



Using the Bank Register

Support Note

For MYOB BusinessBasics, MYOB FirstEdge, MYOB Accounting V15, MYOB Accounting Plus V15, MYOB Premier V9, MYOB Premier Enterprise V3 and AccountEdge V5.

Introduction

You can access all the main banking functions and banking information from within the **Bank Register** which is found in the **Banking** command centre. This support note provides an overview of its functions.

What Banking Functions Are Included In The Bank Register?

From within the **Bank Register** window, you can:

- List your banking transactions for a selected bank account and date range.
- Open transactions which are listed in the **Bank Register** window.
- Record **Receive Payment** and **Receive Money** transactions.
- Record **Pay Bills** and **Spend Money** transactions.
- Enter **Invoices** or **Bills**.
- Import bank statements.
- Use or save recurring transaction templates for **Spend Money** or **Receive Money** transactions.
- **Customer** and **Supplier** card balances.

Using the Bank Register

To access the **Bank Register**, go to the **Banking** command centre and click **Bank Register**.

The following window shows the **Bank Register** window.

Date	Src	ID #	Payee	Account	Withdrawal	Deposit	Balance
1/07/01	CR	CR000013	Payment: Cash Sales	1-1300		\$2,345.65	\$95,479.44
6/07/01	GJ	GJ000001	Electronic Payment	1-1190	\$6,000.00		\$89,479.44
8/07/01	CR	CR000014	Payment: Cash Sales	1-1300		\$2,346.70	\$91,826.14

Type	Cheque No.	Date	Card	Amount
Spend Money	77	28/01/03		\$0.00

Account: [] Tax: [] Memo: []

Buttons: Save Recurring, Use Recurring, Cancel, Record

Listing and opening bank transactions

To list your bank transactions:

1. Enter the **Account** then enter the **Dated From** and **To** dates.
2. Press the <tab> key on your keyboard.

The transactions for the selected **Account** that fall within the specified date range will then be displayed. They will be listed in date order, from the most recent to the oldest.

Once your transactions are listed, identify the transaction you want opened then click its zoom arrow.



Please note: The Bank Register can be printed by clicking the **Print** button.

The **Bank Register Report** can also be used to display and report on banking transactions. To access this report, go to the **Reports** menu, choose **Index to Reports** and click the **Banking** tab. This report can be filtered:

- For more than one bank account.
- So the transactions are listed by their transaction **ID#**.

Receive Payments / Pay Bills

The steps to enter these transaction types are as follows:

1. Click the **Account** drop down arrow and select the bank account from which the payment will be deposited or paid from.

Receive Payments - If the payment is to be grouped with your **Undeposited Funds**, select the linked **Cheque Account For Undeposited Funds**.

Pay Bills - If the payment is to be made electronically, select the linked **Cheque Account For Electronic Payments**.

2. Click the **Type** drop down arrow and select **Receive Payments / Pay Bills**.
3. Check the **ID# / Cheque No** then enter the **Date**.
4. Click the **Card** drop down arrow and select the **Customer / Supplier**.
5. Enter the **Amount**.
6. Check the transaction details then click **Record**.

Please note:

- Payments are applied to the oldest **Invoices / Bills**, and will be automatically applied to subsequent transactions if the payment amount exceeds the oldest **Invoice / Bill**.
- If a payment exceeds the customer's / supplier's balance, you will need to click the **Split** button. This will transfer you to the **Receive Payments / Pay Bills** window through which the overpayment can be applied.

For information on recording overpayments, please refer to our support note titled *0555 Handling Overpayments*.

- Click the **Split** button if a payment needs to be apportioned or applied to specific **Invoices / Bills**.
- **Pay Bills** - When entering electronic payments via the **Bank Register**, the **Statement text** field isn't displayed. The default **Statement Text** is used on the transaction and can be viewed/changed by clicking the **Split** button.
- **Receive Payments** - A **Payment Method** cannot be specified in the **Bank Register**. If a **Payment Method** is specified on the selected customer card, then that **Payment Method** will be used for the payment. Otherwise, a **Payment Method** won't be applied to the transaction.

Receive Money / Spend Money

The same steps and principals used for **Receive Payments / Pay Bills** are used for entering **Receive Money / Spend Money** payments. Please note the following:

- A **Card** is optional and this field can be left blank.
- If a **Card** is selected, its linked **Account** and **Tax Code** will be automatically entered in the respective fields.
- **Receive Money** - If the payment is to be grouped with your Undeposited Funds, select the linked **Cheque Account For Undeposited Funds**.

Also, a **Payment Method** cannot be specified in the **Bank Register**. If a card is selected in the **Customer Card** field, the **Payment Method** specified on that card will be used. Otherwise, a **Payment Method** won't be applied to the transaction.

Spend Money - If the payment is to be made electronically, select the linked **Cheque Account For Electronic Payments**. The default **Statement Text** is used on these payments and can be viewed/changed by clicking the **Split** button.

- If the transaction needs to be allocated to more than one ledger account, click the **Split** button.

Enter Sale / Enter Purchase

Invoices and **Bills** entered through the **Bank Register** use the **Miscellaneous** type **Layout**. The value of these sales and purchases is the same as that entered in the **Amount** field, which is automatically applied to the **Invoice / Bill**.

1. Click the **Account** drop down arrow and select the bank account from which the payment will be deposited to or paid from.

Enter Sale - If the payment is to be grouped with your Undeposited Funds, select the linked **Cheque Account For Undeposited Funds**.

Enter Purchase - If the payment is to be made electronically, select the linked **Cheque Account For Electronic Payments**.

2. Click the **Type** drop down arrow and select **Enter Sale / Enter Purchase**.
3. Check the **ID# / Cheque No**, then enter the **Date**.
4. Click the **Card** drop down arrow and select the **Customer / Supplier**
5. Enter the **Amount**.
6. Check the transaction details then click **Record**.

Please Note:

- **Miscellaneous** type **Invoices / Bills** cannot be printed. **Invoices / Bills** that need to be printed should be entered through their respective modules.
- MYOB will automatically enter the **Account** which is specified as the default for the **Customer / Supplier** card being used. The default account can be overridden by simply clicking the **Account** drop down arrow and selecting another ledger account.
- Where the **Invoice / Bill** needs to be allocated to more than one ledger account, it will need to be entered through the respective function (**Enter Sales / Enter Purchases**).

Save Recurring / Use Recurring

The **Save Recurring** and **Use Recurring** options are only available if the transaction **Type** is set to **Receive Money** or **Spend Money**.

Save Recurring - To create a recurring transaction template:

1. Open the **Bank Register**.
2. Select the transaction **Type**.
3. Enter the transaction as needed.
4. Click **Save Recurring**. Enter the recurring transaction **Name**, set its parameters and then click **Save Template**.

Use Recurring - To use a recurring transaction template:

1. Open the **Bank Register**.
2. Select the transaction **Type**.
3. Click **Use Recurring**.
4. Highlight the desired recurring transaction template then click **OK**.
5. Check the transaction details then click **Record**.

Additional Field and Function Information

Account

- Only accounts that are setup as **Detail Cheque Account (Postable)** or **Detail Credit Card (Postable)** can be selected in this field.
- Banking linked account settings have no effect in the **Bank Register**. When the **Bank Register** is opened for the first time of a session, the default **Account** will be the cheque account which sits highest in the **Accounts List**. When opened again, the **Bank Register** will default to the cheque account last used in the **Account** field.

Balance

This is located adjacent to the **Account** field. It displays the current balance of the selected **Account**. By clicking its zoom arrow, the **Find Transactions** window will be opened, providing the activity of the **Account** for the specified date range.

Get Statement

Click this button if you import your bank statement. For information on importing bank statements, please refer to our support note titled *0446 Importing Bank Statements Into MYOB*.

Transaction History Panel

Date – displays the transaction date. Clicking the zoom arrow next to the date of a transaction will open the transaction.

SRC – displays the transaction source journal. For example: GJ refers to General Journal.

ID# - displays the transaction number. For example: The **Cheque No** of a **Spend Money** payment will appear in this field.

Payee - displays the **Payee** used in all **Spend Money** and **Pay Bills** payments. To have the **Memo** of your payments displayed instead of the **Payee**, go to **Setup** choose **Preferences** and click **Banking**, then remove the check mark from the **Display Payee, Rather Than Memo, In Registers [System Wide]** option.

The Payee field displays the Memo field of other transaction types including **Receive Money**, **Receive Payments** and **Record Journal Entries** (general journal).

Account – displays the ledger account the payment/receipt was allocated to. The word **Split** appears where the transaction is allocated to more than one ledger account. The GST **Tax Code** journal posting of a transaction will not cause the word **Split** to be displayed.

Balance – displays the cheque account running balance.

A / R Balance and A / P Balance - these two fields are only displayed when the **Type** selection is either **Receive Payments** or **Pay Bills**. The balance displayed is the balance of the selected **Card**.

Disclaimer: This information is of a generic nature. For specific advice regarding your particular circumstances please seek assistance from your Accountant, the Australian Taxation Office or your IT

Consultant as appropriate.