



Serving the Central Coast

Your local MYOB expert

**Ken Clark**

Phone: 4322 1830

Email: [admin@rumbalara.net.au](mailto:admin@rumbalara.net.au)

Website: [www.rumbalara.net.au](http://www.rumbalara.net.au)

## *Tips for the MYOB User*

**New for 2009**

### **Tip 1: Spell-Check**

*The latest versions of MYOB allow you to check the spelling on sales, purchases and item information. Go to Setup ... Preferences ... Windows and ensure that there is a tick against **Automatically Check Spelling in Text Fields Before Recording Transactions (System Wide)***

### **Tip 2: Combine Duplicate Cards**

*You can combine duplicate Customer Cards and duplicate Supplier Cards. Transactions for the duplicated card will be merged into the primary card. In the Card File Command centre, select Cards List. Below the list of cards, there is a button labelled **Combine Cards**. Click this and read the instructions carefully.*

### **Tip 3: Combine Duplicate Accounts**

*You can combine duplicate General Ledger Accounts with those of the same account type (e.g. Income Accounts, Expense Accounts, etc). Transactions for the duplicated account will be merged into the primary account. In the Accounts Command centre, select Accounts List. Below the list of cards, there is a button labelled **Combine Cards**. The button will be greyed out until you select a detail account. Click this button and read the instructions carefully before continuing.*

### **Tip 4: Synchronise with Microsoft Outlook**

*If you use Microsoft Outlook for your email program, you can synchronise the MYOB Card file with the Contacts in Microsoft Outlook. You can synchronise from MYOB to Outlook or from Outlook to MYOB. . In the Card File Command centre, select Cards List. Below the list of cards, there is a button labelled **Sync Cards**. Click this and read the instructions carefully before continuing.*

### **Tip 5: Email Remittance Advices**

*You can batch email remittance advices when you pay suppliers. This is particularly useful if you pay electronically.*

### **Tip 6: Undo Bank Reconciliations**

*If you make a mistake with your bank reconciliation, you can now go back one reconciliation at a time. **USE WITH CAUTION.***

### **Tip 7: Lock Periods by Specific Date**

*You can lock the periods when you have completed your bank reconciliation, be it daily, weekly etc. You no longer have to specify the end of the month.*

*If you would like assistance with these or other functions, please contact us.*

