MYOB Advanced Quick Guide Bank Transaction Process

Cloud Solutions for Bigger Business



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Introduction

This quick guide discusses how bank transactions can be processed within MYOB Advanced Business. The document will discuss all the master data required as well as how to import and processing bank transactions.

The document will also discuss how to match payments made and received to invoices outstanding as well as how to create payments for outstanding invoices and how to write off any balances if required.

Master Data Settings

This section will now discuss all the master data required to work successfully with importing and processing bank transactions.

Finance General Ledger

Before you start you will need to have a general ledger account defined in your chart of accounts to report on cash movements in the business, general ledger accounts are created in menu path [Finance \ General Ledger \ Configuration \ Manage \ Chart of Accounts].

| Ŕ | 3 | Mair | n 👻 Chart | Of A | ccounts | * | | | | | | |
|---|---|------|-----------|------|---------|-------|------|-------------------|--------------|--------|-------------|----------|
| (| С | | ŝ | + | | × | View | Restriction Group | s ↔ | x | A Y | |
| 2 | Û | D | *Account | Ŧ | Account | Class | | Туре | Active | Descri | ption | Currency |
| > | Û | D | 10030 | | CASHA | SSET | | Asset | | Demo | NAB Banking | AUD |

Note: For a general ledger account to be linked to a cash account it is required to specify the currency that the cash will be held in.

Finance Cash Management

Cash Accounts

After the general ledger account has been created you can create a cash account and link the general ledger code to it, the cash account does have a number of mandatory fields and if you wish to do a bank reconciliation of the cash account a numbering sequence will need to be defined and linked.

Cash accounts are created in menu path [Finance \ Cash Management \ Work Area \ Manage \ Cash Accounts].



| * Cash Account: | 10030 - Demo NAB Banking | ρ | | | Clearing Account | |
|-------------------------|--------------------------|---|---|-------------------------------|---------------------------------|---|
| * Account: | 10030 - Demo NAB Banking | | | | Requires Reconciliation | |
| * Subaccount: | 0 - General | | | | Restrict Visibility with Branch | |
| * Branch: | MAIN - Main | | | Reconciliation Numbering Sequ | Q | R |
| Currency: | AUD | | | Bank ID: | Q | R |
| Curr. Rate Type : | SPOT | Q | R | Statement Import Service: | PX.Objects.CA.OFXStatemer P | |
| * External Ref. Number: | Demo | | | | | |
| Description: | Demo NAB Banking | | | | | |

Payment Methods

Now that the cash account is defined you need to specify modes of how money can come in and out of the cash account, these could be methods such as cash received or cheque payments received or written. You may wish to create an ABA file to pay your suppliers and upload the ABA file into an online account from your banking provider.

Payment methods are created in menu path [Finance \ Cash Management \ Configuration \ Setup \ Payment Methods].

In this screen you can create your payment method and choose to make visible to AP only, AR only or both AP and AR. Also the payment method can be linked to which cash accounts that are authorized to use it.

| | * Payment Method ID: CASH | | | | Q | | Use in A | P | | | | |
|---|---|--|-----|----------------|-------|----|--------------|--------------|-----------------------------------|--------------------------------|-----------------------------------|--------------|
| | Me | eans of Paymer | nt: | Cash/Cheque | | Ŧ | | Require I | Remittance Info | ormation for Cash Ac | count | |
| _ | * De | Cash Payment Cash Assessment Cash Assessment | | | | | | | | | | |
| 1 | Allowed Cash Accounts Settings for Use in AR Settings for Use in AP | | | | | | | | | | | |
| - | C | + × | ↔ | x | | | | | | | | |
| E | Ľ | *Cash ¥ Account | Des | cription | Brand | :h | Use in AP | AP Defaul | AP - Suggest Next Number | AP Last Reference Number | Batch Last Reference Number | Use in AR |
| > | D | 10030 | Der | no NAB Banking | MAI | N | | | | | | |

Entry Types

Payment methods define how money is moved in or out of the cash account but entry types determine the purpose of the move, was it a receipt of cash or a disbarment of cash and what drove this occurrence a payment to a supplier or was it interest received.

Entry types are created in menu path [Finance \ Cash Management \ Configuration \ Setup \ Entry Types].

| Ę | C Main → Ent | try Types 🔺 | | | | |
|---|----------------|---------------|-------------------------|--------|---------------------------|------------------------------|
| | C 🗎 🗠 | + × | $ \leftrightarrow $ | | | |
| 8 | *Entry Type ID | Disb./Receipt | *Entry Type Description | Module | Default Offset Account | Default Offset Subaccount |
| > | CHARGE | Disbursement | Bank Charges | CA | 60000 | 3 |
| | INTEREST | Receipt | Deposit Interest | CA | 42010 | 0 |
| | PAYMENT | Receipt | Customer Payment | CA | 10200 | 0 |



Bank Transaction Rules

In order to create financial documents when processing bank transactions that are non-existing in the database you will need to create bank transaction rules.

Bank Transaction Rules are created in menu path [Finance \ Cash Management \ Configuration \ Setup \ Bank Transaction Rules]

Below is a bank transaction rule to create customer payments from importing a bank statement. In the screen the bank transaction rule is linked to the cash account 10030 and the entry type Payment.

| C Main - Bank Transaction R | ules ★ | | |
|-----------------------------|----------------------|-------------------------|---------------------------|
| 🗋 🗠 🕂 🗘 🖷 | K < > >I | | |
| * Rule: | PAYMENT P | ✓ Active | |
| Description: | Payment | | |
| Matching Criteria | | Output | |
| Debit/Credit: | Receipt - | Action: | Create Document 👻 |
| Cash Account: | 10030 - Demo NAB E 🔎 | * Resulting Entry Type: | PAYMENT - Customer Paym P |
| Currency: | AUD | | |
| Tran. Code: | PAY | | |
| Description: | Paymnet | | |
| | Match Case | | |
| | Use Wildcards | | |
| Amount Matching Mode: | None 👻 | | |



Bank Statement Setting

Within menu path [Finance \ Cash Management \ Configuration \ Setup \ Cash management preferences] the tab Bank statements is where you can specify receipt and disbursement date matching days. Also the date range relevance and the relevance weights calculations can also be set.

The only statement import service available is the OFXStatementReader, if you wish to import Excel based files then this is also possible.

| General Settings | Bank Statement Settings | | | |
|------------------|------------------------------------|------------------|------------|----------|
| Disbursement D | ate Matching | | | |
| Days before ba | ank transaction date: | 5 | | |
| Days after ban | k transaction date: | 2 | | |
| Receipt Date Ma | atching | | | |
| Days before ba | ank transaction date: | 5 | | |
| Days after ban | k transaction date: | 2 | | |
| Weights for Rele | evance Calculation | | | |
| Ref. Nbr. Weig | jht: | 70.00 | %: | 70.00 |
| Doc. Date Wei | ight: | 20.00 | %: | 20.00 |
| Doc. Payee W | eight: | 10.00 | %: | 10.00 |
| Date Range for I | Relevance Calculation | | | |
| Payment Clear | ing Average Delay: | 0.00 | | |
| Estimated Dev | iation (days): | 5.00 | | |
| Import Settings | | | | |
| 🔲 Ignor | e Currency Check on Bank Statem | ent Import | | |
| 🖉 Impo | rt Bank Statement to single Cash A | Account | | |
| Statement Imp | ort Service: | PX.Objects.CA.OF | XStatement | Reader 🔎 |



Finance Accounts Receivables

If you would like to write off any customer balances during the processing of bank transactions a reason code is required for the balance write off. Reason codes can be created in menu path [Finance \ Accounts Receivable \ Configuration \ Setup \ Reason Codes].

| C Main → Reason Co | des ★ | |
|---------------------|-----------------------|---------|
| 🗎 🗠 + 🗘 | • • • • • • | > > |
| * Reason Code: | WRITEOFF | ρ |
| Description: | Write Off | |
| Usage: | Balance Write-Off | - |
| * Combine Sub from: | R | |
| Account: | 60011 - Customer Bala | nce W 🔎 |
| Subaccount: | 0 - General | Q |

The final step is to identify and mark those customers who you are willing to allow write offs and specify the write off limit amount.

| 🛚 Main 🗸 | Customers | * | | | | | | | | | | |
|--------------|-----------------|---------------------|-----------|------------|----------------------------|-------------------|--------|--------------------------|---------------------------|-------------|-------------|--------|
| . | + D- | ≣ K < | > | >I Action | is 🔻 | Inquiries + | Repo | rts 👻 | | | | |
| * Customer | ID: | 20153WO | Q | State | us: | Active | Ŧ | В | alance: | | 0.0 | 00 |
| * Customer | Name: | 2015 Write Off Exa | mple | | | | | P | repaymen <mark>t</mark> s | Balance: | 0.0 | 00 |
| General Info | Billing Setting | Delivery Settings | Locations | Payment Me | ethods | Contacts | Salesp | ersons | Attributes | GL Accounts | Mailing Se | ttings |
| Main Conta | ct | | | | Fina | ncial Settin | gs | | | | | |
| Company | Name: | 2015 Write Off Exam | nple | * c | | * Customer Class: | | CUSTDFT - Customer Defau | | | lt P | £ |
| Attention: | | | | | Te | erms: | | CA | SHONLY - | Cash Only | Q | R |
| Email: | | carl.brooks@myob. | com | | * Statement Cycle ID: EOTM | | | Q | R | | | |
| Web: | | | | ⊡* | | | | A | uto-Apply F | ayments | | |
| Phone 1: | | | | | | | | A [] | pply Overd | ue Charges | | |
| Phone 2: | | | | | | | | E | nable Write | -Offs | | |
| Fax: | | | | | W | rite-Off Limi | it: | | 10.00 |) | | |
| Account R | lef.#: | | | | 0 | urrency ID | _ | AL | 0 , | C Enable (| Currency Or | orrido |



Uploading Bank Transactions

Bank Transactions contained in a MS Excel file can be uploaded into MYOB Advanced through menu path [Finance \ Cash Management \ Work Area \ Enter \ Import Transactions].

In this screen you need to select the cash account that you are importing transactions for and enter the statement credentials such as start and end date as well as starting and closing balance.

Using the highlighted upload button below will allow an upload from a MS Excel file.

| O Main + Impor | t Bank Transactions 🔺 | | | | | | | | |
|-------------------|----------------------------|-------------------|--------------|-----------------------|-------------|---------|------------------|--------------|--------------|
| ⊡ ∽ + | ∂ ~ ≡ K < > | >I Upload File | | | | | | | |
| * Cash Account: | 10030 - Demo NAB Banking 🔎 | * Statement Date: | 29/09/2015 - | * Start Balance Date. | 3/09/2015 - | Be | ginning Balance: | 1,535.00 | |
| * Reference Nbr.: | 000012 P | | | * End Balance Date: | 4/09/2015 - | En | ding Balance: | 2,965.00 | |
| | | | | | | Ca | Iculated Balance | 1,535.00 | |
| e + × | UNHIDE TRANSACTION | | | | | | | | |
| 🖹 🗋 📄 Proces 🖡 | Hidder Ext. Tran. ID | Ext. Ref. Nbr. | * Tran. Date | Tran. Desc | | Receipt | Disbursement | Invoice Nbr. | Applied Rule |

When selecting the upload button the file needs to be selected using the Choose File option.

| File Upload | | | × |
|-------------|----------------------------|--------|---|
| File path: | Choose File No file chosen | | |
| | | Upload | |
| | | | _ |

The end user is then required to locate the file, select the file and press the option open.



And then finally select the option upload.

| File Upload | ; | × |
|-------------|--|---|
| File path: | Choose File Import Bank Transactions 20150929.xlsx | |
| | Upload | |



Once this option is selected the common settings need to be applied.

| Common settings | | | × |
|-----------------|------------|-------|--------|
| Null Value: | | | |
| Culture: | English (U | om) 👻 | |
| Mode: | Update Ex | Ψ | |
| | | OK | Cancel |

The final step is to map the columns from the MS Excel file to that of the bank import transactions screen and press OK.

| Column Name | Property Name | |
|----------------|----------------|--|
| Processed | Processed | |
| Hidden | | |
| Ext. Tran. ID | Ext. Tran. ID | |
| Ext. Ref. Nbr. | Ext. Ref. Nbr. | |
| Tran. Date | Tran. Date | |
| Tran. Desc | Tran. Desc | |
| Receipt | Receipt | |
| Disbursement | Disbursement | |
| Invoice Nbr. | Invoice Nbr. | |
| Applied Rule | | |

And once the records been imported the record then needs to be saved to be given a reference number.

| O New York → Import Bank Transactions ★ | | | | | E | Notes File: | s Customisation |
|---|-------------------|--------------|-----------------------|------------|----------|------------------|-----------------|
| $\blacksquare \frown + \square - \blacksquare K < >$ | > Upload File | | | | | | |
| * Cash Account: 10030 - Demo NAB Banking P | * Statement Date: | 01/10/2015 - | * Start Balance Date: | 01/10/2015 | • Be | ginning Balance: | 0.00 |
| * Reference Nbr.: 000004 P | | | * End Balance Date: | 01/10/2015 | ▼ En | ding Balance: | 1,430.00 |
| | | | | | Ca | lculated Balance | 1,430.00 |
| C + X Unhide Transaction (↔) 🗷 | ₽ | | | | | | |
| 🖹 🕼 🗋 Proces Hidder Ext. Tran. ID | Ext. Ref. Nbr. | *Tran. Date | Tran. Desc | | Receipt | Disbursement | Invoice Nbr. |
| ° © □ □ 1 | 1 | 01/10/2015 | Payment from Artcage | s | 1,430.00 | 0.00 | |

The next step in the process is now that the records have been imported they need to be matched to the documents that they are paying.



Matching Process

This document will show you 2 matching processes, one whereby a customer is paying their outstanding invoice in full and a second whereby the customer is partially paying their invoice and the remaining balance will be written off.

Matching Customer Payments

In this example the data that was imported previously will be matched to its accompanying outstanding invoice.

Menu path [Finance \ Cash Management \ Work Area \ Enter \ Process Bank Transactions] is how to start the process of matching imported bank transactions in MYOB Advanced.

In this screen the end user is firstly required to select the cash account that they would like to process bank transactions for.

To do this select the magnifying glass and search for the cash account or simply type the correct value directly into the field.

| C Main | Process Bar | nk Transact | ions ★ | | | | | | | | |
|-------------------------|---------------------------------|-------------|---------------------|-----------------|------------|--------|----|--|--|--|--|
| • | Auto Match | Process | Matched Lines Match | Settings Upload | File | | | | | | |
| * Cash Account: | | | | | | | | | | | |
| C Select - Cash Account | | | | | | | | | | | |
| 🖹 🗋 Mat | Select C | ↔ | T | | 1 | | Q | | | | |
| | Cash Tt Account | Account | Description | Currenc | Subaccount | Branch | | | | | |
| | > 10030 | 10030 | Demo NAB Banking | AUD | 0 | MAIN | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | IS | < > | 21 | | | | |

Once the cash account has been selected on the left hand side of the screen you will see all the unmatched transactions.





In the screen above MYOB Advanced shows a zero value for the column match relevance which means the imported transaction did not meet any of the criteria from the weight settings of reference number (70% weighting), Document date (20% weighting) and Document Payee (10% weight) defined in the Bank Statement Settings within the Cash Management Preferences.

In this case the dollar value is used to return possible values to be considered and to be matched.

| O New York - Process Bank Transactions 🚖 | | | | | | | Customisation | Help + |
|---|-------------------------------|-----------------------|--------------------|------------|----------|---------------------|----------------|---------|
| 🗃 🦛 Auto Match Process Matched Lines Match Settings Upload File | | | | | | | | |
| * Cash Account: 10030 - Demo NAB Banking | | | | | | | | |
| Bank Transactions to Match | Match to Payments Mat | ch to Invoices Create | e Payment | | | | | |
| C I→I Clear Match Clear All Matches Hide Transaction | Business Account | ARTCAGES - Artca | ges Co. | | | | | |
| 🖀 🗋 Matched Ext. Ref. Nbr. Tran. Date Receipt Disbursement Tran. Desc | Location | MAIN - Primary Loc | ation P | | | | | |
| C 2 1 01/10/2015 1,430.00 0.00 Payment from Artcages | Payment Method: | CASH - Cash Payn | ient P | | | | | |
| | c H | | | | | | | |
| | El Matched Match Relevance | Module Type | *Reference Nbr. | *Doc Date | Amount | Business Account | Business Name | |
| | 0.000000 | AR Invoice | 001050 | 01/10/2015 | 1,430.00 | ABCSTUDI | ABC Studies In | nc, The |
| | > 🗵 0.00000 | AR Invoice | 001051 | 01/10/2015 | 1,430.00 | ARTCAGES | Artcages Co. | |

In this case the imported transaction description gives a clear indication whom this payment is received from. In this case the end user just needs to select the correct transaction and place a tick into the matched column in the Match to Invoices tab.

Note: If this payment of \$1430 referred to one or more invoices then the tab Create Payment would be used, this will be discussed in the next example.

This will result in a tick appearing in the column Matched on the right hand side. To complete the process the end user needs to select the option Process Matched Lines.

| | | Auto Matc | h Process Ma | tched Lines | Match Setting | gs Uploa | ad File |
|--------------------|--------------------------------|-------------------------------|--------------------------------|-------------------|------------------|--------------|------------------|
| Once th importe | ie operati ed transac | on has been con tion line. | npleted successfull | y a green tick wi | ll appear in the | header and a | also next to the |
| 0 | | ✓ Process E | ank Transactions | * | | | |
| 63 | r | AUTO MATCH | PROCESS MAT | CHED LINES | MATCH SETT | INGS UPL | .OAD FILE |
| * (Ban | Cash Acco k Transa o | ount: 10030 - De | em <mark>o N</mark> AB Banking | | | | |
| С | ↔ | Clear Match | Clear All Matches | Hide Transacti | on | | |
| | Matcheo | Ext. Ref. Nbr. | Tran. Date | Receipt | Disbursement | Tran. Desc | |
| ° | | 1 | 01/10/2015 | 1,430.00 | 0.00 | Payment from | n Artcages |



The processing of the bank transaction has created the payment document and also applied the amount to close off the outstanding invoice.

| Q | Ν | New York 👻 | Payments and App | lications 🔺 | | | | | | Notes Activi | ties Files | Notifications |
|-----|------|-----------------|-----------------------|--------------------|-------------------|-------------------------------------|----------------------|---------------------|---------------|--------------|---------------------------------|---------------|
| lic | i | ÷۲ | ₿× ≣ K | : < > | >I RELEAS | E Void | Inquiries 👻 | Reports | * | | | |
| | Тур | pe: | Payment - | Customer: | ARTCAGES - | Artcages Co. | | ∉ Pa | iyment Amo | 1,430.00 | | |
| | Re | ference Nbr.: | 000494 P | Location: | MAIN - Primary | Location | | Ap | plied to Doc | 0.00 | | |
| | Sta | itus: | Closed | Payment Meth. | CASH - Cash I | Payment | | Ap | oplied to Ord | 0.00 | | |
| | | | Hold | Card/Account | | | | Av | ailable Bala | 0.00 | | |
| | App | plication Date | 01/10/2015 | Cash Account: | 10030 - Demo | NAB Banking | | W | rite-Off Amo | 0.00 | | |
| | App | plication Pe | 09-2015 | Currency: | AUD 1 | I.41 ~ | View base | Fir | nance Charg | 0.00 | | |
| | Pay | yment Ref.: | 1 | | | | | De | educted Cha | 0.00 | | |
| | | | | Description: | | | | | | | | |
| D | ocui | ments to Appl | y Application History | Orders to Apply | Financial Details | Finance Cha | arges | | | | | |
| C | | + 2 | X View Batch | Reverse Appli | cation View A | pplication Doc | ument + | • | | | | |
| | 0 | Batch Number | Туре | *Reference Nbr. | Amount Paid | Prompt Payment Disc. Taken | Balance Write-Off | Applicati Period | Date | Due Date | Prompt Payment Disc. Date | Balance |
| > | 0 | 0000469 | 1 Invoice | 001051 | 1,430.00 | 0.00 | 0.00 | 09-2015 | 01/10/2015 | 30/12/2015 | 01/10/2015 | 0.00 |

Matching Customer Payments and Writing off a Remaining Balance

In this example the following invoice for \$110 will be partially paid and the remaining \$5 balance will be written off during the processing of the bank transaction.

| O Main - Invo | ices and Memos | * | | | | | |
|--------------------------|-------------------|-----------------------|-----------------------|-------------------------------|------------|----------------|----------|
| ₽ ∽ + | Ø∗ 🗐 | K < > | X RELEASE | Actions 👻 Inquirie | s 🕶 🛛 Rej | ports 👻 🔘 | 00:00:02 |
| Type: | Invoice 👻 | Customer: | 20153WO - 2015 Wri | te O <mark>ff E</mark> xample | e De | etail Total: | 100.00 |
| Reference Nbr.: 000157 P | | Location: | MAIN - Primary Loca | tion | Di | iscount Total: | 0.00 |
| Status: | Open | Currency: | AUD 1.00 | ✓ View base | G | ST Taxable | 100.00 |
| | Hold | Terms: | CASHONLY - Cash | Only | G | ST Exempt | 0.00 |
| Date: | 29/09/2015 | * Due Date: | 29/09/2015 - | 29/09/2015 🔻 | | | 10.00 |
| Post Period: | 03-2016 | * Prompt Paym | 29/09/2015 - | | | alance: | 110.00 |
| Customer Order: | | Project: | X - Non-Project Code | - Non-Project Code. | | | 0.00 |
| Description: | | | | | Ar | mount: | 110.00 |
| | | | | | Pr | rompt Paym | 0.00 |
| Document Details | Financial Details | Billing Address Tax I | Details Salesperson (| Commission Discou | nt Details | Applications | |
| c + 🖊 | × View S | chedule ↔ 🕱 | | | | | |
| 🖹 🕼 🗋 *Branch | Inventory ID | Transaction Descr. | Quantity | UON Unit F | rice | Ext. Price | Amount |
| > 0 D MAIN | | Credit Write Off Exan | nple 1.00 | 100 | 0.00 | 100.00 | 100.00 |



The payment has similarly been entered through a bank import as shown below.

| O Main → Import | Bank Transactions 🔺 | | | | | | | |
|-------------------|----------------------------|-------------------|--------------|-----------------------|-----------|---------|-------------------------------|--------------|
| | ₿- ≡ K < > | > Upload File | | | | | | |
| * Cash Account: | 10030 - Demo NAB Banking 🔎 | * Statement Date: | 29/09/2015 - | * Start Balance Date: | 4/09/2015 | - B | eginning Balance: | 2,965.00 |
| * Reference Nbr.: | 000013 🔎 | | | * End Balance Date: | 5/09/2015 | * E | n <mark>d</mark> ing Balance: | 3,070.00 |
| | | | | | | С | alculated Balance | 3,070.00 |
| c + × | Unhide Transaction ↔ 💌 | A | | | | | | |
| 🗟 🕞 Proces 🛛 H | lidder Ext. Tran. ID | Ext. Ref. Nbr. | * Tran. Date | Tran. Desc | | Receipt | Disbursement | Invoice Nbr. |
| | 3 | 3 | 29/09/2015 | Payment | | 105.00 | 0.00 | |

As the imported transaction has not met any of the matching criteria and did not meet the total of any outstanding invoices it would return no value as shown below.

| | Match to Pay | yments Match to | o Invoices | Create Payn | nent | | | |
|---|--------------|--------------------|------------|-------------|--------------------|----------------|--------|---------------|
| | Business A | ccount: | | | | | | |
| | G ↔ | | | | | | | |
| E | Matched | Match Relevance | Module | Туре | *Reference Nbr. | * Doc. Date | Amount | Business Name |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

To create the payment record the end user would click on the tab Create Payment.

| Create |
|------------------------|
| |
| Clear Rule Create Rule |

The next step is to select the option Create.



When selecting the option create the end user is prompted to choose the module that this transaction belongs to. By selecting AP or AR you are also required to provide a business account.

| Match to Payments | Match to Invoices | Create Payme | nt | | | |
|-------------------------|-------------------|---------------------|-------|-------------------------|-----------------------------|--------|
| | 🕑 Create | | | | | |
| Applied Rule: | | | | Total Amour | nt: | 105.00 |
| | Clear Rule | Create Rule | | Application / | Amount: | 0.00 |
| Module: | AR | AR | | Unapplied Balance: | | 105.00 |
| Business Account: | 20153WO | | Q | Write-Off An | nount: | 0.00 |
| Location: | MAIN - Prim | ary Location | Q | | | |
| Payment Method: | CASH - Cas | CASH - Cash Payment | | | | |
| Invoice Nbr.: | | | | | | |
| Tran. Desc: | Payment | | | | | |
| c + × | Load Documents | ↓ X | _ | | | |
| Document *Re Type Nb | ference An r. | nount Paid | Balan | ce Balance Write-Off | Write-Off Reason Code | Date |

Note: If the end user is unsure of where the money came from the best option is to use the module CA and choose an entry type that allows reclassification of payments.

The option Load Documents will populate the Grid below with all the outstanding documents on the account whereas the Plus option will allow the end user to search for the relevant document to apply the payment to.

| | 🕑 Create | | | | | | | |
|---------------------|-------------------|-----------------|---|---------|-------------------------|-----------------------------|--------|-------|
| Applied Rule: | | | | To | tal Amount: | : | 105.00 | |
| | Clear Rul | e Create Rule | | Ap | plication Ar | mount: | 0.00 | |
| Module: | AR | | Ŧ | Un | applied Bal | lance: | 105.00 | |
| Business Account: | 20153W | D | Q | Wi | ite-Off Amo | ount: | 0.00 | |
| Location: | MAIN - F | rimary Location | Q | | | | | |
| Payment Method: | CASH - | Cash Payment | Q | | | | | |
| Invoice Nbr.: | | | | | | | | |
| Tran. Desc: | Payment | | | | | | | |
| c + × | Load Docume | nts ↔ 🛛 🗙 | | | | | | |
| Document *1 Type | Reference Nbr. | Amount Paid | | Balance | Balanc Write- Off | Write-Off Reason Code | Date | Curre |



In the screen below the invoice amount was \$110 but the payment received was \$105. MYOB Advanced allows the end user to either leave the \$5 as an outstanding balance or at this point in time the \$5 balance can be written off.

| 3 1 | vlain - | Process B | ank Transac | tions 🔺 | una Mate | h Sottinge Unit | and File | | | | | | | |
|------|---------|------------|---------------|-----------|-----------|------------------|-------------------|-------------------|----------------|------|---------------------|---------|-------------------|--------------------------|
| • Ca | sh Acc | ount: 1003 | 0 - Demo NA | Banking | p | an oettings opic | Match to Payments | Match to Invoices | Create Payn | nent | | | | |
| c | ↔ | Clear Matc | h Clear Al | I Matches | Hide Tran | isaction | Applied Rule: | 🗷 Create | | | Total Amount: | | 105.00 | |
| | Matc | Ext. Ref. | Tran. Date | Receipt | Disburser | Tran. Desc | | | Create Rule | | Application Amount: | | 105.00 | |
| | | 3 | 29/09/201! | 105.00 | 0.00 | Payment | Module | AR | | | Unapplied Balance: | | 0.00 | |
| | | | | | | Sec. Sec. | Business Account | 20153WO - | 2015 Write Off | Exan | Write-Off Amount: | | 5.00 | |
| | | | | | | | Location: | MAIN - Prim | ary Location | Q | | | | |
| | | | | | | | Payment Method: | CASH - Cas | sh Payment | Q | | | | |
| | | | | | | | Invoice Nbr. | | | | | | | |
| | | | | | | | Tran. Desc: | Payment | | | | | | |
| | | | | | | | c + × | Load Documents | + X | - | | | | |
| | | | | | | | Document Type | *Reference Nt | or. | | Amount Paid | Balance | Balance Write-Off | Write-Off Reason Code |
| | | | | | | | > Invoice | 000157 | | | 105.00 | 0.00 | 5.00 | WRITEOFF |

To complete the process the option processed matched lines in the header needs to be selected.

| | h Acco | aunt: 1001 | | Banking | | | Match to Payments | Match to Invoices | Create Payment | | |
|------|----------|------------|---------------|---------|-----------|------------|----------------------------------|-------------------|---------------------|---------------------|--------|
| Casi | ⊷ | Clear Mat | ch Clear All | Matches | Hide Tran | saction | Applied Rule: | 🕑 Create | | Total Amount | 105.00 |
| | /latc | Ext. Ref. | Tran. Date | Receipt | Disbursei | Tran. Desc | | | Create Rule | Application Amount: | 105.00 |
| D | | 3 | 29/09/201! | 105.00 | 0.00 | Payment | Module: | AR | | Unapplied Balance: | 0.00 |
| | | | | | | | Business Account: | 20153WO - | 2015 Write Off Exan | Write-Off Amount: | 5.00 |
| | | | | | | | Location: | MAIN - Prim | ary Location | | |
| | | | | | | | Payment Method: Invoice Nbr.: | CASH - Cas | h Payment | | |
| | | | | | | | Tran. Desc: | Payment | | | |

When returning to the invoice, the status has now changed to closed and reference to the payment can be found on the applications tab.

| O Main → Invo | ices and Memos | * | | | | | | | |
|---------------------------------|-----------------------|--------------------------|-------------------------------|---------------------------------|---------------|----------------------------------|----------------|-------|------------------|
| ⊨ ~ + | ¢ - 🗊 | K < > | > RELEAS | E Actions - | Inquiries 👻 | Reports 👻 | | | |
| Type: Reference Nbr | Invoice - | Customer: | 20153WO - 20 MAIN - Primar | 15 Write Off Exam v Location | ple 🖉 | Detail Total: Discount Total: | 100.00 | | |
| Status: | Closed Hold | Currency: Terms: | AUD CASHONLY - | , 1.00 | ew base | GST Taxable GST Exempt | 100.00 0.00 | | |
| Date: Post Period: | 29/09/2015 03-2016 | Due Date: Prompt Paym | 29/09/2015 29/09/2015 | | | Tax Total: Balance: | 10.00 0.00 | | |
| Customer Order: Description: | | Project: | X - Non-Projec | t Code. | | Rounding Diff.: Amount: | 0.00 | | |
| Document Details | Financial Details | Billing Address Tax | Details Salespe | erson Commission | Discount Deta | Prompt Paym | 0.00 | | |
| c + 🗶 | × View Pa | yment AUTO APP | LY ↔ 🛛 | | | | | | |
| 🖹 🕼 🗋 Doc. Type | Reference Nbr. | Customer | Amount Paid | Payment Date | Balance | Description | | Curri | Paymen Period |
| > Payment | 000010 | 20153WO | 105.00 | 29/09/2015 | 0.00 | Payment | | AUD | 03-2016 |

