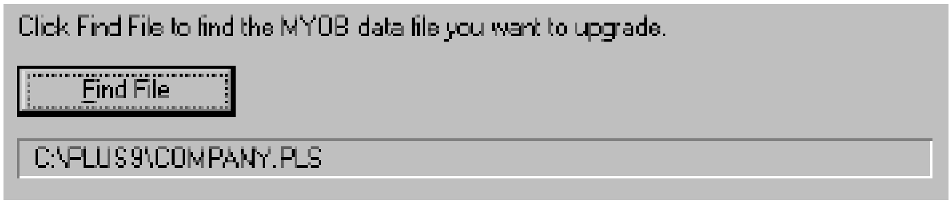
To choose your data file, click the Find File button; the Select Data File to Upgrade window will appear. The Select Data File to Upgrade window is a standard "find file" dialog box; browse through the window to find the data file you want to upgrade in its current location -- before it's been upgraded.



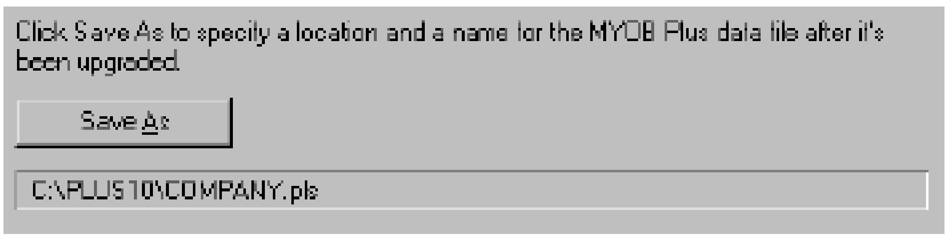
Note: If you can't find your data file

If you're using your MYOB software on a single computer or if you followed the instructions in the previous section (*To prepare to upgrade your current data file for use on your peer-to-peer network*), the data file should be located somewhere on the workstation you're using. If you're upgrading from Accounting Plus Version 8 or 9, your data file should have the extension .PLS If you're upgrading from another MYOB product, the data file may have a .DAT or .PRM extension.

After you select your data file, it will be displayed below the Find File button. Here's how the Find File to Upgrade window will look when you've selected the file you want to upgrade. (the actual location will vary, depending upon your data file's name and location):



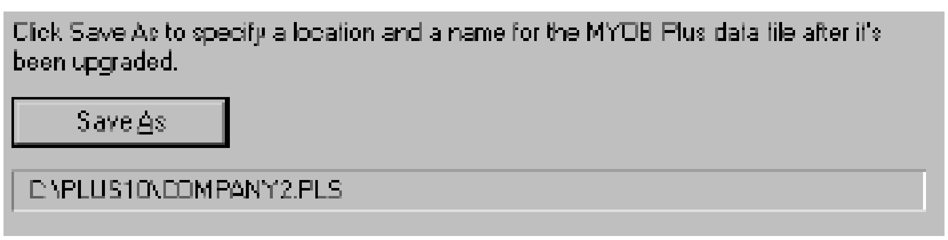
b. Choose the upgraded data file's new location and name In the field at the bottom of the Find File to Upgrade step, shown below, the name and location of the data file ***after*** it's been upgraded should be displayed.



If you want to change the name and location that was automatically displayed, click the Save As button; a window will appear, allowing you to enter a new name for your data file and choose the location where you want the data file to be located when the upgrade process is complete.

We recommend that you choose a name for the data file that's different than the current name of the data file. By doing this, it will be easier for you to find the correct data file when you want to open it later using Accounting Plus.

The Find File to Upgrade window will look something like this when you've specified the upgraded data file's new location and name:



Warning: Two VERY important points about this step

The choices you make here are extremely important. Please consider the following points before you choose a name and location for the upgraded data file:

-- When you enter a name for the new file, use the three-character extension .PLS, not .DAT or .PRM, for name. If you've used MYOB Accounting or MYOB Premier in the past, be sure to remember that .PLS is now the three-character extension for your data file's name.

-- Keep in mind that all your MYOB Accounting Plus workstations must have access to the location you specify here. When you choose a location, be sure you're choosing a location that all workstations can access.

4. After you've made your entries in the Find File to Upgrade step, click Next to continue to the next

step.

5. In the next step of the Upgrade Wizard, titled Confirm, you can double-check that the entries you made in the previous step are correct. If the entries aren't correct, click the Back button to return to the Find File to Upgrade window to change your entries.

Once you're certain the entries you've made are correct, click Next to begin upgrading your data file.

6. When your data file is upgraded, the last window in the Upgrade Wizard will appear. At this point, you can do one of two things:

If you have additional data files to upgrade Click Next. The Find File to Upgrade window of the Upgrade Wizard will appear again. Follow steps 3 through 5 in these instructions for each data file until you've upgraded all your data files.

If you've finished upgrading data files Click Finish to exit the Upgrade Wizard.

When you're finished using the Upgrade Wizard, you may need to register your Accounting Plus product, and, if you use Accounting Plus's payroll features, you'll also need to load the most recent payroll tax tables. The next steps describe these tasks.

7. Your next steps depend upon whether you use Accounting Plus's payroll features.

If you don't use Accounting Plus's payroll features Skip to step 11.

If you use Accounting Plus's payroll features You'll need to load the latest payroll tax tables to ensure your upgraded data file is using the proper payroll tax information. To do this, follow steps 8 through 10.

8. Start Accounting Plus and open the data file you've just upgraded. The Accounting Plus Command Center window will appear.
9. From the Setup menu at the top of your computer screen, choose Load Payroll Tax Tables.
10. Follow the instructions that appear on your computer screen. When you've finished loading your payroll tax tables, close the data file and go on to step 11. (**Note:** If you've upgraded multiple data files, repeat steps 9 and 10 for each file.)
11. We recommend that you now use the Optimization Wizard and the Verify Data File utility to ensure that your data file is in "healthy" working condition before you begin making your day-to-day accounting entries using Accounting Plus.

When you installed Accounting Plus, the Optimization Wizard also was installed. Locate the Optimization Wizard icon:

The Optimization Wizard appears as an icon named Optimization Wizard within the MYOB Accounting Plus folder that appears in the Programs folder on your Start menu. After you locate this icon, select it to start the Optimization Wizard.

After optimization is complete, open your data file and choose Verify Data File from the File menu within Accounting Plus.

For more information on optimization and verification, see To optimize a data file and To verify your data file.

12. Congratulations! The upgrade process is complete!

To upgrade your current data file for use with MYOB Accounting Plus

Note: Upgrading may take awhile The amount of time needed to upgrade a data file for use with Accounting Plus depends upon the size of the file and the capabilities of the workstation you're using. If you have a very large data file and a slower computer with little memory, be prepared for the upgrade process to take some time. **Note: Optimizing and verifying may take awhile** The amount of time needed to optimize and verify a data file for use with Accounting Plus depends upon the size of the file and the capabilities of the workstation you're using. If you have a very large data file and a slower computer with little memory, be prepared for optimization and verification to take some time.

Creating a new data file Overview

MYOB Accounting Plus's New Data File Wizard simplifies the process of creating the data file you'll use to track your company's transactions and other important business records.

The New Data File Wizard consists of a number of windows in which you can enter information about your company. The information you enter when you create your data file will determine the manner in which your financial records are stored and maintained in Accounting Plus, so it's important that you enter this information correctly.

Click below for the step-by-step procedure:

To prepare to use the New Data File Wizard

To start the New Data File Wizard

To use the New Data File Wizard

Creating a new data file Overview

Note: Who is responsible for creating your company's data file? Since your company's data file will be the most vital source of information about your company's finances, it's important that the proper person create and set up your data file. Many larger companies assign this duty to an accounting manager or system administrator, since the information entered in this procedure may be confidential and the process requires familiarity with your company's accounting procedures and network.

To prepare to use the New Data File Wizard

Before you start the New Data File Wizard, it's a good idea to know the following information about your company, because you'll need to enter it while you use the wizard. (If you have an accountant who tracks the details of your company's business, he or she will know the answers to these questions.)

- What's your company's name, address and tax identification numbers?
- What year is your current fiscal year?
- What month does your fiscal year end?
- How many accounting periods are in your fiscal year?
- In which month do you want to begin using Accounting Plus to record your accounting information?

To prepare to use the New Data File Wizard

To start the New Data File Wizard

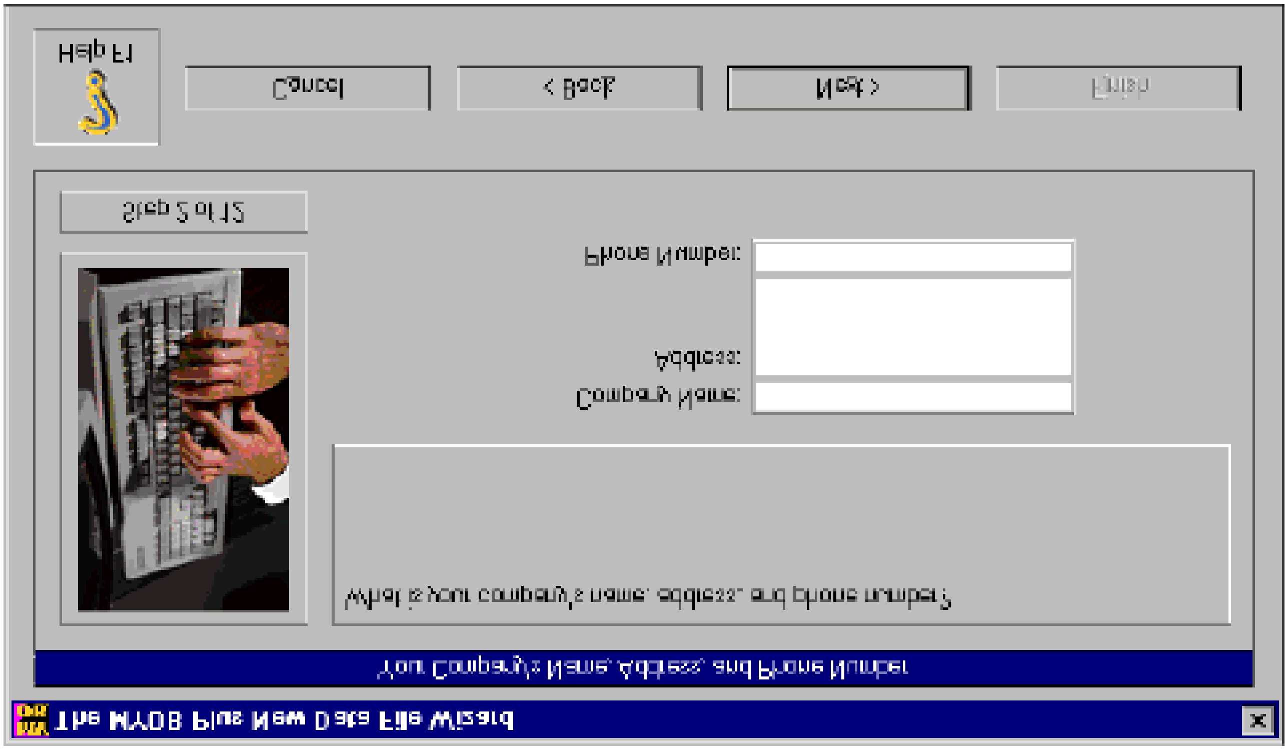
There are two ways to start the New Data File Wizard.

- To start the New Data File Wizard if MYOB Accounting Plus isn't already running, start Accounting Plus, then choose **Create a new company data file** in the Welcome window.
- To start the New Data File Wizard when Accounting Plus is already running, choose New from the File menu at the top of your computer screen. Depending upon the preferences you've chosen for the data file you're working with, you might be asked whether you want to back up the data file. As soon as you answer this question, the New Data File Wizard will appear.

To start the New Data File Wizard

To use the New Data File Wizard

1. Once the New Data File Wizard is displayed on your computer screen, it might help you to become familiar with the components of the wizard. Read the introductory window of the wizard, then click the Next button at the bottom of the window to display Step 2 of the wizard.
2. Step 2 of the New Data File Wizard is a typical wizard window, and looks similar to the following illustration.



In Step 2 of the New Data File Wizard, you can enter some basic information that should be easy to provide -- your company's name, address and phone number. The company name you enter will appear on documents you print with Accounting Plus, if you choose to include that information.

These entries are optional, and you can change them at a later time using Accounting Plus's Company Information window.

When you're finished with Step 2, click the Next button at the bottom of the window to continue.

3. In Step 3, you can enter the tax identification numbers assigned to your company. As described in the wizard, you can enter any number that's assigned to your company for tax purposes. (In other words, feel free to enter whatever you want in these fields; just be sure to remember exactly what you entered.)

These entries are optional, and you can change them at a later time using Accounting Plus's Company Information window.

When you're finished with Step 3, click the Next button to continue.

4. In Step 4, you need to enter some important information about the structure of your company's fiscal year.

In the Current Fiscal Year field, enter the fiscal year that you want to start recording your day-to-day accounting entries. **The year you enter here isn't necessarily the current calendar year**. In Accounting Plus, and according to the standard used by most accountants, fiscal years take the name of the calendar year in which they ***end***. For example, your fiscal year might run from October 2000 to the end of September 2001. Since the ***end*** of the fiscal year falls in 2001, the fiscal year is referred to as "fiscal year 2001." Be sure you enter the correct current fiscal year for your company.

From the Last Month of Fiscal Year list, select the last month in your fiscal year. Most businesses' fiscal years end in December, but if your company has a fiscal year structured like the example above, you'll need to select another month, such as February.

Note: If you're setting up your data file for use in a fiscal year that is not your current fiscal year

If you're setting up your data file so that you can start using Accounting Plus to record your day-to-day accounting information at the beginning of the next fiscal year, be sure to enter that fiscal year in the Current Fiscal Year field.

If, on the other hand, you want to start recording accounting entries as of a previous fiscal year, be sure to enter that year in the Current Fiscal Year field.

When you're finished with Step 4, click Next to continue.

5. In Step 5, you'll make one very important selection -- your conversion month. Your conversion month is the month of the fiscal year you entered in Step 4 that you plan to start using Accounting Plus to record your day-to-day accounting information. This month will be used as the starting point for all your financial activity in Accounting Plus. **The month you choose here doesn't have to be the current month**. If you want, you can start recording your day-to-day information as of the first month of the fiscal year or any other month in the fiscal year you entered in Step 4.

From the Conversion Month list, select the month you want to start making day-to-day entries in Accounting Plus.

When you're finished with Step 5, click Next to continue.

6. In Step 6, you need to answer another question about the structure of your fiscal year: How many accounting periods do you plan to use in your fiscal year?

In Accounting Plus, you can have either 12 or 13 accounting periods in your fiscal year. If you select 12 periods, one period will be used for each month of the year. If you select 13 periods, you will still have 12 months in your fiscal year -- one period will be used for each month of the year, and you will have one extra period which can be used for year-end adjustments (adjustments that aren't meant to affect any particular month's accounting figures).

Note: Choose 13 periods if you're not sure

If you choose 13 periods, you won't be required to use the 13th period if you don't want to. However, if you choose 12 periods and later decide you wanted 13 periods, you won't be able to add the 13th period until the next time you start a new fiscal year in Accounting Plus.

When you're finished with Step 6, click Next to continue.

7. In Step 7 of the New Data File Wizard, you get another opportunity to review -- and change, if necessary -- the entries you've made in the past few windows.

Four of the entries you've made so far -- Current Fiscal Year, Last Month of Fiscal Year, Conversion Month and Periods per Year --are displayed in the window. Review these selections carefully, and make any necessary changes.

Warning: These entries MUST be correct!

Once you create your data file, these entries can't be changed, and your company's accounting information won't be structured the way you want it if your entries here aren't correct. Be especially careful when you review the answers you've provided here before you continue.

When you're certain that the answers you've given are correct, click Next to continue.

8. In Step 8, you need to select the starter chart of accounts upon which you'll base your own company's chart of accounts.

During the installation process, you installed a number of starter charts of accounts. The charts of accounts appear in the list in Step 8. From this list, review the choices of charts of accounts, then select the chart you wish to use as a foundation for your own business's chart of accounts. Choose Build Your Own if you wish to select the chart with the least amount of accounts to use as a foundation.

Note: You can change these charts

Keep in mind that the starter charts of accounts you select in this window can be modified when you begin using Accounting Plus. Choose the chart of accounts that most closely matches your business; you can add, change and remove accounts later.

If you want to view the specific accounts in a specific chart of accounts before you select a chart, click the zoom arrow next to the chart you want to view. The Preview Chart of Accounts window appears, listing all the accounts in the chart you selected. When you're done viewing the accounts, click OK to return to the Step 8 window.

To choose a starter chart of accounts, click once on the chart you want to use to highlight it, then click the Next button to continue.

9. In Step 9, you'll enter your user ID. This user ID will be used to identify you within the Accounting Plus system and will be assigned to the transactions you enter. User IDs provide a way for you and your coworkers to keep track of who's working in Accounting Plus and who's responsible for the transactions being recorded.

You can enter up to 25 alphanumeric characters for your user ID. When you're finished with Step 9, click Next to continue.

10. In Step 10, you'll select the type of file access that will be used when you open your data file for the first time. You can choose single-user access, in which only one person can access an Accounting Plus data file at a time, or multi-user access, in which two or more people can work with the same data file at the same time. If you're interested in Accounting Plus's multi-user capabilities, consult the brochure that was included in your Accounting Plus package for information about purchasing the additional workstation licences that are required to run Accounting Plus on a network.

If you choose multi-user access, you'll also select the networking protocol to use when sharing Accounting Plus with other users in your office.

You can choose between NetBIOS/NetBEUI or TCP/IP.

11. For more information on networking protocols, see Working with your data file on a network Overview. In Step 11, you'll give a name to your company's data file and specify a location for it.

To perform Step 11, click the Next button. A dialog box appears, allowing you to enter the name of your data file and determine where you'd like the file to be created. A default name and location appear in the window; make any changes you'd like to this information. This dialog box works the same way as standard "new file" dialog boxes work on your computer. If you need more help using this dialog box, refer to the documentation that you received with your computer.

Note: All workstations must be able to access this location!

Keep in mind that your company's workstations may need to have access to the location you specify in this step. When you choose a location, be sure you're choosing a location that all the appropriate workstations can access. In addition, each workstation will need to be "mapped" to the location you enter here. For more information about mapping network drives, see Mapping network drives or refer to the documentation that accompanied your workstations.

You may also want to check to see that other users have full access to this location; in other words, be sure everyone who will be using Accounting Plus is allowed to change and delete files within the location you specify here.

When you've finished working in the dialog box, click the OK button. The New Data File Wizard takes a few moments to create your data file.

12. Once your data file is created, the final window in the New Data File Wizard appears. In this window, you have three choices:

To quit the wizard and Accounting Plus Click the Cancel button. The Welcome to MYOB Accounting Plus window will appear; click Exit MYOB Accounting Plus.

To begin setting up your new data file Click the Setup Wizard button. The Easy Setup Wizard, described in the next chapter, will open.

To begin working with your new data file immediately Click the Finish button. The Accounting Plus Command Center window will appear, and you can begin working with your new data file. Keep in mind, however, that you'll probably need to enter setup information before you can get very far with your new data file. If you want to start the Easy Setup Wizard after you click the Finish button, simply choose Easy Setup Wizard from the Setup menu at the top of your computer screen.

Congratulations! You've created a new data file!

To use the New Data File Wizard

Easy Setup Wizard Overview

After you've used the New Data File Wizard to create your data file, we recommend that you spend some time setting up the data file so the information you store and the transactions you record appear the way you want them to. You can complete many of the setup tasks using MYOB Accounting Plus's Easy Setup Wizard. You can also perform these tasks manually using windows throughout Accounting Plus, but the Easy Setup Wizard makes the process much simpler.

Unlike the New Data File Wizard, the Easy Setup Wizard can be used at any time, and as many times as you want with the same data file. You can also stop the setup process at any time and return to the Wizard when it's most convenient for you.

Click below for the step-by-step procedure:

To prepare to use the Easy Setup Wizard

To start the Easy Setup Wizard

To use the Easy Setup Wizard

To prepare to use the Easy Setup Wizard

If you haven't already read the overview information, see Easy Setup Wizard Overview.

Before you start the Easy Setup Wizard, it's a good idea to know the following information about your company, because you'll need to enter it while you use the wizard. (If you have an accountant who tracks the details of your company's business, he or she will know the answers to these questions.)

- What accounts make up your business's chart of accounts?
- What are the balances of the accounts in your chart of accounts, as of the first day of your conversion month?
- Who are your customers, vendors, employees and the personal contacts that you'd like to track using Accounting Plus? (You'll probably be best served if you make up a list of these people and companies before you start the setup process.)
- What are the current balances of your customers' and vendors' accounts? (In other words, how much do your customers owe you, and how much do you owe your vendors, as of the first day of your conversion month?)
- What are the typical credit terms that you assign to your customers? What are the typical credit terms assigned to your company by your vendors?

Click below for the step-by-step procedure:

To start the Easy Setup Wizard

To use the Easy Setup Wizard

To prepare to use the Easy Setup Wizard

To start the Easy Setup Wizard

If you haven't already read the Easy Setup Wizard Overview, see To prepare to use the Easy Setup Wizard for more information.

You can start the Easy Setup Wizard in the final step of the New Data File Wizard after you've created your data file. If you've created your data file already, you can start the wizard from Accounting Plus after you've opened the data file.

- To begin setting up your data file immediately after you've created it, click the Setup Wizard button in the final step of the New Data File Wizard.
- If you want to set up a data file you created earlier, open the data file in Accounting Plus, then choose Easy Setup Wizard from the Setup menu at the top of your computer screen.

Click below for the step-by-step procedure:

To use the Easy Setup Wizard

To start the Easy Setup Wizard

To use the Easy Setup Wizard

If you haven't already read the Easy Setup Wizard Overview, see To prepare to use the Easy Setup Wizard and To start the Easy Setup Wizard for more information.

When you open the Easy Setup Wizard, the main wizard window will appear. This window , which looks like the following illustration, is the "launchpad" for your setup tasks. You'll start each part of the Wizard using this window.

To begin setting up a particular section of the Wizard, click the button that's associated with the section you want to set up. The Wizard will walk you through the section in a step-by-step manner, like the process you went through to create a new data file in the New Data File Wizard.

If you need to know more about a particular step in the Wizard, be sure to click the Help button at the bottom of the Wizard window.

The Customize button

The entries you make in the Customize portion of the Easy Setup Wizard will appear in Accounting Plus's Preferences window. With a few exceptions, the entries you make here can be changed anytime you like using either the Easy Setup Wizard or the Preferences window. Default selections have been chosen for you so it's not essential that you complete this part of the Easy Setup Wizard, but it's wise to review the default selections to be sure they match the way you do business.

If you conduct business in currencies other than Canadian dollars, use this section to select the "I Deal in Multiple Currencies" selection; Accounting Plus's Multicurrency feature is available only if this selection is marked.

Some options are marked *system-wide*; these options apply to everyone who uses Accounting Plus. Any option without this label is specific to you (based on the user ID you entered when you opened the data file), and you might choose different options than those chosen by your coworkers.

If any options are unclear to you, click the Help button in the lower left corner of the Easy Setup Wizard; the

MYOB Learning Center will appear with information about the options displayed.

The Accounts button

When you created your data file, you chose a chart of accounts for your company. Chances are that the chart of accounts includes most of the accounts you'll need to track your transactions and print important financial statements, but a few changes may be needed to ensure the chart of accounts you chose is complete and accurate for your business. You can use the Accounts section of the Easy Setup Wizard to tailor your chart of accounts to your company's specific needs.

The steps in this part of the Easy Setup Wizard will walk you through adding, changing and deleting accounts. When your account list is complete, you'll enter beginning balances for the accounts -- these are the accounts' balances on the first day of your conversion month (the month that you begin entering transactions in Accounting Plus).

You'll also review the accounts that have been selected for historical balancing and undeposited funds. The historical balancing account is used during the setup process to track the difference between the opening balances you'll enter for your asset accounts and the opening balances you'll enter for your liability and equity accounts. In traditional accounting terms, assets should always equal liabilities and equity; Accounting Plus doesn't allow unbalanced transactions (transactions whose debit and credit amounts aren't equal) to be recorded, but this account allows you to continue to use Accounting Plus if your beginning balances aren't balanced. The undeposited funds account is used for the money you receive from customers (and other sources) until you deposit the funds in a checking account or some other bank or financial account.

As with the Customize section of the Easy Setup Wizard, you can click the Help button anytime you like to learn more about the task you're completing or the window that's displayed.

The Sales and Purchases buttons

In the Sales and Purchases sections of the Easy Setup Wizard, you'll enter the names of your customers and vendors, along with other important information about them. You'll also choose the credit terms you most often extend to your customers and receive from your vendors; these selections can be changed for individual customers and vendors who have other terms. You'll also enter historical sales and purchases; these are the sales and purchases that were made before the start of your conversion month but haven't been fully paid yet.

In the Sales section, you'll also select a form layout that matches the type of invoices you issue most often -- service, item, professional, time billing or miscellaneous. And you'll have the chance to review the accounts that are being used to track your sales and purchases. Accounting Plus provides default entries for you to use, but you're free to select other accounts if you like.

The Payroll button

If you plan to use Accounting Plus's Payroll features to print paychecks for your employees, use the Payroll section of the Easy Setup Wizard to set up your company's tax information, the payroll categories (wages, deductions, accruals and employer expenses) your company uses and similar information, along with employee records and pay history for each employee for the current year. As part of the process, you'll identify the payroll categories that apply to each employee. As in other areas of the Easy Setup Wizard, you also can review the default accounts that have been selected for your payroll transactions and change them if necessary.

To use the Easy Setup Wizard

Personalizing Your Company Overview

You can personalize your MYOB Accounting Plus system in a number of ways. By entering information about the unique aspects of your company, your Accounting Plus experience will be more closely tailored to your needs.

Entering information about your company

You can personalize your Accounting Plus data file by entering descriptive information about your company, such as its name, identification numbers and business calendar. In many cases, the company information you enter can be printed on your reports and forms.

When you first created your data file using the New Data File Wizard, you specified a few important details about your company, such as the name of your current fiscal year and payroll year, the number of periods in your fiscal year and your conversion month. This information is the foundation of your data file and can't be changed.

If you've created a data file with incorrect information that can't be changed, you'll need to create a new data file with correct information to fix the error.

Using Accounting Plus windows to enter information

In the Company Information window, you can make entries that describe your company. You can make changes to the information you enter in this window at any time, as well.

Using the General Payroll Information window, you can enter basic information about your company's payroll administration. You can make changes to most of the payroll information you entered in the past, as well.

Using the Business Calendar window, you can specify which days make up your company's work week, as well as the days of the year on which holidays and important business events occur.

The business calendar is a three-year calendar, made up of the current calendar year, the previous calendar year and the next calendar year.

The business calendar affects the To Do list, which reminds you to perform your tasks on business days only. The work week that you set up in the Business Calendar is the basis for the To Do List's reminders. If a reminder is due to fall on a non-business day, the To Do List will remind you to perform the task on the first business day *before* the actual day the task is due. For example, if your business is closed on Saturdays but a reminder is scheduled to appear on Saturday, the reminder will appear in your To Do List on Friday instead.

What are changeable and unchangeable transactions?

To learn if your transactions are changeable or unchangeable, choose Preferences from the Setup menu, then click the Security tab.

If the selection "Transactions CAN'T be Changed; They Must be Reversed" is unmarked, your transactions are changeable. Recorded transactions may be changed or deleted. If you wish to make your transactions unchangeable, mark the selection.

If the selection "Transactions CAN'T be Changed; They Must be Reversed" is marked, your transactions are unchangeable. Recorded transactions must be reversed; they can't be changed or deleted. If you wish to make your transactions changeable, unmark the selection.

Click below for the step-by-step procedures:

To enter general information about your company

To enter your company's payroll information

To set up your business calendar

Customizing your Accounting Plus system

Everyone has their own way of doing their books and working with computer programs. Accounting Plus provides the flexibility you want when you're doing your daily accounting tasks.

Customizing work preferences

Using the Preferences window, you can choose how you access, view and make entries in the Accounting Plus system. The preferences you choose will be assigned to your User ID. When you open a data file using your User ID, the preferences you chose for the data files will be implemented. We encourage you to review all the options in the Preferences window and experiment with the possibilities they offer.

Some of the preferences you can choose in Accounting Plus's Preferences window can affect everyone who works with your data file. Since these preferences, known as **system-wide preferences**, may affect other people, it's a good idea to be aware of the effects of each choice you make in the Preferences window. Each system-wide preference is marked with the word **System-wide** in the Preferences window.

Accounting Plus provides many methods to keep your accounting records as accurate as possible. The system will be as vigilant as you want it to be; for example, you can set up Accounting Plus so it warns you when you make an entry that might be incorrect. You can even set up Accounting Plus so it prevents you altogether from making changes to transactions you've already entered.

You can choose to create a business contact in the Contact Log each time you create a check, deposit, sale or purchase transaction. The business contacts will be created for the card whose name appears on the transactions you enter.

You can also set up Accounting Plus so sales and purchases are printed, faxed or emailed immediately when you record them.

Click below for the step-by-step procedure:

To set up Accounting Plus to conform to the way you work

To set up Accounting Plus to help you preserve the accuracy of your accounting entries

To automatically create business contacts

To automatically print/email/fax transactions when you record them

Customizing printed documents

Since your business is unique, you probably want your printed documents to reflect your unique business needs. Accounting Plus's reports and forms give you the flexibility you need to produce high-quality, professional-looking documents that show exactly what you want.

Using the Preferences window, you can make a few settings that will make working with forms and reports easier. You can choose to display currency symbols on your documents, to display the Report Filters window before you print reports, and to automatically use a particular font on your forms. In addition, you can specify the aging periods that will be used on reports. See Understanding user-defined aging for sales and purchases for more information.

Accounting Plus provides you with a great deal of flexibility as you work with forms and reports. You can choose which information you want to print, as well as customize the look of the documents so they use the text styles you prefer. You can also print reports in groups--called *report batches*--so you can save valuable time when you print your favorite reports individually. See Customizing forms and Saving custom reports for more information.

Click below for the step-by-step procedure:

To customize the way you work with forms and reports

Assigning numbers to transactions

Keeping your company's financial records organized efficiently is a task that relies heavily on the numbers that are assigned to your transactions, such as checks, sales and purchases. If your company wishes to be careful about tracking transaction numbers, you can use Accounting Plus's auto-numbering feature to keep your financial records in the proper order.

When you create a transaction in any of the windows listed below, the field that displays the transaction's number (for example, Check No.) will display Auto # when the highlight rests on that field. This text indicates that the transaction will be automatically given an actual transaction number when it's recorded into the data file. If you wish, you can override the Auto # text by entering the number you want to be assigned to the transaction.

The windows in which auto-numbering is used include:

- Vendor Payments
- Customer Payments
- General Journal Entry
- Historical Purchase
- Historical Sale
- Inventory Adjustments
- Inventory Transfers
- Receive Money
- Purchases
- Sales
- Settle Returns & Credits
- Settle Returns & Debits
- Spend Money
- Write Paychecks

Using identifiers

Identifiers are one-letter labels you can assign to cards in Accounting Plus to help you organize your cards into groups more specific than just Employee, Customer, Vendor or Personal. When you create reports or view information about cards throughout the Accounting Plus system, you can limit the information you view to that of a specific group of cards by indicating the identifiers you've assigned to the cards in that group.

Identifiers can be used in a variety of ways -- to separate existing customers from prospects, to group customers by type or region, and the like. If you assign multiple identifiers to your cards, you can limit the information displayed on reports to those individuals or companies that have been assigned all the identifiers you list.

For example, say you assign the identifier W to your wholesale customers, and you assign G to government agencies. When you print the Analyze Sales [Customer] Report, you can indicate in the Report Filters window that you want to include only the customers who have been assigned the identifiers G and W. The report you print will include only government agencies who are wholesale customers.

Depending upon the way you use identifiers and the number of identifiers you assign to each card, you'll be able to print reports for very specific groups of customers, vendors and employees.

Click below for the step-by-step procedure:

To create identifiers

To assign identifiers to a card

Using pricing levels

If you have different kinds of customers to whom you sell an item at different prices, you can arrange the prices of the item in pricing levels. Pricing levels in the Item Information window allow you to set the selling price of an item according to the kind of customer you're doing business with. Pricing levels allow you to set an item's selling prices for up to six kinds of customers. If you adjust your selling prices for items sold in larger quantities, you can enter up to five quantity ranges in the Over fields of the Item Information window and still maintain pricing levels.

For example, some of your customers may do business with you as a wholesaler. Others may buy the same item from you at a retail price. You may set a special price for wholesale customers who buy in bulk. Using pricing levels in the Item Information window, you can set the selling price of an item for each kind of customer and for five quantity ranges. Then you can designate a corresponding pricing level for each of your customers in the Credit Terms window.

Assume you've assigned the "wholesale" pricing level to a customer card and you've entered that card on an item sale. When you enter an item on the sale, the price that appears automatically will be the item's price at the "wholesale" level for the quantity you've entered.

If you enter pricing levels for your customers in the Credit Terms window, be sure to take into account their volume discounts so you don't inadvertently undercharge for some items. If you assign the "wholesale" pricing level to a customer so prices at that level only will appear on item sales for that customer, don't enter your company's wholesale discount in the customer's Volume Customer Discount field. Any volume discount you enter for the customer will be subtracted from the item's "wholesale" price.

To set different selling prices for different types of customers and for sales of greater quantities of an item, you can set up pricing levels for the item using the Item Information window.

Click below for the step-by-step procedures:

To label a pricing level

To assign a pricing level to a customer card

Using custom lists and fields

If you need to record additional information about your cards and items that may be specific to your business, you can use the custom lists and fields in the Card Details and Item Information windows to do so. Accounting Plus contains three custom lists and three custom fields for each card type and for items. You can label them according to your needs. You'll find the Custom Lists & Field Names window by selecting Custom Lists & Field Names from the Lists menu. You'll make entries to the custom lists using the Custom Lists window found by choosing Custom Lists from the Lists menu.

You might want to use a custom field, for example, if you wish to display and print the weight of your items. You could label one of the custom fields "Weight." Then, every time you create an item record, you'd enter the weight of the item in your "Weight" field in the Item Information window. You then use the report design feature to display the weight of the item on Sales (Item) reports, purchases (item) reports and most inventory reports. See Designing reports for more information. Similarly, you may want to use a custom field to show the date of an employee's last performance review and print a Card File report showing that information.

Custom lists can be used to sort your cards and items. You might want to use a custom list to sort your items according to their location in the warehouse. You could label one of the custom lists "Bin" and create an entry in that list for each bin in your warehouse. Then, every time you create an item record, you'll choose the name of the bin where you store the item from your custom "Bin" list. You can then use Accounting Plus's report filter feature to choose which bin list you wish to display. Similarly, you'll be able to print a list of customers who are assigned to each of your sales territories, for instance, or a list of each salesperson's customers. See Filtering reports for more information.

You can also print the custom lists and list entries on item sales, item packing slips and item purchases. See To activate a data field for more information.

Click below for the step-by-step procedures:

To enter a label for a custom list

To create list entries on a custom list

To change a list entry on a custom list

To delete a list entry on a custom list

Using tax codes

If your business makes sales and purchases, you're probably very familiar with the concept of including tax on the transactions you conduct with your customers and vendors, and you know how important it is to track these amounts carefully.

To help you keep on top of taxes, Accounting Plus uses *tax codes*. Each tax code represents a particular tax rate, which is used to calculate tax on your transactions. You'll set up taxes using the Tax Code List window which can be found by choosing Tax Codes from the Lists menu. Whenever you enter a sale or purchase that should be taxed, you'll mark the Tax column and choose a tax code from the Tax selection list; the amount of the line item will be multiplied by the tax code's tax rate. (To automatically enter a tax code on a sale or purchase, enter a tax code for a customer using the Selling Details view of the Card Information window.

In Accounting Plus, you can choose from three tax types:

Consolidated

This tax type is used for taxes that are made up of two or more tax codes or *sub-taxes*. You can use this code, for example, if the 8% tax rate you record on sales is the combined total of a 5% state sales tax rate and a 3% city sales tax rate.

Import Duty

This tax type should be used by importers bringing goods into the United States from other countries. Tax codes with this tax type are used to record the import duty payable on a purchase without changing the total amount of the purchase.

Sales Tax

This tax type is associated with the tax recorded on sales and purchases of goods and services.

Before you can accurately track tax amounts on sales and purchases, you must set up tax codes that represent the tax rates your company uses. You can create as many tax codes as you like. If a tax rate changes or you wish to link a tax code to a different account, you can change the tax code information. A tax code can be removed only if it's not in use on a sale, purchase or check transaction.

If you use the Multicurrency feature

If you use the Accounting Plus Multicurrency feature, the tax code used on all types of sales and purchases for customers and vendors who are assigned a foreign currency will be the tax code assigned to the customer or vendor.

The tax code used for freight amounts is the code assigned to the customer or vendor. If you use the Multicurrency feature, no tax code will be assigned to freight.

As with other automatic entries in Accounting Plus, you can choose other tax codes if the tax codes automatically entered aren't the correct ones for a transaction you're recording.

Click below for the step-by-step procedure:

To create tax codes

To change tax codes

To remove tax codes

Securing your company's data

Maintaining your data's integrity may require that you set up a password security system so your sensitive financial records are protected from others.

You can safeguard your company's accounting data by setting up passwords that prevent people from using parts of the data file that they don't need to use. This ensures that your confidential information will be seen by only authorized personnel.

When you use the Password Access window to restrict access to specific windows in Accounting Plus, you also restrict access to information shown in lists and reports throughout the entire Accounting Plus system. For example, if you set up a password so Person A can't use the Purchases window, Person A will also be restricted from seeing any entries created in that window in Accounting Plus, such as those that normally appear in the Purchases and Payables Journal report or the Inquiry Register window. This ensures that Person A has no opportunity to view your company's purchasing records. Any information that doesn't apply to purchases, however, would still be displayed.

If you've restricted access to any of the following windows, you've also limited some access to the information in at least one corresponding list or report in Accounting Plus. Users will still be able to view or print such lists and reports, but the lists and reports may not contain complete information. Keep this in mind if someone who is assigned a particular password is viewing lists or printing reports in Accounting Plus.

- General Journal Entry
- Historical Purchase
- Historical Sale
- Inventory Adjustments
- Inventory Transfers
- Receive Money
- Purchases
- Sales
- Spend Money
- Write Paychecks

Using master passwords and sub-passwords

In Accounting Plus, you can use a security system based on a *master password* and several *sub-passwords*. The master password is used to control access to the entire Accounting Plus system; this password is used to create sub-passwords, and it allows access to every area of Accounting Plus. You can have only one master password in a single data file.

Sub-passwords are used to control access to various sections of the Accounting Plus system, such as individual command centers. If your system uses passwords, you'll enter the password when you start Accounting Plus or switch from one data file to another; Users will be able to access those areas for which their password has been assigned access privileges. You can set up any combination of sub-passwords in your security system.

After you've created a master password, you'll need to use the master password or a sub-password each time you want to access this data file, and you'll need to enter the master password each time you want to open the Password Access window. Don't forget the master password!

Click below for the step-by-step procedure:

To create the master password

To create a sub-password

To change the word used as a password

To change a sub-password's access rights

To remove a password

Your Company Overview

To enter general information about your company

If you haven't already read the Your Company Overview, see Entering information about your company for more information.

The Company Information window should be displayed.

1. Enter or change the information you want.
2. Click OK.

To enter general information about your company

To enter your company's payroll information

If you haven't already read the Your Company Overview, see Entering information about your company for more information.

The General Payroll Information window should be displayed.

1. Enter or change the information you want.
2. Click OK.

To enter your company's payroll information

To set up your business calendar

If you haven't already read the Your Company Overview, see Entering information about your company for more information.

The Business Calendar window should be displayed.

1. The current month is displayed in the calendar at the top of the window. Days that appear in gray are marked as days when your business is closed. If you want to change the setting for any specific days in the month, click those days in the calendar.

If your business is always opened or closed on a specific day of the week, click that day in the middle part of the window, labeled **Shortcut for setting average business week**. A message will appear, confirming that you are changing the day's status. You'll be changing the status of the day for all three years in the Business Calendar's three-year calendar.

2. Click OK.
3. Add any important events that occur during the month in the Important Dates section of the window.
4. If you wish to change other months in the Business Calendar, use the arrows at the top of the calendar to move from month to month.
5. Click OK.

To set up your business calendar

To set up Accounting Plus to conform to the way you work

If you haven't already read the Your Company Overview, see Customizing work preferences for more information.

There are a number of ways you can set up Accounting Plus to help you make your accounting tasks more efficient.

- You can use the Easy-Fill feature to quickly enter account numbers, item numbers and card names that you enter frequently. When you enter an existing account number or card name, Easy-Fill will "recognize" the entry you're making and automatically fill in the rest of the entry for you. If you want to use Easy-Fill, click the Windows tab in the Preferences window, then mark the box labeled "Use Easy-Fill When Selecting From a List."
- If your company has many items in stock, your list of items is probably long. If you'd like to sort your item search lists alphabetically by the items' names instead of by the items' numbers, click the Windows tab in the Preferences window, then mark the box labeled "Select Items by Item Name, Not Item Number."
- Pressing the enter key will click the default button (the button with a dark border around it). If you'd rather press the enter key to move between fields in the windows, click the Windows tab in the Preferences window, then mark the box labeled "The Enter Key Works Just Like the Tab Key When Entering Data." (If you mark this selection, you can still use the tab key to move between fields, as well.)

There are a few areas in Accounting Plus where the enter key and the tab key work differently, regardless of your selection here: In text boxes that allow you to enter multiple lines of information (such as address fields), the enter key moves the insertion point to the next line in the text box, while the tab key moves the insertion point out of the text box and into the next field in the window. Also when you're entering line items for sales, purchases and other transactions, the tab key moves the insertion point to the next column but remains on the same line; the enter key moves the insertion point to the next line, where you can begin entering a new line item.

- If you enter long descriptions on sales and purchases, and you want to view those descriptions in their entirety whenever the Description field is active, click the Windows tab in the Preferences window, then mark the box labeled "Use Expandable Data Entry Fields in Windows."
- If you want to the To Do List to appear immediately when you start Accounting Plus, click the Windows tab in the Preferences window, then mark the box labeled "Display To Do List When Starting Accounting Plus."

To set up Accounting Plus to conform to the way you work

To set up Accounting Plus to help you preserve the accuracy of your accounting entries

If you haven't already read the Your Company Overview, see Customizing work preferences for more information.

The following options are a few of the preferences you can set up to help preserve the accuracy of your accounting records.

- If you wish to maintain a comprehensive history of all transactions you enter in the MYOB system-in other words, if you want to keep a strict *audit trail*-click the Security tab in the Preferences window, then mark the box labeled "Transactions CAN'T be Changed; They Must be Reversed."
- If you wish to be notified whenever you enter a future date as a transaction date -- for example, if you mistakenly enter a date two months from now -- click the Security tab in the Preferences window, then mark the box labeled "Warn Before Recording Post-Dated Transactions."
- If you want to be warned whenever you enter a transaction number that's already been used on a check, sale or purchase, click the Checkbook, Sales or Purchases tab in the Preferences window, then mark the box whose label begins with, "Warn for Duplicate...."

  If you mark any of the "Warn for Duplicate" boxes in the Preferences window, keep in mind that Accounting Plus must search your entire data file for duplicate transaction numbers each time you record a new transaction in the Spend Money, Sales or Purchases window. As a result, it will take a little more time for Accounting Plus to complete the process of recording those types of transactions.
- If you'd like to be notified that a customer has an existing customer credit whenever you apply one of the customer's payments to a sale, click the Sales tab in the Preferences window, then mark the box labeled "Warn if Customer has an Outstanding Credit Before Applying a Payment."
- If you'd like to be notified that your company has an existing vendor debit whenever you apply one of your vendor payments to a purchase, click the Purchases tab in the Preferences window, then mark the box labeled "Warn if Vendor Owes Me Money Before Making a Vendor Payment."
- If you'd like Accounting Plus to automatically suggest that customer payments and vendor payments should be applied to the oldest outstanding sales and purchases first, click either the Sales or Purchases tab in the Preferences window, then mark either the box labeled "Apply Customer Payments Automatically to Oldest Invoice First" or the box labeled "Apply Vendor Payments Automatically to Oldest Purchase First."

To set up Accounting Plus to help you preserve the accuracy of your accounting entries

To automatically create business contacts

If you haven't already read the Your Company Overview, see Customizing work preferences for more information.

To automatically create a business contact each time you create a check, deposit, sale or purchase, click the Checkbook, Sales or Purchases tab in the Preferences window, then mark the box whose label begins with, "Make a Contact Log Entry for Every...."

Over time, business contact information can cause your data file to grow considerably in size. If you choose to create business contacts automatically, we recommend that you periodically purge old contacts that you no longer need. See Purging information that's no longer needed for more information.

To automatically create business contacts

To automatically print/email/fax transactions when you record them

If you haven't already read the Your Company Overview, see Customizing work preferences for more information.

To print/email/fax transactions immediately when you record them, click the Sales and Purchases tab in the Preferences window, then mark the box labeled "Automatically Print Sales/Purchases When They're Recorded." Choose which method you wish to use automatically -- Print, Fax or Email.

If you choose to print sales and if you want to print packing slips and shipping or mailing labels to accompany your sales, consider marking the boxes labeled "Print Packing Slips (or Labels) When Invoices are Printed."

To automatically print transactions when you enter them

To customize the way you work with forms and reports

If you haven't already read the Your Company Overview, see Customizing printed documents for more information.

- To review your options in the Preferences window, click the Reports & Forms tab. Mark the boxes next to the options you want to use.

To customize the way you work with forms and reports

To create identifiers

If you haven't already read the Your Company Overview, see Using identifiers for more information.

The Identifiers window should be displayed.

1. The Identifiers window provides a field for each of the 26 letters of the alphabet. Enter a description for as many of the identifiers as you want.
2. Click OK.

To create identifiers

To assign identifiers to a card

If you haven't already read the Your Company Overview, see Using identifiers for more information.

The Cards List window should be displayed.

1. Highlight the card to which you wish to assign identifiers and then click Edit.
2. Click the Card Details tab; click the Identifiers button that appears in this view.
3. Click the box next to each identifier you want to assign to the card. You can assign up to 10 identifiers to a card.
4. Click OK.

To assign identifiers to a card

To label a pricing level

If you haven't already read the Your Company Overview, see Using pricing levels for more information.

The Custom Field and List Names window should be displayed.

1. Enter a name for each pricing level you want to use.
2. Click OK.

To label a pricing level

To assign a pricing level to a customer card

If you haven't already read the Your Company Overview, see Using pricing levels for more information.

Be sure the customer card is displayed in the Card Information window.

1. Click the Selling Details tab.
2. Choose the customer's price level from the Item Price Level list.
3. Click OK.

To enter a label for a custom list

If you haven't already read the Your Company Overview, see Using custom lists and fields for more information.

The Custom Field and List Names window should be displayed.

1. Click the Item, Customer, Vendor, Employee or Personal tab.
2. Enter a name for your custom list in one of the Name of Custom List fields. You can use up to three custom lists for items and for each card type in Accounting Plus.
3. Click OK.

To enter a label for a custom list

To create list entries on a custom list

If you haven't already read the Your Company Overview, see Using custom lists and fields for more information.

The Custom Lists window should be displayed.

1. Click the Item, Customer, Vendor, Employee or Personal tab.
2. In the Custom List field, choose the custom list for which you want to create list entries.
3. Click the New button. The Edit Custom List window appears.
4. Enter the name of the list entry you want to create.
5. Click OK.
6. Repeat steps 4 and 5 until you've entered all the list entries you want to include in the custom list, then click Close in the Custom Lists window.

To create list entries on a custom list

To change a list entry on a custom list

If you haven't already read the Your Company Overview, see Using custom lists and fields for more information.

The Custom Lists window should be displayed.

1. Click the Item, Customer, Vendor, Employee or Personal tab.
2. Choose the custom list in the Custom List field for which you want to change list entries.
3. Select the list entry you want to change and click Edit.
4. Change the name of the list entry.
5. Click OK.

To change a list entry on a custom list

To delete a list entry on a custom list

If you haven't already read the Your Company Overview, see Using custom lists and fields for more information.

The Custom Lists window should be displayed.

1. Click the Item, Customer, Vendor, Employee or Personal tab.
2. Choose the custom list in the Custom List window for which you want to delete list entries.
3. Highlight the list entry you want to delete and choose Delete List Entry from the Edit menu.
4. Click Close.

To delete a list entry on a custom list

To create tax codes

If you haven't already read the Your Company Overview, see Using tax codes for more information.

The Tax Code List window should be displayed.

1. Click the New button.
2. In the Tax Code Information window, enter a descriptive code for the new tax code using up to three characters, along with a description. This code will appear in transaction entry windows, on sales and purchases and elsewhere throughout the system. We recommend that you make the code as descriptive as possible so that it'll be easy to recognize when you're entering transactions.
3. From the Tax Type column, select the option that describes the tax code you're creating:

After you've made your selection, a number of additional fields will appear. The fields that appear, will depend upon the tax type you've chosen.

4. The next step depends on the tax type you've chosen:

Consolidated tax type: A window appears, allowing you to specify the tax codes (sub-taxes) that will be included in this consolidated tax code. In the Code column, enter each of the codes you want to include, or press the tab key to view a selection list of the tax codes you've created.

Import Duty tax type: Enter the tax rate (the percentage of duty applied to goods using this tax code), as well as the account you wish to use to track accrued duty amounts; this generally is a liability account. If you've created a card for your import agent, you can enter the import agent, as well.

Sales Tax tax type: Enter the tax rate for this tax code. Also enter the account you wish to use for tracking the tax you collect from customers (usually a liability account) and the account you wish to use for tracking the tax you pay to vendors (usually an asset or liability account). If you've created a card for your state tax authority (or another tax authority, if applicable), you can enter that card, as well.

5. Click OK.

The next time you enter a transaction in the Sales window or Purchases window, the tax codes you just set up will be available for you to assign to individual line items on the transaction.

To create tax codes

Notes: Tax codes can be entered automatically in transaction entry windows The tax codes you set up can be assigned to items, customers and vendors to make your data entry faster and easier when you create sales and purchases in the future. Tax codes can be assigned to items using the Buying Details and Selling Details tabx in the Item Information window. They can be assigned to customers and vendors using the Selling Details and Buying Details tabs in the Card Information window.

The tax code used for freight amounts is the code assigned to the customer or vendor using the Selling Details and Buying Details tabs in the Card Information window.

As with other automatic entries, you can choose other tax codes if the tax codes automatically entered aren't the correct ones.

To change tax codes

If you haven't already read the Your Company Overview, see Using tax codes for more information.

The Tax Code List window should be displayed.

1. Click on the zoom arrow next to the tax code you want to change.
2. The Tax Code Information window appears. Make the changes you wish.
3. Click OK.

To change tax codes

To remove tax codes

If you haven't already read the Your Company Overview, see Using tax codes for more information.

The Tax Code List window should be displayed.

1. Highlight the tax code you want to remove.
2. Choose Delete Tax Code from the Edit menu.

To remove tax codes

To create the master password

If you haven't already read the Your Company Overview, see Securing your company's data for more information.

Please note that this task requires single-user access. See Single-user file locking for more information.

The Preferences window should be displayed.

1. Click the Passwords button. The Set Up Passwords window appears.
2. Enter the master password you wish to use in the New Master Password field, then click the Record New Password button. Passwords aren't case-sensitive; that is, it doesn't matter whether you type lowercase or uppercase letters in your password.
3. An alert message appears, allowing you to review the entry you made. Review the password you typed, then click OK; the master password is created, and the Password Access window appears. You can now either exit the password windows by clicking the OK button, or you can begin setting up sub-passwords in the Password Access window.

To create the master password

To create a sub-password

If you haven't already read the Your Company Overview, see Securing your company's data for more information.

Please note that this task requires single-user access. See Single-user file locking for more information.

The Preferences window should be displayed.

1. Click the Passwords button. A window appears, requesting that you enter the master password.
2. Enter the master password.
3. Click OK.
4. The Password Access window contains two lists. On the left side of the window, a list of all existing passwords is displayed. If you've just begun working with passwords, only **MASTER** will appear in this list. On the right side of the window, a list of all the command centers and their accompanying windows is displayed.

To create a sub-password, click the New button; the Set Up Passwords window appears.

5. Enter a sub-password in the New Sub-Password field. It doesn't matter whether you type lowercase or uppercase letters in your password.
6. Click the Record New Password button. The Password Access window reappears, with the new sub-password appearing in the list on the left side of the window.
7. Be sure the new sub-password is highlighted in the Sub-Password list.
8. Select the command centers and windows which users with this password ***won't*** have access to by clicking on the appropriate names. When you select a command center or window, an X will appear in the Not Allowed column next to the label you selected. If you select a command center or a window that opens other windows, an X will appear next to the names of the other windows, as well.
9. Click OK. The new sub-password you've created will become active.

To create a sub-password

To change the word used as a password

If you haven't already read the Your Company Overview, see Securing your company's data for more information.

Please note that this task requires single-user access. See Single-user file locking for more information.

The Preferences window should be displayed.

1. Click the Passwords button. A window appears, requesting that you enter the master password.
2. Enter the master password.
3. Click OK. The Password Access window appears.
4. Highlight the password you want to change in the list on the left side of the window.
5. Click Edit.
6. The Set Up Passwords window appears, displaying the password. Change the password.
7. Click Record Changes. If you changed the master password, an alert message will appear, allowing you to review the new password.
8. Click OK.

To change a sub-password's access rights

If you haven't already read the Your Company Overview, see Securing your company's data for more information.

Please note that this task requires single-user access. See Single-user file locking for more information.

The Preferences window should be displayed.

1. Click the Passwords button. A window appears, requesting that you enter the master password.
2. Enter the master password. When you type an existing master password, an asterisk (*) appears for each character you type, ensuring others can't read the password on the computer screen as you type it.
3. Click OK. The Password Access window appears.
4. Highlight the password you want to change in the list on the left side of the window, and then make the changes you want on the right side of the window.
5. Click OK.

To change a sub-password's access rights

To remove a password

If you haven't already read the Your Company Overview, see Securing your company's data for more information.

Please note that this task requires single-user access. See Single-user file locking for more information.

The Preferences window should be displayed.

1. Click the Passwords button. A window appears, requesting that you enter the master password.
2. Enter the master password. When you type an existing master password, an asterisk (*) appears for each character you type, ensuring others can't read the password on the computer screen as you type it.
3. Click OK. The Password Access window appears.
4. Locate the password in the list on the left side of the window, highlight it, and then click the Delete button. If you want to remove your master password, you must remove all your sub-passwords first. If you chose to remove a sub-password, the password will be removed immediately.

If you chose to remove the master password, an alert message will appear, informing you that all password protection will be removed for this company's data file when you remove the master password. Click OK; the message **All passwords have been deleted** will appear.

5. Click OK.

What are changeable and unchangeable transactions?

To learn if your transactions are changeable or unchangeable, choose Preferences from the Setup menu, then click the Security tab.

If the selection "Transactions CAN'T be Changed; They Must be Reversed" is unmarked, your transactions are changeable. Recorded transactions may be changed or deleted. If you wish to make your transactions unchangeable, mark the selection.

If the selection "Transactions CAN'T be Changed; They Must be Reversed" is marked, your transactions are unchangeable. Recorded transactions must be reversed; they can't be changed or deleted. If you wish to make your transactions changeable, unmark the selection.

What are changeable and unchangeable transactions?