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## What version of Statutory Report do I have?

# Overview

**Client Accounting** is divided into the:

- [Trial Balance \(Workpapers\) tab](#), from where you can configure the financial data source, perform an opening review, modify the prior year balances, or generate workpapers for a client.
- [Assets tab](#), where you can create and maintain an asset register.
- [Reports tab](#), from where you can generate financial statements for a client.

Client Accounting is accessed from the Client page > **Client Accounting** tab.

## Related topics

[About accounts](#)

[Trial Balance \(Workpapers\) tab](#)

[Assets tab](#)

[Reports tab](#)

[See “Migrating an existing ledger” on page 214 for an overview of the steps to take when migrating.](#)

[Perform an opening review](#)

[Modify prior year balances](#)

[Workpapers](#)

[Statutory Reporter](#)

[Assets](#)

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## About accounts

Data from your general ledger is used in MYOB Client Accounting to generate, for example, workpapers or reports. The general ledger contains:

- header
- detail

accounts.

Header accounts are used to group related detail accounts to help organise the accounts list.

### ***Account information***

<b>Classification</b>	<b>Prefixes</b>	<b>Account types</b>
Asset	(1-xxxx)	Bank, Accounts Receivable, Other Current Asset, Fixed Asset, Other Asset
Liability	(2-xxxx)	Credit Card, Accounts Payable, Other Current Liability, Long Term Liability, Other Liability
Equity	(3-xxxx)	Equity
Income	(4-xxxx)	Income
Cost of Sales	(5-xxxx)	Cost of Sales
Expense	(6-xxxx)	Expense
Other Income	(8-xxxx)	Other Income
Other Expense	(9-xxxx)	Other Expense

The following conventions apply when adding accounts:

- Both header and detail accounts can be added to a ledger.
- Header accounts must be assigned an account classification.
- Detail accounts must be assigned an account classification and an account type.
- Each account is represented by a unique five-digit number. The first digit of the account code indicates the account's classification.
- Header accounts are displayed in bold type.
- Added accounts are displayed in italics in the appropriate place in the Chart of Accounts. Header accounts are displayed in bold and italics.

### **Related topics**

[Trial Balance \(Workpapers\) tab](#)

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[Assets tab](#)

[Reports tab](#)

[See “Migrating an existing ledger” on page 214 for an overview of the steps to take when migrating.](#)

[Perform an opening review](#)

[Modify prior year balances](#)

[Workpapers](#)

[Statutory Reporter](#)

[Assets](#)

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## Trial Balance (Workpapers) tab

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**Note:** The name of this tab depends on whether you're licensed for Workpapers. If you are licensed for Workpapers, it is the **Workpapers** tab. Otherwise, it is the **Trial Balance** tab.

---

Workpapers is integrated with the software's general ledger solutions (AccountRight suite) and with Document Manager.

Workpapers enables you to create and maintain electronic workpapers for your clients. The **Trial Balance** (or **Workpapers**) tab displays the financial periods created for the selected client and the properties of each period. A list of the To Do items associated with each workpaper period are also displayed.

---

**Note:** If you do not have a **Workpapers** licence, you can still access the following features from the Tasks bar or by right-clicking on an account:

- **Workpapers** homepage (Add period, Open period, Delete period, Define GST accounts)
- Prepare Workpapers subsection in Tasks bar (Import client's balances)
- Journals subsection in Tasks bar (all features)
- Accounts subsection in Tasks bar (all features)
- Finalise Workpapers subsection in Tasks bar (Create PDF - for a completed period).

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### *The main features of Trial Balance (Workpapers)*

- **General Ledger integration** — Client Accounting is tightly integrated to the AccountRight general ledger products.
- **Historical workpapers files** — completed workpaper files are kept on the system for historical purposes. Workpapers from the previous year are easily accessed. The status of each workpaper file for a client can be quickly viewed.
- **Document Manager integration** — the system is integrated with the Document Manager application. Documents from Document Manager can be linked to accounts in the workpaper period. A PDF report on the workpapers period can be produced which can then be imported into Document Manager.
- **Approvals** — enables progress tracking of completing, reviewing and approving workpapers.
- **Security** — workpapers are a historical record, in electronic format, of the financial results for a client for a period. Security prevents an unauthorised user from approving workpapers. Approved workpapers cannot be edited. Calculation fields in a workpaper cannot be edited. This ensures accuracy of data. An audit trail keeps track of all the changes in status and any amendments to a workpaper.

- 
- **Rollover** — when creating a new period there is the option of rolling over from the previous period. The rollover process attaches new workpapers to the accounts in the new period using the previous period as a guide. Documents with the **Rollover** option selected are re-linked to the same accounts in the new period.
  - **To Do items** — enables tracking and management of the current workpapers tasks.
  - **Templates** — a standard list of workpaper templates have been provided with Client Accounting.
  - **Printing** — reports and workpapers associated with the workpapers period can be printed.
  - **Processing Journals** — as workpapers are prepared, adjustment journals can be created. These journals can be posted to the client's general ledger on completion of the workpapers. This means you can work on the journals and finalise the work before committing the transactions.
  - **Accounts** — As part of the workpaper process there is often a need to create a new account in the underlying ledger. In Client Accounting you can create accounts which will be posted to the general ledger on completion of the workpapers.
  - **Client configuration** — Configure the client's general ledger details.
  - **Launching a ledger** — Launch the general ledger application enabling changes to be made to the client's general ledger whilst accessing their information in Client Accounting.
  - **Adjustments** — Adjustments can be made to prior year balances that are stored within a configured AccountRight general ledger. The Modify Prior Year Balance feature does not update the AccountRight file with these adjustments. The modified balances are stored separately and used by MYOB Client Accounting only.

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**Note:** Adjustments can only be made if an AccountRight general ledger is configured as the source of financial data for a client.

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- **Opening Review** — A comparison can be made of the account balances from the current general ledger product with the corresponding account balances in the client's AccountRight file. Where there are differences between the two, the Opening Review feature posts journals to the AccountRight ledger in order to align it with the general ledger product.

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**Note:** The Opening Review feature is only available if an AccountRight general ledger is configured as the source of financial data for a client.

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## **Related topics**

[Assets tab](#)

[Reports tab](#)

[See “Migrating an existing ledger” on page 214 for an overview of the steps to take when migrating.](#)

[Workpapers](#)

[Statutory Reporter](#)

[Assets](#)

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## Assets tab

Assets is used to create, manage and monitor fixed assets to produce depreciation rates for taxation purposes. MYOB Assets Live is a desktop application that stores and accesses data in the cloud.

### ***The main features of MYOB Assets Live***

- It can be used as a standalone product or it can be integrated with the following general ledgers:
  - AccountRight v19.8 or earlier
  - AccountRight v2013.0 or later
  - MAS general ledger
  - (Australia) Accounts general ledger
  - MYOB AO Classic general ledger
  - Essentials Accounting or Cashbook or Practice general ledger.
  - Essentials — Accounting and Connected ledgers.
  - AE Ledger
  - AO Ledger.
- Contains multi-year support.
- Add and edit assets.
- List all assets that are held or sold for a client.
- Group assets into categories (control groups).
- Calculate depreciation for taxation purposes.
- Calculate depreciation for accounting purposes.
- Include private use percentages.
- Calculate the profit / loss / capital gains on the sale of an asset.
- Create journals to automatically post to the underlying general ledger.
- Generate Tax schedule and Journal summary reports.
- Generate a small business pool schedule and/or a low value pool schedule.
- Calculate depreciation for assets in a small business or low value pool.
- Can only be used with clients (not contacts or suppliers) that are either open or closed.
- Transfer an asset to a different control group.
- Sell assets.
- Reverse the sale of an asset.

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**Note:** Only one asset register can be created for a client.

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### **Related topics**

[Trial Balance \(Workpapers\) tab](#)

[Reports tab](#)

[See “Migrating an existing ledger” on page 214 for an overview of the steps to take when migrating.](#)

[Ledger details](#)

[Workpapers](#)

[Statutory Reporter](#)

[Assets](#)

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## Reports tab

Statutory Reporter is used to produce professional quality statutory reports for non-reporting entities. It works directly over client data from the:

- MYOB AccountRight range of SME accounting products, or
- Essentials Accounting or Cashbook.

Report settings can be configured to suit the reporting requirements of each client. Financial statements for the selected client can be previewed and generated.

### ***The main features of Statutory Reporter***

- Report directly over data in your client's company file.
- (Australia) Generate reports based on XYZ compliant master templates.
- Customise report content for your entire practice or for an individual client.
- Receive updated content from MYOB whilst retaining your customisations.
- Utilise client data already stored in MYOB, e.g., client name, director's names.
- Apply security settings to control user access to a variety of features.
- Modify text content and display options directly from the report preview.
- Move accounts between report sections directly from the report preview.
- Customise the grouping of accounts which will be summarised in a single line for the final reports.
- Automatically summarise sections of the Balance Sheet by selecting the corresponding note in your report set.
- Export reports to Microsoft Word, Microsoft Excel and PDF.
- File reports into MYOB Document Manager.
- Change the font and style of the reports.
- Display or hide page numbers and account codes.
- Modify page margins.
- Display company logos and watermarks.
- Display rounded balances, with rounding adjustments calculated and allocated automatically.

### **Related topics**

[Assets tab](#)

[Trial Balance \(Workpapers\) tab](#)

[See "Migrating an existing ledger" on page 214 for an overview of the steps to take when migrating.](#)

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[Ledger details](#)  
[Workpapers](#)  
[Statutory Reporter](#)  
[Assets](#)

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# Getting started with Client Accounting

There are a few things that are good to know before you start using Client Accounting. The details here should get you started.

## ***How do I find my way around?***

To access Client Accounting, click the **Client Accounting** tab in the Client page. You'll then see the following tabs (click the links for more information):

- [Trial Balance \(Workpapers\) tab](#)
- [Assets tab](#), where you can create and maintain an asset register.
- [Reports tab](#).

## ***What do I need to do first?***

1. Select a source of financial data for a client – see [Configuring the client](#) for the steps.
2. If you use AccountRight 19 or earlier, and you haven't got it installed in the default location, you'll need to tell Client Accounting where to find it – see [Configuring accounting product locations](#) for the steps.

## ***How do I migrate my existing ledger?***

You can migrate any of the following types of general ledger to an AEAO Ledger:

- AO Classic
- Accounts
- MAS.

See "Migrating an existing ledger" on page 214 for an overview of the steps to take when migrating.

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# Configuring Client Accounting

It is recommended that Client Accounting is configured prior to using its features. To configure Client Accounting it is advisable to complete the following tasks:

- [Configuring the client](#)
- [Configuring accounting product locations](#) (if these products are not installed in the default locations).

## Configuring the client

As part of the client configuration process, a source of financial data for the client must be selected. The financial data source records the location of the client's company file on your system. The client's general ledger data is imported from this file. When the client sends through a new company file, it is this file on your system that is updated and replaced.

A warning message is displayed on the Client Accounting > **Trial Balance** (or **Workpapers**) tab if a financial data source is not configured for the client. Click **Edit Configuration Details** on the Tasks bar or click the [Configure a financial data source](#) hyperlink to configure the client's financial data source.

If you configured a client incorrectly, you can remove the configuration settings, allowing you to start the process again. See "Removing Configuration Details from a ledger" on page 198.

The following can be configured as a client's financial data source:

- "Configuring an AccountRight 2013.0 or later file as the data source" (see page 24)
- "Configuring an AccountRight 19 or earlier file as the data source" (see page 27)
- "Configuring a MAS ledger as the data source" (see page 29)
- (Australia) "Configuring an Accounts ledger as the data source" (see page 29)
- "Configuring an AO Classic general ledger as the data source" (see page 30)
- "Configuring an Essentials general ledger as the data source" (see page 32)

### Related topics

[Configuring accounting product locations](#)

[Perform an opening review](#)

[Modify prior year balances](#)

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## Configuring an AccountRight 2013.0 or later file as the data source

There are two types of AccountRight files that can be configured as the client's financial data source for Client Accounting:

- AccountRight v19 or earlier
- AccountRight 2013.0 or later (where you can select a file from your local or network library or an online library).

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**Note:** Ensure that you know which version of client files you will need to access so that you can select the appropriate option.

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To use an online AccountRight 2013.0 or later file, you must have configured your [Practice my.MYOB Settings](#).

### ***To configure an AccountRight 2013.0 or later company file as the client's financial data source***

1. Open the client's Client Accounting > **Trial Balance** (or **Workpapers**) tab.
2. Click **Edit Configuration Details** on the Tasks bar (or the **Configure a financial data source** hyperlink in the message).  
The **Client Configuration** window opens.
3. Select **AccountRight 2013.0 or later** from the **Product** drop-down.
4. Enter the appropriate **Data connection details**.

- a. Click the ellipse button on the **File location** field.

The **Select Company File** window opens listing all the files in the Local and Network libraries. If you have configured your Practice my.MYOB Settings, a list of all online files to which your practice MYOB Login has access, will also be displayed.

Navigate to the location of the company file using one of the following methods available in the **Select Company File** window:

- **Search all libraries** tab

A list of all libraries (local, network and online) are displayed. You can use the **Search** field to locate the file. You can also sort the search results in the **Select Company File** window.

- **Browse** tab

Browse individual libraries of your local, network or online folders to locate the company file.

- **Search** field.

Type any part of the file name or company name in the **Search** field and click the **Search** button to locate the file.



- 
- b. Select the appropriate online client company file.
  - c. Click **Select file**.

---

**Tip:** You can also press **[Enter]** to select the highlighted file.

---

On the **Client Configuration** window, the **File location** and **File path** fields will be automatically filled with the selected online company file and its URL, respectively.

The client's **Entity type** and **Industry type** are automatically filled once the company file is selected.

---

**Note:** The **Entity type** and **Industry type** fields are both used by Statutory Reporter to configure and produce reports.

---

- d. Enter the **Username** and **Password** for the client's file.
5. Select the appropriate option for **Prior Year Balances**:
    - **Use AccountRight balances**
    - **Use modified balances.**

6. Click **OK**.

Client Accounting retrieves the account balances from the selected AccountRight file using the MYOB Login that has been specified for the employee that is currently logged into MYOB. The client's balances are displayed on the **Trial Balance** (or **Workpapers**) tab.

#### ***Logging into my.MYOB for AccountRight 2013.0 or later***

If you have selected an AccountRight 2013.0 or later file, the **Log into my.MYOB** window opens if:

- the currently logged in employee has a specified MYOB Login but this is the first time that they have attempted to access an AccountRight 2013 file using Client Accounting.
- the currently logged in employee does not have an MYOB Login specified.

In order to access an AccountRight 2013 file using Client Accounting, the current employee's MYOB Login will need to be granted File User access to the selected file. If the current employee's MYOB Login does not have File User access to the selected file, MYOB AE/AO will grant them automatic access.

1. Enter the **my.MYOB password**.
2. Click **Yes** to continue.

The financial data from the configured AccountRight file is displayed.

---

If you do not have your MYOB Login details specified, then the **Edit my.MYOB details** window opens. This will only need to be done the first time.

If you do not have task permissions granted for MYOB Login, then you must contact your system administrator.

***Other notes about employees accessing clients' AccountRight 2013.0 or later files***

- If you delete an employee, MYOB AE/AO will remove that employee's File User access to any AccountRight 2013 files to which they have previously been added.
- If you make an employee inactive, MYOB AE/AO will remove that employee's File User access to any AccountRight 2013 files to which they have previously been added.
- If you change an employee's MYOB Login, MYOB AE/AO will remove the original login's File User access to any AccountRight 2013 files to which they have previously been added.
- If you apply Team Security to a client, MYOB AEAO will not remove the File User access to the client's AccountRight 2013 file for all employees who do not belong to the Responsibility team for that client.
- If you remove an employee from the Responsibility Team for a client that has Team Security applied, MYOB AEAO will remove the File User access to the client's AccountRight 2013 file for that employee.
- When a client, who has the Team Security setting applied, is configured with an AccountRight 2013 file in Client Accounting, that AccountRight file will be hidden in the **Select Company File** window when this window is opened from another client by any employee that is not a member of the responsibility team for the client for which the file is configured.
- If you enter an End Date for a partner on the Responsibility tab for a client, who is configured with an online AccountRight file in Client Accounting and has Team Security applied, the partner's file user access to the client's AccountRight 2013 file will automatically be removed.
- If you perform a bulk responsibility update to remove a partner or employee from multiple client responsibility teams, the removed partner/employee will automatically have their file user access removed from any online AccountRight files that are configured against clients that have the Team Security setting applied.

***If AccountRight 2013 files are not listed***

If the **Select Company File** window does not list any AccountRight files in My Library or a network library, you must check:

- that the MYOB AccountRight Library service is running.
  - Select **Services** under the Administrative Tools section in the Windows **Control Panel**.

- 
- Right-click on the **MYOB AccountRight Library** item and select **Start**.
  - the firewall settings on the computer that contains the network library.
    - Select **Windows Firewall** in the Windows **Control Panel**.  
The **Windows Firewall** screen opens.
    - Select **Advanced Settings**.  
The **Windows Firewall with Advanced Security** screen opens.
    - Select **Inbound Rules**.
    - Double-click on **MYOB API Services** in the list of Inbound Rules.  
The **MYOB API Services Properties** screen opens.
    - Select the **All programs that meet the specified conditions** option on the **Programs and Services** tab.
    - Click **OK**.

---

**Note:** You will need to restart MYOB AE/AO before attempting to select a file from the network library.

---

### Related topics

[Configuring an AccountRight 19 or earlier file as the data source](#)

[Configuring a MAS ledger as the data source](#)

[\(Australia\) Configuring an Accounts ledger as the data source](#)

[Configuring an AO Classic general ledger as the data source](#)

[Configuring an Essentials general ledger as the data source](#)

[Configuring accounting product locations](#)

[Perform an opening review](#)

[Modify prior year balances](#)

## Configuring an AccountRight 19 or earlier file as the data source

There are two types of AccountRight files that can be configured as the client's financial data source for Client Accounting:

- AccountRight 19 or earlier
- AccountRight 2013.0 or later (where you can select a file from your local or network library or an online library).

---

**Note:** Ensure that you know which version of client files you will need to access so that you can select the appropriate option.

---

---

***To configure an AccountRight 19 or earlier company file as the client's financial data source***

1. Open the client's Client Accounting > **Trial Balance** (or **Workpapers**) tab.
2. Click **Edit Configuration Details** on the Tasks bar or the **Configure a financial data source** hyperlink.  
The **Client Configuration** window opens.
3. Select **AccountRight 19 or earlier** from the **Product** drop-down.
4. Enter the location of the file in the **File location** field.  
or  
Click the ellipse button on the **File location** field and navigate to the location of the client's company file. Click **Open** to select the file. The select file is reflected in the **File location** field.
5. Enter the **Username** and **Password** if the client's file requires them for access.
6. Select the client's **Entity Type** from the drop-down.
7. Select the client's **Industry Type** from the drop-down.

---

**Note:** The **Entity Type** and **Industry Type** fields are both used by Statutory Reporter to configure and produce reports.

---

8. Select the appropriate option for **Prior Year Balances**:
  - **Use AccountRight balances**
  - **Use modified balances.**
9. Click **OK**.

**Related topics**

[Configuring an AccountRight 2013.0 or later file as the data source](#)

[Configuring a MAS ledger as the data source](#)

[\(Australia\) Configuring an Accounts ledger as the data source](#)

[Configuring an AO Classic general ledger as the data source](#)

[Configuring an Essentials general ledger as the data source](#)

[Configuring accounting product locations](#)

[Perform an opening review](#)

[Modify prior year balances](#)

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## Configuring a MAS ledger as the data source

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**Note:** Statutory Reporter only works with an AccountRight or Essentials data source. If a MAS ledger is the source of financial data for a client, Statutory Reporter will not be available for use for that client. Workpapers will be available for use if the client's data source is a MAS ledger.

---

### *To configure a MAS ledger as the client's financial data source*

1. Open the client's Client Accounting > **Trial Balance** (or **Workpapers**) tab.
2. Click **Edit Configuration Details** on the Tasks bar or the **Configure a financial data source** hyperlink.  
The **Client Configuration** window opens.
3. Select **MAS** from the **Product** drop-down.
4. Enter the location of the MAS ledger in the **MAS ledger** field.  
or  
Click the ellipse button on the **MAS ledger** field and navigate to the location of the client's MAS ledger in the **Select Ledger** window. Click **OK**.
5. Click **OK**.

### **Related topics**

[Configuring an AccountRight 19 or earlier file as the data source](#)  
[Configuring an AccountRight 2013.0 or later file as the data source \(Australia\)](#)  
[Configuring an Accounts ledger as the data source](#)  
[Configuring an AO Classic general ledger as the data source](#)  
[Configuring an Essentials general ledger as the data source](#)  
[Configuring accounting product locations](#)  
[Perform an opening review](#)  
[Modify prior year balances](#)

## Configuring an Accounts ledger as the data source

### *Australia only*

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**Note:** Statutory Reporter only works with an AccountRight or Essentials data source. If an Accounts ledger is the source of financial data for a client, Statutory Reporter will not be available for use for that client. Workpapers will be available for use if the client's data source is an Accounts ledger.

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### ***To configure an Accounts ledger as the client's financial data source***

1. Open the client's Client Accounting > **Trial Balance** (or **Workpapers**) tab.
  2. Click **Edit Configuration Details** on the Tasks bar or the **Configure a financial data source** hyperlink.  
The **Client Configuration** window opens.
  3. Select **Accounts** from the **Product** drop-down.
  4. Enter the location of the Accounts ledger in the **Accounts ledger** field.  
or  
Click the ellipse button on the **Accounts ledger** field and navigate to the location of the client's Accounts ledger.
- 
- Tip:** If you have an MYOB AE Assets 2.4 Accounts ledger which you are migrating to MYOB Assets Live, please ensure that you select a current year ledger.
- 
5. Click **OK**.

### **Related topics**

- [Configuring an AccountRight 19 or earlier file as the data source](#)
- [Configuring an AccountRight 2013.0 or later file as the data source](#)
- [Configuring a MAS ledger as the data source](#)
- [Configuring an AO Classic general ledger as the data source](#)
- [Configuring an Essentials general ledger as the data source](#)
- [Configuring accounting product locations](#)
- [Perform an opening review](#)
- [Modify prior year balances](#)

## Configuring an AO Classic general ledger as the data source

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**Note:** Statutory Reporter only works with an AccountRight or Essentials data source. If an AO Classic general ledger is the source of financial data for a client, Statutory Reporter will not be available for use for that client. Workpapers will be available for use if the client's data source is an AO Classic general ledger.

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In order to be able to integrate Client Accounting with a MYOB AO Classic general ledger you must have MYOB AO Classic v16.0.4 (Australia) or later / v16.0.2 (NZ) or later installed.

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***To configure an AO Classic general ledger as the client's financial data source***

1. Open the client's Client Accounting > **Trial Balance** (or **Workpapers**) tab.
2. Click **Edit Configuration Details** on the Tasks bar or the **Configure a financial data source** hyperlink.  
The **Client Configuration** window opens.
3. Select **AO Classic GL** from the **Product** drop-down.
4. Enter the location of the AO Classic general ledger in the **AO Classic ledger** field.  
or  
Click the ellipse button on the **AO Classic ledger** field to open the **Select Ledger** window from where you can select the appropriate AO Classic general ledger. The **Select Ledger** window lists the **Code**, **Name** and **Year End Date** of the client's ledgers. Click **OK**.
5. Click **OK**.

***If you cannot access your specific AO Classic general ledger (AE)***

You may need to add two configuration keys in order to access your MYOB AO Classic database.

---

**Note:** If you have any problems connecting to your AO Classic database, please contact MYOB Support.

---

1. Select Maintenance > User defined > **Configuration** on the main menu.  
The **Maintenance - Configuration** window opens.
2. In the first empty row of the table, add the:  
Key Name — **AoDatasource**  
Key Value — the path of AO Classic, e.g.,C:\MYOBAO\Data
3. Press **[Enter]** or **[Tab]**.
4. In the first empty row of the table, add the:  
Key Name — **AOBinProfile**  
Key Value — the Key Value can be:
  - blank (the default database is used)
  - if you would like to use a specific database enter the database name.
5. Press **[Enter]** or **[Tab]**.
6. Click **OK**.

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***If you cannot access your specific AO Classic general ledger (Australia AO)***

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**Note:** If you have any problems connecting to your AO Classic database, please contact MYOB Support.

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***If you cannot access your specific AO Classic general ledger (New Zealand AO)***

If you are having problems connecting to your AO Classic database, ensure that the settings in Maintenance > Maintenance Map > **AO Classic Settings** are valid. If you continue to have problems, please contact MYOB Support.

**Related topics**

[Configuring an AccountRight 19 or earlier file as the data source](#)

[Configuring an AccountRight 2013.0 or later file as the data source](#)

[Configuring a MAS ledger as the data source](#)

[\(Australia\) Configuring an Accounts ledger as the data source](#)

[Configuring accounting product locations](#)

[Perform an opening review](#)

[Modify prior year balances](#)

## Configuring an Essentials general ledger as the data source

An Essentials general ledger can be either:

- Accounting
- Cashbook
- Ledger.

In order to be able to integrate Client Accounting with any of the Essentials general ledgers you must have:

- access to the specific Essentials product
- configured your [Practice my.MYOB Settings](#).

When an Essentials general ledger is imported into Client Accounting, a hierarchical classification is introduced to the general ledger. Classifications (e.g., Class-001) are further organised into header accounts (e.g., Type-0001) and detailed accounts (e.g., 1-1000).

### ***First steps to using Essentials Accounting with Client Accounting***

To use Client Accounting with your clients' Essentials Accounting files, you must first link your LiveAccounts login to your MYOB Login. There are two ways to do this:

1. Using [my.myob.com](http://my.myob.com)



- 
- a. Login to my.myob for your region.
  - b. From the homepage launch MYOB Essentials that will take you to the linking page.
  - c. Enter your existing LiveAccounts login information.
  - d. Link your my.myob account to your LiveAccounts details and proceed to using the product.
2. Go directly to the Essentials launch page ([Australia](#) / [New Zealand](#))

***To configure an Essentials general ledger as the client's financial data source***

1. Open the client's Client Accounting > **Trial Balance** (or **Workpapers**) tab.
2. Click **Edit Configuration Details** on the Tasks bar or the **Configure a financial data source** hyperlink.

The **Client Configuration** window opens.

3. Select **Essentials** from the **Product** drop-down.
4. Enter the **File location** in the **Data connection details** section.

or

Click the ellipse button on the **File location** field.

The **Select Company File** window opens listing all the active (in bold) and suspended (greyed out) Essentials Accounting, Cashbook and/or Practice Ledger files.

- a. Select the appropriate Essentials Accounting or Cashbook or Practice Ledger file.

either:

Type any part of the file name or company name in the **Search** field and click the **Search** button to locate the file. You can also sort the search results in the **Select Company File** window.

or

Sort the file list in the **Select Company File** window.

or

Use the scroll bar to search for the file.

The **Ledger Type** column distinguishes a file from being an Essentials Accounting file or an Essentials Cashbook or an Essentials Practice Ledger file.

- b. Click **Select file**.

---

**Tip:** You can also press **[Enter]** to select the highlighted file.

---

On the **Client Configuration** window, the **File location** field will be automatically filled with the selected company file.

The client's **Entity type** is automatically filled once the company file is selected.

---

**Note:** The **Entity type** is used by Statutory Reporter to configure and produce reports.

---

5. (Australia) If your ledger uses departments, tick the **This ledger uses departments** text box.

The **Edit department settings dialog** opens.

See [Configuring department settings](#) for information about setting up departments for this ledger.

6. Click **OK**.

#### **Related topics**

[\(Australia\) Configuring department settings](#)

[Configuring an AccountRight 19 or earlier file as the data source](#)

[Configuring an AccountRight 2013.0 or later file as the data source](#)

[Configuring a MAS ledger as the data source](#)

[Configuring an AO Classic general ledger as the data source](#)

[Configuring accounting product locations](#)

[Perform an opening review](#)

[Modify prior year balances](#)

## Configuring department settings

### ***Australia only***

Department settings can be configured for Essentials general ledgers and AccountRight 2013.0 or later files.

---

**Note:** Departmental reporting for AccountRight only supports Chart of Accounts. Please define the settings as subcode. After selecting the subcode, add the main account code which defines the department names. The main code should be the header account, which contains all department names defined as the description of the sub accounts.

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---

Department settings let you report on different profit or cost centres within the same organisation. This is useful in situations where combined figures aren't appropriate – for example, if an entity:

- owns several rental properties, and wants to show income and expenses for each one separately
- operates more than one branch, and wants to report on the performance of each one separately.
- has more than one type of business.

Before you can configure department settings for your ledger, you need to work out whether the account codes use prefixes (leading digits) or suffixes (trailing digits) to indicate departments.

### ***Using account code prefixes for departments***

The following example uses a 1-digit **prefix** (in bold) for each rental property:

- **1**000 – Property 1
- **1**200 – Rent Received
- **1**340 – Rates
- **2**000 – Property 2
- **2**200 – Rent Received
- **2**340 – Rates

This is the approach used by AO general ledger.

### ***To configure practice department settings for prefixes***

If your ledger uses prefixes to indicate departments:

1. In the **Edit department settings** window, select **Prefix** from the **Departments are defined by** drop-down.  
Additional fields display.
2. If you are using Accounts general ledger, select the **Prefix separator** option. The separator defaults to **'** – type a different separator if you use something else.  
Otherwise, type the number of digits in the account code prefix in the **Prefix length** field.
3. Specify the account to use as the department name in reports:
  - Select **Use the name of the first account in the department** if the first account in the department has the name that you want to use in reports.
  - Select **Use the name of a specific account in the department** if there is a specific account that has the name you want to use in reports. Type the code for that account in the **Main code** field.

- 
4. If accounts without a department all have the same prefix, type that prefix in the **Prefix of accounts without a department** field. This field will have the number of characters you entered in the **Prefix length** field.
  5. Click **OK**.  
You are returned to the **Client Configuration** window.

### ***Using account code suffixes for departments***

The following example uses a 2-digit **suffix** or subcode (in bold) for each rental property, included after the main account code:

- 200 – Rent Received
- 200/**01** – Rent Received property 1
- 200/**02** – Rent Received property 2
- 340 – Rates
- 340/**01** – Rates Property 1
- 340/**02** – Rates Property 2

This is the approach used by MAS and Reporter.

### ***To configure practice department settings for suffixes***

If your ledger uses suffixes to indicate departments:

1. In the **Edit department settings** window, select **Suffix** from the **Departments are defined by** drop-down.  
Additional fields display.
2. Type the number of account code digits that are used before the suffix in the **Number of digits before suffix** field.
3. Specify the account to use as the department name in reports:
  - Select **Use the name of the first account in the department** if the first account in the department has the name that you want to use in reports.
  - Select **Use the name of a specific account in the department** if there is a specific account that has the name you want to use in reports. Type the code for that account in the **Main code** field.
4. Click **OK**.  
You are returned to the **Client Configuration** window.

### **Related topics**

[Configuring an Essentials general ledger as the data source](#)

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## Configuring accounting product locations

In order to open a client's company file in AccountRight 19 or earlier, Client Accounting must use the accounting application — that is, the AccountRight range of products — that corresponds to the selected client's company file. If these products are not installed in the default locations, then the Accounting Product locations must be manually configured.

---

**Note:** If the software is unable to find the accounting product a warning is displayed. Browse to and select the program file of the accounting application.

---

### *To configure the accounting product location*

1. Select Maintenance > Maintenance Map (AO) > Client Accounting > **Accounting Product Locations**.

The **Accounting Product Locations** window opens.

2. For each accounting product to be used, click the ellipse button and navigate to the location of the accounting product program file.

The program file is named either Myob.exe or Myobp.exe.

3. Click **Open**.

4. Click **OK**.

### **Related topics**

[Configuring the client](#)

[Perform an opening review](#)

[Modify prior year balances](#)

# Workpapers

In Workpapers, the client's accounts and balances are reviewed. The balances within the accounts are calculated and substantiated. Documents can be linked to accounts within the workpaper to substantiate each account's balance. If the balance for the account is different to the client's balance, an adjustment journal must be added. When the accounts, workpapers and documents have been reviewed and approved, the adjustment journals and the created accounts are posted to the client's ledger. All data entered into a workpaper will be automatically rolled over to subsequent workpaper periods. A PDF report can be printed for review purposes. The workpaper period is then marked as complete.

The procedure to complete a workpaper period is:

1. "Configuring workpapers" (see page 42)
2. "Accessing workpapers" (see page 46)
3. "Workpapers homepage" on page 39
4. "Creating and opening workpaper periods" (see page 51)
5. "Preparing workpapers" (see page 57)
6. "Completing workpapers" (see page 130).

# Workpapers homepage

The Workpapers homepage lists all your workpapers periods currently in progress across all your clients.

The Workpapers homepage provides these features:

- Task permission security to restrict access to this homepage. See “Security and task permissions” on page 43
- You can customise the homepage view using the **Field Chooser** menu.
- You can group your data by any field in the homepage.
- You can initiate tasks using the hyperlinks in the Tasks bar or from the Menu system.

## Using Workpapers homepage



1. Click the **Workpapers** icon on the toolbar to open the homepage.
2. From the **Field chooser** drag **Outstanding ToDos** onto the homepage grid.
3. Click **Outstanding ToDos** to open the relevant **ToDo** list for that client.  
All functionality to add and update the **ToDo** list is available. Changes made on the **ToDo** list are reflected on the **Workpapers** homepage immediately.
4. Select the checkbox for required entries and:

- a. select **Export to Excel** icon .

- b. select the **Print** icon .

## What is in the grid

The features available on the homepage grid are explained here:

Column	Features and Description
Checkbox column	Select the checkbox for each entry to be included in the data exported to an excel spreadsheet or to be printed.
Client name	Each Client name identifies a client who has at least one In-progress workpaper within the date range. Each client may have more than one entry in the grid. A client with no In Progress workpaper periods will not appear on the homepage Click on the client name to the <b>Workpaper</b> period for the client.

Column	Features and Description
Client code	This can be added to the grid from the <b>Field chooser</b> .
Status	All <b>Workpaper</b> periods that are 'In Progress' or 'Not started' are included in the grid.
Period start date	The date on which the workpaper period starts.
Period end date	The date on which the workpaper period ends.
No. of workpapers	The number of workpapers including the number of linked documents.
In Progress	The number of workpapers which have In Progress status.
Waiting Approval	The number of workpapers awaiting approval.
Rework	The number of workpapers requiring rework.
Approved	The number of workpapers approved.
Outstanding ToDos	The <b>Field chooser</b> allows you to add the <b>Outstanding ToDos</b> field to the homepage grid. By clicking <b>Outstanding ToDos</b> listed in the grid you will open the relevant <b>ToDo</b> list. All functionality to add and update the <b>ToDo</b> list for your client is available. Changes made on the <b>ToDo</b> list are reflected on the <b>Workpapers</b> homepage immediately.
Partner, Office, Department, Company	The <b>Field chooser</b> allows you to add <b>Partner, Office, Department, Company</b> to the grid. This identifies the assigned Partner, Office, Department, Company as entered in the <b>Responsibilities</b> tab for this client.
(AE) Manager, Employee	The <b>Field chooser</b> allows you to add <b>Manager</b> and <b>Employee</b> to the grid as identified in the <b>Responsibilities</b> tab for the client. If you have created additional responsibility types these will also be included in the <b>Field chooser</b> .
Year	The <b>Field chooser</b> allows you to add <b>Year</b> to the homepage. This is the year of workpaper.
Family Group	The <b>Field chooser</b> allows you to add <b>Family Group</b> to the homepage. This is as entered on client <b>Main</b> page.

## Related topics

[Configuring workpapers](#)

[Accessing workpapers](#)



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[Creating and opening workpaper periods](#)

[Opening an existing period](#)

[Select Period](#)

[Adding a new period](#)

[Status of Selected Period](#)

[To Do items](#)

[Preparing workpapers](#)

# Configuring workpapers

Before you start to use Workpapers, it is important to configure it correctly for use. To configure Workpapers:

- Decide how to organise and manage the data associated with preparing workpapers for each client. See “Organising and managing your data” on page 42.

- Configure a financial data source for each client for which workpapers are being generated.

As part of the client configuration, record a location for the client’s company file on your system. During the Workpapers task, the client’s general ledger data is imported from this file. When the client sends through a new company file, it is this file on your system that must be updated and replaced.

A warning message is displayed on the Client Accounting > **Trial Balance (Workpapers)** tab if a financial data source is not configured for the client. Use the **Configure a financial data source** hyperlink or click **Edit Configuration Details** on the Tasks bar to configure the client. See “Configuring the client” on page 23.

- Configure the Accounting Product locations for the client’s associated accounting application if these products are not installed in the default locations.

In order to open the client’s company file in AccountRight, Accountants Division needs to use the accounting application — AccountRight range of products — that corresponds to the selected client’s company file. The accounting product locations must be manually configured if these products are not installed in the default locations. See “Configuring accounting product locations” on page 37.

- Configure the task permissions for those who will be working on the workpapers. See “Security and task permissions” on page 43.

See [MYOB AE Employee Group Security](#) and [Task Permissions](#) for more information.

## Related topics

[Organising and managing your data](#)

[Accessing workpapers](#)

[Workpapers homepage](#)

[Creating and opening workpaper periods](#)

[Configuring workpapers](#)

[Preparing workpapers](#)

## Organising and managing your data

When preparing workpapers for your client, the client will supply company files and source documents. These files are stored safely on your system in a way that ensures that they are easy to find and they are accessible to the people who need to use them.

The following are recommendations for conventions of storing workpapers data:

- 
- **Files stored in a common location** — all files used in workpaper preparation — client ledgers and source documents — should be stored in a location that can be accessed by all staff members who prepare workpapers. While preparing the workpapers, documents will be linked to the workpapers period. Staff members must have access to these documents to be able to open them using Workpapers.
  - **Organised directory structure** — the following directory structure is recommended to ensure that files are easy to find:
    - Data — the top level directory.
    - ClientCode — the code for the client in the software. The client’s company file should be placed within this folder.
    - Period — the year of the workpaper’s period. The source documents for each period should be placed within this folder.
  - **Clearly named files** — when saving client files to your network it is important to ensure that these are clearly named so that is immediately apparent what the file contains. Source documents should include the client code, period year and clearly define what the file contains, e.g. 2009-ABBOTRA-BankStatement-August.xls.

However the data is organised, it is useful to have a clear set of guidelines and procedures for storing data in place before preparing workpapers. It is important to document these and make all staff aware of these procedures to ensure consistency.

## Related topics

[Accessing workpapers](#)

[Workpapers homepage](#)

[Creating and opening workpaper periods](#)

[Preparing workpapers](#)

[Setting the status on a workpaper or document](#)

[Deleting workpapers and source documents](#)

[Deleting a period](#)

[Completing the period](#)

## Security and task permissions

Task permissions are used to define the permissions for staff team members using Workpapers. Certain actions can be controlled and whether they are performed by a particular staff security group. For example, some staff members may be restricted from approving or deleting workpapers.

See [Setting up Employee Security Groups](#) for more information on security groups.

The following table lists the task permissions which can be set for Workpapers and what actions the permission will enable or prevent the staff team member from performing.

Task	Function
#View Workpaper Homepage	Causes the Workpaper icon to be displayed. Allows the staff team member to open the Workpapers homepage to view and manage all the Workpapers that they have In Progress. See “Setting the status on a workpaper or document” on page 155.
#Approve Workpaper	Allows the staff team member to approve a workpaper. A staff team member can set the status of a workpaper to approved. See “Setting the status on a workpaper or document” on page 155.
#Delete Workpaper	Allows the staff team member to delete an attached workpaper from a workpaper period. See “Deleting workpapers and source documents” on page 117.
#Delete Workpaper Period	Allows the staff team member to delete workpaper periods which have not been started. See “Deleting a period” on page 56.
#Modify Completed Period	Allows the staff team member to open and modify a completed workpaper period. A warning message is displayed indicating that the period has been completed and the balances and workpapers may have rolled over to a new period. See “Completing the period” on page 168.
#Define Balance Forward Accounts	Allows the staff team member to define, modify and remove balance forward accounts. See “Defining Balance Forward Accounts” on page 83.

### ***To configure Workpapers task permissions***

1. Navigate to Maintenance > Maintenance Map (AO) > Security > **Task Permissions**.  
The task permissions open in the **Maintenance - Task Permissions** page.
2. Select **MYOB Workpapers** from the **Product** drop-down.
3. Select the Security Group from the **Group** drop-down.  
Security groups are used to group employees who will use the same features of the application. Employees can be grouped for various reasons, e.g., they are at the same staff level or they perform similar duties.

- 
4. Click  beside the **Client** or **Maintenance** entries.

This will expand the list of permissions for that Group Description.

5. Click the **Allow** checkbox.

A tick is displayed in the checkbox. This will enable the staff team member to perform the selected action.

Click the **Allow** checkbox again.

A tick is not displayed in the checkbox. This will prevent the staff team member from performing the selected action.

6. Repeat **Step 4.** to **Step 5.** for each security group associated with MYOB Workpapers.

7. Click **OK.**

This saves any changes and closes the **Maintenance - Task Permissions** page.

### **Related topics**

[Setting the status on a workpaper or document](#)

[Deleting workpapers and source documents](#)

[Deleting a period](#)

[Completing the period](#)

[Configuring workpapers](#)

[Organising and managing your data](#)


[Workpapers homepage](#)

# Accessing workpapers

The Workpapers homepage allows you to view all the workpapers that are 'In Progress' for your clients. To do this, click the **Workpapers** icon on the toolbar. For details see "Workpapers homepage" on page 39.

Alternatively for each client, Workpapers is accessed from the Client page > Client Accounting > **Trial Balance (Workpapers)** tab. You can create or access existing workpaper periods for the selected client.

## *To access Workpapers for one client*

1. Click  .  
The **Find Clients** page opens.
2. Enter search criteria in the **Search for** field.  
The search criteria can be based on Name and Code, Tax File Number or ABN. Click the appropriate search criteria option and type in the details.  
Alternatively, if you can navigate easily to the client, double-click on the client entry. Proceed to **Step 5**.
3. Click **Search** or press [**Enter**].  
The search results are displayed.
4. Double-click the client entry.  
The **Client** page opens.
5. Click the **Client Accounting** tab.
6. Click the **Trial Balance** tab (called the **Workpapers** tab if you are licensed for Workpapers).

## **Related topics**

[Workpapers homepage](#)

[Configuring workpapers](#)

[Creating and opening workpaper periods](#)

[Opening an existing period](#)

[Select Period](#)

[Adding a new period](#)

[Status of Selected Period](#)

[To Do items](#)

[Preparing workpapers](#)

---

## About the Trial Balance (Workpapers) tab

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**Note:** The name of this tab depends on whether you're licensed for Workpapers. If you are licensed for Workpapers, it is the **Workpapers** tab. Otherwise, it is the **Trial Balance** tab.

---

The **Trial Balance (Workpapers)** tab displays the financial periods created for the selected client and the properties of each period. A list of the To Do items associated with each workpaper period are also displayed.

The tab is divided into the following sections:

### **Select Period**

The **Select Period** table displays all the workpaper periods that have been created for the selected client.

The status for a workpaper period can be:

- Not Started
- In Progress
- Completed.

The **Add period** option on the Tasks bar enables the addition of a new workpaper period. See "Adding a new period" on page 51.

The **Open period** option on the Tasks bar enables a period to be opened. See "Opening an existing period" on page 53.

### **Configured Ledger Details**

The **Configured Ledger Details** section displays information on the type, name, current year start date and current year end date of the configured ledger. This section appears after a ledger has been configured. (See "Configuring the client" on page 23.)

### **Status of Selected Period**

The **Status of Selected Period** section displays information about the period which is selected in the **Select Period** table. See "Creating and opening workpaper periods" on page 51.

### **To Do items**

**To Do** items enable tracking and management of the workpapers tasks that are being worked on. The To Do items which have been created for workpaper periods for a selected client are listed in the **To Do** table of the **Trial Balance (Workpapers)** tab. The To Do item should be given a subject description that is unique so that it can be easily identified.

See "To Do items" on page 172 for more information.

The status of a To Do item can be:

- Not started

- Planned
- In Progress
- Complete
- Risk
- Problem.

The status is used to indicate progress on the To Do item to other staff members.

**Tasks bar options on the Trial Balance (Workpapers) tab**

Option	Description
Add period	Add a new workpaper period. See “Adding a new period” on page 51.
Open period	Open an existing workpaper period. “Opening an existing period” on page 53
Delete period	Delete a period (for example, if an error has been made when creating a workpapers period). See “Deleting a period” on page 56.
Define GST accounts	Select the accounts where amounts for GST Collected and GST Paid will be recorded. This option is not available if you have an AE/AO Ledger or Cashbook ledger.
Import client file	Import an MYE file and load data from a ledger that cannot be directly connected to. See “Importing a client file” on page 201.
Update GST chart	Updates the entire Chart of Accounts with GST codes from the imported legacy ledger, based on the ledger name of your legacy application. This feature should only be used for ledgers imported prior to 2016.2. If there are multiple ledgers with the same name, you will be prompted to select the correct ledger.  <b>Note:</b> If there are more than 100 account codes, this process may take a few minutes.
Manage accounts	For AE/AO ledger you can add, edit and delete accounts from one location. You can also add, edit and delete account type groups.  See “Managing accounts for AE/AO ledger” on page 72.



Option	Description
Define balance forward accounts	Nominate balance forward accounts for source accounts. See “Defining Balance Forward Accounts” on page 83.
Edit Configuration Details	Select a location for the client’s general ledger. See “See “Migrating an existing ledger” on page 214 for an overview of the steps to take when migrating.” on page 22.
Perform Opening Review	Compare the account balances from the current general ledger product with the corresponding account balances in the client's AccountRight file. See “Perform an opening review” on page 184.
Modify Prior Year Balances	Enable adjustments to be made to the prior year balances that are stored within a configured AccountRight ledger. See “Modify prior year balances” on page 194.
Launch ledger	This option on the Tasks bar enables you to open your Ledger application. You can make changes to the client’s general ledger whilst accessing their information in Client Accounting. See “Launching a ledger” on page 179.
Create new AE/AO Ledger	This options enables you to create a new AE/AO Ledger using Essentials Cashbook. See “Creating and viewing your client’s AE/AO ledger” on page 181.
Define Income Allocation	This option enables you to allocate profit or loss from a business between partners or unit holders. See “Defining income allocation” on page 197.
View AE/AO ledgers	This option enables you to view the details of your AE/AO Ledger. See “Creating and viewing your client’s AE/AO ledger” on page 181.
Delete AE/AO ledger	This option enables you to delete an AE/AO Ledger. See “Deleting a ledger” on page 198.
Remove Configuration Detail	Removes the configuration details from a configured ledger for a client. If no ledger is configured, this link is disabled. See “Removing Configuration Details from a ledger” on page 198.

---

Option	Description
Migrate to AE/AO ledger	This option enables you to migrate your existing AO Classic, Accounts (Australia), or MAS general ledgers to an MYOB AE/AO ledger. See " <a href="#">Other features of mapping accounts</a> " on page 208.
Migration summary	Show the status of a migration to AE/AO ledger.
View migration log	View the migration log for any ledger that has been migrated. The migration log lists any errors or warnings that should be fixed or taken into consideration.

### Related topics

[Configuring workpapers](#)

[Workpapers homepage](#)

[Creating and opening workpaper periods](#)

[Opening an existing period](#)

[Select Period](#)

[Adding a new period](#)

[Status of Selected Period](#)

[To Do items](#)

[Preparing workpapers](#)

# Creating and opening workpaper periods

Workpaper periods are created and opened from the client's Client Accounting > **Trial Balance** tab (called the **Workpapers** tab if you are licensed for Workpapers). Find and select the client for which a new workpaper period is to be added or to open an existing workpaper period.

Before preparing workpapers for a client, add the period for which the workpapers are being prepared. The first time a workpaper period is created for a client, the date range which the period covers must be specified.

For subsequent years, the rollover option can be used to roll an existing period over into a new workpaper period. The start date of the new period will be determined by the end date of the previous period.

## Related topics

[Adding a new period](#)

[Opening an existing period](#)

[Rolling over into a new period from a completed period](#)

[Deleting a period](#)

[Preparing workpapers](#)

[Workpapers homepage](#)

## Adding a new period

A new workpaper period can be added that is either:

- an annual financial period, or
- a portion of the financial period that is required.

---

**Note:** A future year period can also be added for those with AccountRight or Essentials Accounting or Cashbook general ledgers.

---

For instance, you may choose to have a monthly, quarterly, or bi-annual workpaper period.

---

**Note:** When you add a period, this then defaults as the current period.  
With Essentials Accounting or Cashbook you can also add a prior period.

---

### *To add a new annual period*

1. Open the client's Client Accounting > **Trial Balance** tab (called the **Workpapers** tab if you are licensed for Workpapers) tab.
2. Click **Add period** on the Tasks bar.  
The **New Workpaper Period** window opens.
3. In the **Date range** section:

---

c. Enter the **Description** of the **Workpaper** period. This can be up to 100 characters.

d. Enter the period **Starting from** date.

Enter the date in the format dd/mm/yyyy or select the date from the drop-down calendar.

e. Enter the period **Ending on** date.

Enter the date in the format dd/mm/yyyy or select the date from the drop-down calendar.

The starting from and ending on dates default to the dates of the current financial year, minus one year, as specified by the selected general ledger which has been configured for the client.

4. In the **Define GST Account** section:

a. Select from the drop-down the account where amounts for **GST Collected** will be recorded.

b. Select from the drop-down the account where amounts for **GST Paid** will be recorded.

---

**Note:** The GST accounts mandatory check has been removed. If you have elected not to use GST calculation for a particular workpaper period, you are no longer prompted to define GST accounts.

---

5. Click **Add**.

The new period is created and opened in the **Prepare Trial Balance (Workpapers)** table. See [About the Prepare Trial Balance \(Workpapers\) table](#) for information about how to use this table.

### ***To add a new periodic period***

Periodic reporting periods can be used for workpapers and are based on an underlying periodic general ledger. For instance, your periodic reporting period could be monthly or quarterly.

---

**Note:** The Year to date balances for accounts are based on the configuration of your general ledger. For example, if your general ledger is configured to quarterly reporting, then quarterly reporting periods can be created in Workpapers.

---

1. Open the client's Client Accounting > **Trial Balance** tab (called the **Workpapers** tab if you are licensed for Workpapers).

2. Click **Add period** on the Tasks bar.

The **New Workpaper Period** window opens.

3. In the **Date range** section:

a. Enter the **Description** of the **Workpaper** period. This can be up to 100 characters.

- 
- b. Enter the period **Starting from** date.

Enter the date in the format dd/mm/yyyy or select the date from the drop-down calendar.

- c. Enter the period **Ending on** date.

Enter the date in the format dd/mm/yyyy or select the date from the drop-down calendar.

In order to add a future year period for an AccountRight, Essential Accounting or Cashbook general ledger, select the appropriate future dates as required.

In order to add a prior year period for an Essential Accounting or Cashbook general ledger, select the appropriate prior dates as required.

4. In the **Define GST Account** section:

- a. Select from the drop-down the account where amounts for **GST Collected** will be recorded.
- b. Select from the drop-down the account where amounts for **GST Paid** will be recorded.

---

**Note:** The GST accounts mandatory check has been removed. If you have elected not to use GST calculation for a particular workpaper period, you are no longer prompted to define GST accounts.

---

5. Click **Add**.

The new periodic period is created and opened in the **Prepare Trial Balance (Workpapers)** table. See [About the Prepare Trial Balance \(Workpapers\) table](#) for information about how to use this table.

## Related topics

[Workpapers homepage](#)

[Configuring workpapers](#)

[Opening an existing period](#)

[Rolling over into a new period from a completed period](#)

[Deleting a period](#)

[Preparing workpapers](#)

## Opening an existing period

### *To open an existing period*

1. Open the client's Client Accounting > **Trial Balance** tab (called the **Workpapers** tab if you are licensed for Workpapers) tab.
2. In the **Select Period** table, select the period to be opened.

- 
3. For AE/AO Ledgers and Essentials Cashbook ledgers, you can skip this step - go to **Step 4**. Before you open the period, check if **GST Collected** and **GST Paid** have been selected for the period:
    - a. Click **Define GST accounts** on the Tasks bar.  
The **Define GST Accounts** dialog opens.
    - b. From the dropdown, select the account where amounts will be recorded for:
      - **GST Collected**
      - **GST Paid**.
    - c. Click **OK**.
  4. Double-click on the selected period.  
or  
Select the period and click **Open period** on the Tasks bar.  
The **Prepare Trial Balance (Workpapers)** table opens in a new window. See [About the Prepare Trial Balance \(Workpapers\) table](#) for information about how to use this table.
  5. Click **OK**.

### Related topics

[Workpapers homepage](#)

[Adding a new period](#)

[Rolling over into a new period from a completed period](#)

[Deleting a period](#)

[Preparing workpapers](#)

## Rolling over into a new period from a completed period

When creating a new period, there is the option of rolling over the previous period. The start date of the new period is determined by the end date of the previous period.

---

**Note:** You can only roll over into a new period when the previous period has been completed.

---

The roll over process starts when the new period is opened. The time taken to roll over an existing period into a new period will vary depending on the number of accounts and workpapers in the previous period.

The roll over process:

- Imports the closing balances from the previous period into the new period as the accountant's balances.

- 
- Attaches new workpapers to the accounts in the new period using the previous period as a guide. Those workpapers, which were completed and attached to accounts in the previous period, will be recreated and attached to the same accounts in the new period. Only those workpapers with the **Rollover** option selected will be generated and attached. See “Adding workpapers” on page 85.
  - Documents with the **Rollover** option selected will be linked again to the same accounts in the new period. See “Linking Document Manager source documents” on page 89 or “Linking external source documents” on page 98.

### ***To roll over into a new period***

1. Open the client’s Client Accounting > **Trial Balance** tab (called the **Workpapers** tab if you are licensed for Workpapers) tab.
2. Click **Add period** on the Tasks bar.  
The **New Workpaper Period** window opens.
3. Click the **Rollover from completed period** checkbox.  
The new period will start from the end of the previous period.

---

**Note:** The **Rollover from completed period** option is only available if and when the previous period is completed. The status of the previous period must be complete. If the previous period is complete and the option is still not available, close the **New Workpaper Period** window and click the **Refresh** option on the Tasks bar.

---

4. Select the period to roll over from, on the **Period** drop-down.
5. Click **Add**.  
To create and open the new period when rollover is complete.  
The new period is listed in the Workpapers > **Select Period** table.

---

**Note:** Opening the new period will start the rollover process. The time taken to roll over the existing period into a new period will vary depending on the number of accounts and workpapers in the previous period.

---

### **Related topics**

[Adding a new period](#)

[Opening an existing period](#)

[Deleting a period](#)

[Preparing workpapers](#)

[Adding workpapers](#)

[Linking Document Manager source documents](#)

---

## Deleting a period

If an error has been made when creating a workpapers period, the **Delete** button can be used to delete the period.

Workpaper periods with a status of “Not Started” can be deleted. This means that no actions have been performed on the period.

Workpaper periods that are “In Progress” can also be deleted after removing any attached workpapers, documents, journals, To Do items (AE), and comments. See [Deleting workpapers and source documents](#), [Deleting adjustment journals](#), and [Deleting a comment in a workpaper](#) for more information.

---

**Note:** In MYOB AO, currently there is no option to remove a To Do item after it has been added. If a To Do item is present in the workpaper period, the period cannot be deleted.

---

Click **Refresh** on the Tasks bar to refresh the status of the period.

### *To delete a period*

1. Open the client’s Client Accounting > **Trial Balance** tab (called the **Workpapers** tab if you are licensed for Workpapers) tab.
2. In the **Select Period** table, select the period to be deleted.
3. Click **Delete period** on the Tasks bar.  
The **Confirm Delete Workpaper** window opens.

---

**Note:** If the workpaper period is “In Progress”, and there are still attached workpapers, documents, journals, To Do items (AE), or comments, a warning message will appear instructing you to remove these items first.  
In MYOB AO, if there are To Do items in the workpaper period, the period cannot be deleted.

---

4. Click **Yes**.  
The selected workpapers period is deleted.

### **Related topics**

[Adding a new period](#)

[Opening an existing period](#)

[Rolling over into a new period from a completed period](#)

[Preparing workpapers](#)



# Preparing workpapers

In Workpapers, the client's accounts and balances are reviewed. Using Workpapers, the balances within the accounts can be calculated and substantiated. Documents can be linked to accounts within the workpaper to substantiate each account's balance. If the balance for the account is different to the client's balance, an adjustment journal must be added.

An overview of the procedure involved in preparing a client's workpaper:

- **Import the client's balances** — the client's accounts and balances are reviewed. If a financial data source for the client has been configured and selected, then the client balances are imported automatically. Configure the client (see "Configuring the client" on page 23) and accounting product location (see "Configuring accounting product locations" on page 37). If a new client company file has recently been received, then the client balances will need to be imported again and updated. See "Importing the client's balances" on page 69.
- **Attach and complete workpapers** — this must be done for each account to substantiate the balances for the account. See "Adding workpapers" on page 85 for more information on attaching workpapers. See "Opening workpapers" on page 108 for more information on completing workpapers.
- **Link source documentation** — source documents can be linked to each account to substantiate the calculated balances for the account. If Document Manager is installed, files are linked to accounts in the period using Document Manager. See "Linking Document Manager source documents" on page 89. If Document Manager is not installed, external files can be linked to the accounts in the period. See "Linking external source documents" on page 98. You can have multiple links to a single PDF source document by linking to different bookmarks.
- **Rollover from prior period** — include workpaper data from a previous period. See "Rolling data over from a prior period" on page 118.
- **Update workpaper template** — update the selected workpaper to the latest master template. See "Updating your workpaper template" on page 120.
- **Add journals** — if the balance calculated during workpaper preparation is different to the client's balance, adjustment journals must be added to correct the client's balances. See "Adding a new adjustment journal" on page 122.
- **Review and approve the workpapers and source documentation** — to track the progress on completing, reviewing and approving workpapers. When a workpaper or document requires review or approval it can be assigned as an approvals task to a responsible staff member. Once the workpaper or document has been reviewed and completed it is marked as approved. See "Managing, tracking and approving workpapers" on page 154.
- **Post journals and accounts** — the adjustment journals and new accounts that have been created must be exported. The ledger file must be updated. See "Posting journals and exporting new accounts" on page 161.
- **Create PDF** — produces a PDF file which contains the reports, workpapers and linked documents from the period. The PDF report can be printed for review or saved as a record on your system. See "Creating the PDF report" on page 164.

- 
- **Complete the period** — once the Workpaper preparation has been reviewed, approved and completed, and the journals and new accounts have been posted to the client's company file, the workpaper period can be marked as complete. See "Completing the period" on page 168.

Once the Workpapers period is marked as complete, information within the period cannot be edited or additions made. Information within the period can only be opened and viewed and reports printed. This restricted access is controlled by a security task permission. The task permission can be modified to enable staff members to open and modify completed periods. See "Security and task permissions" on page 43.

## Related topics

[About the Prepare Trial Balance \(Workpapers\) table](#)

[Configuring workpapers](#)

[Workpapers homepage](#)

[Accessing workpapers](#)

[Creating and opening workpaper periods](#)

[Importing the client's balances](#)

[Adding workpapers](#)

[Opening workpapers](#)

[Linking Document Manager source documents](#)

[Linking external source documents](#)

[Adding a new adjustment journal](#)

[Managing, tracking and approving workpapers](#)

[Posting journals and exporting new accounts](#)

[Creating the PDF report](#)

[Completing the period](#)

[Opening an existing period](#)

[Accounts](#)

[Opening workpapers](#)

[Adding workpapers and source documents](#)

[Opening source documents](#)

[Deleting workpapers and source documents](#)

[Adjustment journals](#)

[Printing reports and workpapers](#)

## About the Prepare Trial Balance (Workpapers) table

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**Note:** The name of this table depends on whether you're licensed for Workpapers. If you are licensed for Workpapers, it is the **Prepare Workpapers** table. Otherwise, it is the **Prepare Trial Balance** table.

---

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**Tip:** The **Prepare Trial Balance (Workpapers)** table displays when you add or open a period — see [Adding a new period](#) or [Opening an existing period](#) for information about how to display this table.

---

The **Prepare Trial Balance (Workpapers)** table shows the closing balance for each account for the period and the adjusted balance after the balances have been calculated and substantiated. The table lists the following types of accounts in the general ledger:

- **Detail accounts**, are those accounts to which transactions have been allocated
- **Header accounts**, which are displayed in bold, group related detail accounts together and are used to organise the accounts list

Accounts that are added to the table are displayed in italics in the appropriate place in the chart of accounts. Balances that are in credit are displayed in red.

If there was an account code in the last period that does not exist in this period, it is displayed in the table and marked as “(Prior Period)”. Its value is shown in the **Last Period** and **Variance** columns. The Movement, Client Balance, DR, CR, and Final Balance values will contain no values. Task bar functions and right-click functions will not work on these accounts. If the prior period is opened for modification and the ledger balances are refreshed, these accounts will be removed from the current period’s trial balance screen.

---

**Note:** If the **Last Period** and **Variance** columns aren’t selected in the field chooser, account codes from a previous period will not be displayed.

---

The last entry in the table displays the **Profit/loss** as a result of adjusting journals from within workpapers. If the profit/loss balance is a positive balance, the amount is displayed in black with a Dr. If the profit/loss balance is a negative balance, the amount is displayed in red with a Cr. The trial balance totals at the bottom of the table do not include the profit/loss values. The totals must balance to zero.

There are several checkbox filters above the table, described below:

---

**Note:** The **Include Movement**, **Include Last Period**, and **Include Quantities** checkboxes can now be found in the Field Chooser. See “Adding and removing columns in the Trial Balance (Workpapers) table” on page 68.


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Checkbox	Description
Show only used accounts	Shows only used accounts in the table.
Show zero balance accounts	Shows only accounts that have a zero balance.

Checkbox	Description
Unposted journals	<p>If the <b>Unposted journals</b> checkbox is selected:</p> <ul style="list-style-type: none"> <li>• The Client Balance shows the balance excluding unposted journals.</li> <li>• The Debits and Credits from unposted journals are displayed.</li> <li>• The final balance shows the final balance of the account (Client balance with debits and credits applied).</li> <li>• The quantity column displays unposted quantities.</li> </ul>

### ***Prepare Trial Balance (Workpapers) Tasks bar options***

The available Tasks bar options change as you move to different pages or windows.

Option	Description
Import client's balances	Import the client's balances into a workpaper period. See "Importing the client's balances" on page 69.
Refresh ledger balances	Refreshes the ledger balances for the workpaper period.
Refresh workpaper balances	Identifies workpapers that require an update based on account balances, and refreshes any balances and red flags as necessary. <b>Note:</b> This process may take a while depending on the number of workpapers to be processed. When refreshing balances, a progress bar is displayed for the calculations being performed.
Refresh account groups	If you have workpapers that have Account Group Amounts (such as Tax workpapers), use <b>Refresh account groups</b> to update the account group amounts in these workpapers. This must be used if there is a change to the account group structure whereby accounts have been added or removed from an account group.
Add workpaper	Attach a workpaper to an account in the table. See "Adding workpapers" on page 85. An  icon identifies a workpaper.

Option	Description
Link document	<p>Link documents to accounts in the table.</p> <p>See “Linking Document Manager source documents” on page 89 and “Linking external source documents” on page 98.</p> <p>An  icon identifies a linked document.</p>
Rollover from prior period	<p>Include data in a current workpaper from a previous period.</p> <p>See “Rolling data over from a prior period” on page 118.</p>
Update to latest template	<p>Update a selected workpaper to the latest master template.</p> <p>See “Updating your workpaper template” on page 120.</p>
Open workpaper	<p>Open a selected workpaper or document.</p> <p>See “Opening workpapers” on page 108 and “Opening source documents” on page 110.</p>
View all workpapers	<p>View a list of all documents — workpapers and documents — which have been attached or linked to accounts in the table. From the <b>Trial Balance (Workpapers)</b> window you can also open, link and delete workpapers and documents.</p> <p>See “Viewing a list of all workpapers and source documents” on page 104.</p>
Move workpaper	<p>Move a workpaper to a different account (and rename it, if required).</p> <p>See “Moving a workpaper” on page 116.</p>
Delete workpaper	<p>Delete a selected workpaper or document.</p> <p>See “Deleting workpapers and source documents” on page 117.</p>
Refresh document	<p>If Document Manager is installed, use <b>Refresh document</b> to refresh the Document Manager files which are linked to accounts within the period. Click <b>Refresh document</b> and if the name of a Document Manager file has changed, it will be updated in the table.</p>
Add comment	<p>Add comments to an account. Comments are identified with an  in the column next to the <b>Status</b> column in the table. Place your cursor on the icon to view the comments. Right-click on the icon to edit or delete the comments.</p> <p>See “Account comments” on page 105.</p>

Option	Description
To do item	Create a new To Do item. To do items can be used to assign and track tasks which must be completed in order to finish workpaper preparation. See “Working with To Do items” on page 174.
View audit trail	View the audit trail of an account, workpaper or document. The audit trail is a record showing who has added, accessed, edited and deleted workpaper documents for a selected account, a selected workpaper or document. See “Viewing the audit trail” on page 160.
Preview account groups	Show the accounts from the <b>Prepare Trial Balance (Workpapers)</b> table in a tree structure. See “Previewing accounts” on page 69.
View adjusted trial balance	Generates a PDF of the Adjusted Trial Balance report. See “Printing reports and workpapers” on page 169.

### ***Journals Tasks bar options***

The options under Journals on the Tasks bar provide easy access to all of the functions associated with viewing and adding journals. See “Adjustment journals” on page 121.

Option	Description
View all	View a list of all journals which have been added to the period. From the <b>Journals</b> window you can also add new entries, edit and delete existing journal entries. See “Viewing adjustment journals” on page 124.
View for account	View the journals for a selected account.
Add	Add adjustment journals to the period. See “Adding a new adjustment journal” on page 122.
Post journals and accounts	Post the adjustment journals and new accounts added in Workpapers to the client ledger. See “Posting journals and exporting new accounts” on page 161.

### ***Accounts Tasks bar options***

If there are accounts missing from the client’s general ledger, use the options under Accounts on the Tasks bar to add, edit or delete accounts. See “Accounts” on page 70.

Option	Description
Manage accounts	For AE/AO ledger you can add, edit and delete accounts from one location. You can also add, edit and delete account type groups. See “Managing accounts for AE/AO ledger” on page 72.
Add account	Add an account to the chart of accounts in the <b>Prepare Trial Balance (Workpapers)</b> table. See “Adding header and detail accounts” on page 75.
Edit account	Edit accounts which have been added during workpaper preparation. Only the account name can be edited. See “Editing an added account” on page 78.
Delete account	Delete accounts which have been added during workpaper preparation. See “Deleting an added account” on page 79.
View transactions	View workpaper account transactions. See “Viewing transactions” on page 80.
Define Balance Forward Accounts	Nominate balance forward accounts for source accounts. See “Defining Balance Forward Accounts” on page 83.

### **Approvals Tasks bar options**

You can set the status to indicate the progress on completing workpapers and documents for the workpapers period using the options under Approvals on the Tasks bar. See “Setting the status on a workpaper or document” on page 155.


**Note:** (New Zealand) These options are only available if you’re licensed for Workpapers.  
(Australia) If you’re not licensed for Workpapers, these options will be available on the Tasks bar under **Farm reporting**.

Option	Description
Current status	View the current status of a selected workpaper.
In Progress	Set the status of a workpaper or document to In Progress.
Awaiting Approval	Set the status of a workpaper or document to Awaiting Approval.
Rework	Set the status of a workpaper or document to Rework.
Approved	Set the status of a workpaper or document to Approved.

---

### ***Farm reporting Tasks bar options (Australia)***

The options under Farm reporting on the Tasks bar provide farm calculation functions to users who aren't licensed for Workpapers. See "Preparing workpapers" on page 57.

<b>Option</b>	<b>Description</b>
Add workpaper	Attach a workpaper to an account in the table. See "Adding workpapers" on page 85. An  icon identifies a workpaper.
Rollover from prior period	Include data in a current workpaper from a previous period. See "Rolling data over from a prior period" on page 118.
Update to latest template	Update a selected workpaper to the latest master template. See "Updating your workpaper template" on page 120.
Open workpaper	Open a selected workpaper or document. See "Opening workpapers" on page 108 and "Opening source documents" on page 110.
View all workpapers	View a list of all documents — workpapers and documents — which have been attached or linked to accounts in the table. From the <b>Trial Balance (Workpapers)</b> window you can also open, link and delete workpapers and documents. See "Viewing a list of all workpapers and source documents" on page 104.
Delete workpaper	Delete a selected workpaper or document. See "Deleting workpapers and source documents" on page 117.
Current status	View the current status of a selected workpaper.
In progress	Set the status of a workpaper or document to In Progress.
Awaiting approval	Set the status of a workpaper or document to Awaiting Approval.
Rework	Set the status of a workpaper or document to Rework.
Approved	Set the status of a workpaper or document to Approved.

### ***Finalise Workpapers Tasks bar options***

The options under Finalise Workpapers on the Tasks bar guide you through the process of finalising the workpapers. Not all the options are available under Finalise Workpapers when the period is first opened. As the workpapers job progresses new options become available.











Option	Description
Create PDF	Produce a PDF file which contains the reports, workpapers and linked documents from the period. See “Creating the PDF report” on page 164.
Complete the period	After the journals and new accounts have been posted to the client’s company file and the workpaper period is finalised, the period can be marked as complete. See “Completing the period” on page 168.









**Right-click menu options**

Option	Description
Field Chooser	Opens the Field Chooser when you right click in the column header title area at the top of the window. This allows you to add or remove columns in the Trial Balance (Workpapers) table. See “Adding and removing columns in the Trial Balance (Workpapers) table” on page 68.
Expand	Expand an account.
Collapse	Collapse an account.
Expand All	Expand all accounts.
Collapse All	Collapse all accounts.
Add workpaper	Add a workpaper to an account. See “Adding workpapers and source documents” on page 84.
Link document	Link a document to an account. See “Adding workpapers and source documents” on page 84.
Add comment	Add a comment to an account in the <b>Prepare Trial Balance (Workpapers)</b> table. See “Account comments” on page 105.
Open workpaper	Open a workpaper. See “Opening workpapers” on page 108.
Rollover from prior period	Include data in a current workpaper from a previous period. See “Rolling data over from a prior period” on page 118.
Update to latest template	Update a selected workpaper to the latest master template. See “Updating your workpaper template” on page 120.

Option	Description
Add Journal	Add a journal to an account. See “Adjustment journals” on page 121.
View transactions	View workpaper account transactions. See “Viewing transactions” on page 80.
Current Status	View the current status of a selected workpaper.
In Progress	Set the status of a workpaper or document to In Progress.
Awaiting Approval	Set the status of a workpaper or document to Awaiting Approval.
Rework	Set the status of a workpaper or document to Rework.
Approved	Set the status of a workpaper or document to Approved.

#### ***Icons on the Prepare Trial Balance (Workpapers) table***

Icon	Description
	Workpapers can be configured to compare the calculated balance in the workpaper to the balance of the account to which the workpaper is attached. If the balances do not match an  is displayed next to the workpaper to flag the discrepancy.
	<p>An icon in the status column displays the current status for the workpapers, documents and account. The status can be:</p> <ul style="list-style-type: none"> <li> In Progress</li> <li> Awaiting Approval</li> <li> Rework</li> <li> Approved</li> </ul> <p>See “Setting the status on a workpaper or document” on page 155 for information on how to change the status on an account.</p> <p>A legend at the bottom of the table displays each icon and its meaning.</p>
	<p><b>Comments</b> can be added to an account. They are identified with a  in the column next to the <b>Status</b> column. Place your cursor on the icon to view the comments for the account. Right-click on the icon to edit or delete the comments.</p> <p>See “Account comments” on page 105.</p>

Icon	Description
	This icon specifies an added workpaper. It is displayed as a sub-row below the account. Double-click the sub-row to open and view the workpaper.
	This icon specifies a linked document. It is displayed as a sub-row below the account. Double-click the sub-row to open and view the document.
	An  at the beginning of the workpaper sub-row indicates that the workpaper is a linked workpaper. The account that the workpaper is actually attached to is indicated in square brackets - [1-1000 account name] - after the workpaper name.
	An  at the start of an account row indicates that the row can be expanded. Click the  to expand the row and view the attached documents. Click the  to collapse the row.

## Related topics

[Preparing workpapers](#)

[Configuring workpapers](#)

[Workpapers homepage](#)

[Accessing workpapers](#)

[Creating and opening workpaper periods](#)

[Importing the client's balances](#)

[Adding workpapers](#)

[Opening workpapers](#)

[Linking Document Manager source documents](#)

[Linking external source documents](#)

[Adding and removing columns in the Trial Balance \(Workpapers\) table](#)

[Adding a new adjustment journal](#)

[Managing, tracking and approving workpapers](#)

[Posting journals and exporting new accounts](#)

[Creating the PDF report](#)

[Completing the period](#)

[Opening an existing period](#)

[Accounts](#)

[Opening workpapers](#)

[Adding workpapers and source documents](#)

[Opening source documents](#)

[Deleting workpapers and source documents](#)

## Adding and removing columns in the Trial Balance (Workpapers) table

To add or remove columns in the Trial Balance (Workpapers) table, you can use the Field Chooser. It includes the following columns:

Column	Description
(AU) Quantity	The quantity for the account. Only appears when there is a value.
Movement	The difference between the closing balance and the opening balance. The closing balance takes into consideration any adjustment journals created in Workpapers and yet to be included in the configured general ledger.
Client bal. (YTD)	The account value, imported from the ledger.
Dr	Any debits from adjustment journals on the account.
Cr	Any credits from adjustment journals on the account.
Final	The client balance, taking into account debits and credits from adjustment journals.
Last Period	The balances for the last period for each account. If a new workpaper period is created and not rolled over from the previous workpapers period, the comparative figures will be populated with values from either the underlying ledger or the Modified balances. These values will depend on the configuration settings used by Statutory Reporter. (Not applicable to MAS or Accounts products.)
Variance	The difference between the final period and the last period.

### ***To change columns using the Field Chooser***

1. In the Prepare Trial Balance (Workpapers) table, right-click and select **Field Chooser**.  
The Field Chooser window displays.
2. Select the fields you wish to have displayed in the table by selecting and clearing the checkboxes next to each field.  
The Trial Balance (Workpapers) table will update according to your selection.
3. Close the Field Chooser window when you are finished.

---

## Related topics

[About the Trial Balance \(Workpapers\) tab](#)

### Previewing accounts

You can display the accounts in the Prepare Trial Balance (Workpapers) table in a tree view to make it easier to preview a financial statement.

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**Note:** The Quantity and Variance columns will not appear in this view.

---

#### *To preview accounts*

1. Click Preview accounts on the Tasks bar.



---

**Note:** A message displays if you have unallocated accounts. Click **Yes** to continue.

---

2. A window displays showing a tree view of the accounts.

#### *To use the preview accounts tree*

The preview accounts tree uses a standard windows folder structure. Each folder corresponds to an account group, and lists the account ranges or individual accounts that have been assigned to that group. Click  to expand and view the contents of a folder. Click  to collapse and hide the contents of a folder.

---

**Note:** Master account group allocations are marked with an .

---

(Australia) If you have AE/AO Ledger, click on the account to view transactions for the account – see “Viewing transactions” on page 80.

## Importing the client’s balances

Workpapers is used to review the client’s accounts and balances. Before preparing workpapers it is recommended that a financial data source for the client is configured. As part of the client configuration, record a location for the client’s company file on your system. If a financial data source for the client has been configured, the client balances are imported automatically into the period.

If a new client company file has recently been received then the client balances must be imported again and updated.

If the client has not been configured, you will be asked to do so when importing the client’s balances. Configure the client (see “Configuring the client” on page 23) and accounting product location (see “Configuring accounting product locations” on page 37).

---

Use the **Add account** option to add accounts that are missing from the client ledger.

---

**Note:** The start and end dates of the workpapers period must match the period dates on the client ledger being imported.

---

### ***To import client's balances***

1. Open the workpapers period.  
See "Opening an existing period" on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Click **Import client's balances** on the Tasks bar.  
A confirmation dialog opens.  
The dialog confirms the location of the client's company file on your system. The client's general ledger data is imported from this file. Check that this file is correct. If the path and file are not correct, then the client must be reconfigured.
3. Click **Yes** to import the balances. Click **No** to cancel.  
The **Import Client's Balances** confirmation dialog opens to indicate that the client's balances have been imported.
4. Click **OK**.  
The client's balances for the period are imported from the client's general ledger file. The balances are displayed in the **Prepare Trial Balance (Workpapers)** table.

### **Related topics**

[Opening an existing period](#)

[Accounts](#)

[Adding workpapers and source documents](#)

[Opening workpapers](#)

[Completing workpapers](#)

[Opening source documents](#)

[Adjustment journals](#)

[Managing, tracking and approving workpapers](#)

[Posting journals and exporting new accounts](#)

## **Accounts**

If there are accounts missing from the client's general ledger, use the options under **Accounts** on the Tasks bar to add accounts. These newly added accounts can also be edited or deleted as necessary.

Added accounts must adhere to the following conventions:

- 
- Both header and detail accounts can be added to the ledger. Header accounts are used to group related detail accounts to help organise the accounts list.
  - There are eight account classifications. See “About accounts” on page 13.
  - Header accounts must be assigned an account classification.
  - Detail accounts must be assigned an account classification and an account type.
  - Each account is represented by a five digit number and must be unique. The first digit of the account code indicates the account’s classification.

Added accounts are displayed in italics in the appropriate place in the chart of accounts. Header accounts are displayed in bold italics.

---

**Note:** After the account has been added, only the account name can be edited. If other fields require editing (such as account type or account number), then the account must be deleted and re-added with the correct information.

---

Added accounts are displayed in italics in the appropriate place in the chart of accounts. Header accounts are displayed in bold and italics.

---

**Note:** After the account has been added, only the account name can be edited. If other fields require editing (such as account type or account number), then the account must be deleted and added again with the correct information.

---

When workpaper preparation has been completed, these newly added accounts are posted to the client’s company file. See “Posting journals and exporting new accounts” on page 161. After this process, the new accounts which have been added to the client ledger can no longer be edited.

See “Account information” on page 13.

## **Related topics**

[Managing accounts for AE/AO ledger](#)

[Adding header and detail accounts](#)

[Editing an added account](#)

[Deleting an added account](#)

[Opening an existing period](#)

[Importing the client’s balances](#)

[Adding workpapers and source documents](#)

[Accounts](#)

[Opening workpapers](#)

[Completing workpapers](#)

[Opening source documents](#)

[Adjustment journals](#)

[Managing, tracking and approving workpapers](#)

[Posting journals and exporting new accounts](#)

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## Managing accounts for AE/AO ledger

For AE/AO ledger, you can add, edit and delete accounts from one location. You can also add, edit and delete account type groups. This is enabled for the workpaper periods “Not started” and “In progress”. Any account code updates will be reflected in View Journals, Trial Balance, and the Account links section in linked workpapers.

The fields available in the **Manage Accounts** window are summarised in the following table.

Field	Description
Search for an account	A search field that enables you to search for values in the Account No. and Account Name fields.
Account No.	Chart of account number.
Account Name	Name of the header account.
Account Type	Type of the header account.
Account Type Group	Subcategories of the header account.
Tax Code	Type of tax account.

The fields available in the **Manage Account Type Group** window are summarised in the following table.

Field	Description
Search for an account	A search field that enables you to search for values in the Account Type Group field.
Account Type	Profit and Loss or Balance Sheet category.
Account Type Group	Description of the main account.
Show Detailed in reports	Shows additional detail for each individual account under the account group.

---

**Note:** When updating Account Codes, we recommend you do not update Account Codes in Cashbook online. This ensures any updated Account Code(s) are correctly shown when viewing, posting, or editing journals in that Workpaper period.

---

### ***To add a header account***

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.



- 
2. Click **Manage Accounts** in the Tasks bar.
  3. In the top row, enter details for:
    - Account No.
    - Account Name
    - Account Type in the drop-down
    - Account Type Group in the drop-down
    - Tax Code in the drop-down (if you do not want to enter a tax code, select “NA”).
  4. In the last column, hit either the Enter key or Tab key to add the new account.
  5. Click the **Submit** button.  
The new account is posted to the ledger.

#### ***To edit a header account***

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Click **Manage Accounts** in the Tasks bar.
3. In the **Manage Accounts** window, find the account you wish to edit. You can use the search field at the top of the window to search for values in the Account No. and Account Name fields.
4. Click in a field you want to edit.
5. Enter the new details.
6. Click the **Submit** button.  
The new account details are posted to the ledger.

#### ***To delete a header account***

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**Note:** You cannot delete an account that has workpapers, linked documents, or unposted journals attached, or which has any balances or transactions. You also cannot delete a system account.

---

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Click **Manage Accounts** in the Tasks bar.

- 
3. In the **Manage Accounts** window, find the account you wish to edit. You can use the search field at the top of the window to search for values in the Account No. and Account Name fields.
  4. Select the account row.
  5. Click the **Delete** button.
  6. In the Delete window, click **Yes**.
  7. Click **Submit**.  
The account is removed from the ledger.

#### ***To add an account type group (account header)***

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Click **Manage Accounts** in the Tasks bar.
3. In the **Manage Accounts** window, select the account.
4. Click on **Manage Account Type Group**.
5. In the first row of the **Manage Account Type Group** window, enter details in the **Account Type** and **Account Type Group** fields.  
In the **Show Detailed in reports** field, select ‘Yes’ if you wish to show accounts individually under the group heading when running reports; otherwise, select ‘No’.
6. In the last column, hit either the Enter key or Tab key to add the new account type.
7. Click **OK**.  
The account type group is added in the **Manage Accounts** window.
8. In the **Manage Accounts** window, click **Submit**.  
The new account header is posted to the ledger.

#### ***To edit an account type group (account header)***

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Click **Manage Accounts** in the Tasks bar.
3. In the **Manage Accounts** window, find the account you wish to edit. You can use the search field at the top of the window to search for values in the Account No. and Account Name fields.

- 
4. Select the account.
  5. Click on **Manage Account Type Group**.
  6. In the **Manage Account Type Group** window, click in a field you want to edit. You can use the search field at the top of the window to search for values in the Account Type Group field.
  7. Enter the new details.
  8. Click **OK**.  
The account type group is updated in the **Manage Accounts** window.
  9. In the **Manage Accounts** window, click **Submit**.  
The new account header is updated in the ledger.

#### ***To delete an account type group (account header)***

This will delete only account headers from the ledger; it does not delete accounts.

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Click **Manage Accounts** in the Tasks bar.
3. In the **Manage Accounts** window, find the account you wish to edit. You can use the search field at the top of the window to search for values in the Account No. and Account Name fields.
4. Select the account row.
5. Click on **Manage Account Type Group**.
6. Select the row with the account type you want to delete. You can use the search field at the top of the window to search for values in the Account Type Group field.
7. Click the **Delete** button.
8. In the Delete window, click **Yes**.
9. Click **OK**.
10. In the **Manage Accounts** window, click **Submit**.  
The account header is removed from the workpaper or ledger; the accounts that were under the account header remain in the ledger under the preceding account header.

#### **Adding header and detail accounts**

This functionality applies to all products except for AE/AO Ledger.

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### ***To add a header account***

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Click **Add account** on the Tasks bar.  
The **Add Account** window opens.
3. Select the **Header** option.
4. Select the classification for the account from the **Account Type** drop-down.  
The Account Classification and Account Number prefix fields automatically update to reflect the correct classification for the selected account.
5. Enter the account number into the **Account Number** field.  
The account number must be unique.
6. Enter the **Account Name**.  
The **Account Name** field is limited to a maximum of 30 alphanumeric characters.
7. Click **OK**.  
The header account is displayed in the table in bold italics in the appropriate place in the chart of accounts.

### ***To add a detail account***

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Click **Add account** on the Tasks bar.  
The **Add Account** window opens.
3. Select the **Detail** option.
4. Select the classification for the account from the **Account Type** drop-down.  
The Account Classification and Account Number prefix fields automatically update to reflect the correct classification for the selected account.
5. Enter the **Account Number**.  
The account number must be unique.
6. Enter the **Account Name**.  
The **Account Name** field is limited to a maximum of 30 alphanumeric characters.

---

7. Click **OK**.

The detail account is displayed in the table in italics in the appropriate place in the chart of accounts.

### Related topics

[Editing an added account](#)

[Deleting an added account](#)

[Opening an existing period](#)

[Importing the client's balances](#)

[Adding workpapers and source documents](#)

[Accounts](#)

[Opening workpapers](#)

[Completing workpapers](#)

[Opening source documents](#)

[Adjustment journals](#)

[Managing, tracking and approving workpapers](#)

[Posting journals and exporting new accounts](#)

### Adding accounts to an Essentials general ledger

As a hierarchical classification is introduced into a Essentials Accounting or Cashbook general ledger when it is imported into Client Accounting, it is not necessary to select an account type when adding extra accounts.

This functionality applies to all products except for Practice Ledger.

1. Open the workpapers period.

See "Opening an existing period" on page 53.

The **Prepare Trial Balance (Workpapers)** table is displayed.

2. Click **Add account** on the Tasks bar.

The **Add Account** window opens.

3. Select the classification for the account from the **Account Classification** drop-down.

4. Select the **Account Type** from the drop-down.

5. Enter the account number into the **Account Number** field.

The account number must be unique. It is limited to a maximum of 10 alphanumeric characters. The **Account Number** field is a free text field and does not necessarily have to contain only numbers.

This is a mandatory field and you must enter a value.

6. Enter the **Account Name**.

---

The **Account Name** field is limited to a maximum of 30 alphanumeric characters.  
This is a mandatory field and you must enter a value.

7. Click **OK**.

The added account is displayed in the table in italics in the appropriate place in the chart of accounts.

## Related topics

[Editing an added account](#)

[Deleting an added account](#)

[Opening an existing period](#)

[Importing the client's balances](#)

[Adding workpapers and source documents](#)

[Accounts](#)

[Opening workpapers](#)

[Completing workpapers](#)

[Opening source documents](#)

[Adjustment journals](#)

[Managing, tracking and approving workpapers](#)

[Posting journals and exporting new accounts](#)

## Editing an added account

Only the **Account Name** of an added account can be edited. Added accounts are displayed in italics in the **Prepare Trial Balance (Workpapers)** table.

This functionality applies to all products except for AE/AO Ledger.

### *To edit an added account*

1. Open the workpapers period.  
See "Opening an existing period" on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Select the account in the table.  
or  
Click the checkbox in the first column of the selected account.
3. Click **Edit account** on the Tasks bar.  
The **Edit Account** window opens.

---

**Note:** The **Account Name** field is the only field that can be edited. All other fields are disabled.

---

4. Edit the **Account Name** as required.
5. Click **OK**.

### **Related topics**

[Adding header and detail accounts](#)

[Deleting an added account](#)

[Opening an existing period](#)

[Importing the client's balances](#)

[Adding workpapers and source documents](#)

[Accounts](#)

[Opening workpapers](#)

[Completing workpapers](#)

[Opening source documents](#)

[Adjustment journals](#)

[Managing, tracking and approving workpapers](#)

[Posting journals and exporting new accounts](#)

### Deleting an added account

Only newly added accounts can be deleted. Added accounts are displayed in italics in the **Prepare Trial Balance (Workpapers)** table.

This functionality applies to all products except for AE/AO Ledger.

#### ***To delete an added account***

1. Open the workpapers period.  
See "Opening an existing period" on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Select the account in the table.  
or  
Click the checkbox in the first column of the selected account.
3. Click **Delete account** on the Tasks bar.  
The **Confirm Account Delete** confirmation dialog opens.
4. Click **Yes** to delete the account. Click **No** to cancel.

---

## Viewing transactions

For AE/AO Ledger, AccountRight Live, Essentials Cashbook, and Essentials Accounting, you can view the transactions in the **Workpapers** trial balance sheet, group and filter transactions, and export to Excel.

### **To view transactions**

1. Open the **Workpapers** period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Select one account in the table.  
or  
Click the checkbox in the first column of the selected account.
3. To display the transactions, either:
  - click **View transactions** on the Tasks bar
  - right-click on the account in the table and select **View transactions**.

---

**Note:** You can open multiple View Transactions windows to view different accounts, for example.

All the settings (e.g. group, filter) to change the display of transactions are retained. When you close the **View Transactions** window and reopen it, the display settings are the same.

---

The **Summary** section shows the following information:

Field	Description
Opening Balance	The opening balance of the transactions displayed in the table.
Net Change	The difference between the opening and closing balances of the displayed transactions.
Closing Balance	The closing balance of the transactions displayed in the table.

The fields that are displayed in the **View Transactions** window are outlined in the table below.

Field	Description
Date	Date of the transaction, in the format dd/mm/yyyy.
Type	The type of transaction—withdrawal, general journal, deposit.
Reference	The transaction reference number.




Field	Description
Description	A description of the transaction, such as the purpose.  <b>Note:</b> The line description is shown added to the contents of the Journal Note field for AccountRight Live, Practice Ledger, and Cashbook.
Debit	Amounts debited for withdrawals and general journal transactions.
Credit	Amount of credit for deposits.
Tax code	The type of tax applying to each transaction.
GST	Amount of goods and services tax for each transaction.

### ***To group transactions by field***

1. In the **View Transactions** window, click and drag a column header (field) into the grouping bar “Drag a column header here to group by that column”.  
The transactions are grouped by the data in that column.
2. To remove grouping, drag the column name from the grouping bar back into the transaction table.
3. If you want to further group transactions within each group, that is grouping within a group, drag a second column header into the grouping bar.  
The transactions are displayed by the first column header, and then further groupings within each of those groups.


### ***To filter transactions***

1. In the **View Transactions** window, click in the filter bar just below the column header that you want to sort transactions for.  
The filter bar has a  icon at the left.
2. In the filter bar field, either:
  - select a data name from the drop-down
  - type the data name.
The transactions that match the data name are displayed.

---

**Note:** You can use the asterisk character (\*) as a wildcard. For example, type \*BP\* to find all transactions that contain ‘BP’ somewhere in the description.

---

- 
3. To remove the filter and display all transactions, click on the  icon on the field in the filter bar.

### ***To display transactions by period***

1. In the **View Transactions** window, enter the From date and To date.

---

**Note:** The dates must be within the workpaper period start and end dates.

---

2. Click on the **Search** button.

The transactions that occurred in that period are displayed.

### ***To move columns***

1. In the **View Transactions** window, click and drag a column header to the left or right to change the order in which the columns are displayed.

### ***To export transactions to Excel***

When you have selected transactions by grouping and filtering, you can export the transactions to Excel.

1. In the **View Transactions** window, click on the **Export to Excel** button.  
An Excel spreadsheet will open, showing the selected transactions.
2. Save the spreadsheet.

### **Related topics**

[Adding header and detail accounts](#)

[Editing an added account](#)

[Opening an existing period](#)

[Importing the client's balances](#)

[Adding workpapers and source documents](#)

[Accounts](#)

[Opening workpapers](#)

[Completing workpapers](#)

[Opening source documents](#)

[Adjustment journals](#)

[Managing, tracking and approving workpapers](#)

[Posting journals and exporting new accounts](#)

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## Defining Balance Forward Accounts

In SME software (such as AccountRight, Essentials, and Cashbook) only Income and Expense accounts are cleared to zero. This means in order to properly use this software with Client Accounting, it is necessary to do a manual journal entry at the beginning of each year to clear the balance of any Asset, Liability or Equity accounts that need to be cleared.

Workpapers can automatically transfer the balance in a specific account to other accounts at the end of the financial year, effectively clearing the balance of designated accounts to zero.

When you have configured an Essentials/Cashbook/PL or AR ledger, have prior year balances, and have defined account mappings for any balance forward accounts (detailed below), the system will create an unposted journal entry dated for the first day of the financial year, whenever you create a new workpaper period.

- A journal will not be automatically created if the workpaper period start date is not the same as the first day of the financial year.
- Journal entries are only created for accounts that have prior year closing balances.

### ***To define a balance forward account***

1. Open the **Workpapers** period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. In the workpaper, select the accounts to update.
3. Right-click the selection, and then click **Set Balance forward account** in the right-click menu.  
The “Balance forward” window appears.
4. In the **To Account** field, select the balance forward account. You can select the account in the dropdown list, or you can type in this field to search the list of available accounts.
5. Click **OK** to save your changes.

### ***To view and modify balance forward accounts***

1. Open the **Workpapers** period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. In the task bar, click **Define Balance Forward Accounts**. The Define Balance Forward Accounts window will appear.
3. Define the source account and balance forward account by clicking in the empty fields. You can select the account in the dropdown list, or you can type in this field to search the list of available accounts.

---

**Note:** A row must have both a source account and balance forward account.

---

4. Click **Save** to save your changes.

#### ***To remove a balance forward account***

1. In the “Define Balance Forward Accounts” window, select the account you wish to remove.
2. Click **Delete**. The row will be removed from the table.

---

**Note:** You can also press the Delete key to remove rows.

---

3. Click **Save** to keep your changes.

#### ***To generate a journal***

1. Open the **Workpapers** period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. In the task bar, click **Define Balance Forward Accounts**. The Define Balance Forward Accounts window will appear.
3. In the “Define Balance Forward Accounts” window, click **Generate Journal**.

---

**Note:** This option only appears when you click Define Balance Forward Accounts from within a workpaper, and not from the Workpaper tab.

---

4. A journal will be automatically created based on the first day of the workpaper period, based on the closing balances of the previous year. Descriptions for these journal entries will be blank.

---

**Note:** If a balance forward journal already exists and hasn’t been posted, the system will ask you if you want to delete the existing entry and regenerate a new journal based on the updated account mappings.

---

## Adding workpapers and source documents

During workpaper preparation, workpapers are attached and documents are linked to accounts in the period. The following types of files can be attached or linked to accounts or to the period:

- **Workpapers** — these documents are used to calculate and substantiate the balance in the account.

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See “Adding workpapers” on page 85 and “Opening workpapers” on page 108.

- **Document Manager files** — if Document Manager is installed, Document Manager is used to link files on your system to the accounts in the period. Files are linked to accounts in the period to substantiate the calculations in the workpaper.

See “Linking Document Manager source documents” on page 89 and “Opening source documents” on page 110.

- **External files** — if Document Manager is not installed, external files can be linked on your system to the accounts in the period. Files can be linked to accounts in the period to substantiate the calculations in the workpaper.

See “Linking external source documents” on page 98 and “Opening source documents” on page 110.

## Related topics

[Adding workpapers](#)

[Linking Document Manager source documents](#)

[Linking external source documents](#)

[Viewing a list of all workpapers and source documents](#)

[Opening workpapers](#)

[Opening source documents](#)

[Moving a workpaper](#)

[Deleting workpapers and source documents](#)

[Importing the client’s balances](#)

[Adjustment journals](#)

[Opening an existing period](#)

## Adding workpapers

For each client account, use **Add workpaper** to attach workpapers which will substantiate or calculate the balance in the account. Workpapers can also be attached to the period and not linked to a specific account. Workpapers can be attached to either detail and header accounts.

---

**Note:** New workpapers must have a unique name.

---

Attached workpapers are stored in Workpapers. If a workpaper is deleted it is permanently deleted and cannot be restored.

If the period has been rolled over from a previous period, new workpapers are automatically attached to the accounts in the new period using the previous period as a guide. Those workpapers which were completed and attached to accounts in the previous period, will be recreated and attached to the same accounts in the new period. Only those workpapers with the rollover option selected will be generated and attached.

---

**Note:** You can add a workpaper to the next successive year period if you are configured with either: AccountRight 2013.0 or later, or Essentials Accounting or Cashbook as the financial data source.

---

### ***To add a workpaper to an account***

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.

2. Select the account in the table.  
or  
Click the checkbox in the first column of the selected account.

3. Click **Add workpaper** on the Tasks bar.

---

**Tip:** Another way of attaching workpapers to an account, is to Select the account in the table, right-click and select **Add workpaper**.

---

The **Add Workpaper** window opens.

The **Account** field automatically displays the selected account. A different account can be selected using the drop-down.

4. In the **Select workpaper template** section, select the:

- **Category** — use the drop-down to filter the list of templates which are displayed in the **Template** drop-down. Only templates of the selected category will be displayed on the **Template** drop-down. Select **All** to see all templates regardless of category.
- **Template** — use the drop-down to select the workpaper template to be attached to the selected account. If you know the name of the template, you can type in this field to search for it.

5. Enter a new **Workpaper name**.

Rename the selected template to a something more appropriate for the client account.

---

**Note:** Workpapers must have unique names.  
An error message is displayed if the Workpaper name is already in use. Click **OK** to create a workpaper with a suffix added to the workpaper name. Click **Cancel** to return to the **Add Workpaper** window.

---

6. Set the Rollover options, if available:

- **Rollover this workpaper to the next period** — click this checkbox to roll over the workpaper to the next period. During rollover, the previous workpapers period is used as a

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base. If this option is selected, the current workpaper will be recreated and attached to the same account in the next period.

- **Retain links to all external documents** — click this checkbox to include links to all documents which are linked within the workpaper when it is rolled over into the next period.

In the workpaper, it is possible to add links to Document Manager files, if Document Manager is installed, or external files, if Document Manager is not installed. These linked documents can then be opened and viewed from within the workpaper. See “Completing workpapers” on page 130.

If **Retain links to all external documents** is selected, a list of all external documents is copied to the new workpaper when it is rolled over into the next period.

7. Click **Add**.

The workpaper is attached to the selected account and displayed as a sub-row below the account in the **Prepare Trial Balance (Workpapers)** table. An  icon identifies a workpaper. The workpaper is also opened.

For instructions on opening and viewing workpapers, see “Opening workpapers” on page 108 for more information.

From within the workpaper the workpaper properties, such as the name and the rollover options which have been configured, can be viewed. See “Viewing and editing the workpaper properties” on page 153.

### ***To add a workpaper to the period***

1. Open the workpapers period.

See “Opening an existing period” on page 53.

The **Prepare Trial Balance (Workpapers)** table is displayed.

2. Select **Non-account specific documents** in the table.

or

Click the **Non-account specific documents** checkbox in the table.

This is the first item listed in the table.

3. Click **Add workpaper** on the Tasks bar.

---

**Tip:** Another way of attaching workpapers to a period, is to select **Non-account specific documents** in the table, right-click and select **Add workpaper**.

---

The **Add Workpaper** window opens.

4. Leave the **Account** field blank.

The workpaper is being attached to the period and not to a specific account.

5. In the **Select workpaper template** section select:

- 
- **Category** — use the drop-down to filter the list of templates which are displayed on the **Template** drop-down. Only templates of the selected category are displayed on the **Template** drop-down. Select **All** to see all templates regardless of category.
  - **Template** — use the drop-down to select the workpaper template to be attached to the selected account.

6. Enter a new **Workpaper name**.

Rename the selected template to a something more appropriate for the client account.

---

**Note:** Workpapers must have unique names.

An error message is displayed if the Workpaper name is already in use. Click **OK** to create a workpaper with a suffix added to the workpaper name. Click **Cancel** to return to the **Add Workpaper** window.

---


7. Set the Rollover options:

- **Rollover this workpaper to the next period** — click this checkbox to roll over the workpaper to the next period. During rollover, the previous workpapers period is used as a base. If this option is selected, the current workpaper will be recreated and attached to the same account in the next period.
- **Retain links to all external documents** — click this checkbox to include links to all documents which are linked within the workpaper when it is rolled over into the next period.

In the workpaper, it is possible to add links to Document Manager files, if Document Manager is installed, or external files, if Document Manager is not installed. These linked documents can then be opened and viewed from within the workpaper.

If **Retain links to all external documents** is selected, a list of all external documents is copied to the new workpaper when it is rolled over into the next period.

8. Click **Add**.

The workpaper is attached to the period and opens. The workpaper is displayed as a sub-row below **Non-account specific documents** in the table. An  icon identifies a workpaper.

For instructions on opening and viewing workpapers, see “Opening workpapers” on page 108 for more information.

## Related topics

[Opening an existing period](#)

[Viewing a list of all workpapers and source documents](#)

[Opening workpapers](#)

[Opening source documents](#)

[Comments in workpapers](#)

[Completing workpapers](#)

[Viewing and editing the workpaper properties](#)



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## Linking clients in a workpaper

### *Accountants Enterprise only*

If you have Workpaper Designer, you can add a **Link client** button into your workpapers, so that you can insert an account balance for a related entity – see [Inserting an account code or description](#) for more information.

To add a link to a client in a workpaper that includes a **Link Client** button:

1. Click **Link Client**.

The **Link Workpaper Fields** window displays.

2. Click [...] beside the **Select Client** field to select the client to link.

The **Find Client** dialog displays.

3. Type part of the name of the client in the **Search for** field and click **Search**.

A list of matching clients displays.

4. Select the client to link to and click **OK**.

The **Select Workpaper Fields** window redisplay.

5. Select a period from the **Select period** dropdown.

A list of accounts displays.

6. Select the account and click **OK**.

The workpaper redisplay showing the name of the linked client and the balance of the linked account.

---

**Note:** Click **Unlink client** to remove the connection from the workpaper.

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## Related topics

[Inserting an account code or description](#)

[Opening an existing period](#)

[Viewing a list of all workpapers and source documents](#)

[Opening workpapers](#)

[Opening source documents](#)

[Comments in workpapers](#)

[Completing workpapers](#)

[Viewing and editing the workpaper properties](#)

## Linking Document Manager source documents

For each client account, **Link Document** is used to link documents which substantiate the calculations in the workpapers. If Document Manager is installed, files are linked to accounts in the

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period using Document Manager. If Document Manager is not installed, external files can be linked to accounts in the period.

Before linking Document Manager files to the period, the file must be created in or imported into Document Manager.

See [Creating new documents with the Create Document wizard](#) and [Importing documents](#) in Document Manager for more information.


When linking a Document Manager file to an account or period, a link is created between the account / period and the document which is stored in Document Manager. When using **Delete**, the link between the account and the document is deleted. The document is no longer linked to the workpaper account / period but is still available in Document Manager.

If a document link is broken, that is, by renaming the document or moving it to a different location, an error message is displayed as the original document cannot be found. You must re-link the document.

You can link a Document Manager file to:

- an account
- a period.

You can also link to bookmarks within a PDF Document Manager file.

An  icon identifies a linked document.

## Related topics

[Linking a Document Manager file to an account](#)

[Linking a Document Manager file to a period](#)

[Linking a Document Manager file containing references](#)

[Adding workpapers](#)

[Viewing a list of all workpapers and source documents](#)

[Opening workpapers](#)

[Opening source documents](#)

[Deleting workpapers and source documents](#)

[Importing the client's balances](#)

[Adjustment journals](#)

[Opening an existing period](#)

[Opening Document Manager files](#)

Linking a Document Manager file to an account

### ***To link a Document Manager file to an account***

1. Open the workpapers period.  
See "Opening an existing period" on page 53.

---

The **Prepare Trial Balance (Workpapers)** table is displayed.

2. Select the detail or header account in the table.

or

Click the checkbox in the first column for the selected account.

Document Manager files can be attached to both detail and header accounts.

3. Click **Link document** on the Tasks bar.

---

**Tip:** Another way of linking Document Manager files is to select the account in the table, right-click and select **Link document**.

---

The **Link Document** window opens.

4. Ensure that the correct account is displayed in the **Account** field.

5. Click **Search**.

The **Search for a document** window opens.

6. When the **Search for a document** window displays, a default search is carried out, showing documents sorted in order of last reference.

---

**Note:** The number of records retrieved in this initial search is limited to 10. To retrieve all search results, click **Search**.

---

If you wish to refine the search, continue to the next step; otherwise, go to Step 10.

7. By default, the **Current** option is selected in **Search Contacts**.

Only documents for the client for whom the workpapers period is being completed will be searched.

If required, you can select the **All** option and click the ellipse button to select a new client.

8. Enter criteria into the **Search Criteria** fields to refine the search.

Searches can be based on:

- **Title and Author** — enter the title of the document on the **Title** field and / or select the author on the **Author** drop-down.
- **Reference no** — select the **Reference no** option and enter the document reference number on the text field.
- **Display related entity documents** — displays all the documents for any of the clients/ contacts listed on the **Associated** tab for the current contact/client and for the parent, children and siblings from the **Billing Group** tab. If this option is selected all the documents for clients/contacts in the same family group as the currently selected client/contact are displayed.

To display all documents for the selected client leave the search criteria blank and click **Search**.

---


Documents that match the search criteria are displayed in the table. The total number of documents returned by the search is displayed at the top of the table.

9. To sort or filter the search results:
  - a. Click any column heading to sort the results alphabetically or numerically.
  - b. Use the first row in the table to filter the search results.

In any of the Reference No, Client, Document Title and Author fields click the drop-down and select the value to filter on from the drop-down.

The criteria on which to filter the search results can also be entered. Enter the value you wish to use as a filter into any of the Reference No, Client, Document Title or Author fields and press [**Enter**].

Use wildcards for advanced filtering. For example, to filter the results to view only those documents starting with C, enter C and an asterisk (\*) into the **Document Title** field and press [**Enter**].

Click  to clear the search filter.

10. Find the document to be linked to the account in the table.

11. Click the file checkbox.

Click multiple checkboxes to link multiple documents.


12. Click **OK**.

The **Search for a document** window closes.

13. Ensure that the correct file name is displayed in the **Name** field.

If multiple files are being linked then the file names are separated by a semi-colon (;).

14. Click **Link**.

The Document Manager file is linked to the selected account. The Document Manager file is displayed as a sub-row under the account in the table. An  icon identifies a linked document.

---

**Note:** If there already linked documents with the same name in the workpaper, you will be prompted to add a suffix to the names of the added documents. Click **OK** to add these documents with a suffix, or click **Cancel** to return to the window.

If you are adding multiple documents with similar names, you will be prompted to change these file names manually and try again.

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For instructions on opening and viewing Document Manager files, see “Opening source documents” on page 110 for more information.

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## Related topics

[Linking a Document Manager file to a period](#)

[Linking a Document Manager file containing references](#)

[Adding workpapers](#)

[Viewing a list of all workpapers and source documents](#)

[Opening workpapers](#)

[Opening source documents](#)

[Deleting workpapers and source documents](#)

[Importing the client's balances](#)

[Adjustment journals](#)

[Opening an existing period](#)

[Opening Document Manager files](#)

Linking a Document Manager file to a period

### ***To link a Document Manager file to a period***

1. Open the workpapers period.  
See "Opening an existing period" on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Click the **Non-account specific documents** checkbox.  
This is the first item listed in the table.
3. Click **Link document** on the Tasks bar.

---

**Tip:** Another way of linking Document Manager files to the period, is to select **Non-account specific documents** in the table, right-click and select **Link document**.

---

The **Link Document** window opens.

4. Leave the **Account** field blank.  
The Document Manager file is being linked to the period and not to a specific account.
5. Click the **Document Manager File** option.
6. When the **Search for a document** window displays, a default search is carried out, showing documents sorted in order of last reference.

---

**Note:** The number of records retrieved in this initial search is limited to 50. To retrieve all search results, click **Search**.

---

If you wish to refine the search, continue to the next step; otherwise, go to Step 10.

7. Enter criteria into the **Search Criteria** fields to refine the search.

---

Searches can be based on:

- **Title and Author** — enter the title of the document on the **Title** field and / or select the author on the **Author** drop-down.
- **Reference no** — select the **Reference no** option and enter the document reference number on the text field.
- **Display related entity documents** — displays all the documents for any of the clients/ contacts listed on the **Associated** tab for the current contact/client and for the parent, children and siblings from the **Billing Group** tab. If this option is selected all the documents for clients/contacts in the same family group as the currently selected client/contact are displayed.

To display all documents for the selected client leave the search criteria blank and click **Search**.


Documents that match the search criteria are displayed in the table. The total number of documents returned by the search is displayed at the top of the table.

8. To sort or filter the search results:
  - a. Click any column heading to sort the results alphabetically or numerically.
  - b. Use the first row in the table to filter the search results.

In any of the Reference No, Client, Document Title and Author fields click the drop-down and select the value to filter on from the drop-down.

The criteria on which to filter the search results can also be entered. Enter the value you wish to use as a filter into any of the Reference No, Client, Document Title or Author fields and press [**Enter**].

Use wildcards for advanced filtering. For example, to filter the results to view only those documents starting with C, enter C and an asterisk (\*) into the **Document Title** field and press [**Enter**].

Click  to clear the search filter.

9. Click **OK**.


The **Search for a document** window closes.

10. Ensure that the correct file name is displayed in the **Name** field.

11. Click the **Rollover this document to the next period** checkbox.

This will include the document in the next rollover period. During rollover, the previous workpapers period is used as a base. If this option is selected the link to the document will be recreated and included on the same account in the next period.

12. Click **Link**.

The Document Manager file is linked to the period. The Document Manager file is displayed as a sub-row below **Non-account specific documents** in the table. An  icon identifies a linked document.

---

**Note:** If there already linked documents with the same name in the workpaper, you will be prompted to add a suffix to the names of the added documents. Click **OK** to add these documents with a suffix, or click **Cancel** to return to the window.

If you are adding multiple documents with similar names, you will be prompted to change these file names manually and try again.

---

For instructions on opening and viewing Document Manager files, see “Opening source documents” on page 110 for more information.

## Related topics

[Linking a Document Manager file to an account](#)

[Linking a Document Manager file containing references](#)

[Adding workpapers](#)

[Viewing a list of all workpapers and source documents](#)

[Opening workpapers](#)

[Opening source documents](#)

[Deleting workpapers and source documents](#)

[Importing the client’s balances](#)

[Adjustment journals](#)

[Opening an existing period](#)

[Opening Document Manager files](#)

## Linking a Document Manager file containing references

When you link a PDF file or Excel spreadsheet, you can specify the PDF bookmark or Excel worksheet as a reference. This is done in the Link Document window, which appears when you select either of these files for linking.

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**Note:** Excel 2013, Excel 2016, and XLS, XLSX and XLSM file types are supported for adding Excel spreadsheets with references.

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**Note:** This feature does not support password protected files. Only the “Entire document” reference option is available.

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## *To link a Document Manager file (containing references) to an account*

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Select the detail or header account in the table.

---

or

Click the checkbox in the first column for the selected account.

Document Manager files can be attached to both detail and header accounts.

3. Click **Link document** on the Tasks bar.

---

**Tip:** Another way of linking Document Manager files is to Select the account in the table, right-click and select **Link document**.

---

The **Link Document** window opens.

4. Ensure that the correct account is displayed in the **Account** field.
5. When the **Search for a document** window displays, a default search is carried out, showing documents sorted in order of last reference.

---

**Note:** The number of records retrieved in this initial search is limited to 50. To retrieve all search results, click **Search**.

---

If you wish to refine the search, continue to the next step; otherwise, go to Step 10.

6. By default, the **Current** option is selected in **Search Contacts**.  
Only documents for the client for whom the workpapers period is being completed will be searched.  
If required, you can select the **All** option and click the ellipse button to select a new client.
7. Enter criteria into the **Search Criteria** fields to refine the search.

Searches can be based on:

- **Title and Author** — enter the title of the document on the **Title** field and / or select the author on the **Author** drop-down.
- **Reference no** — select the **Reference no** option and enter the document reference number on the text field.
- **Display related entity documents** — displays all the documents for any of the clients/ contacts listed on the **Associated** tab for the current contact/client and for the parent, children and siblings from the **Billing Group** tab. If this option is selected all the documents for clients/contacts in the same family group as the currently selected client/contact are displayed.

To display all documents for the selected client leave the search criteria blank and click **Search**.

Documents that match the search criteria are displayed in the table. The total number of documents returned by the search is displayed at the top of the table.

8. To sort or filter the search results:
  - a. Click any column heading to sort the results alphabetically or numerically.



- 
- b. Use the first row in the table to filter the search results.

In any of the Reference No, Client, Document Title and Author fields click the drop-down and select the value to filter on from the drop-down.

The criteria on which to filter the search results can also be entered. Enter the value you wish to use as a filter into any of the Reference No, Client, Document Title or Author fields and press **[Enter]**.

Use wildcards for advanced filtering. For example, to filter the results to view only those documents starting with C, enter C and an asterisk (\*) into the **Document Title** field and press **[Enter]**.

Click  to clear the search filter.

9. Find the document to be linked to the account in the table.

10. Click the file checkbox.

Click multiple checkboxes to link multiple documents.

11. Click **OK**.

The **Search for a document** window closes. A list of documents is displayed in the **Link Document** window.

You can preview the Document Manager file by clicking on the hyperlink. Similarly, you can view any reference in the Document Manager file by clicking on the hyperlinked reference. The document is opened at the referenced page or worksheet.

12. If the file contains bookmarks/worksheets, select the appropriate option from the **Reference** column drop-down.

If the file does not contain any bookmarks or additional worksheets, only the **Entire document** option will be available from the **Bookmark** drop-down. Hidden worksheets in Excel spreadsheets are not shown in the dropdown.

If the **Entire document** option is selected, a link is created to the first page of the PDF document. For Excel files, no worksheet is added.

The **Document name** field is automatically filled with the name of the file that is to be linked to the period. If you are linking to a PDF bookmark or Excel worksheet, then the bookmark/worksheet name enclosed in brackets is added as a suffix to this value. You can change this value by deleting the existing text and entering a new Document name.

---

**Note:** The **Document name** value must be unique. An error message is displayed if the Document name is already in use.

---


13. If you have made an error and want to delete a document link in the **Link Document** window:

- a. Select the row containing the document link.
- b. Press **[Delete]**, or click **Delete**.

---

The document link is removed from the **Link Document** window.

14. Select the **Roll Forward** checkbox, if the linked document bookmarks will be rolled forward. This will include the document in the next rollover period. During rollover, the previous workpapers period is used as a base. If this option is selected the link to the document will be recreated and included on the same account in the next period.
15. Click **Link**.

The Document Manager file is linked to the selected account. The Document Manager file is displayed as a sub-row below the account in the table. If multiple documents are to be linked, multiple rows are displayed below the account in the table. An  icon identifies a linked document.

---

**Note:** If there already linked documents with the same name in the workpaper, you will be prompted to add a suffix to the names of the added documents. Click **OK** to add these documents with a suffix, or click **Cancel** to return to the window.

If you are adding multiple documents with similar names, you will be prompted to change these file names manually and try again. You can update the names by clicking in the **Document name** column of the **Link Document** window.

---

For instructions on opening and viewing Document Manager files, see “Opening source documents” on page 110 for more information.

## Related topics

[Linking a Document Manager file to an account](#)

[Linking a Document Manager file to a period](#)

[Adding workpapers](#)

[Viewing a list of all workpapers and source documents](#)

[Opening workpapers](#)

[Opening source documents](#)

[Deleting workpapers and source documents](#)

[Importing the client’s balances](#)

[Adjustment journals](#)

[Opening an existing period](#)

[Opening Document Manager files](#)

## Linking external source documents

If Document Manager is not installed, external files can be linked to the accounts in the period. When linking an external file to an account or period, a link is created between the account / period and the document which is stored on your system. When the document is opened the document stored on your system is opened. When using **Delete**, the link between the account / period and the

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document is deleted, not the document itself. See “Deleting workpapers and source documents” on page 117.

You can link an account or period to specific bookmarks within a PDF document. You can also link accounts or periods to different bookmarks within the same PDF document.

If a document link is broken (i.e., by renaming the document or moving it to a different location), an error message is displayed as the original document cannot be found. You must re-link the document.

---

**Note:** Workpapers is not a document management system. When linking an external file to an account, a copy of the document is not archived. If the document is moved or deleted from your system it will not be available in Workpapers.

---

## Related topics

[Linking an external file to an account](#)

[Linking an external file to a period](#)

[Linking to references in an external file](#)

[Adding workpapers](#)

[Viewing a list of all workpapers and source documents](#)

[Opening workpapers](#)

[Opening source documents](#)

[Deleting workpapers and source documents](#)

[Importing the client’s balances](#)

[Adjustment journals](#)

[Opening an existing period](#)

[Opening Document Manager files](#)

## Linking an external file to an account

### ***To link an external file to an account***

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Select the detail or header account in the table.  
or  
Click the checkbox in the first column for the selected account.
3. Click **Link document** on the Tasks bar.

---

**Tip:** Another way of linking an external file to an account is to select the account in the table, right-click and select **Link document**.

---

The **Link External File** window opens.

4. Ensure that the correct account is displayed in the **Account** field.

5. Click **Browse** in the **Select external file** section.

The **Attach External File** window opens.

6. Navigate to the location where the file is stored and find the file.

7. Click **Open**.

---

**Note:** If the Document name is already in use, a message will appear asking if you wish to add the document with a suffix attached. If you click **OK**, the document will be automatically added to the account.

---

8. Ensure that the path and filename in the **File** field are correct.

The **Reference** field is disabled.

The **Document name** field is automatically filled with the name of the file that is to be linked to the account. This can be changed, if necessary, by deleting the existing text and entering a new document name.

---

**Note:** The **Document name** must be unique. An error message is displayed if the document name is already in use.


---

9. Enter a new unique name for the external file in the **Document name** field.

10. Click the **Rollover this document to the next period** checkbox.

This will include the document in the next rollover period. During rollover, the previous workpapers period is used as a base. If this option is selected the link to the document will be recreated and included on the same account for the next period.

11. Click **Link**.

The external file is linked to the selected account. The external file is displayed as a sub-row below the account in the table. An  icon identifies a linked document.

## Related topics

[Linking an external file to a period](#)

[Linking to references in an external file](#)

[Adding workpapers](#)

[Viewing a list of all workpapers and source documents](#)

- 
- [Opening workpapers](#)
  - [Opening source documents](#)
  - [Deleting workpapers and source documents](#)
  - [Importing the client's balances](#)
  - [Adjustment journals](#)
  - [Opening an existing period](#)
  - [Opening Document Manager files](#)

Linking an external file to a period

***To link an external file to a period***

1. Open the workpapers period.  
See "Opening an existing period" on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Click the **Non-account specific documents** checkbox.  
This is the first item listed in the table.
3. Click **Link document** on the Tasks bar.

---

**Tip:** Another way of linking an external file to the period is to select **Non-account specific documents** in the table, right-click and select **Link document**.

---

The **Link Document** window opens.

4. Leave the **Account** field blank.  
The external file is being linked to the period and not to a specific account.
5. Click **Browse** in the **Select external file** section.  
The **Attach External File** window opens.
6. Navigate to the location where the file is stored and find the file.
7. Click **Open**.
8. Ensure that the path and file name in the **File** field are correct.  
The **Reference** field is disabled.  
The **Document name** field is automatically filled with the name of the file that is to be linked to the period. This can be changed, if necessary, by deleting the existing text and entering a new Document name.


---

**Note:** The **Document name** must be unique. An error message is displayed if the Document name is already in use.

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- 
9. Enter a new unique name for the external file in the **Document name** field.
  10. Click the **Rollover this document to the next period** checkbox.

This will include the document in the next rollover period. During rollover, the previous workpapers period is used as a base. If this option is selected, the link to the document will be recreated and included on the same account in the next period.
  11. Click **Link**.

The external file is linked to the period. The external file is displayed as a sub-row below **Non-account specific documents** in the table. An  icon identifies a linked document.

## Related topics

- [Linking an external file to an account](#)
- [Linking to references in an external file](#)
- [Adding workpapers](#)
- [Viewing a list of all workpapers and source documents](#)
- [Opening workpapers](#)
- [Opening source documents](#)
- [Deleting workpapers and source documents](#)
- [Importing the client's balances](#)
- [Adjustment journals](#)
- [Opening an existing period](#)
- [Opening Document Manager files](#)

## Linking to references in an external file

When you link a PDF file or Excel spreadsheet, you can specify the PDF bookmark or Excel worksheet as a reference.

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**Note:** Excel 2013, Excel 2016, and XLS, XLSX and XLSM file types are supported for adding Excel spreadsheets with references.

---

---

**Note:** This feature does not support password protected files. Only the "Entire document" reference option is available.

---

## *To link to specific references in an external document*

1. Open the workpapers period.

See "Opening an existing period" on page 53.

The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Select the detail or header account in the table.

---

or

Click the checkbox in the first column for the selected account.

3. Click **Link document** on the Tasks bar.

---

**Tip:** Another way of linking an external file to a selected account in the table, right-click and select **Link document**.

---

The **Link External File** window opens.

4. Ensure that the correct account is displayed in the **Account** drop-down field.

5. Click **Browse** in the **Select external file** section.

The **Attach External File** window opens.

6. Navigate to the location where the PDF file is stored and find the file.

7. Click **Open**.

---

**Note:** If the Document name is already in use, a message will appear asking if you wish to add the document with a suffix attached. If you click **OK**, the document will be automatically added to the account.

---

8. Ensure that the path and filename in the **File** field are correct.

9. If you are linking to a specific PDF bookmark or Excel worksheet, select the reference from the **Reference** drop-down.

If the external file does not contain any references, then a link will be created to the **Entire Document**.

The **Document name** field is automatically filled with the name of the file that is to be linked to the period. If you are linking to a PDF bookmark or Excel worksheet, then the bookmark/worksheet name enclosed in brackets is added as a suffix to this value. You can change this value by deleting the existing text and entering a new Document name.

---

**Note:** The **Document name** must be unique. An error message is displayed if the Document name is already in use.

---

10. Select the **Rollover this document to the next period** checkbox.

This will include the document in the next rollover period. During rollover, the previous workpapers period is used as a base. If this option is selected the link to the document will be recreated and included on the same account in the next period.

11. Click **Preview**.


If you are linking to a specific PDF bookmark or Excel worksheet, the file opens at the specified reference.

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If you are linking to the entire file as it does not have any references, then the document opens at the first page.

Preview the displayed information and check that the reference is correct.

12. Click **Link**.

The external file is linked to the selected account. The external file is displayed as a sub-row below the account in the table. An  icon identifies a linked document.

## Related topics

[Linking an external file to an account](#)

[Linking an external file to a period](#)

[Adding workpapers](#)

[Viewing a list of all workpapers and source documents](#)

[Opening workpapers](#)

[Opening source documents](#)

[Deleting workpapers and source documents](#)

[Importing the client's balances](#)

[Adjustment journals](#)

[Opening an existing period](#)

[Opening Document Manager files](#)

## Viewing a list of all workpapers and source documents

Use the **View all workpapers** option on the Tasks bar to view a list of all workpapers and documents which are associated with the period. This option also enables you to add / link, open and delete workpapers and documents.

### *To view a list of all workpapers and source documents*

1. Open the workpapers period.

See "Opening an existing period" on page 53.

The **Prepare Trial Balance (Workpapers)** table is displayed.

2. Click **View all workpapers** on the Tasks bar.

The **Trial Balance (Workpapers)** window opens.

A list of all the documents for the period is displayed. The client and period details are displayed at the top of the window. From this window you can add, link, open and delete workpapers and / or documents.

Use the table headings to sort information within the table. Click the **Document** heading to sort the rows in the table alphabetically by document name. Click the **Code** heading to sort the rows in the table numerically by account number.



- 
3. Click **Close**.

The **Trial Balance (Workpapers)** window closes.

### Related topics

[Adding workpapers](#)

[Linking Document Manager source documents](#)

[Linking external source documents](#)

[Opening workpapers](#)


[Opening source documents](#)

[Deleting workpapers and source documents](#)

[Opening an existing period](#)

## Account comments

You can add a comment to any account listed in the **Prepare Trial Balance (Workpapers)** table.

When a comment is added to an account, a comment icon  is placed in the column next to the **Status** column for the relevant account.

To view the comment, place your cursor on the comment icon. The comment is displayed in a text box.

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**Note:** You cannot add multiple comments to the one account. But you can add further comments to an existing comment.

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### Related topics

[Adding comments to an account](#)

[Editing comments on an account](#)

[Deleting comments from an account](#)

[Opening workpapers](#)

[Completing workpapers](#)

## Adding comments to an account

### *To add comments to a selected account in the Prepare Trial Balance (Workpapers) table*

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Select an account in the table.

- 
3. Click **Add comment** on the Tasks bar.

or

Right-click on the account in the table and select **Add comment**.

The **Add Comment** window opens.

The **Account** field is automatically filled with the selected account details. The Comments section contains the name of the person adding the comment, the current date and time of when the comment was added.

4. Enter comments in the text area.

Enter comments beneath the date and time stamp entry and the Reference: entry. This is a free format text area.

5. Click the **Add** button.

The comment is added to the account and the **Add Comment** window closes.

### ***To add comments to the Trial Balance (Workpapers) table***

1. Open the workpapers period.

See “Opening an existing period” on page 53.

The **Prepare Trial Balance (Workpapers)** table is displayed.

2. Click **Add comment** on the Tasks bar.

or

Right-click on the table and select **Add comment**.

The **Add Comment** window opens.

3. Select an account from the **Account** field drop-down.

The drop-down list contains the entire list of imported chart of accounts from the configured general ledger.

4. Enter comments in the text area.

Enter comments beneath the date and time stamp entry and the Reference: entry. This is a free format text area.

5. Click the **Add** button.

The comments are added to the account and the **Add Comment** window closes.

### **Related topics**

[Account comments](#)

[Editing comments on an account](#)

[Deleting comments from an account](#)

---

## Editing comments on an account

### ***To edit comments***

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Right-click the comment icon for the selected account.
3. Select **Edit comments**.  
The **Edit Comment** window opens.  
The **Account** field is automatically filled with the details of the selected account and cannot be changed.
4. Edit the comment as necessary.
5. Click **OK**.  
The changes are saved to the comment.

### ***To add more comments to an existing comment***

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Right-click the comment icon for the selected account.
3. Select **Edit comments**.  
The **Edit Comment** window opens.  
The **Account** field is automatically filled with the details of the selected account and cannot be changed.
4. Click **Insert time**.  
This will insert your name and a date and time stamp as an entry line in the **Comments** text box area.
5. Enter your comments.
6. Click **OK**.  
To save the changes to your comment.

### **Related topics**

[Account comments](#)

[Adding comments to an account](#)

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## [Deleting comments from an account](#)

### Deleting comments from an account

#### ***To delete comments from an account***

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Right-click the comment icon for the selected account.
3. Select **Delete comments**.  
A **Delete** confirmation message is displayed.
4. Click **Yes**.  
To delete the comment.

#### **Related topics**

[Account comments](#)



[Editing comments on an account](#)

[Adding comments to an account](#)

## Opening workpapers

Workpapers are used to calculate and substantiate the balance in the account. After workpapers have been attached to an account, the attached workpaper must be opened and completed.

#### ***To open a workpaper***

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Find the account with the associated workpaper in the table.
3. Click  to expand the account and view the documents.  
If the workpaper is attached to the period, click  to expand **Non-account specific documents** and view the documents.
4. Double-click the workpaper.  
The workpaper opens in a new window.

---

### ***To open a workpaper using the Tasks bar***

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Find the account with the associated workpaper in the table.
3. Select the workpaper.  
Ensure that the checkbox is ticked.
4. Click **Open workpaper** on the Tasks bar.  
The workpaper opens in a new window.

### ***To open multiple workpapers***

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Click the checkboxes of all the workpapers or documents to be opened.
3. Click **Open workpaper** on the Tasks bar.  
The workpapers open in new windows.  
If documents have been selected, the cover page of each selected document opens in a new window. Click the **Open** button to open the document. The document will then open in the associated application. See “Opening multiple documents” on page 113.

### **Related topics**

[Completing workpapers](#)

[Comments in workpapers](#)

[Workpaper To Do items](#)

[Viewing and editing the workpaper properties](#)

[Adding workpapers](#)

[Viewing a list of all workpapers and source documents](#)

[Opening source documents](#)

[Deleting workpapers and source documents](#)

[Managing, tracking and approving workpapers](#)

[Opening an existing period](#)

[Opening multiple documents](#)

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## Opening source documents

Source documents can be linked to accounts within the workpaper period to substantiate the balance of the account. If Document Manager is installed, files are linked to accounts in the period using Document Manager. If Document Manager is not installed, external files can be linked to the accounts in the period.

See “Opening Document Manager files” on page 110 and “Opening external files” on page 112.

All documents have an associated cover page. The cover page enables progress tracking of reviewing and approving documents. When opening source documents, access the cover page first and then open the file. The source document opens in the associated application. See “Using the source document cover page” on page 114.

### Related topics

[Opening Document Manager files](#)

[Opening external files](#)

[Using the source document cover page](#)

[Viewing and editing the source document properties](#)

[Viewing a list of all workpapers and source documents](#)

[Linking Document Manager source documents](#)

[Deleting workpapers and source documents](#)

[Opening an existing period](#)

### Opening Document Manager files

All documents have an associated cover page. When opening source documents, access the cover page first and then open the file. The source document opens in the associated application. See “Using the source document cover page” on page 114.

Document Manager files which are opened in Workpapers are automatically checked out of Document Manager. Document Manager copies the file to the working directory and the item is locked to prevent others from making changes to the document. While a document is checked out and open, other staff members will have read-only access to the document.

If changes are made to the Document Manager file, it should be checked in before closing the document. Use the **Check In** option on the Document Manager toolbar. A new version of the document can be created. A new document or the original document can be replaced. See the [Document Manager Check In](#) process.

Changes cannot be made to the Document Manager file if its status is set to approved / complete. When opening a Document Manager file with a status of approved / complete a warning is displayed. Select **Yes** to open and view the file as read-only.

For AE, see the [Document Manager document approvals process](#).

---

When a workpaper is closed while a PDF file is checked out, a warning message displays asking if you'd like to check in these documents first. You can check in your changes at this point, or dismiss the message and check in the changes later.

All of Document Manager's features are available for use. See the [Document Manager help](#) for more information on using these features.

### ***To open a Document Manager file***


1. Open the workpapers period.

See "Opening an existing period" on page 53.

The **Prepare Trial Balance (Workpapers)** table is displayed.

2. If the Document Manager file is linked to an account, find the account in the table.

Click  to expand the account and view the documents.

If the document is linked to the period, click  to expand **Non-account specific documents** and view the documents.

3. Double-click the linked Document Manager file.

The cover page for the Document Manager file opens in a new window.

4. Click **Open**.

This is located on the **Document details** section.

The Document Manager file opens in the associated application.

Document Manager files which are opened in Workpapers are automatically checked out of Document Manager. While a document is open and checked out other staff members will have read-only access to the document.

If the Document Manager file has a status of Approved / Complete a warning is displayed. No changes can be made to the document. Click **Yes** to open and view the document in read-only mode.

If the Document Manager file has a status of In Progress, changes can be made to the document. After making changes to the document, check in the document using the **Check In** option on the Document Manager toolbar. The document can be saved as a new version. A new document can be created or the original document can be replaced.

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**Note:** If you wish to edit a PDF document, the default program for .pdf files in your operating system should be set to a PDF editor.

---

5. Close the Document Manager file.

You are returned to the cover page for the Document Manager file.

See "Using the source document cover page" on page 114.

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## Related topics

[Opening external files](#)

[Using the source document cover page](#)

[Viewing and editing the source document properties](#)

[Viewing a list of all workpapers and source documents](#)

[Linking Document Manager source documents](#)

[Deleting workpapers and source documents](#)

[Opening an existing period](#)

## Opening external files

If Document Manager is not installed, external files can be linked to the workpaper period. When an external file is linked to an account or period, a link is created between the account and the document which is stored on your system.

All source documents have an associated cover page. When opening external files, access the cover page first and then open the file. The external file, which is stored on your system, is opened in the associated application. See “Using the source document cover page” on page 114.

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**Note:** Workpapers is not a document management system. When an external file is attached to an account, a copy of the linked document is not archived. If the document is moved or deleted from your system, it will not be available in Workpapers.

---

### *To open an external file*


1. Open the workpapers period.

See “Opening an existing period” on page 53.

The **Prepare Trial Balance (Workpapers)** table is displayed.

2. If the external file is linked to an account, find the account in the table.

Click  to expand the account and view the documents.

If the document is linked to the period, click  to expand **Non-account specific documents** and view the documents.

3. Double-click the linked external file.

The cover page for the external file opens in a new window.

4. Click the **Open** button.

This is located on the **Document details** section.

The external file opens in the associated application.

If changes have been made to the external file, ensure that the changes are saved prior to closing the file.



- 
5. Close the external file.

You are returned to the cover page for the Document Manager file.

See “Using the source document cover page” on page 114.

## Related topics

[Opening Document Manager files](#)

[Using the source document cover page](#)

[Viewing and editing the source document properties](#)

[Viewing a list of all workpapers and source documents](#)

[Linking external source documents](#)

[Deleting workpapers and source documents](#)

[Opening an existing period](#)

## Opening multiple documents

In the **Prepare Trial Balance (Workpapers)** table, multiple documents can be selected and opened at one time. All source documents have an associated cover page. The cover page allows you to view the progress of reviewing and approving documents. When opening multiple documents, the cover page of each document opens first. The document can then be opened from the cover page.

### *To open multiple documents*

1. Open the workpapers period.

See “Opening an existing period” on page 53.

The **Prepare Trial Balance (Workpapers)** table is displayed.

2. Click the checkboxes of all the workpapers or documents to be opened in the table.
3. Click **Open workpaper** on the Tasks bar.

For documents, the cover page of each selected document opens in a new window. Click the **Open** button to open the document. The document will then open in the associated application. The selected multiple workpapers will each be opened in a new window.

See “Using the source document cover page” on page 114.

---

**Tip:** An alternative way of opening multiple documents from the **Prepare Trial Balance (Workpapers)** table is to click **View all workpapers** on the Tasks bar. In the **Trial Balance (Workplaces)** window, click the checkboxes of all the documents to be opened and click **Open workpaper**. Each document will open in a new window.

---

## Related topics

[Opening Document Manager files](#)

[Opening external files](#)

- 
- [Using the source document cover page](#)
  - [Viewing and editing the source document properties](#)
  - [Viewing a list of all workpapers and source documents](#)
  - [Linking Document Manager source documents](#)
  - [Linking external source documents](#)
  - [Deleting workpapers and source documents](#)
  - [Opening an existing period](#)
  - [Using the source document cover page](#)

## Using the source document cover page

All source documents have an associated cover page. The cover page enables you to view the progress of reviewing and approving documents. When opening source documents, access the cover page first and then open the file.

### ***To use the source document cover page***

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Find the source document in the table.
3. Double-click the source document to open it.  
See “Opening Document Manager files” on page 110 or “Opening external files” on page 112.  
The document cover page opens.  
If the document is a Document Manager file, the **Location** field reads “Document Manager”.  
If the document is an external file, the **Location** field displays the path of the document.
4. Click **Open** to open the document.
5. To enter additional information about the document:
  - a. Click the text field in the **Notes** table.
  - b. Type text into the field.
6. Click **Save** to save the changes to the document cover page.  
or  
Click **Close** to close the document cover page. If you have not saved the changes you will be prompted to save the changes before closing the document cover page.

### **Related topics**

- [Opening Document Manager files](#)

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[Opening external files](#)

[Using the source document cover page](#)

[Viewing a list of all workpapers and source documents](#)

[Linking Document Manager source documents](#)

[Linking external source documents](#)

[Deleting workpapers and source documents](#)

[Opening an existing period](#)

[Viewing and editing the source document properties](#)

## Viewing and editing the source document properties

From within the source document cover page, the source document properties which have been configured for the document can be viewed and edited. Use the **Properties** button on the cover page toolbar to access the source document properties.

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**Note:** Only the document rollover options can be edited.

---

### *To view and edit the source document properties*

1. Open the source document cover page.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Click **Properties** on the toolbar.  
The **Workpaper Properties** window opens.
3. Edit the source document properties as necessary.  
Only the document rollover options can be edited.
4. Click **OK** to save the changes or **Cancel** to close the window without saving.

### **Related topics**

[Opening Document Manager files](#)

[Opening external files](#)

[Using the source document cover page](#)

[Viewing a list of all workpapers and source documents](#)

[Linking Document Manager source documents](#)

[Linking external source documents](#)

[Deleting workpapers and source documents](#)

[Opening an existing period](#)

---

## Moving a workpaper

You can move a workpaper from one account to another. This is useful if you've added a workpaper to the wrong account.

You can also rename the workpaper during the move.

---

**Note:** When the workpaper is moved to the selected account, all linked accounts and values are updated.

---

### *To move a workpaper*

1. Open the workpapers period.  
See "Opening an existing period" on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Select the workpaper or document in the table.
3. Click the checkbox next to the workpaper or document.
4. Click **Move workpaper** on the Tasks bar.  
The **Move Workpaper** dialog is displayed.
5. Select an account from the **To account** dropdown. The workpaper will be moved to this account.
6. If you want to rename the workpaper, change the text in the **Workpaper name** field.
7. Set the Rollover options:
  - **Rollover this workpaper to the next period** — tick this checkbox to roll over the workpaper to the next period. During rollover, the previous workpapers period is used as a base. If you tick this option, this workpaper will be recreated and attached to the same account in the next period.
  - **Retain links to all external documents** — tick this checkbox to include links to all documents that are linked within the workpaper when it is rolled over to the next period. If you tick this option, a list of all external documents is copied to the new workpaper when it is rolled over to the next period.
8. Click **OK**.

### **Related topics**

[Adding workpapers](#)

[Deleting workpapers and source documents](#)

[Linking Document Manager source documents](#)

[Opening source documents](#)

---

[Viewing a list of all workpapers and source documents](#)

[Viewing and editing the source document properties](#)

[Using the source document cover page](#)

[Adjustment journals](#)

[Opening an existing period](#)

## Deleting workpapers and source documents

Single or multiple workpapers and documents can be deleted.

When deleting workpapers and documents it is important to note:

- Approved workpapers and documents cannot be deleted. An error is displayed if an attempt is made to delete an approved workpaper or document. A warning is also displayed if an approved workpaper is included when deleting multiple workpapers and / or documents.
- Deleting a workpaper permanently deletes the attached workpaper. The workpaper cannot be restored. Before using **Delete**, please double check that the workpaper is to be permanently deleted.
- Deleting a Document Manager file does not delete the document in Document Manager. The link between the workpaper period and the Document Manager file is deleted. The document is not available in Workpapers but is still available in Document Manager.
- Deleting an external file such as a spreadsheet or text file does not delete the document itself. The link between the workpaper period and the external file is deleted. The document is not available in Workpapers but remains on your system.

### ***To delete a workpaper or document from the Prepare Trial Balance (Workpapers) table***

1. Open the workpapers period.  
See "Opening an existing period" on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Select the workpaper or document in the table.
3. Click the checkbox next to the workpaper or document.
4. Click **Delete workpaper** on the Tasks bar.  
The **Delete Workpapers** dialog is displayed.
5. Click **Yes** to confirm the deletion. Click **No** to cancel the deletion.

### ***To delete a workpaper or document using View all workpapers***

1. Open the workpapers period.  
See "Opening an existing period" on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.

- 
2. Click **View all workpapers** on the Tasks bar.  
The **Trial Balance (Workpapers)** window opens.
  3. Click the checkboxes of the workpaper(s) and / or document(s) to be deleted.
  4. Click **Delete**.  
The **Delete Workpapers** dialog is displayed.
  5. Click **Yes** to confirm the deletion. Click **No** to cancel the deletion.

***To delete multiple workpapers or documents from the Prepare Trial Balance (Workpapers) table***

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Select the workpapers and/or documents in the table.
3. Click the checkboxes next to the documents/workpapers to be deleted.
4. Click **Delete**.  
The **Delete Confirm** dialog is displayed.
5. Click **Yes** to confirm the deletion. Click **No** to cancel the deletion.

### **Related topics**

[Adding workpapers](#)

[Linking Document Manager source documents](#)

[Opening source documents](#)

[Viewing a list of all workpapers and source documents](#)

[Viewing and editing the source document properties](#)

[Using the source document cover page](#)

[Adjustment journals](#)

[Opening an existing period](#)

[Moving a workpaper](#)

## **Rolling data over from a prior period**

There will be times when errors are made or workpapers are mistakenly deleted or a workpaper was not automatically rolled over from the previous period. You can rollover individual workpapers from a previous period into the current period.

To roll data over from a workpaper in a prior period to the selected workpaper in the current period, the following conditions must be met:

- 
- the workpapers must be the same, i.e. workpaper name, template and linked to same account code.
  - the workpaper must be available in the previous year.
  - the workpaper must be in edit mode, not read only mode.
  - the prior period must have been completed.
  - the prior period must have been defined.

---

**Note:** All current workpaper data is lost when you rollover from a prior period.

---

### ***To roll over workpaper data from a prior period***

1. Roll over all data from a completed period.  
See “Rolling over into a new period from a completed period” on page 54.
2. Open the new workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
3. Select the workpaper in the table.
4. Add the same workpaper to the same account code.  
See “Adding workpapers” on page 85.
5. Select the newly added workpaper.
6. Click **Rollover from the prior period** on the Tasks bar.  
A message will be displayed stating the period that data will be rolled over from.  
All current data will be lost.
7. Click **Yes** to continue.  
A message is displayed to inform you that the rollover was successful.  
If you open the workpaper, you will notice that the data content is that of the workpaper from the previous period.

### ***If you have made an error and wish to revert to the original workpaper***

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Delete the workpaper that is in error.  
See “Deleting workpapers and source documents” on page 117.

- 
3. Add the same workpaper to the same account code.  
See “Adding workpapers” on page 85.
  4. Select the newly added workpaper.
  5. Click **Rollover from the prior period** on the Tasks bar.  
A message will be displayed stating the period that data will be rolled over from.  
All current data will be lost.
  6. Click **Yes** to continue.  
A message is displayed to inform you that the rollover was successful.  
If you open the workpaper, you will notice that the data content is that of the workpaper from the previous period.

### Related topics

[Adding workpapers](#)

[Opening source documents](#)

[Viewing a list of all workpapers and source documents](#)

[Viewing and editing the source document properties](#)

[Using the source document cover page](#)

[Adjustment journals](#)

[Opening an existing period](#)

[Rolling over into a new period from a completed period](#)

[Updating your workpaper template](#)

## Updating your workpaper template

You can update a selected workpaper in the **Prepare Trial Balance (Workpapers)** table to the latest master workpaper template.

---

**Note:** When updating to the latest master workpaper template, your current workpaper data will be lost.

---

### *To update a workpaper template*

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Select the workpaper in the table.
3. Click **Update to latest template** on the Tasks bar.



---

A message will be displayed informing you which template version the workpaper is currently using and what the latest template version is. Current data in the workpaper may be lost if you update to the latest master workpaper template. You are requested to confirm your request.

If the selected workpaper is currently using the latest template version, you will receive a message informing you of this. Click **OK** to close the message.

4. Click **Yes**.

The selected workpaper is updated to the latest master template version.

A message will be displayed when the workpaper has been successfully updated to the latest template version.

5. Click **OK**.

### Related topics

[Adding workpapers](#)

[Opening source documents](#)

[Viewing a list of all workpapers and source documents](#)

[Viewing and editing the source document properties](#)

[Using the source document cover page](#)

[Adjustment journals](#)

[Opening an existing period](#)

[Rolling over into a new period from a completed period](#)

[Rolling data over from a prior period](#)

## Adjustment journals

In Workpapers, the client's accounts and balances are reviewed. For each account, workpapers are attached and completed which calculate and substantiate the balances for the account. If balances calculated during workpaper preparation are different to the client's balance, adjustment journals must be added to correct the client's balances. The final adjusted profit/loss as a result of the adjusting journal is displayed as the last entry in the **Prepare Trial Balance (Workpapers)** table.

### Related topics

[Adding a new adjustment journal](#)

[Posting journals and exporting new accounts](#)

[Viewing adjustment journals](#)

[Editing adjustment journals](#)

[Deleting adjustment journals](#)

[Deleting journals posted to a legacy ledger](#)

[Opening workpapers](#)

[Managing, tracking and approving workpapers](#)

---

## [Opening an existing period](#)

### Adding a new adjustment journal

If balances calculated during workpaper preparation are different to the client's balance, adjustment journals must be added to correct the client's balances.

---

**Note:** You will not be able to post a journal to an Essentials Accounting general ledger on or prior to a lock date.

---

#### *To add an adjustment journal*

1. Open the workpapers period.  
See "Opening an existing period" on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Select the account in the table.
3. Click Journals > **Add** on the Tasks bar.  
An alternative way of adding an adjustment journal to an account, is to select the account in the table, right-click and select **Add journal**.  
The **Add Journal** window opens.
4. Enter a **Date**.  
The **Date** drop-down defaults to the end date of the period.  
To edit the date, enter a new date into the **Date** field in the format dd/mm/yyyy or select the date from the drop-down calendar.
5. Enter a note for the adjustment journal on the **Journal note** field.  
This is a mandatory field.  
The selected account is displayed as a row in the table.
6. (Australia) If you want to use quantities for this journal (for example, for farm accounting), tick the **Enter quantities** checkbox.
7. If this journal needs to be reversed (that is, if it is for a transaction that will occur in the future), tick the **To be reversed** checkbox.

---

**Note:** Transactions marked as To be reversed will be posted twice: first with the date specified as the transaction date, and then again on the first day of the following period. The two transactions are identical except that the sign of all of the amounts is reversed so that one transaction cancels the other.

---

8. Select an account code from the **Account** dropdown.

---

If you need to create a new Account, click **Add Account** at the bottom of the window. The Add Account window displays. Refer to “Adding header and detail accounts” on page 75 for more information.

For Practice Ledgers, this button is **Manage Accounts**, which is identical to the Manage Accounts link in the Tasks bar. See “Managing accounts for AE/AO ledger” on page 72.

These buttons aren’t available for Accounts, AOGL, MAS, or AccountRight 19.xx.

9. To add GST, select **Apply GST**. This value is saved per workpaper. The **GST Code** and **GST Type** fields become editable. Modify these values as necessary.

For AEAO ledgers and Essentials Cashbook ledgers:

- Select the **GST Code** from the dropdown.  
The **GST Rate** is set according to the code you select.

For other ledgers:

- Select the **GST Type** from the drop-down (None, Collected or Paid).  
The **GST Rate** is set according to the type selected.

The amount of GST calculated will be posted to the account selected on the **Define GST Account** dialog.

---

**Note:** Deselecting **Apply GST** will reset the GST Rate and GST Amount fields to zero, and change the GST Code to NTR.

---

10. Enter the quantity for the selected account in the **Quantity** field.

---

**Note:** The **Quantity** field is only available if you ticked the **Enter quantities** checkbox above.

---

---

**Note:** You can enter a negative amount in the **Quantity** field.

---

11. Enter the debit or credit adjustment amount for the selected account in the **DR Amount** and **CR Amount** fields respectively.

12. If required, enter a description for the adjustment in the **Description** field. (This field is optional.) As you type, any matching descriptions will appear in the field — press **[Enter]** or **[Tab]** to use the highlighted text.

---

**Note:** This field for each journal line item may be concatenated for some ledger types, due to field size limitations.

Accounts: maximum 61 characters.

AO Classic GL: maximum 77 characters.

MAS: maximum 60 characters.

---

13. Press **[Enter]**.

---

The balancing amount is automatically added into the corresponding **DR Amount** or **CR Amount** field in the next row.

14. Enter the account number into the **Account** field or select the account number from the drop-down.
15. Ensure the amount in the **DR Amount** or **CR Amount** field is correct.  
If the amount in the **DR Amount** or **CR Amount** field is incorrect, edit the amount and press **[Enter]**.  
The remainder required to balance the journal is automatically entered into the **DR Amount** or **CR Amount** field.
16. Add further rows until the amounts have been correctly distributed between the accounts.  
To delete a row, click the checkbox for the appropriate row and click **Delete**.  
The journal entry totals are calculated and displayed at the bottom of the **DR Amount** or **CR Amount** columns.  
Before saving the journal entry ensure that the journal entry is balanced and the total reads 0.00.
17. Click **Add**.  
The table updates to show the added adjustment journal entry. The debit and credit amounts are added in the account row in the Debit and Credit columns. Each account's adjusted balance is displayed in the **Final** column.  
The **Add Journal** window clears and remains open for further data entry.
18. Add further adjustment journals as necessary.
19. Click **Close** when you have finished adding adjustment journals.

## Related topics

[Posting journals and exporting new accounts](#)

[Viewing adjustment journals](#)

[Editing adjustment journals](#)

[Deleting adjustment journals](#)

[Deleting journals posted to a legacy ledger](#)

[Opening workpapers](#)

[Managing, tracking and approving workpapers](#)

[Opening an existing period](#)

## Viewing adjustment journals

You can view a list of all the adjustment journals, or adjustment journals for a selected account which have been added to the period. Adjustment journals can also be added, edited and deleted.

---

### ***To view all adjustment journals***

1. Open the workpapers period.

See “Opening an existing period” on page 53.

The **Prepare Trial Balance (Workpapers)** table is displayed.

2. Click Journals > **View all** on the Tasks bar.

The **Journals** window opens.

The Journal Date and Journal Note are displayed in the header row as well as the checkbox which is used to select the journal. For AccountRight Live, Practice Ledger, and Cashbook, the journal line description is shown appended to the journal note field.

The Sequence, Account Name, Quantity, DR Amount/CR Amount, GST information, and Description are displayed in the detail rows.

---

**Note:** If an account code has been updated in an online ledger, the updates won't be reflected in the Journals window. The original account code will be shown in this window, and the row will be highlighted in red.

If the journal has not yet been posted, you can update the account code to match the code in the online ledger. See “Editing adjustment journals” on page 126.

If the journal has already been posted, the account code cannot be updated. You are not required to update this journal, as the Ledger will reflect the correct account code.

---

The **Show** drop-down is used to filter the list of journals which are displayed in the table. This drop-down is only relevant if you want to view and filter journals once they have been posted to the client ledger. See “Posting journals and exporting new accounts” on page 161.

3. Click **Cancel**.

The **Journals** window closes.

### ***To view adjustment journals for a selected account***

1. Open the workpapers period.

See “Opening an existing period” on page 53.

The **Prepare Trial Balance (Workpapers)** table is displayed.

2. Click the checkbox for the selected account in the table.

3. Click Journals > **View for account** on the Tasks bar.

The **Journals for Account...** window opens.

Only journals for the selected account are displayed in the table.

The journal **Date** and **Journal Date** are displayed in the header row as well as the checkbox which can be used to select the journal.

The **Sequence, Account Name, Amount** and **Description** are displayed in the detail rows.

---

There will be three details lines below the detail row showing:

- The calculated **GST amount** and the account to which it will posted.
- The transaction amount minus the GST and the account to which it will posted.
- The transaction amount and the account to which it will posted.

4. Click **Cancel**.

The **Journals for Account...** window closes.

## Related topics

[Adding a new adjustment journal](#)

[Editing adjustment journals](#)

[Deleting adjustment journals](#)

[Deleting journals posted to a legacy ledger](#)

[Posting journals and exporting new accounts](#)

[Opening workpapers](#)

[Managing, tracking and approving workpapers](#)

[Opening an existing period](#)

## Editing adjustment journals

View a list of adjustment journals and select an adjustment journal for editing. The journal date, note and amounts can be edited. Journals can be edited either before or after they are posted. You must have the appropriate task permissions to use this function: see “Security and task permissions” on page 43.

This feature is available for online ledgers (Essentials and AccountRight Live).

---

**Note:** Only journals that are in the latest active open workpaper period can be edited. This is only applicable to journals created in the Trial Balance/Workpapers view (not within online ledgers). Posted “To Be Reversed” journals cannot be updated.

---

### *To edit adjustment journals*

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Click Journals > **View all** on the Tasks bar.  
The **Journals** window opens.
3. Click the checkbox of the journal entry to be edited.
4. Click **Edit**.

---

The **Edit Journal** window opens.

5. Edit the journal entry, as necessary.

In the table, the **Date**, **Journal Note**, **Account**, **Quantity**, **DR Amount**, **CR Amount**, and **Description** fields can be edited. Add further rows to the adjustment journal, as necessary.

If you need to create a new Account, click **Add Account** at the bottom of the window. The Add Account window displays. Refer to “Adding header and detail accounts” on page 75 for more information.

For Practice Ledgers, this button is **Manage Accounts**, which is identical to the Manage Accounts link in the Tasks bar. See “Managing accounts for AE/AO ledger” on page 72.

These buttons aren’t available for Accounts, AOGL, MAS, or AccountRight 19.xx.

---

**Note:** The Description field for each journal line item may be concatenated for some ledger types, due to field size limitations.

Accounts: maximum 61 characters.

AO Classic GL: maximum 77 characters.

MAS: maximum 60 characters.

---

The journal entry total is calculated and displayed at the bottom of the **Amount** column.

6. (Australia) If you want to use quantities for this journal (for example, for farm accounting), tick the **Enter quantities** checkbox.
7. If this journal needs to be reversed (that is, if it is for a transaction that will occur in the future), tick the **To be reversed** checkbox.

---

**Note:** Transactions marked as **To be reversed** will be posted twice: first with the date specified as the transaction date, and then again on the first day of the following period. The two transactions are identical except that the sign of all of the amounts is reversed so that one transaction cancels the other.

---

8. To add GST, select **Apply GST**. This value is saved per workpaper. The **GST Code** and **GST Type** fields become editable. Modify these values as necessary.

For AE/AO ledgers and Cashbook ledgers, select the **GST Code** for this particular journal from the drop-down. For other ledgers, select the **GST Type** from the drop-down (None, Collected or Paid).

The **GST Rate** is set according to the code you select.

The amount of GST calculated will be posted to the account selected on the **Define GST Account** dialog.

---

**Note:** Deselecting **Apply GST** will reset the GST Rate and GST Amount fields to zero, and change the GST Code to NTR.

---

9. Ensure that edited journal entry is balanced and the total reads 0.00.

- 
10. If you wish to delete any lines in the Journal, select the line item and click **Delete**.
  11. Click **Save** to save the details in the **Journals** window. The **Journals** window updates to show the edited journal entry.
  12. When you are done, click **Cancel** to close the **Journals** window.

After updating a posted journal, the application will post a reversal journal of the original journal (prefixed with "CANCELLED"), and post a new journal with the corrected entries. In the Workpaper database, the posted journal will be updated and an audit record will be created with the details of the original journal.

### **Related topics**

[Adding a new adjustment journal](#)

[Viewing adjustment journals](#)

[Deleting adjustment journals](#)

[Deleting journals posted to a legacy ledger](#)

[Posting journals and exporting new accounts](#)

[Opening workpapers](#)

[Managing, tracking and approving workpapers](#)

[Opening an existing period](#)

### **Deleting adjustment journals**

View a list of adjustment journals and select an adjustment journal to be deleted.

#### ***To delete adjustment journals***

1. Open the workpapers period.  
See "Opening an existing period" on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Click Journals > **View all** on the Tasks bar.  
The **Journals** window opens.
3. Click the checkbox of the journal entry to be deleted.
4. Click **Delete**.  
A confirmation dialog is displayed.
5. Click **Yes** to confirm the deletion. Click **No** to cancel the deletion.

### **Related topics**

[Adding a new adjustment journal](#)



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[Viewing adjustment journals](#)  
[Editing adjustment journals](#)  
[Deleting journals posted to a legacy ledger](#)  
[Posting journals and exporting new accounts](#)  
[Opening workpapers](#)  
[Managing, tracking and approving workpapers](#)  
[Opening an existing period](#)

## Deleting journals posted to a legacy ledger

If you have posted journals in a legacy application's ledger (such as MAS, Accounts, or AOGL), and attempt to delete these journals in Workpapers, they will only be removed from the Workpapers UI. You need to also manually remove posted journals from within the legacy application to remove them entirely.

### ***To delete journals posted to a legacy ledger***

1. After deleting the journal in Workpapers, log into your legacy ledger (MAS, Accounts, or AOGL).
2. Open the ledger containing the poster journal.
3. Manually delete the posted journal entry.

### **Related topics**

[Adding a new adjustment journal](#)  
[Viewing adjustment journals](#)  
[Editing adjustment journals](#)  
[Deleting adjustment journals](#)  
[Posting journals and exporting new accounts](#)  
[Opening workpapers](#)  
[Managing, tracking and approving workpapers](#)  
[Opening an existing period](#)

# Completing workpapers

Workpapers can be made up of:

- **Fields** — text can be entered into fields. Fields can also be used to display variable information.
- **Static Text** — constant text which cannot be edited and is displayed the same on every workpaper.
- **Formatting elements** — formatting elements such as tables and lines which comprise the layout of the workpaper.








To complete the workpaper, click the Edit icon for the field you wish to update, and enter the information.

## *Workpaper field types*

Field Type	Description
Text	This field type displays text entered by you.
Number	This field type displays numbers entered by you.
Account number	This field type displays an account selected from a drop-down list. All accounts that are displayed in the <b>Prepare Trial Balance (Workpapers)</b> table are available on the drop-down. The field may display the account number, the account description or both.
Date	The date can be entered or selected from a calendar.
Document link	This field type is used to add a link to a Document Manager file, if Document Manager is installed or an external file, if Document Manager is not installed.
Automatic	This field type displays variable information. This includes information such as the balance of a selected account, a calculated amount or dates - period start, period end. Automatic fields cannot be edited.

## *To complete the workpaper*

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Open a workpaper.  
See “Opening workpapers” on page 108.  
The specific workpaper window opens.
3. Enter information in the workpaper.  
A description of how to enter the information:

- 
- **Enter text** — click the text field. Type text into the field.
  - **Enter a number** — click the number field. Type a number into the field.
  - **Select an account** — click the field, click the  icon and select the account from the drop-down list. If an account has already been selected, the  icon is displayed.
  - **Select a date** — click the field, enter the date or select the date from the drop-down calendar.
  - **Add a row to a table** — click to place the cursor in a row. Click  to insert a row above the selected row.
  - **Delete a row from a table** — click to place the cursor in the row to be deleted. Click  to delete the row.
  - **Shift rows up and down a table** — click to place the cursor in the row to be moved. Click the up and down arrows to the left of the row to shift the row up and down the table.
  - **Add comments** — see “Comments in workpapers” on page 132.
  - **Link a document** — see “Linking documents in a workpaper” on page 140.
  - **Linked accounts** — Some workpapers contain information from linked accounts. You can refresh these values by clicking the  refresh icon. To link a workpaper value, click the  icon. To unlink a work paper value, click the  icon.

---

**Note:** If there are account codes highlighted in red, this means that the account code has been modified or removed outside of Client Accounting. This only appears in workpapers that are in progress.  
After the account code in the workpaper is updated to the matching code, the red highlighting is removed.

---

4. Click **Save**.

Changes are saved and the **Trial Balance (Workpapers)** window remains open.

or

Click **OK**.

The window closes, and any changes made will be saved.

or

Click **Cancel**.



The window closes.

---

**Note:** If you have made any changes you will be prompted to save the changes before the window closes.

If you have Document Manager, and you checked out PDF documents in this workpaper by clicking the **Edit** button, a warning message will display asking if you want to check in these saved PDF documents when you close the workpaper. Clicking **Yes** will check in all PDF documents. Clicking **No** will require you to check in these documents manually. These documents can be checked in manually using the Document Manager icon in the system tray. See [Accessing Document Manager from the system tray](#).

---

If multiple accounts in the workpaper are selected and if the workpaper is configured to link to all referenced accounts, the workpaper will be displayed against all accounts it references in the **Prepare Trial Balance (Workpapers)** table. An  at the beginning of the workpaper sub-row indicates that the workpaper is a linked workpaper. The account that the workpaper is actually attached to is indicated in square brackets - [1-1000 account name] - after the workpaper name. An  icon identifies a workpaper.

## Related topics

[Opening workpapers](#)

[Comments in workpapers](#)

[Workpaper To Do items](#)

[Adding workpapers](#)

[Viewing a list of all workpapers and source documents](#)

[Deleting workpapers and source documents](#)

[Opening an existing period](#)

[Comments in workpapers](#)

## Comments in workpapers

Use **Comments** to add additional information, remarks or queries for other staff members. During the review process you can add a comment to flag an area for review or mark an area that needs correction. Comments can be dragged and dropped in a workpaper - see “Moving comments in a workpaper” on page 136.

### *To add a new comment*

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Open a workpaper.  
See “Opening workpapers” on page 108.

---

The specific workpaper window opens.

3. Click to place the cursor where the comment is to be added.

4. Click **New comment** on the toolbar.

A comment box opens.


The comment box displays the name of the staff member editing the workpaper and today's date.

If a workpaper field is selected, the name of the field is displayed after **Reference** in the comment box.

5. Enter the information for the comment.

Information entered into the comment box is automatically saved.

6. To close the comment box, click outside of the comment box in the workpaper area.

The comment closes and is identified by a comment icon  on the workpaper. The number increments as more comments are added to the workpaper.

7. Click **Save**.

Changes are saved and the window remains open.

or

Click **OK**.

The window closes, and any changes made will be saved.

or

Click **Cancel**.

The window closes.

---

**Note:** If you have made any changes you will be prompted to save the changes before the window closes.

If you have Document Manager, and you checked out PDF documents in this workpaper by clicking the **Edit** button, a warning message will display asking if you want to check in these saved PDF documents when you close the workpaper.

Clicking **Yes** will check in all PDF documents. Clicking **No** will require you to check in these documents manually. These documents can be checked in manually using the Document Manager icon in the system tray. See [Accessing Document Manager from the system tray](#).

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## Related topics

[Viewing comments in a workpaper](#)

[Editing a comment in a workpaper](#)

[Moving comments in a workpaper](#)

[Deleting a comment in a workpaper](#)

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[Opening workpapers](#)


[Completing workpapers](#)

[Workpaper To Do items](#)

[Viewing and editing the workpaper properties](#)

## Viewing comments in a workpaper

### ***To view a comment***

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Open a workpaper.  
See “Opening workpapers” on page 108.  
The specific workpaper window opens.
3. Find the comment to be viewed in the workpaper.
4. Place the cursor over the  icon.  
A comment box opens for you to read the comment.

### ***To show or hide all comments***

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Open a workpaper.  
See “Opening workpapers” on page 108.  
The specific workpaper window opens.
3. Click **Show all comments** on the toolbar.  
The comment boxes for all comments on the workpaper are displayed.
4. Click **Hide all comments** on the toolbar.  
The comment boxes for all comments on the workpaper are hidden.

## **Related topics**

[Comments in workpapers](#)


[Editing a comment in a workpaper](#)

[Moving comments in a workpaper](#)

- 
- [Deleting a comment in a workpaper](#)
  - [Opening workpapers](#)
  - [Completing workpapers](#)
  - [Workpaper To Do items](#)
  - [Viewing and editing the workpaper properties](#)

## Editing a comment in a workpaper

### ***To edit a comment***

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Open a workpaper.  
See “Opening workpapers” on page 108.  
The specific workpaper window opens.
3. Click the comment in the workpaper to be edited.  
The comment icon is highlighted red .
4. Click **Edit comment** on the toolbar.  
A comment box opens.
5. Edit the comment in the **Reference** section of the comment box.  
Information entered into the comment box is automatically saved.
6. Close the comment.  
To close the comment click outside of the comment box in the workpaper area.
7. Click **Save**.  
Changes are saved and the window remains open.  
or  
Click **OK**.  
The window closes, and any changes made will be saved.  
or  
Click **Cancel**.  
The window closes.

---

**Note:** If you have made any changes you will be prompted to save the changes before the window closes.

If you have Document Manager, and you checked out PDF documents in this workpaper by clicking the **Edit** button, a warning message will display asking if you want to check in these saved PDF documents when you close the workpaper. Clicking **Yes** will check in all PDF documents. Clicking **No** will require you to check in these documents manually. These documents can be checked in manually using the Document Manager icon in the system tray. See [Accessing Document Manager from the system tray](#).

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## Related topics

[Comments in workpapers](#)

[Viewing comments in a workpaper](#)

[Moving comments in a workpaper](#)

[Deleting a comment in a workpaper](#)

[Opening workpapers](#)



[Completing workpapers](#)

[Workpaper To Do items](#)

[Viewing and editing the workpaper properties](#)

## Moving comments in a workpaper

### *To move a comment*

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Open a workpaper.  
See “Opening workpapers” on page 108.  
The specific workpaper window opens.
3. Add a comment.  
See “Comments in workpapers” on page 132.  
An  icon is displayed.
4. Drag and drop the  icon to a different location within the workpaper where necessary.  
The icon changes from yellow to red in colour when it is selected.
5. Click **Save**.  
Changes are saved and the window remains open.



---

or

Click **OK**.

The window closes, and any changes made will be saved.

or

Click **Cancel**.

The window closes.

---

**Note:** If you have made any changes you will be prompted to save the changes before the window closes.

If you have Document Manager, and you checked out PDF documents in this workpaper by clicking the **Edit** button, a warning message will display asking if you want to check in these saved PDF documents when you close the workpaper.

Clicking **Yes** will check in all PDF documents. Clicking **No** will require you to check in these documents manually. These documents can be checked in manually using the Document Manager icon in the system tray. See [Accessing Document Manager from the system tray](#).

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## Related topics

[Comments in workpapers](#)

[Viewing comments in a workpaper](#)

[Editing a comment in a workpaper](#)

[Deleting a comment in a workpaper](#)

[Opening workpapers](#)


[Completing workpapers](#)

[Workpaper To Do items](#)

[Viewing and editing the workpaper properties](#)

## Deleting a comment in a workpaper

### *To delete a comment*

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Open a workpaper.  
See “Opening workpapers” on page 108.  
The specific workpaper window opens.
3. Click the comment in the workpaper to be deleted.  
The comment icon is highlighted red .

- 
4. Click **Delete comment** on the toolbar.

The comment is deleted.

5. Click **Save**.

Changes are saved and the window remains open.

or

Click **OK**.

The window closes, and any changes made will be saved.

or

Click **Cancel**.

The window closes.

---

**Note:** If you have made any changes you will be prompted to save the changes before the window closes.

If you have Document Manager, and you checked out PDF documents in this workpaper by clicking the **Edit** button, a warning message will display asking if you want to check in these saved PDF documents when you close the workpaper.

Clicking **Yes** will check in all PDF documents. Clicking **No** will require you to check in these documents manually. These documents can be checked in manually using the Document Manager icon in the system tray. See [Accessing Document Manager from the system tray](#).

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## Related topics

[Opening workpapers](#)

[Completing workpapers](#)

[Comments in workpapers](#)

[Viewing comments in a workpaper](#)

[Editing a comment in a workpaper](#)

[Moving comments in a workpaper](#)

[Workpaper To Do items](#)

[Viewing and editing the workpaper properties](#)

[Adding workpapers](#)

[Viewing a list of all workpapers and source documents](#)

[Deleting workpapers and source documents](#)

[Opening an existing period](#)

## Adding an adjustment journal within a workpaper

The **Add journal** toolbar option in the **Trial Balance (Workpapers)** window enables you to create an adjustment journal automatically from a calculation field in the workpaper. For example, you may

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want to create a journal using the variance amount in order to reconcile it to an account. See “Adding a new adjustment journal” (see page 122). The final adjusted profit/loss as a result of the adjusting journal is displayed as the last entry in the **Prepare Trial Balance (Workpapers)** table.

***To add an adjustment journal from a workpaper***

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Open a workpaper.  
See “Opening workpapers” on page 108.  
The specific workpaper window opens.
3. Complete the workpaper.  
See “Completing workpapers” (see page 130).
4. Click **Add journal** on the toolbar.  
The **Add Journal** window opens.
5. Enter a **Date**.  
The **Date** drop-down defaults to the end date of the period.  
To edit the date, enter a new date into the **Date** field in the format dd/mm/yyyy or select the date from the drop-down calendar.
6. Enter a note for the adjustment journal on the **Journal Note** field.  
This is a mandatory field.  
The selected account is displayed as a row in the table.
7. Enter the adjustment amount for the selected account on the **Amount** field.
8. Press **[Enter]**.  
The balancing amount is automatically added into the **Amount** field in the next row.
9. Enter the account number into the **Code** field or select the account number from the drop-down.
10. Ensure the amount in the **Amount** field is correct.  
If the amount in the **Amount** field is incorrect, edit the amount and press **[Enter]**.  
The remainder required to balance the journal is automatically entered into the **Amount** field.
11. Add further rows until the amounts have been correctly distributed between the accounts.  
To delete a row, click the checkbox for the appropriate row and click **Delete**.  
The journal entry total is calculated and displayed at the bottom of the **Amount** column.

---

Before saving the journal entry ensure that the journal entry is balanced and the total reads 0.00.

12. Click **Add**.

In the background, the table updates to show the added adjustment journal entry. The debit and credit amounts are added in the account row in the Debit and Credit columns. Each account's adjusted balance is displayed in the **Final** column.

The **Add Journal** window clears and remains open for further data entry.

13. Add further adjustment journals as necessary.

14. Click **Cancel** when you have finished adding adjustment journals.

### Related topics

[Opening workpapers](#)

[Completing workpapers](#)

[Comments in workpapers](#)

[Opening and editing a To Do item](#)

[Viewing and editing the workpaper properties](#)

[Linking documents in a workpaper](#)

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[Viewing a list of all workpapers and source documents](#)


[Opening an existing period](#)


[Opening source documents](#)

## Linking documents in a workpaper


You can link to documents when you are in a workpaper, provided the workpaper contains a Document Links table. You can link a Document Manager file (if you have Document Manager) or an external file, if you do not have Document Manager.

When you link a document in a workpaper, a  icon will be displayed next to the name of the document. You can reference an existing linked document anywhere within the workpaper by

dragging and dropping the appropriate  icon to the required location.

For the  icon, the **D** stands for document and the number is sequentially incremented as more documents are linked to a workpaper. If a document is deleted, the document link and icon are removed. When another document is linked to the workpaper the next available number is used for the icon. A deleted icon number is not reused.

---

You can view the name of the document associated with a  icon, by placing your cursor on the icon. A text box pops up with a description of the document link, the name of the document and its location. Move your cursor to a different location and the text box disappears.

If a document link is broken (that is, by renaming the document or moving it to a different location), an error message will be displayed. You must re-link the document.

## Related topics

[Linking a Document Manager file within a workpaper](#)

[Linking an external file within a workpaper](#)

[Opening a linked document in a workpaper](#)

[Moving linked documents within a workpaper](#)

[Deleting a document link](#)

[Opening workpapers](#)

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[Adding an adjustment journal within a workpaper](#)

[Linking documents in a workpaper](#)

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[Viewing a list of all workpapers and source documents](#)

[Opening an existing period](#)

[Opening source documents](#)

## Linking a Document Manager file within a workpaper

### ***To link to a Document Manager file within a workpaper***

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Open a workpaper.  
See “Opening workpapers” on page 108.  
The specific workpaper window opens.
3. Click on the **Link** document in the taskbar option of workpapers.
4. When the **Search for a document** window displays, a default search is carried out, showing documents sorted in order of last reference.

---

**Note:** The number of records retrieved in this initial search is limited to 50. To retrieve all search results, click **Search**.

---

If you wish to refine the search, continue to the next step; otherwise, go to Step 9.

5. By default, the **Current** option is selected in **Search Contacts**.

Only documents for the client for whom the workpapers period is being completed will be searched.

If required, you can select the **All** option and click the ellipse button to select a new client.

6. Enter criteria into the **Search Criteria** fields to refine the search.

Searches can be based on:

- **Title and Author** — enter the title of the document on the **Title** field and / or select the author on the **Author** drop-down.
- **Reference no** — select the **Reference no** option and enter the document reference number on the text field.
- **Display related entity documents** — displays all the documents for any of the clients/ contacts listed on the **Associated** tab for the current contact/client and for the parent, children and siblings from the **Billing Group** tab. If this option is selected all the documents for clients/contacts in the same family group as the currently selected client/contact are displayed.

To display all documents for the selected client leave the search criteria blank and click **Search**.

Documents that match the search criteria are displayed in the table. The total number of documents returned by the search is displayed at the top of the table.

7. To sort or filter the search results:

- a. Click any column heading to sort the results alphabetically or numerically.
- b. Use the first row in the table to filter the search results.

In any of the Reference No, Client, Document Title and Author fields click the drop-down and select the value to filter on from the drop-down.

The criteria on which to filter the search results can also be entered. Enter the value you wish to use as a filter into any of the Reference No, Client, Document Title or Author fields and press [**Enter**].

Use wildcards for advanced filtering. For example, to filter the results to view only those documents starting with C, enter C and an asterisk (\*) into the **Document Title** field and press [**Enter**].

Click  to clear the search filter.

8. Find the document to be linked to the workpaper.
9. Click the file checkbox.

---

Click multiple checkboxes to link multiple documents.

10. Click **OK**.

The **Search for a document** window closes.

If none of the selected documents contain bookmarks, the actions at Step 14 are carried out.

If your selected documents contain bookmarks, a list of documents is displayed in the **Link Document** window.

You can preview the Document Manager file by clicking on the hyperlink. The file is displayed in the appropriate application. If you selected a PDF or Excel Document Manager file, you can view any references by clicking on the hyperlinked reference. The document is opened at the referenced page/worksheet.

11. If a PDF or Excel document is selected and it contains bookmarks/worksheets, select the appropriate option from the **Reference** column drop-down.

If a PDF or Excel document is selected and it does not contain references, only the **Entire Document** option will be available from the **Reference** drop-down.

If the **Entire Document** option is selected, a link is created to the first page of the PDF document.

The **Workpaper name** field is automatically filled with the name of the file that is to be linked to the period. If you are linking to a PDF bookmark or Excel worksheet, then the bookmark/worksheet name enclosed in brackets is added as a suffix to this value. You can change this value by deleting the existing text and entering a new Workpaper name.

---

**Note:** The **Workpaper name** must be unique. An error message is displayed if the Workpaper name is already in use.

---

12. If you have made an error and want to delete a document link in the **Link Document** window:


- a. Select the row containing the document link.
- b. Press [**Delete**] or click **Delete**.

The document link is removed from the **Link Document** window.

13. Click **Link**.

The Document Manager file is linked to the workpaper. The name and location of the linked document is displayed in the **Link** column of the **Document Links** table of the workpaper. The document name is displayed in the **Description** column of the **Document Links** table. This can

be changed by clicking the  icon.

An  icon will be displayed next to the table row. This icon can be dragged and dropped.

14. Click **Save**.

Changes are saved and the window remains open.

---

or

Click **OK**.

The window closes, and any changes made will be saved.

or

Click **Cancel**.

The window closes.

---

**Note:** If you have made any changes you will be prompted to save the changes before the window closes.

If you have Document Manager, and you checked out PDF documents in this workpaper by clicking the **Edit** button, a warning message will display asking if you want to check in these saved PDF documents when you close the workpaper.

Clicking **Yes** will check in all PDF documents. Clicking **No** will require you to check in these documents manually. These documents can be checked in manually using the Document Manager icon in the system tray. See [Accessing Document Manager from the system tray](#).

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## Related topics

[Linking an external file within a workpaper](#)

[Opening a linked document in a workpaper](#)

[Moving linked documents within a workpaper](#)

[Deleting a document link](#)

[Opening workpapers](#)

[Completing workpapers](#)

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[Adding an adjustment journal within a workpaper](#)

[Linking documents in a workpaper](#)

[Adding workpapers](#)

[Viewing a list of all workpapers and source documents](#)

[Opening an existing period](#)

[Opening source documents](#)

## Linking an external file within a workpaper

### ***To link to an external document within a workpaper***

1. Open the workpapers period.  
See "Opening an existing period" on page 53.



---

The **Prepare Trial Balance (Workpapers)** table is displayed.

2. Open a workpaper.  
See “Opening workpapers” on page 108.  
The specific workpaper window opens.
3. Click on the **Link** document in the taskbar option of workpapers.
4. Click **Browse** in the **Select external file** section.  
The **Attach External File** window opens.
5. Navigate to the location where the file is stored and find the file.
6. Click **Open**.
7. Ensure that the path and filename in the **File** field are correct.
8. If you are linking to a specific PDF bookmark or Excel worksheet, select it from the **Reference** drop-down.

If the external document does not contain any bookmarks or worksheets, then a link will be created to the **Entire Document**.

If you are not linking to a PDF or Excel document, then the **Reference** option will not be available.

The **Workpaper name** field is automatically filled with the name of the file that is to be linked to the period. If you are linking to a PDF bookmark or Excel worksheet, then the bookmark/worksheet name enclosed in brackets is added as a suffix to this value. You can change this value by deleting the existing text and entering a new Workpaper name.


---


**Note:** The **Workpaper name** must be unique. An error message is displayed if the Workpaper name is already in use.

---

9. Click **Preview**.  
If you are linking to a specific bookmark in a PDF document, the PDF document is opened in a PDF Reader at the bookmarked page.  
If you are linking to the entire PDF document as it does not have any bookmarks, then the PDF document is opened in a PDF Reader at the first page.  
If you are not linking to a PDF document, the document opens in the appropriate application for you to preview.  
Preview the information displayed and check that the bookmark is correct.
10. Click **Link**.  
The document is linked to the workpaper. The name and location of the linked document is displayed in the **Link** column of the **Document Links** table of the workpaper. The document

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name is displayed in the **Description** column of the **Document Links** table. This can be changed by clicking the  icon.

An  icon will be displayed next to the table row. This icon can be dragged and dropped.

11. Click **Save**.

Changes are saved and the window remains open.

or

Click **OK**.

The window closes, and any changes made will be saved.

or


Click **Cancel**.

The window closes.

---

**Note:** If you have made any changes you will be prompted to save the changes before the window closes.

If you have Document Manager, and you checked out PDF documents in this

workpaper by clicking the  **Edit** button, a warning message will display asking if you want to check in these saved PDF documents when you close the workpaper. Clicking **Yes** will check in all PDF documents. Clicking **No** will require you to check in these documents manually. These documents can be checked in manually using the Document Manager icon in the system tray. See [Accessing Document Manager from the system tray](#).

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## Related topics

[Linking a Document Manager file within a workpaper](#)

[Opening a linked document in a workpaper](#)

[Moving linked documents within a workpaper](#)

[Deleting a document link](#)

[Opening workpapers](#)

[Completing workpapers](#)

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[Adding an adjustment journal within a workpaper](#)

[Linking documents in a workpaper](#)

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[Viewing a list of all workpapers and source documents](#)

[Opening an existing period](#)

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## [Opening source documents](#)

### Opening a linked document in a workpaper

Once a document has been linked in a workpaper you can open the document to view it. You can either view a document in read-only mode, or you can edit the document by checking out the file.

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**Note:** When editing a PDF document, ensure you have PDF editing software installed on your machine, and that it is set as the default program for editing PDF files.

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**Note:** If a document link is broken (that is, the document has been renamed or moved to a different location), then you will not be able to open the document. You must re-link the document.

---

#### ***To open a linked document in the Document Links table***

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Open a workpaper.  
See “Opening workpapers” on page 108.  
The specific workpaper window opens.
3. Link a document.  
See “Linking a Document Manager file within a workpaper” on page 141 or “Linking an external file within a workpaper” on page 144.

Once a document has been linked, a  icon will be displayed next to the name of the document.

Once the document has been linked, a view button and an edit button are available when you select the document in the Link column of the Document Links table.

4. To view the document in read-only mode, click **View**.  
The document is opened in the appropriate application. If you have linked to a specific bookmark in a PDF document, the document is opened at the selected bookmark.  
To check out the document for editing, click **Edit**.  
The document will be checked out and it will be opened in the appropriate application.

---

**Note:** If the document is already in Complete or Approved status, you cannot edit the document.

---

5. Close the document.


---

You are returned to the **Trial Balance (Workpapers)** window.

**To open a linked document using the document icon**

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Open a workpaper.  
See “Opening workpapers” on page 108.  
The specific workpaper window opens.
3. Link a document.  
See “Linking a Document Manager file within a workpaper” on page 141 or “Linking an external file within a workpaper” on page 144.

Once a document has been linked, a  icon will be displayed next to the name of the document.

4. Right-click on the  icon.  
To view the document in read-only mode, click the **View** button.  
The document is opened in the appropriate application. If you have linked to a specific bookmark in a PDF document, the document is opened at the selected bookmark.  
To check out the document for editing, click the **Edit** button.  
The document will be checked out and it will be opened in the appropriate application.

---

**Note:** If the document is already in Complete or Approved status, you cannot edit the document.

---

5. Close the document.  
You are returned to the **Trial Balance (Workpapers)** window.

**Related topics**

- [Linking documents in a workpaper](#)
- [Moving linked documents within a workpaper](#)
- [Deleting a document link](#)
- [Opening workpapers](#)
- [Completing workpapers](#)
- [Comments in workpapers](#)
- [Opening and editing a To Do item](#)
- [Viewing and editing the workpaper properties](#)

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[Adding an adjustment journal within a workpaper](#)

[Linking documents in a workpaper](#)


[Adding workpapers](#)

[Viewing a list of all workpapers and source documents](#)

[Opening an existing period](#)

[Opening source documents](#)


## Moving linked documents within a workpaper

You can reference an existing linked document anywhere within the workpaper by dragging and dropping the appropriate  icon to the required location.

### ***To move a document link within a workpaper***

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Open a workpaper.  
See “Opening workpapers” on page 108.  
The specific workpaper window opens.
3. Link a document.  
See “Linking a Document Manager file within a workpaper” on page 141 or “Linking an external file within a workpaper” on page 144.

Once a document has been linked, a  icon will be displayed next to the name of the document.

4. Drag and drop the  icon to a location within the workpaper where it will be used as a reference.  
The icon changes from blue to red in colour when it is selected.
5. Click **Save**.  
Changes are saved and the window remains open.  
or  
Click **OK**.  
The window closes, and any changes made will be saved.  
or  
Click **Cancel**.

---

The window closes.

---

**Note:** If you have made any changes you will be prompted to save the changes before the window closes.

If you have Document Manager, and you checked out PDF documents in this workpaper by clicking the **Edit** button, a warning message will display asking if you want to check in these saved PDF documents when you close the workpaper.

Clicking **Yes** will check in all PDF documents. Clicking **No** will require you to check in these documents manually. These documents can be checked in manually using the Document Manager icon in the system tray. See [Accessing Document Manager from the system tray](#).

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## Related topics

[Linking documents in a workpaper](#)

[Opening a linked document in a workpaper](#)

[Deleting a document link](#)

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## Deleting a document link

When a document is deleted, the document link and icon are removed. If another document is linked to the workpaper the next available number is used for the icon. A deleted icon number is not reused.

### ***To delete a document from the Document Links table***


1. Open the workpapers period.  
See "Opening an existing period" on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Open a workpaper.  
See "Opening workpapers" on page 108.


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The specific workpaper window opens.

3. Select either the Description cell or Link cell of the document link to be removed.

You will notice a red  at the right of the table for that entry.

4. Click the  icon.

The entire row is deleted from the **Document Links** table and the document link to the workpaper and  icon are removed.

5. Click **Save**.

Changes are saved and the window remains open.

or

Click **OK**.

The window closes, and any changes made will be saved.

or

Click **Cancel**.

The window closes.

---

**Note:** If you have made any changes you will be prompted to save the changes before the window closes.

If you have Document Manager, and you checked out PDF documents in this workpaper by clicking the **Edit** button, a warning message will display asking if you want to check in these saved PDF documents when you close the workpaper. Clicking **Yes** will check in all PDF documents. Clicking **No** will require you to check in these documents manually. These documents can be checked in manually using the Document Manager icon in the system tray. See [Accessing Document Manager from the system tray](#).

---

### ***To delete a document using the document icon***

1. Open the workpapers period.


See “Opening an existing period” on page 53.

The **Prepare Trial Balance (Workpapers)** table is displayed.

2. Open a workpaper.

See “Opening workpapers” on page 108.

The specific workpaper window opens.

3. Select the  icon of the document to be deleted.

---

Ensure that you are deleting the correct document. Place your cursor on the document icon to display a text box containing the name and description of the document.

4. Right-click on the document and select **Delete document**.

The  icon is removed and the document is deleted from the **Document Links** table.

5. Click **Save**.

Changes are saved and the window remains open.

or

Click **OK**.

The window closes, and any changes made will be saved.

or

Click **Cancel**.

The window closes.

---

**Note:** If you have made any changes you will be prompted to save the changes before the window closes.

If you have Document Manager, and you checked out PDF documents in this workpaper by clicking the **Edit** button, a warning message will display asking if you want to check in these saved PDF documents when you close the workpaper.

Clicking **Yes** will check in all PDF documents. Clicking **No** will require you to check in these documents manually. These documents can be checked in manually using the Document Manager icon in the system tray. See [Accessing Document Manager from the system tray](#).

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## Related topics

[Linking documents in a workpaper](#)

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[Adding an adjustment journal within a workpaper](#)

[Linking documents in a workpaper](#)

[Adding workpapers](#)

[Viewing a list of all workpapers and source documents](#)

[Opening an existing period](#)

[Opening source documents](#)





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## Workpaper To Do items

A list of all To Do items associated with a selected workpaper document can be viewed at the top of the **Workpaper** window. This only appears when there are To Do items present.

A description of the tasks that can be performed with To Do items:

- **View a list of To Do items** — by default the **To Do** table is hidden. Click  to show the table. Click  to collapse and hide the table.
- **Add a To Do item** — click the **New To Do** button on the toolbar to create a new To Do item. See “To Do items” on page 172.
- **Open and edit a To Do item** — find the item in the **To Do** table and double-click the item. The To Do item will open in the **To Do** window. See “Opening and editing a To Do item” on page 176.

### Related topics

[Opening workpapers](#)

[Completing workpapers](#)

[Comments in workpapers](#)

[To Do items](#)

[Opening and editing a To Do item](#)

[Working with To Do items](#)

[Printing To Do items](#)

[Adding workpapers](#)

[Viewing a list of all workpapers and source documents](#)

[Opening an existing period](#)

[Viewing and editing the workpaper properties](#)

## Viewing and editing the workpaper properties

From within the workpaper, properties such as the workpaper name and the rollover options which have been configured, can be viewed and edited. Use the **Properties** option on the **Workpaper** window toolbar to access the workpaper properties.

### *To view and edit the workpaper properties*

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Open a workpaper.  
See “Opening workpapers” on page 108.

---

The specific workpaper window opens.

3. Click **Properties** on the toolbar.

The **Workpaper Properties** window opens.

The properties displayed include:

- **Attached to account code** — the account code and account name of the account to which the workpaper is attached.
- **Template category** — the category to which the template belongs. Categories are used to classify and sort templates.
- **Workpaper name** — the unique name of the workpaper.
- **Rollover this workpaper to the next period** — determines whether the workpaper will be included in rollover. During rollover, the previous workpapers period is used as a base. If this option is selected, this workpaper will be recreated and attached to the same account in the next period.
- **Retain links to all external documents** — in the workpaper, it is possible to add links to Document Manager files, if Document Manager is installed or external files, if Document Manager is not installed. If **Retain links to all external documents** is selected, then a list of links to external files is copied to the new workpaper when it is rolled over into the next period.

4. Edit the workpaper properties as necessary.

5. Click **OK** to save the changes or **Cancel** to close the window without saving.

## Related topics

[Opening workpapers](#)

[Completing workpapers](#)

[Comments in workpapers](#)

[Opening and editing a To Do item](#)

[Viewing and editing the workpaper properties](#)

[Adding an adjustment journal within a workpaper](#)

[Linking documents in a workpaper](#)

[Adding workpapers](#)

[Viewing a list of all workpapers and source documents](#)

[Opening an existing period](#)

[Opening source documents](#)

## Managing, tracking and approving workpapers

---

**Note:** (New Zealand) Approvals is only available if you are licensed for Workpapers.

---

---

Approvals can be used to track the progress on completing, reviewing and approving workpapers and documents. The workpapers and documents status can be set to easily see the progress on completing, reviewing and approving the workpapers and documents for the workpapers period. In the **Prepare Trial Balance (Workpapers)** table, the status icons indicate the progress on each workpaper and document.

While work is progressing on workpapers and documents associated with an account, the status icon on the account indicates that work is In Progress. When all workpapers and documents linked to an account have been completed, reviewed and marked as approved the status icon on the account updates to indicate work on the account is Approved. Once approved, the Approved By and Approved Date fields within the header section of the workpaper are updated to reflect the action.

### Related topics

[Setting the status on a workpaper or document](#)

[Viewing the status of a workpaper or document](#)

[Viewing the audit trail](#)

[Opening workpapers](#)

[Adjustment journals](#)

[Opening an existing period](#)

### Setting the status on a workpaper or document

Each workpaper and document has a status associated with it. The status indicates the progress on completing, reviewing and approving the workpapers and documents for the workpapers period.

When a workpaper or document requires review or approval, an approvals task can be assigned to the responsible staff member. When the approvals task is assigned, an email can be sent to the staff member notifying them that the workpaper or document requires review or approval.

If you need to add additional comments to the approvals task after the status has been set, use the **Current Status** option. See “Viewing the status of a workpaper or document” on page 159.

### *To set the status on a selected workpaper or document*

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**Note:** Setting the status of a workpaper or document to Approved may require special permission. Task Permissions may have been configured which allow only certain staff members to perform this action.

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---

**Note:** Setting a workpaper to Approved will make it read-only, and fields in the workpaper will not be editable.

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1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.

- 
2. Find the workpaper or document in the table.
  3. Click the checkbox next to the workpaper or document.
  4. Click the relevant status option on the Tasks bar.  
The **Approvals** window opens.
  5. Set the **Status** information for the workpaper:
    - a. Select the status of the workpaper on the **Status** drop-down.
    - b. Assign the approvals task to a staff member.  
Another staff member may be required to review or approve the workpaper.
      - Click the ellipse button to find and select a new staff member.  
The **Find Employees** window opens.
      - Enter the staff member's name into the **Search for** text field and click **Search**.  
Alternatively, leave the search field blank and click **Search** to list all staff members.
      - Click the selected staff member that the workpaper will be assigned to.
      - Click **OK**.
    - c. Edit the subject as required.
    - d. Information regarding the approvals task can be entered into the **Comment** field.  
As the approvals task progresses additional information can be entered.
  6. Set the **Notification** options for the approvals task:
    - a. Click the **Send email** checkbox to send an email to the responsible staff member to notify them that they have been assigned the approvals task.  
In the email, the approvals **Subject** field is displayed in the subject and the **Comment** field is displayed in the body.  

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**Note:** An error will be displayed if the assigned person does not have an email address defined in the application.

---
    - b. Click the **Edit email before sending** checkbox to review the email before sending it to the assigned staff member.  
The email opens in the associated email program. The email can be reviewed and edited as necessary before clicking **Send**.
  7. Review the information in the **Other** section:
    - a. The staff member who is requesting the review or approval.
-

---

The **Requested By** field defaults to the currently logged in staff member. Click the ellipse button to find and select a new staff member.

- b. Click the **Priority** drop-down to set the priority to Low, Medium or High.
- c. The required completion date for the approvals task.

The default entry for this field is the system date. Click the **Due Date** drop-down to select a new due date from the calendar.

8. Click **Next** to go to the **History** tab.

The **History** tab is displayed.

The **History** tab shows a record of changes made to the approvals task. Information is automatically recorded in the table and cannot be altered.

Click **Export to Excel** to export the information in the table to a Microsoft Excel spreadsheet.

9. Click **Finish** to save the status and assign the approvals task.

---

**Note:** If you need to add additional comments to the approvals task after the status has been set, use the **Current Status** option. See “Viewing the status of a workpaper or document” on page 159.

---

### ***To set the status on multiple workpapers or documents***

---

**Note:** Setting a workpaper to Approved will make it read-only, and fields in the workpaper will not be editable.

---

1. Open the workpapers period.

See “Opening an existing period” on page 53.

The **Prepare Trial Balance (Workpapers)** table is displayed.

2. Find the workpapers or documents in the table.
3. Click the checkboxes of all the workpapers or documents.
4. Click the relevant status option on the Tasks bar.  
The **Approvals** window opens.
5. Edit the approvals task as necessary.

6. Set the Status information for the workpaper:

- a. Select the status of the workpaper using the **Status** drop-down.
- b. Assign the approvals task to a staff member.

Another staff member may be required to review or approve the workpaper.

- 
- Click the ellipse button to find and select a new staff member.  
The **Find Employees** window opens.
  - Enter a staff member's name into the **Search for** text field and click **Search**.  
Alternatively, leave the search field blank and click **Search** to list all staff members.
  - Click the selected staff member that the workpaper will be assigned to.
  - Click **OK**.
  - c. Edit the subject as required.
  - d. Information regarding the approvals task can be entered into the **Comment** field.  
As the approvals task progresses additional information can be entered.

7. Set the **Notification** options for the approvals task:

- a. Click the **Send email** checkbox to send an email to the responsible staff member to notify them that they have been assigned the approvals task.  
In the email the approvals **Subject** field is displayed in the subject and the **Comment** field is displayed in the body.

---

**Note:** An error will be displayed if the assigned staff member does not have an email address defined in the application.

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- b. Click the **Edit email before sending** checkbox to review the email before sending it to the assigned staff member.

The email opens in the associated email program. The email can be reviewed and edited as necessary before clicking **Send**.

8. Review the information in the **Other** section:

- a. The staff member who is requesting the review or approval.  
The **Requested By** field defaults to the currently logged in staff member. Click the ellipse button to find and select a new staff member.

- b. Click the **Priority** drop-down to set the priority to Low, Medium or High.

- c. The required completion date for the approvals task.

The default entry for this field is the system date. Click the **Due Date** drop-down to select a new due date from the calendar.

9. Click **Next** to go to the **History** tab.

The **History** tab is displayed.

The **History** tab shows a record of changes made to the approvals task. Information is automatically recorded in the table and cannot be altered.

---

Click **Export to Excel** to export the information in the table to a Microsoft Excel spreadsheet.

10. Click **Finish**.

This will save the status and assign the approvals task.

---

**Note:** If you need to add additional comments to the approvals task after the status has been set, use the **Current Status** option.

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11. Click **Finish** to save the approvals task.

## Related topics

[Viewing the status of a workpaper or document](#)

[Viewing the audit trail](#)

[Opening workpapers](#)

[Adjustment journals](#)

[Opening an existing period](#)

## Viewing the status of a workpaper or document

Each workpaper and document can have a status associated with it. The status indicates the progress on completing, reviewing and approving the workpapers and documents for the workpapers period.

The **Status** column in the **Prepare Trial Balance (Workpapers)** table indicates the progress on completing workpapers for each account. An icon in the **Status** column displays the current status for the account, workpaper or document. A legend at the bottom of the table displays each icon and its meaning.

While work is progressing on workpapers and documents associated with an account, the status icon on the account indicates that work is In Progress. When all workpapers and documents linked to an account have been completed, reviewed and marked as approved the status icon on the account updates to indicate work on the account is Approved.

Use the **Current Status** option to view the current status of a selected workpaper or document. The **Subject, Comment, Requested By, Priority** and **Due Date** fields can be edited.

### ***To view the current status of a workpaper or document***

1. Open the workpapers period.  
See "Opening an existing period" on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Find the workpaper or document in the table.
3. Click the checkbox next to the workpaper or document.

- 
4. Click **Current status** on the Tasks bar.  
The **Approvals** window opens.  
View the status of the workpaper or document and the properties of the approvals task. See “Setting the status on a workpaper or document” on page 155.
  5. If necessary, edit the **Subject, Comment, Requested By, Priority** and **Due Date** fields.
  6. Click **Finish** to save any changes made and close the window.

## Related topics

[Setting the status on a workpaper or document](#)

[Viewing the audit trail](#)

[Opening workpapers](#)

[Adjustment journals](#)

[Posting journals and exporting new accounts](#)

[Opening an existing period](#)

## Viewing the audit trail

The **Audit Trail** displays a history of the actions performed on an account, workpaper or document. The Audit Trail lists the actions performed, the date and time on which the action was performed and the staff member who performed the action. This information can be exported to Microsoft Excel.

### *To view the audit trail for selected account or workpaper*

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Find the account, workpaper or document in the table.
3. Click the checkbox next to the workpaper or document.
4. Click **View audit trail** on the Tasks bar.  
The **Audit Trail** window opens.
5. Sort the information, if required.
6. Click **Export to Excel** to export the audit records to a Microsoft Excel spreadsheet.  
The **Save As** window opens.
  - a. Navigate to the location where the file is to be saved and enter a name for the file.
  - b. Click the **Save** button to export and save the file.



- 
7. Click **OK**.

The **Audit Trail** window closes.

### Related topics

[Setting the status on a workpaper or document](#)

[Viewing the status of a workpaper or document](#)

[Opening workpapers](#)

[Adjustment journals](#)

[Opening an existing period](#)

[Posting journals and exporting new accounts](#)

## Posting journals and exporting new accounts

Workpapers are used to calculate and substantiate the balances within accounts. If balances calculated during workpaper preparation are different to the client's balance, adjustment journals are added to correct the client's balances. These journals must then be posted to the client's company file. Any accounts added to the client's ledger are also exported at this time.

When posting the journals and new accounts, the **Include previously posted journals** option can be used to post all journals including those that have been posted previously. This option can be used if a new company file has been copied to your system, that is, a company file which does not have the previously posted journals.

If an **Assets** register is integrated with an underlying ledger, you can add **Assets** journal details as an unposted journal in the **Workpapers** trial balance table. The unposted journals appear in the **Workpapers** trial balance sheet. The journal can be viewed but not edited until you have posted the **Assets** journal.

If Client Accounting is integrated with an AccountRight ledger, select **Post journals and accounts** on the Tasks bar.

If Client Accounting is integrated with a MAS, Accounts or AO Classic general ledger, select **Create journal export file** on the Tasks bar. You must then browse and select the location of the export journals file.

### *To post the journals and accounts if you have an AccountRight general ledger*

1. Open the workpapers period.

See "Opening an existing period" on page 53.

The **Prepare Trial Balance (Workpapers)** table is displayed.

2. Click **Post journals and accounts** on the Tasks bar.

The **Confirm Posting Journals** confirmation dialog is displayed.

The dialog confirms the location of the client's company file on your system. The journals and new accounts will be exported and posted to this file.

---

Only journals which have not already been posted will be posted to the client's general ledger.

3. Click the **Include previously posted journals** checkbox to post all journals including those which have been posted previously.

This option might be used if a new company file has been copied to your system. That is, a company file which does not have the previously posted journals.

---

**Note:** Do not use the **Include previously posted journals** option if posting to the same client company file that has previously been posted to. This option will post journals which have been posted previously. If you post to the same company file twice, duplicate entries will be displayed in the client's general ledger.

---

4. Click **Yes**.

A **Post Journals and New Accounts** confirmation dialog is displayed confirming that the journals and new accounts were posted successfully.

5. Click **OK**.

#### ***To export journals for a MAS, Accounts or AO Classic general ledger***

1. Open the workpapers period.  
See "Opening an existing period" on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Click **Create journal export file** on the Tasks bar.  
The **Export Journals** window opens.
3. Enter the location of the Export Journal file.  
or  
Click **Browse** to find the location.
4. Click **OK**.

#### ***To post journals to an AO Classic general ledger***

---

**Note:** The **Post** option is only available for MYOB AO Classic v16.0.4 or later (Australia) / v16.0.2 or later (New Zealand).  
If you are integrated with a MYOB AO Classic general ledger, the **Employee Code** must be the same in MYOB AE/AO as it is in MYOB AO Classic.

---

The **Post** option is only available if your financial data source is an AO Classic general ledger. The **Post** option will enable you to export the file to your local machine and post the results back to your AO Classic general ledger.

1. Open the workpapers period.

---

See “Opening an existing period” on page 53.

The **Prepare Trial Balance (Workpapers)** table is displayed.

2. Click **Create journal export file** on the Tasks bar.

The **Export Journals** window opens.

3. Enter the location of the Export Journal file.

or

Click **Browse** to find the location.

4. Click **Post**.

The adjusted journals will be posted back to the general ledger for AO Classic and an export is created on your local machine.

### ***To post the journals and accounts if you have an Essentials Accounting or Cashbook general ledger***

1. Open the workpapers period.

See “Opening an existing period” on page 53.

The **Prepare Trial Balance (Workpapers)** table is displayed.

2. Click **Post journals and accounts** on the Tasks bar.

The **Confirm Posting Journals** confirmation dialog is displayed.

The dialog confirms the location of the client’s company file. The journals and new accounts will be exported and posted to this file.

Only journals which have not already been posted will be posted to the client’s general ledger.

---

**Note:** You will not be able to post a journal to the general ledger on or prior to a lock date.

---

3. Click **Yes**.

A **Post Journals and New Accounts** confirmation dialog is displayed confirming that the journals and new accounts were posted successfully.

4. Click **OK**.

### **Related topics**

[Opening an existing period](#)

[Creating the PDF report](#)

[Completing the period](#)

[Managing, tracking and approving workpapers](#)

[Adding a new adjustment journal](#)

[Viewing the audit trail](#)

[Removing exported journals](#)

---

## Removing exported journals

When you export journals from Workpapers to MAS or Accounts ledgers, Workpapers assumes that you have imported the resulting export file into the MAS or Accounts ledger. But if you do not import the export file into the MAS or Accounts ledger, and then import the latest client balances into Workpapers, Workpapers will incorrectly ignore the exported journal amounts when calculating its final balances. You must mark the journals as not exported in order for Workpapers to calculate the correct final balances.

This is not an issue if Client Accounting is integrated with AccountRight.

### ***To mark journals as not exported***

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Click **View all** on the Tasks bar.  
The **Journals** window opens.
3. Select the journals that have not been exported.  
Ensure that the checkboxes are ticked.
4. Click **Mark as not exported**.  
The selected journals are marked as not exported.
5. Click **Close**.  
The **Journals** window closes.

### **Related topics**

[Opening an existing period](#)

[Creating the PDF report](#)

[Completing the period](#)

[Managing, tracking and approving workpapers](#)

[Adding a new adjustment journal](#)

[Viewing the audit trail](#)

[Posting journals and exporting new accounts](#)

## Creating the PDF report

The **Create PDF** option can be used to produce a PDF file which contains the reports, workpapers and linked documents from the workpaper period for the client. The PDF report can be printed for review or saved to your own system as a record.

---

Associated reports, workpapers and linked documents of the workpaper period are grouped under the relevant headings in the **Create PDF** window. By default all are selected.

The **Linked Documents** section includes a list of all unique external files (and the directory path) and Document Manager files that have been linked to the actual workpaper or to the period. The following document types are supported when creating a PDF report:

- Adobe Acrobat (.pdf) up to 100 MB
- Microsoft Excel (.xls or .xlsx) up to 40 MB
- Microsoft Outlook (.msg)
- Microsoft Word (.doc or .docx) up to 40 MB.

Attempting to link documents that exceed the size limits may result in poor system performance.

If a Microsoft Excel file is included, the print area must be previously defined within the document. If no print area is set then the Excel file is used as it is. All sheets within a workbook will be included as part of the whole document.

---

**Note:** Unsupported document types (e.g., .txt) will be listed on the **Create PDF** window, but will not be included as part of the PDF report.

---

A document is only added once to the **Linked Document** list if:

- The same document has been linked to multiple workpapers.
- Different bookmarked sections of the same document have been linked to multiple workpapers or to the one workpaper.
- The same document is referenced with different workpaper names.
- The same document is located in only one location.

If the same document is stored in different locations and referenced from each of these locations, then two documents will be displayed in the **Linked Document** list.

If a document link is broken (i.e., by renaming the document or moving it to a different location), the document is included in the Linked Document list but an error message will be displayed. You must re-link the document.

---

**Note:** If you were using Document Manager and have since decided not to use Document Manager any more, then you will not be able to print any linked Document Manager files as Document Manager will not be available to extract the documents from the database.

---

### ***To create the PDF report***

1. Open the workpapers period.  
See "Opening an existing period" on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Click **Create PDF** on the Tasks bar.

---

The **Create PDF** window opens.

By default, all Reports, Workpapers and Linked Documents are selected.

---

**Note:** Attempting to attach several very large files may result in slow system performance on older workstations.

---

3. In the bottom left corner of the window, select one of the following:
  - **Default printing order** prints reports in one section, and documents and workpapers (with attached documents, if present) in another section, in the order they were added to the workpaper.

---

**Note:** If a document is attached more than once, it will only be printed for the first account code it is attached to.

---

- **Print linked documents separately** prints the PDF with reports, workpapers, and linked documents in separate sections.
4. Deselect the checkboxes of the reports, workpapers and linked documents that will not be included in the PDF report.
  5. Click **Preview**.

The Preparing documents progress bar is displayed. The time taken to create the PDF report will vary depending on the number of reports, workpapers and documents selected for inclusion.

---

**Note:** A PDF preview of the report is created. A PDF viewer must be installed for the report to be created. If a PDF viewer is not installed, an error is displayed.

---

The PDF report is created as **Workpapers - client name - workpaper period.pdf** and opens in the PDF viewer.

The report can be saved or printed as necessary.

6. Close the PDF report.

### ***To import the PDF report into Document Manager***

1. Open the workpapers period.  
See "Opening an existing period" on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Click **Create PDF** on the Tasks bar.  
The **Create PDF** window opens.  
By default, all Reports, Workpapers and Linked Documents are selected.

---

**Note:** Attempting to attach several very large files may result in slow system performance on older workstations.

---

3. In the bottom left corner of the window, select one of the following:
  - **Default printing order** prints reports in one section, and documents and workpapers (with attached documents, if present) in another section, in the order they were added to the workpaper.

---

**Note:** If a document is attached more than once, it will only be printed for the first account code it is attached to.

---

- **Print linked documents separately** prints the PDF with reports, workpapers, and linked documents in separate sections.
4. Deselect the checkboxes of the reports, workpapers and linked documents that will not be included in the PDF report.
  5. Click **Share It**.

---

**Note:** The **Share It** button is only available if Document Manager is installed. If Document Manager is not installed, then the **Share It...** button is disabled.

---

The **Create Document** wizard opens.

6. On the **Details** tab review and edit the information as required:
  - a. The contact associated with the workpapers period is automatically selected.
  - b. The title defaults to the Workpapers File and includes the client name and workpaper period dates.

The title can be edited as required.
  - c. The username of the currently logged in staff member.

Click the ellipse button to change the author.
  - d. The **Status** drop-down defaults to a status of Complete.
  - e. The type of document being imported into Document Manager.

The **Document Type** drop-down defaults to a PDF document type.
  - f. The **Date Created** drop-down defaults to the system date.

Click the drop-down to select a new date from a calendar.





---

**Note:** This process cannot be reversed. Ensure that the workpapers period has been reviewed, approved and finalised.

---

### ***To complete the period***

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.

2. Click **Complete the period** on the Tasks bar.

---

**Note:** Journals and new accounts must be posted before completing the period. The **Complete the Period** option is disabled if journals and new accounts have not been posted.

---

The **Confirm Complete the period** dialog opens.

3. Click **Yes** to complete the period. Click **No** to cancel.  
If there are outstanding To Do items for the workpapers period, a warning is displayed. Click **Yes** to complete the period with outstanding To Do items. Click **No** to cancel.  
If there are unapproved workpapers for the workpapers period a warning is displayed. Click **Yes** to complete the period with unapproved workpapers. Click **No** to cancel.
4. The workpapers period is marked as complete.  
On the Client page > Client Accounting > **Trial Balance (Workpapers)** tab, the status of selected period updates to indicate that the preparation of workpapers has been finalised.  
When a finalised period is opened a warning is displayed indicating that the period has been completed. Click **OK** to open the period with limited access.

### **Related topics**

[Opening an existing period](#)

[Posting journals and exporting new accounts](#)

[Creating the PDF report](#)

[Printing reports and workpapers](#)

[\(Australia\) Exporting Ledger Data to Tax](#)

## **Printing reports and workpapers**

Reports and the workpapers associated with the workpapers job can be printed using the **Print** button located at the top of the Tasks bar.

---


A copy of workpapers attached to the Workpapers period can also be printed. These are listed under Prepare Workpaper (Documents) in the **Print** window. Source documents which are linked to a workpapers period cannot be printed. To print source documents, open the source document and use the **Print** option from within the document.

The following can be printed from the **Print** window:

- **Adjusted Trial Balance report** — contains information which is displayed in the **Prepare Trial Balance (Workpapers)** table. It lists the closing balances for header and detail accounts for the period and the adjusted balance after the balances have been calculated and substantiated.
- **Journal Listing report** — contains information about the adjustment journals added during workpaper preparation. At the top of the report the client name and period date range are specified. A table details the journal date and note, the balancing amounts and the account codes and names. Debits and credits are shown as Gross amounts, and GST is shown in a separate column.
- **Accounts Added in Prepare Workpapers report** — contains information about the accounts added during workpaper preparation. At the top of the report the client name and period date range are specified. A table lists the account codes and account names of accounts added during the workpaper preparation.
- **List of Document Manager Files report** — if Document Manager is installed, Document Manager files which substantiate calculations can be linked to accounts in the period. This report lists the names of all the Document Manager files which have been linked to the accounts in the period.
- **List of External Files report** — if Document Manager is not installed, external files which substantiate calculations can be linked to accounts in the period. This report lists the names of all the external files which have been linked to the accounts in the period.
- **Prepare Workpaper (Documents)** — under Prepare Workpapers (Documents) in the **Print** window, a list is displayed of all workpapers attached to accounts in the period.

When the report prints, a footer is automatically included which displays the page number.


### ***To preview reports and workpapers***

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Click  on the Tasks bar.  
The **Print** window opens.
3. Click the checkboxes of the reports and / or workpapers to be printed.  
Click the checkbox in the column heading to select or deselect all the reports and documents.
4. Click **Preview**.  
The **Print Preview** window opens.

---

The title bar of the window indicates the client and period for which the reports have been generated.

### ***To print reports and workpapers***

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Click  on the Tasks bar.  
The **Print** window opens.
3. Click the checkboxes of the reports and / or workpapers to be printed.  
Click the checkbox in the column heading to select or deselect all the reports and documents.
4. Click **Print**.
5. Select the printer and edit the printing preferences as necessary.
6. Click **OK**.

### **Related topics**

[Opening an existing period](#)

[Completing the period](#)

[To Do items](#)

# To Do items

To Do items enables tracking and managing the workpapers tasks that are being worked on.

The To Do table lists:

- **Subject** — a short description of the To Do item. It is important to use a meaningful subject when creating a To Do item as it will be used to identify the To Do item in the future.
- **Employee** — the staff member to which the To Do item is currently assigned.
- **Priority** — the priority level of the To Do item. The priority can be set to High, Medium or Low.
- **Due Date** — the date on which the To Do item is required to be completed.
- **Status** — the current status of the To Do item. The status can be Not started, Planned, In progress, Complete, Risk and Problem. Use the status to indicate progress on the To Do item to other staff members.

Workpaper To Do items can be accessed from a number of windows or tabs:

## ***Workpapers homepage***

The **Workpapers** homepage is opened by clicking the Workpapers icon on the Tool bar and provides the summary of all your In Progress Workpapers. This summarises what work you have for your clients currently.

The Workpapers homepage provides easy Access to the **Trial Balance (Workpapers)** tab for each client represented is provided by hyperlinks. See “Workpapers homepage” on page 39.

## ***To Do Workpaper window***

A list of all To Do items associated with a selected period can be viewed using the To Do item option in the **Trial Balance (Workpapers)** window on the Tasks bar. To access the workpapers job, open the period. See “Opening an existing period” on page 53 for more information on opening the period.

The title bar of the **To Do Workpaper** window displays the start and end date of the current workpaper period.

To open a To Do item:



1. Find the To Do item in the table.
2. Double-click the To Do item.

The **To Do** window opens.

See “Opening and editing a To Do item” on page 176.

## ***Workpaper window***

A list of all To Do items associated with a selected workpaper document can be viewed at the top of the **Workpaper** window. First open the workpaper document. See “Viewing a list of all workpapers and source documents” on page 104 for more information on opening the workpaper document.

If there are To Do items associated with the workpaper they are displayed in a table at the top of the **Workpaper** window. By default the table is hidden, click  to show the table. Click  to collapse and hide the table.

---

Use the column headings to sort the rows in the table alphabetically or numerically using the values in the selected column. Click the column heading once to sort in ascending order. Click the column heading again to sort in descending order.

To open a To Do item:

1. Find the To Do item in the table.
2. Double-click the To Do item.

The **To Do** window opens.

See “Opening and editing a To Do item” on page 176.

### ***Trial Balance (Workpapers) tab***

The To Do items which have been created for workpapers or workpaper periods for a selected client are listed in the **To Do** table on the client’s Client Accounting > **Trial Balance (Workpapers)** tab. See “Accessing workpapers” on page 46.

Use the column headings to sort the rows in the table alphabetically or numerically using the values in the selected column. Click the column heading once to sort in ascending order. Click the column heading again to sort in descending order.

To open a To Do item:

1. Find the To Do item in the table.
2. Double-click the To Do item.

The **To Do** window opens.

See “Opening and editing a To Do item” on page 176.

### ***To Do tab (AE)***

All the To Do items, including workpaper To Do items, for a selected client are listed in the **To Do** table on the client’s **To Do** tab.

To open a To Do item:

1. Search for the client.
2. Select the client.
3. Navigate to Client page > **To Do** tab.
4. Click the link in the **Subject** column to open the To Do item for the workpaper period.

### ***My Homepage (AE)***

Workpaper To Do items can be accessed from a customised Homepage for To Do items if this has been created. @@

---

**Note:** Alternatively, a Workpapers homepage is provided as a standard feature of Workpapers. See “Workpapers homepage” on page 39.

---

To open a To Do item:

1. Navigate to the **Homepage** tab.
2. Click the **To Do** homepage link on the Tasks bar.

### Related topics

[Workpaper window](#)

[Working with To Do items](#)

[Opening and editing a To Do item](#)

[Printing To Do items](#)

## Working with To Do items

To Do items enables progress tracking and management of workpapers tasks. To Do items can be created for a workpaper period or for an individual workpaper.

### *To add a To Do item to a period*

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Click **To Do item** on the Tasks bar.  
The **To Do Workpaper** window opens.
3. Click **Add**.  
The **To Do** window opens.  
The properties of the To Do item are displayed on three tabs.
4. Enter the details of the To Do item on the **Main** tab.
5. Click **Next**.  
The **History** tab is displayed.  
The **History** tab shows a record of task assignments. Information is automatically recorded in the table and cannot be altered.
6. Click **Next**.  
The **Notes** tab is displayed.

---

The **Notes** tab lists all the notes which have been added for the To Do item. The information on the **Notes** tab cannot be altered.

---

**Note:** New notes are entered on the **Main** tab (see **Step 2.** above).

---

The table lists the **Date** each note was entered and the **Title** of each note. Click the note in the table to view the contents of the note in the text area.

7. Click **Finish**.

To save and complete the To Do item.

**To add a To Do item to a workpaper**

1. Open the workpapers period.

See "Opening an existing period" on page 53.

The **Prepare Trial Balance (Workpapers)** table is displayed.

2. Select and open a workpaper in the table.

The selected workpaper window opens.

3. Click **New To Do** on the toolbar.

The **To Do** window opens.

The properties of the To Do item are displayed on three tabs.

4. Enter the details of the To Do item on the **Main** tab.

5. Click **Next**.

The **History** tab is displayed.

The **History** tab shows a record of task assignments. Information is automatically recorded in the table and cannot be altered.

6. Click **Next**.

The **Notes** tab is displayed.

The **Notes** tab lists all the notes which have been added for the To Do item. The information on the **Notes** tab cannot be altered.

---

**Note:** New notes are entered on the **Main** tab.

---

The table lists the **Date** each note was entered and the **Title** of each note. Click the note in the table to view the contents of the note in the text area.

7. Click **Finish**.

To save and complete the To Do item.

---

## Related topics

[Opening and editing a To Do item](#)

[Printing To Do items](#)

[Working with To Do items](#)

[To Do items](#)

## Opening and editing a To Do item


To Do items can be opened and edited from a variety of windows. See “To Do items” on page 172. This section focuses on opening and editing To Do items from the **To Do Workpaper** window and the **Workpaper** window.

### *To open and edit a To Do item from the To Do Workpaper window*

A list of workpaper To Do items associated with a selected client can be viewed using the To Do item option on the Tasks bar under **Prepare Trial Balance (Workpapers)**.

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Click **To Do item** on the Tasks bar.  
The **To Do Workpaper** window opens.
3. Edit any fields on the **Main** tab in the **To Do** window.
4. Click **Finish**.  
This saves the changes to the To Do item.

### *To open and edit a To Do item from the Trial Balance (Workpapers) window*

1. Open the workpapers period.  
See “Opening an existing period” on page 53.  
The **Prepare Trial Balance (Workpapers)** table is displayed.
2. Select and open the workpaper in the table.  
The workpaper opens in a new window. A list of all To Do items associated with a selected workpaper document can be viewed at the top of the **Workpaper** window. By default the table is hidden.
3. Click  to show the table.
4. Find the To Do item.
5. Double-click to open the To Do Item.



---

The **To Do** window opens.

6. Edit any fields on the **Main** tab in the **To Do** window.
7. Click **Finish**.

This saves the changes to the To do item.

## Related topics

[To Do items](#)

[Printing To Do items](#)

[Working with To Do items](#)

[Opening an existing period](#)

## Printing To Do items


From the **To Do** window, all the information that has been recorded for the To Do item can be previewed and printed. The history of the To Do item can also be printed.


### *To print a selected To Do item*

1. Find the To Do item.  
See “Opening and editing a To Do item” (see page 176).
2. Double-click to open the To Do item.  
The **To Do** window opens.
3. Click **Print**.  
The **Print options** window opens.
4. Click the **History** checkbox.  
The print out will include a list of the task assignments for the To Do item.
5. Click the **Notes History** checkbox.  
The print out will include all the notes that have been entered for the To Do item.
6. Click **Print** or **Print Preview**.
  - a. Click **Print** to print the To Do item.  
Select the printer and click **OK** to send the To Do item to the printer.
  - b. Click **Print Preview** to view the output on-screen before sending it to a printer.  
  
Click the **Printer** icon to print the To Do item. The To Do item will be sent to your default printer.

---

Other options at the top of the window enable you to:

 **Zoom** — click the Zoom option to zoom in or out for a better view.

 **Page views** — click to view one, two, three, four or six pages.

7. Click **Finish**.

The To Do item closes.

## Related topics

[To Do items](#)

[Opening and editing a To Do item](#)

[Working with To Do items](#)

# Ledgers

You can use the Ledger options in the Tasks bar of the Trial Balance (Workpapers) tab to:

- Edit Configuration Details – see “See “Migrating an existing ledger” on page 214 for an overview of the steps to take when migrating.” on page 22
- Perform Opening Review – see “Perform an opening review” on page 184 (only available if an AccountRight ledger is configured as the financial data source for a client)
- Modify Prior Year Balances – see “Modify prior year balances” on page 194 (only available if an AccountRight ledger is configured as the financial data source for a client)
- Launch ledger – see “Launching a ledger” on page 179
- Create new AE/AO Ledger – see “Creating and viewing your client’s AE/AO ledger” on page 181
- Define Income Allocation – see “Defining income allocation” on page 197
- View AE/AO ledgers – see “Creating and viewing your client’s AE/AO ledger” on page 181
- Delete AE/AO ledger – see “Deleting a ledger” on page 198.
- Remove Configuration Detail – see “Removing Configuration Details from a ledger” on page 198.

## Related topics

[Launching a ledger](#)

[Creating and viewing your client’s AE/AO ledger](#)

[Perform an opening review](#)

[Modify prior year balances](#)

[Defining income allocation](#)

[Deleting a ledger](#)

## Launching a ledger

You are able to open the general ledger application that you have integrated with Client Accounting. You can then make changes to the general ledger whilst accessing the information in Client Accounting.

### ***To open the general ledger application***

1. Open the client’s Client Accounting > **Trial Balance** tab (called the **Workpapers** tab if you are licensed for Workpapers).
2. Click **Launch ledger** on the Tasks bar.  
The Launch ledger option could be any one of:
  - Launch AccountRight
  - (Australia) Launch Accounts

- 
- Launch AE/AO Ledger
  - (AO) Launch AO GL
  - Launch Essentials
  - Launch Cashbook
  - Launch MAS.

The specific general ledger application opens.

#### ***If you have a MYOB AO Classic general ledger***

- If you are integrated with a MYOB AO Classic general ledger, the **Employee Code** must be the same in MYOB AE/AO as it is in MYOB AO Classic.
- In order to be able to launch MYOB AO Classic from Client Accounting, you must have MYOB AO Classic v16.0.4 or later (Australia) / v16.0.2 or later (New Zealand) installed.

#### ***If you have an Essentials Accounting general ledger***

If you have selected an Essentials Accounting file as the client's financial data source, then launching Essentials Accounting from Client Accounting will open a browser window where you will be prompted to login using your MYOB Login.

You can save your username and/or password to streamline this process.

#### ***If you have an Essentials Cashbook general ledger***

If you have selected an Essentials Cashbook file as the client's financial data source, then launching Essentials Cashbook from Client Accounting will open a browser window where you will be prompted to login using your MYOB Login.

You can save your username and/or password to streamline this process.

### **Related topics**

[Trial Balance \(Workpapers\) tab](#)

[Assets tab](#)

[Reports tab](#)

[See "Migrating an existing ledger" on page 214 for an overview of the steps to take when migrating.](#)

[Creating and viewing your client's AE/AO ledger](#)

[Perform an opening review](#)

[Modify prior year balances](#)

[Workpapers](#)

[Statutory Reporter](#)

[Assets](#)

---

## Creating and viewing your client's AE/AO ledger

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**Note:** This feature is not enabled for all users. If this option isn't available in the Tasks bar, please contact your client manager to enable this feature for your practice.

---

You can configure an AE/AO ledger as a client's financial data source.

### *To create an AE/AO ledger for your client*

1. Open the client's Client Accounting > **Trial Balance** tab (called the **Workpapers** tab if you are licensed for Workpapers).
2. Click **Create new AE/AO Ledger** on the Tasks bar. The **Create Ledger** window is displayed.
3. Enter the **Ledger name**.
4. Select the **Chart template** by clicking the Browse button in this field, and searching for your ledger template file. The Client Accounting Templates Folder is shown by default.
  - **MYOB Standard Charts** contains the predefined charts in CSV format for AOGL, Accounts, and MAS products and entity types. (In New Zealand, these are separated into farming and non-farming templates.) Files in this folder will always be overwritten and updated after a software update.
  - **Practice Charts** can be used to store your practice's own custom charts in CSV format. Files here will not be modified by the update process. See [To create a Practice Chart](#) for more information on creating this chart.
5. Select the **Entity Type** and **Chart Type**.
  - If you have selected an MYOB Standard Chart, the Entity Type and Chart Type fields will be automatically filled in.
  - If you have selected a Practice Chart, and your CSV file name is different to the MYOB naming convention, you may need to manually enter these fields. See [To create a Practice Chart](#) for more information.
6. Enter the **Financial year end date**.

---

**Note:** The opening balance date and financial start month are automatically calculated from the financial year end date.

---

7. Review the values in **System Account Mapping**, and modify any values if required. The mapped Account code values displayed here vary depending on the Entity and Chart Type.  
If you have selected an MYOB Standard Chart, the values displayed here are defined by MYOB. Any account codes that are present in the System Account Mapping, if also present in the CSV file, will be created as System Accounts.

---

8. Click **OK**.

This configures the ledger. The ledger accounts are displayed in the Client Accounting > **Trial Balance** tab (called the **Workpapers** tab if you are licensed for Workpapers).

**To create a Practice Chart**

---

**Note:** When creating a Practice Chart CSV template, maintain the file format, structure, and column order. Headers should always be in the first row of the CSV file.

When reviewing the CSV file, we recommend opening the file using Notepad or similar text editing software. Opening CSV files in Excel may result in trailing zeros being removed from Account codes with decimal places.

Ensure System accounts specified in the table are in the practice chart so that the appropriate account type group is set. This can also be set manually using Manage Accounts — see [Managing accounts for AE/AO ledger](#).

---

1. A chart template (Chart\_Template.csv) can be found in Deploy/Client Accounting Templates/MYOB Standard Templates. Open this template in Excel.

2. In the template, fill in the following values:

Column name	Description
AccountCode	If this value is not present, the record is ignored when creating charts.
AccountName	Name of the account code. This field is optional. If this field is left blank, the value “*** unknown account ***” is used.
AccountType	Defines the type of Account. Valid values are: <ul style="list-style-type: none"><li>• Income</li><li>• Other Income</li><li>• Liabilities</li><li>• Equity</li><li>• Expense</li><li>• Other Expense</li><li>• Assets</li><li>• Cost of Sales</li><li>• Uncategorized.</li></ul> If the value is not valid or no value is entered, the default value of “Uncategorised” is used.

Column name	Description															
AccountTypeGroup	<p>If the Account Code is a Control Group, enter “Yes” as the value. For Child Accounts, enter the Account Code value associated with the Control Group to link them with the Account Type Group / Control Account. This field is optional.</p> <table border="1"> <thead> <tr> <th>AccountCode</th> <th>AccountName</th> <th>AccountTypeGroup</th> </tr> </thead> <tbody> <tr> <td>100</td> <td>Account A</td> <td>Yes</td> </tr> <tr> <td>100/1</td> <td>Account X</td> <td>100</td> </tr> <tr> <td>100/2</td> <td>Account Y</td> <td>100</td> </tr> <tr> <td>100/3</td> <td>Account Z</td> <td>100</td> </tr> </tbody> </table>	AccountCode	AccountName	AccountTypeGroup	100	Account A	Yes	100/1	Account X	100	100/2	Account Y	100	100/3	Account Z	100
AccountCode	AccountName	AccountTypeGroup														
100	Account A	Yes														
100/1	Account X	100														
100/2	Account Y	100														
100/3	Account Z	100														
TaxCode	<p>Contains the tax code. The valid code values (and their definitions) are:</p> <ul style="list-style-type: none"> <li>• NA (No tax implied)</li> <li>• (Australia) CAP (Capital acquisitions)</li> <li>• (Australia) EXP (Export sales)</li> <li>• (Australia) FRE (GST free)</li> <li>• GST (Goods &amp; Services Tax)</li> <li>• (New Zealand) E (Exempt)</li> <li>• (Australia) GNR (Not registered)</li> <li>• (Australia) INP (Input taxed purchases)</li> <li>• (Australia) ITS (Input taxed sales)</li> <li>• NTR (Not reportable).(New Zealand) Z (Zero rate)</li> <li>• (New Zealand) I (GST on imported supplies).If no value is entered, the default value of NA is used.</li> </ul>															

3. Save the CSV file using the following naming convention:

- **MAS\_<entity type>** for MAS chart types
- (Australia) **ACCOUNTS\_<entity type>** for Accounts chart types
- **AOGL\_<entity type>** for AOGL chart types

where <entity type> is Individual, Partnership, or Company.

**Note:** You may choose to follow a different naming convention. However, you will be required to manually enter the Entity Type and Chart Type when creating a new AE/AO ledger.

---

### ***To view your client's ledger***

1. Open the client's Client Accounting > **Trial Balance** tab (called the **Workpapers** tab if you are licensed for Workpapers).

2. Click **View AE Ledgers/View AO Ledgers** on the Tasks bar.

**The Select Company File** window opens listing all the active (in bold) and suspended (greyed out) Essentials Accounting, Cashbook and/or Ledger files.

By default, if the client code of the ledger corresponds to the client code of MYOB AE/AO, then the ledger file is selected.

If there is no ledger displaying with the same client code, then the most recently created ledger file is selected.

You can also select any other ledger file if required.

3. Click **Select file** to view the ledger.

### **Related topics**

[Trial Balance \(Workpapers\) tab](#)

[Assets tab](#)

[Reports tab](#)

[Launching a ledger](#)

[See "Migrating an existing ledger" on page 214 for an overview of the steps to take when migrating.](#)

[Configuring an Essentials general ledger as the data source](#)

[Modify prior year balances](#)

[Workpapers](#)

[Statutory Reporter](#)

[Assets](#)

## **Perform an opening review**

The Perform Opening Review feature compares the account balances from the current general ledger product with the corresponding account balances in the client's AccountRight or Essentials Accounting ledger. Where there are differences between the two, the Perform Opening Review feature posts journals to the ledger in order to align it with the general ledger product. The updated ledger can then be used as the general ledger for the client.

---

**Note:** The Perform Opening Review feature is only available if an AccountRight ledger or Essentials Accounting ledger is configured as the financial data source for a client.

---

### **Related topics**

[Accessing the Opening Review Wizard](#)



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## [Using the Opening Review Wizard](#)

### Accessing the Opening Review Wizard

To access the Opening Review Wizard, an AccountRight ledger or Essentials Accounting ledger must be configured as the financial data source for the client.

#### ***Accessing the Open Review Wizard for unconfigured client data***

1. Configure the client.  
See “Configuring the client” on page 23 and “Configuring accounting product locations” on page 37.
2. Click **OK**.  
A prompt is displayed requesting if you want to perform an opening review.
3. Click **Yes**.  
The **Opening Review** Wizard opens.

#### ***Accessing the Open Review Wizard for configured client data***

1. Open the client’s Client Accounting > **Trial Balance** tab (called the **Workpapers** tab if you are licensed for Workpapers).
2. Click **Perform Opening Review** on the Tasks bar.  
The **Opening Review** Wizard opens.

### **Related topics**

[Configuring the client](#)

[Using the Opening Review Wizard](#)

### Using the Opening Review Wizard

Three steps are involved in using the Opening Review Wizard:

- “Select the general ledger product” (see page 185)
- “Mapping accounts” (see page 187)
- “Confirming the opening review” (see page 192).

#### Select the general ledger product

1. Access the Opening Review Wizard.  
See “Accessing the Opening Review Wizard” on page 185.

---

The **Select General Ledger Product** window opens.

2. Select the general ledger product that is used for this client.
3. A ledger is automatically selected if a match is determined between the client ledger code and the client code in MYOB AE/AO.

Another ledger can be selected if the default selection is not the correct ledger.


---

**Note:** A warning message is displayed if there is a period discrepancy between the AccountRight file and the selected ledger. This must be corrected before proceeding.

---

- a. Search for a new ledger by clicking the ellipses (...) button. The **Select Ledger** window appears.
- b. Enter the ledger Code or Name on the **Search** field.

The list of ledgers in the table filters as information is entered to show those ledgers which correspond to the search criteria.

- c. Click  to clear the search.
- d. Select the appropriate ledger in the table.
- e. Click **OK**.

If you would like to import a CSV file (not available for Essentials Accounting):

- a. Ensure the correct option is selected in **Select General Ledger Product**.
- b. Select the CSV file that contains the accountant's balances.
- c. The **Select File** window opens.
- d. Click the ellipse button at the end of the **File to import** field.
- e. The **Select File to Import** window opens.
- f. Navigate to the location where the CSV text file is stored.
- g. Click **Open**.

---

**Note:** The CSV text file must adhere to a specific format. See "Format of CSV text file" on page 193.

---

The **File to import** field updates to show the path and filename of the selected CSV file. Ensure that the correct file is selected.

4. Select the balances that are to be used for comparison:

---

- **Closing balances for the previous year**

This option compares all accounts and updates balances for both the previous year and the current year.

- **Closing balances for the current year**

This option compares all accounts and updates balances for the current year only.

5. Click **Next**.

Proceed to “Mapping accounts” (see page 187).

or

Click **Save as Draft**.

This saves the ledger as a draft and closes the Opening Review Wizard.

## Related topics

[Mapping accounts](#)

[Confirming the opening review](#)

## Mapping accounts


The **Map Accounts** window enables selection of the account(s) on the AccountRight or Essentials Accounting chart that correspond to each account on the accountant's chart. These mappings are then used to compare the corresponding account balances between the two charts. Adjustments can be made to the AccountRight or Essentials Accounting accounts, where required, in order to align the balances with the equivalent accountant's accounts.

### *Map Accounts window options*

Option	Description
First column	The accountant's balance table displays the current mapped status of the account.
Add account	Adds an account to the client's chart of accounts.
Print	Creates an Opening Review Mapping report in a text file. The report displays the Client Name, Client Code, the Opening Review details and the information in the Map Accounts table.
Clear all mappings	Clears all mappings including automatic system mappings and any manual mappings made by you. A confirmation window is displayed requesting confirmation to clear the mappings. Click <b>Yes</b> .

Option	Description
Restore default mappings	Clears any changes made to the mappings and restores the account mappings to its original state. Any changes made will be lost. A confirmation window is displayed requesting confirmation to restore the default mappings. Click <b>Yes</b> .
Split	Maps an accountant's account to two or more client accounts. See "Mapping across multiple accounts" on page 189.
Show Client Balances	Displays the client's chart of accounts in a separate is to the right of the accountant's chart of accounts.
Hide Client Balances	Hides the client's chart of accounts.


### ***Searching for an account on the accountant's chart***

1. Type a value on the **Search** field.  
The list of accounts in the table filters as you type to show those accounts that contain the specified search criteria in any of the displayed columns.
2. Click  to clear the search.

### ***Including zero balances***

1. Select **Include zero balances**.  
All accounts are displayed, including those with zero balances.

### ***Viewing and editing automatic mappings***

The system maps some accountant's accounts automatically, including those that have exactly the same balance as an account on the client's chart, where no other accounts exist with the same balance. These mappings are displayed on the **Map Accounts** window with a  icon in the left hand column.

To edit the automatic mapping in the Map Accounts window:


1. Click the drop-down arrow in the **Map to** column.  
This lists the client's chart of accounts.
2. Select the **View suggested accounts** option at the bottom of the list.  
This enables viewing of a list of suggested mappings.
3. Select the **View all accounts** option to return to the full list of accounts.
4. Ensure that the **Show unmapped accounts only** checkbox is selected.

---

This hides those client accounts that have already been mapped.

5. Clear **Include zero balances** if it is selected to hide accounts with zero balances.
6. Select an account from the list.  
Double-click on the account or highlight it and click **Select**.

### ***Viewing and editing suggested mappings***

The system suggests mappings for some accountant's accounts. These suggestions are based on the descriptions and balances of the accounts on the client's chart. Accountant's accounts, for which suggested mappings exist, are displayed on the **Map Accounts** window with a  icon in the left hand column.

To view the list of suggestions for an account in the Map Accounts window:

1. Click the drop-down arrow in the **Map to** column.  
This lists suggested accounts from the client's chart, with the most likely match listed first.
2. Select the **View all accounts** option at the bottom of the list.  
This enables viewing of all accounts on the client's chart.
3. Select the **View suggested accounts** option.  
This returns to the list of suggested mappings.
4. Ensure that the **Show unmapped accounts only** checkbox is cleared.  
This displays all accounts, regardless of whether or not they have already been mapped.
5. Clear the **Include zero balances** checkbox, if it is selected, to hide accounts with zero balances.
6. Select an account from the list.  
Double-click on the account or highlight it and click **Select**.

### ***Mapping across multiple accounts***

To map one accountant's account to two or more client accounts:

1. Open the **Split Account** window.  
There are a number of ways to do this:
  - Click **Split** located at the bottom of the **Map Accounts** window.
  - Click **Split** located at the bottom of the **Map to** drop-down.
  - Highlight two or more accounts on the **Map to** drop-down, then click **Select**.

The **Split Account** window enables you to select the client accounts to which you want to map the selected accountant's account.

2. Select all of the required client accounts.

---

The **Variance** total at the bottom of the window displays the difference between the accountant's account balance and the sum of the client account balances.

3. The **Journal amount** field is used to distribute the variance across the selected client accounts. The value entered into the **Journal amount** field for each client account represents the amount that will be posted to that account upon completion of the Opening Review Wizard. The sum of the values in the **Journal amount** fields must equal the total **Variance**.

To map two or more accountant's accounts to one client account:

1. Select the client account in the **Map to** column for the first accountant's account.
2. Select the same client in the **Map to** column for the second accountant's account. It may be necessary to clear the **Show unmapped accounts only** checkbox in order to find the client account in the drop-down list. A confirmation message is displayed stating that the selected client account has already been mapped to another accountant's account.


3. Click the **Keep existing mappings** button.

This maps the client account to both accountant's accounts.

For the first mapping, the **Variance** column displays the difference between the client's account balance and the sum of the balances of all accountant's accounts to which the client account has been mapped.

For the second and subsequent mappings, the **Balance** and **Variance** columns display a difference to the first mapping.

### ***Mapping other accounts***

Accountants accounts for which no automatic or suggested mappings exist are displayed in the **Map Accounts** window with an  icon in the left hand column.

To map an unmapped account:

1. Click the drop-down arrow in the **Map to** column. This displays the client chart of accounts.
2. Ensure that the **Show unmapped accounts only** checkbox is selected. This hides those client accounts that have already been mapped.
3. Clear the **Include zero balances** checkbox, if it is selected, to hide accounts with zero balances.
4. Select an account from the list. Double-click on the account or highlight it and click **Select**.

### ***Viewing the client chart of accounts***

To display the client's chart of accounts in a separate list:

---

1. Click **Show Client Balances**.

This is located at the bottom of the **Map Accounts** window.

The client's chart of accounts is displayed in a separate list to the right of the accountant's chart.

To search for an account on the client's chart:

1. Type a value in the **Search** field.

The list of accounts in the table filters as you type to show those accounts that contain the specified search criteria in any of the displayed columns.

2. Click **X** to clear the search.

3. Ensure that the **Show unmapped accounts only** checkbox is selected.

This hides those client accounts that have already been mapped.

4. Ensure that the **Include zero balances** checkbox is selected.

This displays all accounts on the client chart, including those with zero balances.

### ***Adding a new client account***

To add a new account to the client chart of accounts:

1. Click **Add client account** or **Add account**.

The **Add Account** window opens.

2. Specify the **Account Classification**, **Account Code** and **Account Name** of the new account.

3. Click **OK**.

Another way of adding a new account:

1. Type an account code or account that does not already exist.

This can be done either in the **Map to** field of the **Map Accounts** window or the **Code** field of the **Split Account** window.

The **Opening Review Wizard account name** window opens.

2. Specify the **Account Name**.

This Account Name defaults to the name of the selected accountant's account.

3. Click **Yes**.

To edit an existing client account name on the client's Chart of Accounts:

1. Type a new value in the **Client account name** field on the **Map Accounts** window.

### ***Other features of mapping accounts***

To clear a single mapping:

- 
1. Click the **Map to** field for the specific entry.
  2. Delete the contents.
  3. Press **[Enter]** to clear all mappings:

1. Click **Clear all mappings**.

This is located at the bottom of the **Map Accounts** window.

To restore the default mappings for all accounts:

1. Click **Restore default mappings**.

This is located at the bottom of the **Map Accounts** window.

### ***Completing Map Accounts***

To proceed to the Confirmation stage:

1. Click **Next**.

or

Click **Save as Draft**.

The Opening Review Wizard closes and you are returned to the **Trial Balance (Workpapers)** tab.

A message is displayed informing you that the opening review process has not been completed for the particular client.

To return to the Opening Review Wizard click **Resume Opening Review** on the **Trial Balance (Workpapers)** tab or **Perform Opening Review** on the **Trial Balance (Workpapers)** tab Tasks bar.

### **Related topics**

[Viewing and editing automatic mappings](#)

[Viewing and editing suggested mappings](#)

[Mapping across multiple accounts](#)

[Mapping other accounts](#)

[Viewing the client chart of accounts](#)

[Adding a new client account](#)

[Other features of mapping accounts](#)

### **Confirming the opening review**

The **Confirmation** window lists the journal entries that will be posted in the current year of the ledger upon completion of the wizard. The Perform Opening Review cannot be completed unless these journals balance to zero.

If the closing balances for the previous year option was chosen on the first page of the Opening Review Wizard, the system will also adjust the comparative balances for the previous year. It will not



---

update the AccountRight file or Essentials Accounting ledger with these adjustments. The modified balances are stored separately for use by the Client Accounting products only.

### ***To complete the opening review***

1. Click **View modified closing balances**.

To view a list of the modified closing balances.

2. Click **Finish**.

This completes the wizard, posts all journals and updates prior year balances.

or

Click **Save as Draft**.

The Opening Review Wizard closes and you are returned to the **Trial Balance (Workpapers)** tab.

A message is displayed informing you that the opening review process has not been completed for the particular client.

### ***Resuming an opening review***

If the Opening Review is saved as a draft, a message is displayed at the top of the **Trial Balance (Workpapers)** tab: *The opening review has not been completed for this client.*

To return to the Opening Review Wizard:

1. Click **Resume Opening Review** on the **Trial Balance (Workpapers)** tab.

or

Click **Perform Opening Review** on the Tasks bar.

### **Related topics**

[Format of CSV text file](#)

[Select the general ledger product](#)

[Mapping accounts](#)

[Modify prior year balances](#)

### Format of CSV text file

---

**Note:** This is not supported in Essentials Accounting.

---

When importing the accountant's balances into Perform Opening Review, balances from a CSV text file can be imported which have been previously exported from another program. The CSV text file which lists the account codes, account names and balances from the general ledger requires a specific format. The format of the CSV Text File is verified before the balances are imported. If the format is incorrect, an error is displayed. Open the file in Microsoft Excel or Notepad and format the file correctly using the instructions below.

---

The CSV text file must be in one of two formats:

### ***A three column file***

- The columns must list the account code, account name, and amount.
- The first row shows the column headings. The column headings must read Account Code, Account Name and Amount.

---

**Note:** There is a space in Account Code and Account Name.

---

- If the account name has a comma, the entire account name must be enclosed within double quotes, e.g., "Profits earned this year, losses this year".
- The Amount column displays the balances. Credit balances must have a leading negative sign. Debit balances have no leading sign. Balances should be displayed in a plain numeric format with two decimal places and no dollar symbol. Balances must not have any separators (commas or spaces).

### ***A four column file***

- The columns must list the account code, account name, debit amounts and credit amounts.
- The first row shows the column headings. The column headings must read Account Code, Account Name, Debit and Credit.

---

**Note:** There is a space in Account Code and Account Name.

---

- If the account name has a comma, the entire account name must be enclosed within double quotes, e.g., "Profits earned this year, losses this year".
- The Debit and Credit columns display the balances. All balances must be displayed as positive values. Balances should be displayed in a plain numeric format with two decimal places and no dollar symbol. Balances must not have any separators (commas or spaces).

### **Related topics**

[Select the general ledger product](#)

[Mapping accounts](#)

[Modify prior year balances](#)

## Modify prior year balances

The Modify Prior Year Balances feature enables adjustments to be made to the prior year balances that are stored within a configured ledger. This feature does not update the underlying ledger with these adjustments. The modified balances are stored separately and used by Client Accounting only.

---

### ***To access the Modify Prior Year Balances feature***

1. Open the client's Client Accounting > **Trial Balance** tab (called the **Workpapers** tab if you are licensed for Workpapers).
2. Click **Modify Prior Year Balances** on the Tasks bar.  
The **Client Accounting** window opens.  
A message is displayed asking you to select the prior year for which you would like to modify the account balances.
3. Select the required year for which account balances are to be modified.
4. Click **OK**.  
The **Modify Prior Year Balances** window opens.

### **Related topics**

[Modifying account balances](#)

[Adding and editing an account](#)

[Searching accounts](#)

[Perform an opening review](#)

## Modifying account balances

### ***To modify the balance of an account***

1. Open the **Modify Prior Year Balances** window.  
See "Modify prior year balances" on page 194.
2. Select the appropriate **Debit** or **Credit** cell for the account.
3. Type the modified balance into the cell.
4. Click **OK**.

---

**Note:** If the entered values do not balance, a warning message is displayed. The values must be balanced before proceeding.  
Any modifications to prior year balances affect the selected year only. Each year must be updated separately.  
For example, if you modify the balance of a Balance Sheet account, you may have to make corresponding adjustments to the same account in subsequent years.

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### **Related topics**

[Adding and editing an account](#)

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## [Searching accounts](#)

### [Perform an opening review](#)

## Adding and editing an account

### ***To add a new account***

1. Open the **Modify Prior Year Balances** window.  
See “Modify prior year balances” on page 194.
2. Click **Add account**.  
A blank row is added to the end of the table.
3. Enter an **Account Code**, **Account Name** and **amount** into the blank row.
4. Click **OK**.

---

**Note:** If the account code has been incorrectly entered, an error message is displayed informing you of an invalid account code format. Click **OK**, correct the error and click **OK**.

---

### ***To edit an existing account name***

1. Open the **Modify Prior Year Balances** window.  
See “Modify prior year balances” on page 194.
2. Type a new account name in the specific cell in the **Account Name** column.
3. Click **OK**.

### ***Saving modifications***

1. Open the **Modify Prior Year Balances** window.  
See “Modify prior year balances” on page 194.
2. Make the changes as required.
3. Click **OK**.  
This performs the following:

- Creates any new accounts in the file.
- Updates any modified descriptions in the file.
- Saves all modified balances for the selected year.

It will not:

- Update subsequent years. Balances must be manually modified for other years.

---

**Note:** The modified balances are stored separately for use by Client Accounting only. The modified balances are not reflected in the underlying data file.

---

## Related topics

[Modifying account balances](#)

[Searching accounts](#)

[Perform an opening review](#)

## Searching accounts

### *To search for an account*

1. Open the **Modify Prior Year Balances** window.  
See “Modify prior year balances” on page 194.
2. Type an **Account Code** or **Account Name** in the **Search** field.  
As you type, the first account that contains the specified search criteria in its **Account Code** or **Account Name** is highlighted.

### *Including zero balances*

1. Click the **Include zero balances** checkbox.  
This displays all accounts, including those with zero balances.

## Related topics

[Modifying account balances](#)

[Adding and editing an account](#)

[Perform an opening review](#)

## Defining income allocation

### *To define income allocation*

1. Open the client’s Client Accounting > **Trial Balance (Workpapers)** tab.
2. Click Ledger > **Define Income Allocation** on the Tasks bar.  
You will be redirected to MYOB Essentials Cashbook to define income allocations.

## Related topics

[Creating and viewing your client’s AE/AO ledger](#)

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[Deleting a ledger](#)

[Importing a client file](#)

[Migrating an existing ledger](#)

[Other features of mapping accounts](#)

## Deleting a ledger

---

**Note:** This feature is not enabled for all users. If this option isn't available in the Tasks bar, please contact your client manager to enable this feature for your practice.

---

### *To delete a ledger*

1. Open the client's Client Accounting > **Trial Balance** tab (called the **Workpapers** tab if you are licensed for Workpapers).
2. Click Ledger > **Delete ledger** on the Tasks bar.  
The following error message is displayed:  
*Do you really want to delete the ledger?*
3. Click **Yes**.

The ledger is deleted and the following message is displayed:

*Ledger is deleted successfully.*

---

**Note:** You cannot delete a ledger if the client has any period with a status of **In progress** or **Complete**.

---

---

**Note:** if you delete the ledger, the data remains until you click the refresh icon and import client balances.

---

### **Related topics**

[Creating and viewing your client's AE/AO ledger](#)

[Importing a client file](#)

[Migrating an existing ledger](#)

[Other features of mapping accounts](#)

## Removing Configuration Details from a ledger

If you have configured a ledger for a client but made a mistake and wish to clear the configuration details so you can start again, you can use this feature to do so.

---

This feature will only be enabled if a financial data source has been configured for the client.

### ***To remove configuration details***

1. Open the Client Accounting > **Workpapers** tab for a client.
2. Under the Ledger section in the Tasks bar, click **Remove Configuration Detail**.
3. A confirmation message displays. Click **Yes** to proceed with the removal.
4. A information message displays stating the details have been removed. Click **OK**.  
The client will no longer have a source of financial data configured. See “Configuring the client” on page 23 to configure the client with a new data source.

### **Related topics**

[Configuring the client](#)

## Exporting Ledger Data to Tax

### *Australia only*

If Tax is installed, you can export your ledger data to Tax and map the information to the Tax Return.

### ***To populate Tax Return fields from the online ledger***

1. Create a new Tax workpaper on the ledger for the current year. See “Adding workpapers” (see page 85) for more information.

---

**Note:** This workpaper must be based on the Tax Form type (Individual, Partner, Company, Trust) to be pre-filled.

---

The workpaper will be automatically populated with some values from the ledger (based on account group totals). Other fields may also be entered manually.

2. Once the workpaper is completed (see “Completing workpapers” (see page 130)) and any reports have been generated (see “Printing reports and workpapers” (see page 169)), navigate to the Tax homepage by clicking the **Tax Button** menu.
3. In the Tasks bar, click **Import Ledger Data** to import fields from the ledger via the workpaper.

---

**Note:** This will run in the background. If any errors are encountered, an error message is displayed and no fields will be updated. Otherwise, the Tax Return will be displayed in a new window.

---

4. In the Tax return, manually update any values as necessary.

---

For more information, see [Import Ledger Data](#) (Framework) or [Import Ledger Data](#) (Series 6/8) in the Tax Online Help. These pages also contain details on which fields will be mapped from Client Accounting to Tax.



# Importing a client file

---

**Note:** This feature is not enabled for all users. If this option isn't available in the Tasks bar, please contact your client manager to enable this feature for your practice.

---

In order to import a client file, make sure that the configured ledger is **Practice Ledger**.

If you need to use ledger data that was prepared using a ledger that cannot be directly connected to, you can load the ledger data by importing an MYE, TXT or CSV file.

An MYE or TXT file contains details about the client's ledger being imported, and chart of accounts and journal transactions. A CSV file contains either chart of accounts, or chart of accounts **and** transactions.

## To import an MYE client file

---

**Note:**

- When you import an MYE file, the system identifies any accounts that need to be added to the chart of accounts, and adds all the journal transactions as journals to the ledger.
- If your MYE file exceeds the system limit for journal entries (16,000), an error message will display. To address this issue, decrease the number of transactions and consolidate prior period data.

---

1. Open the client's Client Accounting > **Trial Balance** tab (called the **Workpapers** tab if you are licensed for Workpapers).
2. Click Ledger > **Import client file** on the Tasks bar.
3. In the **Import Wizard** window, Select the **.MYE** option under **Choose file type**.
4. In the **Select file to import** field, browse for the .MYE file to import.
5. Click **Next**.  
A message displays with details of the client's name, start date and end date.
6. If the details are correct, click **Yes**.  
The system validates the file format.
7. Continue to [Selecting account mapping options](#).

## To import a TXT client file

---

**Note:** When you import a TXT file, the system identifies any accounts that need to be added to the chart of accounts, and adds all the journal transactions as journals to the ledger.

---

1. Open the client's Client Accounting > **Trial Balance** tab (called the **Workpapers** tab if you are licensed for Workpapers).

- 
2. Click Ledger > **Import client file** on the Tasks bar.
  3. In the **Import Wizard** window, Select the **.TXT** option under **Choose file type**.
  4. In the **Select file to import** field, browse for the **.TXT** file to import.
  5. Click **Next**.  
A message displays with details of the client's name, start date and end date.
  6. If the details are correct, click **Yes**.  
The system validates the file format.
  7. Continue to [Selecting account mapping options](#).

### To import a CSV client file

---

**Note:** - Importing of CSV files is controlled by an XML configuration file, located in the Deploy folder. This file controls the mapping between columns in your CSV file and ledger fields. Additional information can be found in the XML file.

- CSV files containing up to 38,000 journal lines are supported. To import a CSV file with more than 38,000 journal lines, separate the CSV file into multiple files, ensuring that each file does not exceed the journal line limit, and perform a separate import for each file. You can also try decreasing the number of transactions and consolidating prior period data.

---

1. Open the client's Client Accounting > **Trial Balance** tab (called the **Workpapers** tab if you are licensed for Workpapers).
2. Click Ledger > **Import client file** on the Tasks bar.
3. In the **Import Wizard** window, Select the **.CSV** option under **Choose file type**.
4. In the **Select file to import** field, browse for the **.CSV** file to import.
5. Select the type of mapping to use from the **Select template** dropdown.

---

**Note:** - Choose the template that matches the client's source file. If you're not sure which one to select, contact your IT or MYOB Support

- The default options are Default Template and Quickbooks 2014 Template. If there are any other options listed, that means they have been customised for your site.

---

6. Click **Next**.  
The system validates the file format.
7. Continue to [Selecting account mapping options](#).

---

## Related topics

[Selecting account mapping options](#)

[Selecting account mapping](#)

[Previewing mapped accounts](#)

[Other features of mapping accounts](#)

## Selecting account mapping options

The **Select account mapping options** window gives you options for importing a client's chart of accounts.

### *To select account mapping options*

1. Tick the **The chart of accounts in the file being imported is different to the chart in the ledger – I want to specify how to map the accounts to the ledger** checkbox if you want to map the client's chart of accounts to the ledger chart of accounts.

Do not tick this checkbox if the client's chart of accounts is the same as your chart of accounts.

---

**Note:** If your chart of accounts is different from the client's chart of accounts, ticking this box will let you map the client's accounts to match your ledger accounts. Transactions will be posted using the new account(s) that you set in the **Map Accounts** window.

If the client's chart of accounts is the same as your chart of accounts, then by not ticking the checkbox, any accounts found in the file being imported that do not exist in your chart will be added automatically. If an account exists in your chart that is the same as the account in the client's chart, then no changes are required, and the transaction can be posted. All transactions will be posted with the original (client's) account code.

Previous mappings of client data to your ledger are stored, so that for subsequent imports it is only necessary to map the accounts that have been added since the last import.

---

2. When you are importing a client's file, you can choose whether to consolidate the transactions so that you have one transaction per account on a monthly or annual basis. Alternatively you can import all the transactions in the file.

If you want to include consolidated transactions, tick the **Consolidate imported transactions into single monthly or annual transactions for each account** checkbox.

Leave the checkbox unticked to import all transactions in the file.

3. If you ticked the checkbox to consolidate imported transactions, you can then select one of the radio buttons, as follows:
  - **Monthly** – select this option to import one transaction per month for each account

- 
- **Annually** – select this option to import one transaction per year for each account.

---

**Note:** View Transactions will only let you view the transactions that have been imported, so if you choose to import consolidated transactions, you will only be able to view one imported transaction per month or year (as selected).

---

4. Click **Next** to accept these settings.
5. If you ticked the first checkbox (to map the client accounts), continue to [Selecting account mapping](#). If you left it empty, continue to [Previewing mapped accounts](#).

### Related topics

[Selecting account mapping options](#)

[Selecting account mapping](#)

[Previewing mapped accounts](#)

[Other features of mapping accounts](#)






## Selecting account mapping

If you ticked the checkbox to map the client accounts, the **Map Accounts** window will open. The **Map Accounts** window enables you to select the account(s) on the Practice ledger chart that correspond to each account on the accountant's chart. You can make adjustments to the ledger accounts, where required, to align the balances with the equivalent accountant's accounts.

### Map Accounts window options


Option	Description
Include Automatically mapped accounts	Tick this checkbox to display all mapped accounts. Selected by default.
Add account	Click this button to add a client account to the ledger's chart of accounts.
Clear all mappings	Click this button to clear all mappings, including automatic system mappings and any manual mappings you have made.  A confirmation window displays requesting confirmation to clear the mappings. Click <b>Yes</b> .
Restore default mappings	Click this button to clear any changes you have made to the mappings and restore the account mappings to their original state. Any changes made will be lost.  A confirmation window displays requesting confirmation to restore the default mappings. Click <b>Yes</b> .

The third column of the **Map Accounts** window (to the right of the **Client account name** column) displays the mapping status of each account, as shown in the following table.

Icon	Mapping status
	Automatically mapped by the system to the chart of accounts – see <a href="#">Viewing and editing automatic mappings</a>
	Mapped by the user to the chart of accounts
	Possible mappings exist to the chart of accounts – see <a href="#">Viewing and editing suggested mappings</a>
	Has no mapping to the chart of accounts
	Was previously mapped to the chart of accounts

**Note:** There is an interpretive key for these icons at the bottom of the **Map Accounts** window.

### Viewing and editing automatic mappings

The system maps some accountants' accounts automatically, including those that have the exactly the same balance as an account on the client's chart, where no other accounts exist with the same balance. These mappings are displayed on the **Map Accounts** window with an  icon in the left hand column.

- 
1. Select the account and click the drop-down arrow in the **Map to** column.  
The **Mappings** window displays, listing the client's chart of accounts.


---

**Note:** Press **Esc** if you want to dismiss the **Mappings** window.

---

2. Select the **View suggested accounts** option at the bottom of the list.  
This enables viewing of a list of suggested mappings.
3. Select the **View all accounts** option to return to the full list of accounts.
4. Ensure that the **Show unmapped accounts only** checkbox is selected.  
This hides those client accounts that have already been mapped.
5. Deselect the **Include zero balances** checkbox if it is selected.  
To hide accounts with zero balances.
6. Select an account from the list.  
Double-click on the account or highlight it and click **Select**.

### ***Viewing and editing suggested mappings***

The system suggests mappings for some accountant's accounts. These suggestions are based on the descriptions and balances of the accounts on the client's chart. Accountant's accounts, for which suggested mappings exist, are displayed on the **Map Accounts** window with an  icon in the left hand column.

1. Click the drop-down arrow in the **Map to** column.  
The **Mappings** window displays, listing suggested accounts from the client's chart, with the most likely match listed first.

---

**Note:** Press **Esc** if you want to dismiss the **Mappings** window.


---

2. Select the **View all accounts** option at the bottom of the list.  
This enables viewing of all accounts on the client's chart.
3. Select the **View suggested accounts** option.  
This returns to the list of suggested mappings.
4. Ensure that the **Show unmapped accounts only** checkbox is deselected.  
This displays all accounts, regardless of whether they have already been mapped.
5. Deselect the **Include zero balances** checkbox if it is selected.  
To hide accounts with zero balances.
6. Select an account from the list, or add a new account (see [Adding a new client account](#)).

---

Double-click on the account or highlight it and click **Select**.

### ***Mapping other accounts***

Accountants accounts for which no automatic or suggested mappings exist are displayed in the **Map Accounts** window with an  icon in the left hand column.

1. Click the drop-down arrow in the **Map to** column.  
The **Mappings** window displays, listing the client chart of accounts.

---

**Note:** Press **Esc** if you want to dismiss the **Mappings** window.

---

2. Ensure that the **Show unmapped accounts only** checkbox is selected.  
This hides those client accounts that have already been mapped.
3. Deselect the **Include zero balances** checkbox if it is selected.  
To hide accounts with zero balances.
4. Select an account from the list.  
Double-click on the account or highlight it and click **Select**.

### ***Adding a new client account***

---

**Note:** If you are adding an account from the Mappings window, make sure that you select the View all accounts option before clicking **Add account**.

---

1. Click **Add account**.  
The **Add Account** window opens.
2. Specify the **Account type**, **Account type group**, **Account number**, **Account name** and **Tax Code** for the new account.
3. Click **OK**.

### ***Edit an existing client account code on the client's Chart of Accounts***

1. Type a new value in the **Client account code** field on the **Map Accounts** window.

### ***Completing account mapping***

When you have finished mapping accounts:

1. Click **Next**.  
The Import MYE Wizard closes and you are returned to the Preview screen.
2. Click **Finish** to post the accounts to the ledger.

---

3. Continue to [Previewing mapped accounts](#).

---

**Note:** Any GST columns in the imported file will be ignored. Make sure to add any GST data manually.

---

[Selecting account mapping options](#)

[Selecting account mapping](#)

[Previewing mapped accounts](#)

[Other features of mapping accounts](#)

## Previewing mapped accounts

In the **Preview** window, the final mapping of account codes is displayed. You can sort the data in each column if desired.

1. To export the data, click on **Export to Excel**.
2. When you have reviewed the data, click on **Finish**.  
The client data is posted to your ledger.

### Related topics

[Selecting account mapping options](#)

[Selecting account mapping](#)

[Previewing mapped accounts](#)

[Other features of mapping accounts](#)



# Migrating to an AE/AO ledger

---

**Note:** This feature is not enabled for all users. If this option isn't available in the Tasks bar, please contact your client manager to enable this feature for your practice.

---

You can migrate existing general ledger of the following types to an AE/AO Ledger:

- AO Classic
- (Australia) Accounts
- MAS

Ledger details, Charts of Accounts and closing balances of the financial year are migrated from your existing general ledger to an AE/AO Ledger. The migration will always be for the full financial year.

To be able to migrate one of your existing ledgers to an AE/AO Ledger, ensure that you:

- have configured MYOB Logins with authorisation to migrate your existing ledger(s).
- migrate your existing ledger(s) on the last day of the current financial year.

---

**Note:** If migration is performed mid-year, the current year transactions are not migrated.

---

- migrate your existing ledger(s) before you roll-forward to the next financial year.

Depending on the classification, the tax types are determined after the migration of your existing ledger(s):

- Assets - CAP (Australia) / E (New Zealand)
- Cost of Sales - GST
- Equity - NTR
- Expenses - GST
- Income - GST
- Liabilities - NTR
- Other Expenses - NTR
- Other Income - NTR.

## **MAS classifications (Australia)**

MAS accounts	Account range
Assets	640 - 869
Cost of Sales	250 - 279 280 - 299
Equity	500 - 639

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<b>MAS accounts</b>	<b>Account range</b>
Expenses	218 - 229 300 - 479
Income	230 - 249 190 - 196 216 - 217
Liabilities	870 - 999
Other Expenses	480 - 499
Other Income	100 - 189 197 - 209 210 - 215

---

**MAS classifications (New Zealand)**

MAS accounts	Account range
Other Income	100 - 183
Expense	184
Other Income	185 - 189
Income	190 - 199
Other Income	200 - 218
Income	219 - 249
Cost of Sales	250 - 299
Expense	300 - 480
Equity	481 - 499
Equity (Trust Entities only)	500
Liabilities (Company, Trust, Club or Society entities) Equity (Partnership, Individual entities)	501 - 549
Equity	550 - 639
Assets	640 - 811
Liabilities	812 - 906
Equity	907
Liabilities	908 - 999

**Accounts classifications (Australia)**

---

Accounts accounts	Account range
Assets	800 - 809 820 - 828 829 - 869 892 - 894 700 - 719 870 - 891 895 - 899 650 - 655 658 - 673 656 - 657 674 - 699 739 720 - 738 766 - 769 770 - 790 760 - 765 740 - 759 791 - 794 795
Cost of Sales	11 - 31 32 - 38 39 - 40 105 - 110 130 - 139 111 - 129 140 - 209

---

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<b>Accounts accounts</b>	<b>Account range</b>
Equity	518 - 519 535 - 541 542 - 546 530 - 534 526 - 527 547 548 549 560 - 569 580 - 609 570 - 576 577 - 579 528 - 529 610 - 649
Expenses	41 - 89 280 - 494 520 - 525
Income	1 - 10 259 - 273 210 - 212 213 - 279 90 - 104
Liabilities	900 - 916 917 - 925 926 - 949 955 956 - 958 950 - 953 959 954 975 - 984 960 - 965 966 - 974 985 986 - 988 989 - 993 994 - 998 999

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Accounts accounts	Account range
Other Income	495 - 517

---

**Note:** The account code and account name will be migrated as one name for Header accounts. For example, Account code - 198, Account name - Savings Account is migrated as *198 Savings Account* to the AE/AO Ledger.

---

## Related topics

[Migrating an existing ledger](#)

[Configuring the client](#)

## Migrating an existing ledger

---

**Note:** This feature is not enabled for all users. If this option isn't available in the Tasks bar, please contact your client manager to enable this feature for your practice.

---

In order to migrate to an AE/AO ledger, you must have one of the following general ledgers configured in Client Accounting:

- (Australia) Accounts
- AO Classic
- MAS.

See "Configuring the client" (see page 23) for more details.

Prior to migrating your existing ledger, ensure that any changes made to the ledger in Client Accounting have been posted back to the ledger.

If there are transactions from the previous year, these will be automatically rolled over for you to the new ledger. Any current year transactions will also be migrated as journal entries.

### ***To migrate an existing ledger to an AE/AO ledger***

1. Open the client's Client Accounting > **Trial Balance (Workpapers)** tab.
2. Click **Migrate to AE/AO Ledger** on the Tasks bar.
3. The **Migrate Data** window opens.

The **Source product** field displays the general ledger type you are migrating.

The following ledger details are automatically retrieved from your existing ledger:

- **Name** – the name of the configured existing ledger
- **Client code** – the client code for the selected client's ledger

- 
- **Entity type** – displays the entity type defined when you configured the ledger (see [Configuring the client](#)); select a different entity type from the dropdown if required

---

**Note:** The Entity type defaults to **Company** if the client is configured using legacy ledgers – edit as required.  
(AE New Zealand) If you do not have Tax Manager, you will need to select the appropriate entity type in this field.

---

- **Current year end date** – the last day of the current year in the selected client’s ledger
- **Start date for new AE/AO Ledger** – the date from which you want to start using the AE/AO Ledger.

The table at the bottom of the window lists details for mandatory system accounts.

4. If you are using MYOB standard chart, the **Ledger account** values displayed in the table at the bottom of the window will be correct.

Otherwise, use this table to specify the account codes and names to use for these mandatory accounts. For each account in the list, click in the **Ledger account** column and type the correct value to use, or select a value from the drop-down.

---

**Note:** The specified codes will be displayed against these accounts after migration, in the **Trial Balance (Workpapers)** tab and the **Manage Accounts** window.

---

5. Click **OK**.

As the migration process starts, the **Migration Summary** window opens displaying the migration details, including the prior year balances available (**From** and **To** dates). You can view the status of the migration process.

---

**Note:** If the ledger you are migrating is out of balance, an error message will display. Make sure your existing ledger is in balance before trying again.

---

6. Click **Close** on the **Migration Summary** window when the migration is complete.  
Once the migration is complete, view the migration log.

7. Click **View migration log** on the Tasks bar.

The **Ledger migration log** window opens.

The migration log lists any errors or warnings that should be fixed or taken into consideration.

You can view the migration log at any time for any ledger that has been migrated, simply by clicking **View migration log** on the Tasks bar for the particular ledger.

It is possible to export the migration log to Microsoft Excel, by clicking **Export to excel**.

8. Click **Close** on the **Ledger migration log** window when you have finished viewing the details.

---

**Note:** You can view the allocation details by clicking **Define Income Allocation** on the Tasks bar. You can also see any warning or error messages related to the allocation process by clicking **View migration log** on the Tasks bar.

Only the latest income allocation will be configured, irrespective of the migrated financial year. It is recommended to review the income allocations once the migration is complete.

---

### ***Possible errors in the migration log***

Any errors in the migration log are an indication that the data **was not** migrated.

- If the migration is initiated for a general ledger which has already been migrated to an AE/AO Ledger, the following error message is displayed (depending on your software):

*The ledger already exists in the AE Ledger system.*

*The ledger already exists in the AO Ledger system.*

- When the ledger balances are not the same and migration fails, the following error message is displayed:

*Please balance the ledger and re-migrate.*

### ***Possible warnings in the migration log***

Warnings in the migration log indicate that some data was not migrated. The reason for this is normally because the configured ledger does not support migration for such features. For example, for Account code **\*\*\***, the account name is migrated as *Unknown Account Name*.

- The following warning message is displayed for every successful migration:

*Please verify the GST rate for each account code.*

## **Related topics**

[Other features of mapping accounts](#)

[Configuring the client](#)

[\(AE\) Migrating from AE Accounts – creating a partnership \(individual\)](#)

[\(AE\) Migrating from AE Accounts – creating a trust](#)

## **Migrating from AE Accounts – creating a partnership (individual)**

*Accountants Enterprise in Australia only*

Use the steps below if you are migrating from AE Accounts and creating a partnership (individual/sole trader).

### ***System accounts***

In standard migration, the system accounts for AE Accounts are:



<b>GST Payable</b>	892
<b>GST Collected</b>	940
<b>Retained earnings</b>	1-585
<b>Current year earnings</b>	1-590

- GST Payable
- GST Collected
- Retained earnings
- Current year earnings

**Note:** 1-585 will not exist in the drop down, however they will exist in the chart. Currently the prefixes are not being displayed in the migration drop-down.

### ***Manage Accounts***

Make the following changes under Manage Accounts.

1. Set up Income Allocation using the Tasks bar item in Client Accounting (first partner/individual)

<b>Owner Name</b>	Partner Name / Individual Name
<b>Retained earnings acc no.</b>	1-585
<b>Retained earnings acc name</b>	Opening Balance
<b>Current year earnings account acc no.</b>	1-590
<b>Current year earnings account acc name</b>	Share of profit

Continue to add owners for all partners. Then use the Income Allocation to allocate the percentages required for each partner.

2. During the migration process, the system will automatically create Account Type Groups based on the partner names, and allocate the Account Type Groups to the existing accounts.

### **Related topics**

[Migrating an existing ledger](#)

[Migrating from AE Accounts – creating a trust](#)

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## Migrating from AE Accounts – creating a trust

### *Accountants Enterprise in Australia only*

Use the steps below if you are migrating from AE Accounts and creating a trust.

#### 1. System accounts

In standard migration, the system accounts for AE Accounts are:

<b>GST Payable</b>	892
<b>GST Collected</b>	940
<b>Retained earnings</b>	528
<b>Current year earnings</b>	1000 (NEW ACCOUNT)

---

**Note:** If you have Tax installed, you won't need to select the **Entity Type**.

---

2. If you don't use account 565, under **Manage Accounts**, create a new account to be used for the distribution journal.

Account No.	Account Name	Account Type	Tax Type
565	Distribution to beneficiaries	Equity	NTR

---

**Note:** If you use account 565, this account will be automatically created during migration.

---

#### 3. Create a journal for the distribution

---

**Note:** This step is only required if you couldn't create account 565 because it was in use.

---

Create a journal for the distribution, based on the data in the AE Accounts ledger.

DR	565	Distribution to beneficiaries	Total
CR	1.590	Beneficiary one	XXXXX
CR	2.590	Beneficiary two	XXXXX
CR	3.590	Beneficiary three	XXXXX

### Related topics

[Migrating an existing ledger](#)

## Importing balances for previous years

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**Note:** This feature is not enabled for all users. If this option isn't available in the Tasks bar, please contact your client manager to enable this feature for your practice.

---

If you have already migrated a ledger and want to bring in data from previous years (up to four years of data), use the **Import Prior Year Balances** option on the Tasks bar.

### *To import prior year balances*

1. Open the client's Client Accounting > **Trial Balance (Workpapers)** tab.
2. Click **Import Prior Year Balances** on the Tasks bar.
3. The **Select Ledger** window opens.
4. Select the type of general ledger you're migrating from the **Product** field.
5. Under **Data connection details**, browse for the file containing the data to import.
6. Click **OK**.

---

Balances from the previous four years are imported and an ' Import Successful' message displays.

# Workpaper template designer

## ***Accountants Enterprise only***

The MYOB Workpaper Template Designer (Designer) is a tool used to create and customise templates that will be used with MYOB Workpapers. The Designer is a rich text editor that provides basic word processing functionality, similar to Microsoft Word.

MYOB provides a number of master templates which are included as part of the Workpapers installation. These master templates cannot be edited. No additions can be made to the list of current master templates. The master templates are only updated during a new Workpapers release. Any changes made to the master templates by MYOB should not affect any practice templates created from the master templates. Practice templates are created by using the master templates or copying existing practice templates.

You can create tables and calculation fields within practice templates. Practice templates can be exported and imported. This enables different offices to share templates. While a practice template is being customised or is incomplete, it cannot be used to produce live workpapers.

All data within a workpaper will be automatically rolled over into the next period. When you customise practice templates by inserting extra fields (such as calculations and dates), the data contained in these fields will be rolled over, by default, to the next period. You can change whether the data is automatically rolled over or not. Workpaper data can be retrieved from another workpaper in the same client, or in a different client.

Adjusting journals can be created directly from a workpaper with the variance and the account balance from a workpaper template being populated on the **Add journal** window. Journal entries can be generated for multiple lines, and reference different accounts for each one.

Workpaper variance can be compared with values within the workpaper, and not just the linked account. Multiple variance checks can also be performed within a single workpaper.

The format of a template relies on the use of tables. The behaviour within a template is controlled by fields which manage how data is entered, calculations are performed and data tables manipulated.

---

**Note:** Periodically save your template while you are customising it for your practice. There is no undo function in the Designer.

---

## ***To access the Designer***

1. Obtain a configuration key for the Designer from MYOB and set the security task permissions.
2. Open and log on to MYOB AE.

---

Click Start > Programs > MYOB Accountants Enterprise > **MYOB AE** to open Accountants Division.

3. Select Maintenance > Client Accounting > **Workpaper Templates** on the main menu.

The **MYOB Workpaper Templates** window opens.

### **Related topics**

[Overview of customising a master template](#)

[Master workpaper templates](#)

[Available master templates](#)

[Main menu and toolbar options](#)

[Practice workpaper templates](#)

[Customising practice templates](#)

[Formatting tables](#)

[Deleting fields](#)

[Viewing and editing field properties](#)

## Overview of customising a master template

### ***Accountants Enterprise only***

An overview of how to customise a master template to create a practice template:

1. Add a practice template, by either:
  - copying a master template
  - copying an existing template.
2. Open the newly added practice template for editing.
3. Plan what changes you would like to make to the existing practice template.
4. Insert fields and/or edit and format existing content.
5. Save the changes to the practice template.
6. Change the status of the practice template from In progress to Approved.
7. Use the practice template in Workpapers.

### **Related topics**

[Master workpaper templates](#)

[Practice workpaper templates](#)

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[Main menu and toolbar options](#)  
[Customising practice templates](#)  
[Formatting tables](#)  
[Deleting fields](#)  
[Viewing and editing field properties](#)  
[Main menu and toolbar options](#)

## Master workpaper templates

### ***Accountants Enterprise only***

MYOB provides a number of master templates which are normally included as part of the Workpapers installation. These master templates cannot be edited. No additions can be made to the list of current master templates. The master templates are only updated during a new Workpapers release. Any changes made to the master templates by MYOB will not affect any practice templates created from the master templates.

---

**Note:** Master templates cannot be edited.

---

### ***To access the master templates***

1. Open and log on to MYOB AE.  
Click Start > Programs > MYOB Accountants Enterprise > **MYOB AE**.
2. Select Maintenance > Client Accounting > **Workpaper Templates** on the main menu.  
The **MYOB Workpaper Templates** window opens.
3. Select the **MYOB master templates** option.  
A list of available master templates is displayed. The list is sorted alphabetically based on the template description. This list cannot be changed.

### ***To view a master template***

A master template can only be viewed in read only mode. You can view the structure of the master template and the field properties and calculations used. You can copy text, but you cannot make any changes or save the document.

1. Access the **MYOB master templates**.  
A list of available master templates is displayed.
2. Select the master template to be viewed.
3. Click **View document** on the Tasks bar.

---

or

Double-click the master template to be viewed.

The master template opens in the Designer window in **read only** mode.

### ***Layout of a template***

Every template is divided into three sections:

- **Header**

The fields in the header are pre-defined and are populated when the workpaper template is attached to a client file. All MYOB master templates contain the same header.

- **Body**

The body of the MYOB master template contains the actual calculations and workpaper details. All MYOB master templates contain a **Notes** section for entering free text and a **Document Links** section to link to source documents using Document Manager or Windows Explorer.

- **Footer**

The footer section of all MYOB master templates only contains the page number.

### ***To view the properties of a master template***

1. Access the **MYOB master templates**.

A list of available master templates is displayed.

2. Select the master template whose properties are to be viewed.

3. Click **View properties** on the Tasks bar.

The **MYOB Master Workpaper Template Details** window opens. The information displayed in this window is read only.

### **Related topics**

[Available master templates](#)

[Workpaper template designer](#)

[Practice workpaper templates](#)

[Customising practice templates](#)

[Formatting tables](#)

[Deleting fields](#)

[Viewing and editing field properties](#)



## Available master templates

### *Accountants Enterprise only*

Template Name	Category	Country	Description
Accounting for Investment	Assets	Australia	Reconciles investment accounts using purchases and sales over the year, also calculates market value
Accounting for Investments (Cost)	Assets	Australia	Reconciles investment accounts and calculates the cost summary and realised profit (or loss)
Annual Trust Distribution Statement	Other	Australia	For preparing a trust distribution statement for beneficiaries
Assets - GL reconciliation	Assets	Australia	An automated workpaper that compares data from Assets to the GL and provides a variance. You can drill down to the transactions to review the variance. Asset values in this template can be refreshed by clicking the "Refresh Assets data" button
Bank Loan analysis	Liabilities	Australia/ New Zealand	Reconciles the bank loan and calculates the current and non-current portion of the outstanding bank loan amount
Bank Loans	Liabilities	Australia/ New Zealand	Identifies the current and non-current portion of outstanding bank loans
Bank Reconciliation	Assets	Australia/ New Zealand	Substantiates the cash value of the bank balance, i.e. a detailed reconciliation of the actual bank balance against the general ledger
Bank Reconciliation Foreign Currency	Asset	New Zealand	Convert foreign currency bank accounts to NZ currency at a specified exchange rate
Bank Reconciliation (simple)	Assets	Australia/ New Zealand	Reconciles the actual bank balance against the general ledger in a summary format
Borrowing Expenses	Expenses	Australia	Amortises borrowing expenses incurred in obtaining finance
Carried Forward Issues	Review	Australia/ New Zealand	Lists issues that are to be carried forward to the next period
Carried Forward Losses	Other	Australia	Calculates business losses to carry forward to the next financial year

Template Name	Category	Country	Description
Client Retention Checklist	Other	Australia/ New Zealand	Checklist from Chartered Accountants - compliance with APES 320/ASQC 1.
Company Information Sheet	Other	Australia	Includes shareholders' names, number of shares held, incorporation date and other information to be used as a permanent record to roll forward every year.
Current Account — Interest on Overdrawn Account	Income	New Zealand	Provides a worksheet for calculating interest on overdrawn current account balances
Current Account Reconciliation — Non-Company	Liabilities	New Zealand	Provides a reconciliation of current account movements and closing balance for non-shareholder current accounts (partners, beneficiaries, etc.)
Current Account Reconciliation — Shareholders	Liabilities	New Zealand	Provides a reconciliation of shareholder current account movements and closing balance
Dividend Paid - Net	Equity	New Zealand	Reconciles imputation credits and withholding tax to dividends paid, and allocates the amount due to each shareholder
Dividends Paid - Shareholder Distributions Statement	Expenses	Australia	Captures distributions to shareholders, including franking credits
Div 43 write-off	Assets	Australia	Calculates the deduction for capital works under Division 43
Dividends Received	Income	Australia/ New Zealand	Substantiates the dividends received including the franked amounts and withholding tax
Dividend Received - Gross	Income	New Zealand	Reconciles the ledger balance with the gross dividends. The existing workpaper that reconciles to the net dividend will allow practices to choose to reconcile with either net dividends or gross dividends.
Division 7A Loan - Unpaid Loan Balance	Other	Australia	Calculates the repayment and interest on unpaid loan balances
Division 7A Loan Summary	Other	Australia	Calculates the minimum repayment amount on loans
Division 7A Loan Summary (10 Years)	Other	Australia	Calculates the minimum repayment amount on loans with a 10 year term

Template Name	Category	Country	Description
Donations	Expenses	Australia/ New Zealand	Reviews any donations made for tax deductibility
Employee Contribution (Log Book)	Expenses	Australia	Calculates the amount of employee contribution based on the log book method
Employee Contribution (Stat Method)	Expenses	Australia	Calculates the amount of employee contribution based on the statutory method
Entertainment	Expenses	Australia	A detailed breakdown of entertainment expenses including in-house dining, internal and external expenses to determine the deductible and FBT components
Entertainment - Adjustment required	Expenses	New Zealand	Correctly calculates the GST adjustment that the client needs to be advised to enter into Box 9 of their next GST return. The calculation takes the net non-deductible and calculates GST as if this was the gross in the same way as the GST on FBT contribution is calculated. This is based on the assumption that the client will have claimed 100% of the GST on Entertainment expenses on their GST Return.
Entertainment – 50% GST Claimed	Expenses	New Zealand	Assumes that the client has only claimed 50% of the GST on each GST return, and that the effect of making a further adjustment in Box 9 would be trivial.
FBT Contribution on Motor Vehicles	Income	New Zealand	Calculates the amount an employee is required to contribute, in order to ensure that there will be no Fringe Benefit Tax for motor vehicles that are available for private use
Fixed Assets	Assets	Australia/ New Zealand	Summarises the fixed assets and reconcile the depreciation amounts to the asset schedule
Franking Account	Liabilities	Australia	Summarises the debits and credits affecting the franking account
General Notes	Other	Australia/ New Zealand	A general template for you to record notes or use as a base for creating a new practice template
Generic Asset Template	Assets	Australia/ New Zealand	A workpaper template that can be used as a basis for any new Asset-based workpaper

Template Name	Category	Country	Description
Generic Expense Template	Expenses	Australia/ New Zealand	A workpaper template that can be used as a basis for any Expense-based workpaper
Generic Expenses Template (multiple GL Codes)	Expenses	New Zealand	This is the same as the Generic Expense template but can have multiple account codes linked. The red flag icon will not display on the Workpapers homepage when this workpaper is out of balance.
Generic Income Template	Income	Australia/ New Zealand	A workpaper template that can be used as a basis for any new Income-based workpaper
Generic Income Template (multiple GL Codes)	Income	New Zealand	This is the same as the Generic Income Template but can be linked to multiple account codes. The red flag icon will not display on the Workpapers homepage when this workpaper is out of balance.
Generic Liability Template	Liabilities	Australia/ New Zealand	A workpaper template that can be used as a basis for any new Liability-based workpaper
Generic Template	Other	Australia/ New Zealand	Use this template as a base to create a new practice template.
GST annual adjustment election	Other	Australia	A document designed to be printed and signed by the client declaring the use of the GST annual election rules for small business entities
GST BAS Reconciliation	Liabilities	Australia	Reconciles GST paid and GST collected against BAS
GST BAS Summary	Liabilities	Australia	Provides a monthly schedule of the GST paid and GST received for BAS
GST Reconciliation	Liabilities	Australia/ New Zealand	Reconciles the amount of GST paid and outstanding with the outstanding liability in the accounts
Hire Purchase	Liabilities	Australia/ New Zealand	Calculates net hire purchase liability using the sum-of-digit method
Home Office Expenses	Expenses	New Zealand	Calculates home office expenses for tax deductibility
Imputation Credit Account	Other	New Zealand	Reviews movements of Imputation Credit Accounts for the year

Template Name	Category	Country	Description
Income Tax Calculation	Expenses	Australia/ New Zealand	Calculates the tax payable. Input details on the non-deductible or allowable items.
Income Tax Calculation (Detailed) - Company	Expenses	Australia	Calculates company tax payable with details on non-deductible or allowable items
Income Tax Calculation (Detailed) - Trust	Expenses	Australia	Calculates trust tax payable with distribution to beneficiaries with details on non-deductible or allowable items
Income Tax Calculation (Generic)	Expenses	Australia	A generic income tax calculation allowing you to specify all add back and less items
Income Tax Expenses21	Expenses	Australia/ New Zealand	Calculates the amount of tax payable for a company based on the movement in tax liability and assets
Income Tax Integration - Company	Tax	Australia	Maps ledger values to Tax Return fields for a Company.
Income Tax Integration - Individual	Tax	Australia	Maps ledger values to Tax Return fields for an Individual
Income Tax Integration - Trust	Tax	Australia	Maps ledger values to Tax Return fields for a Trust.
Income Tax Integration - Partnership	Tax	Australia	Maps ledger values to Tax Return fields for a Partnership
Intercompany Loans	Liabilities	Australia	Reconciles loan transactions for related entities
Intercompany Loans Reconciliation	Liabilities	Australia/ New Zealand	Allows selection of a balance from a different client workpaper to compare to the current GL
Interest Expense Apportionment	Expenses	Australia	Calculates the proportion of interest expenses to be apportioned to the business
Interest Paid	Expenses	Australia/ New Zealand	Facilitates analysis of interest paid, allowing for a private (non-deductible) portion based on a percentage
Interest Received	Income	Australia/ New Zealand	Substantiates the balance of the interest received on an account, including withholding tax
Investment — Interest Bearing	Assets	New Zealand	Lists various interest-bearing investments and provides for a reconciliation of the closing balance against the general ledger

Template Name	Category	Country	Description
Investment Property Cost Base	Assets	Australia	Calculates the property cost plus any buying and selling costs, based on the ATO's different element cost base
Investments — Shares	Assets	New Zealand	Lists various shares held for investment and calculates the current market value, gain or loss on disposal and gain or loss on shares held. It provides for the reconciliation of closing market value against the general ledger account balance. The closing value will roll-over to Opening value at the start of the next year.
Investments Summary	Assets	New Zealand	Acts as a lead schedule for the <b>Investments — shares</b> workpaper and <b>Investments — interest bearing</b> workpaper, but also provides a table for entering the closing balance of other types of investment. This summary then allows for the total reconciliation of all investments to a single general ledger account.
Issues for Client Attention	Review	Australia/ New Zealand	Lists issues that are to be brought to the client's attention
Issues for Partner Attention	Review	Australia/ New Zealand	Lists issues that are to be brought to the partner's attention
Job Review Checklist	Review	Australia/ New Zealand	A checklist of actions that must be taken into consideration when completing accounting or an audit
Livestock	Income	Australia	For the valuation of livestock using tax and account values
Livestock Calculation - Closing Stock	Other	Australia	Performs closing stock calculations
Loan reconciliation	Liability	Australia	A simple loan summary that allows you to enter the opening balance, interest and fees to reconcile to the loan balance
MV expenses Schedule	Expenses	Australia	A detailed schedule of motor vehicle expenses including private and business use and log book details
Other Debtors	Assets	Australia/ New Zealand	Lists any other debtors and to substantiate the balance in the general ledger
Prepayments	Assets	Australia/ New Zealand	Identifies a pre-paid amount and the period over which it will be expensed in the profit and loss statement

Template Name	Category	Country	Description
Prepayments - Multiple	Assets	Australia/ New Zealand	Identifies multiple pre-paid amounts and the period over which they will be expensed in the profit and loss statement
Prepayments with Rollover	Assets	Australia	Summarises all prepayments for the year
Provision for Income Tax	Liabilities	Australia/ New Zealand	Reconciles the balance of the income tax liability account including the opening balance, this year's income tax and any instalments paid
Ratio Analysis	Review	Australia/ New Zealand	Calculates different ratios and provides quantitative analysis of information from the company's financial statement.
Rental Property	Income	Australia/ New Zealand	Provides a 12-month schedule to calculate the amount of rent received and any deductions from monthly rental property statements
Rent Received Reconciliation	Income	Australia/ New Zealand	Provides a facility for calculating and reconciling rent received by multiplying the number of rent payments by the rental rate
Review Points	Review	Australia/ New Zealand	Enables you to create a review list that also attaches to a code and shows against the account
Service Fee Calculation	Expenses	Australia	Determines the amount of service fee payable for service trusts with a percentage of wages, rent and depreciation
Schedular Income with GST	Income	New Zealand	Facilitates reconciliation of the gross schedular income and withholding tax deducted (from IRD Summary of Earnings) and calculates GST to show the net amount received
Stock on Hand	Assets	Australia/ New Zealand	Lists stock values with its valuation method
Term Deposit	Assets	Australia/ New Zealand	Calculates term deposit investment balances and interest accrued
Trade Creditors	Liabilities	Australia/ New Zealand	Substantiates the trade creditors account including other payables during the year

Template Name	Category	Country	Description
Trade Debtors	Assets	Australia/ New Zealand	Substantiates the trade debtors account including any doubtful or bad debts written off during the year
Trade Debtors Listing (simple)	Assets	Australia/ New Zealand	Substantiates the trade debtors account without doubtful or bad debts written off
Trade Debtors Reconciliation	Assets	Australia/ New Zealand	Substantiates the trade debtors account including any doubtful or bad debts written off during the year, which have been captured by separate accounts
Trust Beneficiary Distribution	Other	Australia	Reconciles accounting distribution with taxable distribution for trust beneficiaries
Trust Distributions Received	Income	Australia	Splits the income received from trusts into the appropriate income categories according to the trust statements, e.g. foreign income, capital gains and reconciling to the accounting distribution received
Trust information sheet	Other	Australia	Summarises beneficiary, income distribution and administrative details of a trust account
Wages Reconciliation	Expenses	Australia/ New Zealand	Provides a summary of wages to reconcile to the lodged BAS statements and the general ledger balance
Wages Reconciliation (Annual)	Other	Australia	Reconciles wages and salary with leave provisions
Work in Progress	Assets	Australia/ New Zealand	Lists work-in-progress values with its valuation method

### Related topics

[Workpaper template designer](#)

[Practice workpaper templates](#)

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## Practice workpaper templates

***Accountants Enterprise only***



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Practice templates are master templates that have been customised for a practice. Practice templates can be created from master templates or existing practice templates.

You can create tables and calculation fields within practice templates. Practice templates can be exported and imported which enables different practices to share templates. While a practice template is being customised or is incomplete, it cannot be used in the production of live workpapers.

### ***To access practice templates***

1. Access the Designer.

The **MYOB Workpaper Templates** window opens.

2. Select the **Practice templates** option.

A list of available practice templates is displayed. The list includes the person who modified the template and the master template that was used to create the practice template. This list can be customised.

Practice templates can be added, edited and deleted from this list.

### **Related topics**

[Customising the list of practice templates](#)

[Viewing practice templates](#)

[Adding a practice template](#)

[Editing the practice template properties](#)

[Changing the status of a practice template](#)

[Deleting a practice template](#)

[Importing templates](#)

[Exporting templates](#)

[Reverting to MYOB master](#)

[Updating a practice template to an updated MYOB master template](#)

[Opening a practice template for editing](#)

## Customising the list of practice templates

### ***Accountants Enterprise only***

#### ***To customise the displayed list of practice templates***

1. Access the Designer.

The **MYOB Workpaper Templates** window opens.

2. Select the **Practice templates** option.

A list of available practice templates is displayed.

- 
- Sort the list of practice templates.  
By default, the list is sorted alphabetically based on the template description. Click on a column heading to sort by that heading. The list is updated based on the selection made.
  - Re-order the list columns.  
To rearrange the order of the columns, click and drag a column heading to the location where you would like it to be.

---

**Note:** When the **MYOB Workpaper Templates** window is closed, any customisation made to the list order of practice templates is lost.

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### **Related topics**

[Viewing practice templates](#)

[Adding a practice template](#)

[Editing the practice template properties](#)

[Changing the status of a practice template](#)

[Deleting a practice template](#)

[Importing templates](#)

[Exporting templates](#)

[Reverting to MYOB master](#)

[Updating a practice template to an updated MYOB master template](#)

## Viewing practice templates

### ***Accountants Enterprise only***

Only practice templates with a status of In progress can be viewed. A warning message is received if you try to view a practice template with an Approved status.

### ***To view a practice template***

- Access the Designer.  
The **MYOB Workpaper Templates** window opens.
- Select the **Practice templates** option.  
A list of available practice templates is displayed.
- Ensure that the practice template to be viewed has a status of **In progress**.
- Double-click the practice template to be viewed.  
The practice template opens in the Designer window.

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## Related topics

[Customising the list of practice templates](#)

[Adding a practice template](#)

[Editing the practice template properties](#)

[Changing the status of a practice template](#)

[Deleting a practice template](#)

[Importing templates](#)

[Exporting templates](#)

[Reverting to MYOB master](#)

[Updating a practice template to an updated MYOB master template](#)

## Adding a practice template

### ***Accountants Enterprise only***

When creating a practice template, you cannot create a blank template. You must always start with a master template or copy an existing practice template.

### ***To add a practice template***

1. Access the Designer.  
The **MYOB Workpaper Templates** window opens.
2. Select the **Practice templates** option.  
A list of available practice templates is displayed.
3. Click **Add** on the Tasks bar.  
The **Add Workpaper Template** window opens.
4. Enter a unique **Template description**.  
The description is limited to a maximum of 100 alphanumeric characters. The description is not case sensitive.

---

**Note:** The **Template description** must be unique.

---

5. You can add a new template by:
  - Copying from a master template.  
Click the **Copy from MYOB Master** option.
  - Copying from an existing practice template.  
Click the **Copy from a practice template** option.
6. Select the template from the corresponding drop-down. If you know the name of the template, you can type in this field to search for it.

---

By default, when a new template is added the **Template status** is **In progress**.

7. Select the practice template **Category** from the drop-down.
8. (Australia) If you have selected the Tax category, the **Tax form type** field is editable. Select the appropriate Tax Return Form for this workpaper template.
9. Select the **Rollover workpaper to next accounting period** option, if required.  
Select this option if you want client workpapers that are created from this template to be rolled over into the next accounting period.
10. Select the **Show a link in the Prepare Workpapers screen to all referenced account codes** option, if required.  
Select this option if you want this workpaper to be shown against all the account codes referenced in it, rather than only against the account code the workpaper was initially created for.
11. Click **OK**.  
A new practice template is created.

### **Related topics**

[Customising the list of practice templates](#)

[Viewing practice templates](#)

[Editing the practice template properties](#)

[Changing the status of a practice template](#)

[Deleting a practice template](#)

[Importing templates](#)

[Exporting templates](#)

[Reverting to MYOB master](#)

[Updating a practice template to an updated MYOB master template](#)

Editing the practice template properties

### ***Accountants Enterprise only***

#### ***To edit the properties of a practice template***

1. Access the Designer.  
The **MYOB Workpaper Templates** window opens.
2. Select the **Practice templates** option.  
A list of available practice templates is displayed.
3. Select the practice template.

---

Select the row containing the practice template or click the checkbox adjacent to the practice template.

4. Click **Properties** on the Tasks bar.

The **Amend Workpaper Template Details** window opens.

5. Edit the **Template description**, if required.

To edit the template description, delete the highlighted text and enter an appropriate description for the practice template. Alternatively, overwrite any of the existing description.

The description is limited to a maximum of 100 alphanumeric characters. The description is not case sensitive.

---

**Note:** The **Template description** must be unique.

---

6. Change the **Template status**, if required.

Select the appropriate status from the drop-down; either Approved or In progress.

7. Change the practice template **Category**, if required.

Select the appropriate **Category** from the drop-down.

8. (Australia) If you have selected the Tax category, the **Tax form type** field is editable. Select the appropriate Tax Return Form for this workpaper template.

9. Select or deselect the **Rollover workpaper to next accounting period** option, if required.

Select this option if you want client workpapers that are created from this template to be rolled over into the next accounting period.

10. Select or deselect the **Show a link in the Prepare Workpapers screen to all referenced account codes** option, if required.

Select this option if you want this workpaper to be shown against all the account codes referenced in it, rather than only against the account code the workpaper was initially created for.

11. Click **OK**.

All changes made to the properties of the selected practice template are saved.

### **Related topics**

[Customising the list of practice templates](#)

[Viewing practice templates](#)

[Adding a practice template](#)

[Changing the status of a practice template](#)

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[Deleting a practice template](#)

[Importing templates](#)

[Exporting templates](#)

[Reverting to MYOB master](#)

[Updating a practice template to an updated MYOB master template](#)

## Changing the status of a practice template

### ***Accountants Enterprise only***

A practice template with a status of **In progress** is unavailable for selection in Workpapers.

A practice template with a status of **Approved** is available for selection in Workpapers.

### ***To change the status of a practice template***

1. Access the Designer.  
The **MYOB Workpaper Templates** window opens.
2. Select the **Practice templates** option.  
A list of available practice templates is displayed.
3. Select the practice template.  
Select the row containing the practice template or click the checkbox adjacent to the practice template.
4. If the practice template has a status of **Approved**, click **In Progress** on the Tasks bar.  
The status of the practice template is changed from **Approved** to **In progress**.
5. If the practice template has a status of **In progress**, click **Approved** on the Tasks bar.  
The status of the practice template is changed from **In progress** to **Approved**.

### **Related topics**

[Customising the list of practice templates](#)

[Viewing practice templates](#)

[Adding a practice template](#)

[Editing the practice template properties](#)

[Deleting a practice template](#)

[Importing templates](#)

[Exporting templates](#)

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[Reverting to MYOB master](#)

[Updating a practice template to an updated MYOB master template](#)

## Deleting a practice template

### ***Accountants Enterprise only***

Deleting a specific template does not delete any documents attached to any client that were created from the template. However, if the document attached to the client is marked as 'roll over' then when the next accounting period is created, the document cannot be rolled over. That is, the document is not provided in the next accounting period.

### ***To delete a practice template***

1. Access the Designer.  
The **MYOB Workpaper Templates** window opens.
2. Select the **Practice templates** option.  
A list of available practice templates is displayed.
3. Select the practice template to be deleted.  
Select the row containing the practice template or click the checkbox adjacent to the practice template.
4. Click **Delete** on the Tasks bar.  
The **Delete Workpaper Template** window opens requesting confirmation of the deletion.
5. Click **Yes**.  
The practice template is deleted.

### **Related topics**

[Customising the list of practice templates](#)

[Viewing practice templates](#)

[Adding a practice template](#)

[Editing the practice template properties](#)

[Changing the status of a practice template](#)

[Importing templates](#)

[Exporting templates](#)

[Reverting to MYOB master](#)

[Updating a practice template to an updated MYOB master template](#)

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## Importing templates

### *Accountants Enterprise only*

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**Note:** Only .xml file types can be imported.

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#### *To import a workpaper template*

1. Access the Designer.  
The **MYOB Workpaper Templates** window opens.
2. Select the **Practice templates** option.  
A list of available practice templates is displayed.
3. Click **Import** on the Tasks bar.  
The **Import Workpaper Template** window opens.
4. Select the template to be imported.  
Click the ellipse button at the end of the **Import from file** field.  
Navigate and select the file from the **Open** window. Click **Open**.
5. Enter a **Template description**.  
The description is limited to a maximum of 100 alphanumeric characters. The description is not case sensitive.

---

**Note:** The **Template description** must be unique.

---

6. Click **OK**.  
The template is imported.

#### **Related topics**

[Customising the list of practice templates](#)

[Viewing practice templates](#)

[Adding a practice template](#)

[Editing the practice template properties](#)

[Changing the status of a practice template](#)

[Deleting a practice template](#)

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[Reverting to MYOB master](#)

[Updating a practice template to an updated MYOB master template](#)



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## Exporting templates

### *Accountants Enterprise only*

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**Note:** Practice templates are only exported in .xml format.

---

#### *To export a practice template*

1. Access the Designer.  
The **MYOB Workpaper Templates** window opens.
2. Select the **Practice templates** option.  
A list of available practice templates is displayed.
3. Click **Export** on the Tasks bar.  
The **Save As** window opens.
4. Navigate to the location where the template will be exported (or saved) to.
5. Enter a **File name** for the template.
6. The only option available for **Save as type** is **MYOB Workpaper Template definitions (\*.xml)**.
7. Click **Save**.  
The practice template is exported.

#### **Related topics**

[Customising the list of practice templates](#)

[Viewing practice templates](#)

[Adding a practice template](#)

[Editing the practice template properties](#)

[Changing the status of a practice template](#)

[Deleting a practice template](#)

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[Reverting to MYOB master](#)

[Updating a practice template to an updated MYOB master template](#)

## Reverting to MYOB master

### *Accountants Enterprise only*

You can always revert your practice template to the original MYOB master template. If you decide to do this, then any changes or customisations made to your practice template are lost and cannot be recovered.

---

You cannot revert a practice template to a MYOB master template if the practice template was not originally created from a MYOB master template.

***To revert a practice template to a MYOB master template***

1. Access the Designer.  
The **MYOB Workpaper Templates** window opens.
2. Select the **Practice templates** option.  
A list of available practice templates is displayed.
3. Select the practice template to be reverted to the master template.  
Select the row containing the practice template or click the checkbox adjacent to the practice template.
4. Click **Revert to MYOB master** on the Tasks bar.  
The **Revert template to MYOB Master** window opens.  
The **Template description** field is automatically filled with the description of the selected practice template.  
The **MYOB Master used** field is automatically filled with the master template originally used to create the practice template. This is also the master template that will replace the practice template.

---

**Note:** If the practice template was not created from a MYOB master template a message is displayed stating this fact. Click **OK** to close the message.

---

5. Read the warning notice on the **Revert template to MYOB Master** window.
6. Click **Yes**.  
The practice template is reverted to the master template.

**Related topics**

[Customising the list of practice templates](#)

[Viewing practice templates](#)

[Adding a practice template](#)

[Editing the practice template properties](#)

[Changing the status of a practice template](#)

[Deleting a practice template](#)

[Importing templates](#)

[Exporting templates](#)

[Updating a practice template to an updated MYOB master template](#)

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## Updating a practice template to an updated MYOB master template

### ***Accountants Enterprise only***

There will be occasions when MYOB will update the existing master templates. The updated master templates will be available with a new release of Workpapers. If you have made no customisations to the practice template (which was originally created from the master template) then the practice template will be automatically updated. If the practice template has been customised then you have the option to update the practice template to the latest version of the master template.

Each customised practice template must be selected and reverted to the MYOB master template using **Revert to MYOB master** on the Tasks bar. See “Reverting to MYOB master” on page 241.

Any new master templates are automatically copied to the practice templates list when the new version of Workpapers is installed. Any practice templates that have not been customised will be automatically updated with the new version of the master templates.

---

**Note:** You do not have to update your customised practice template to the updated master template.  
You cannot retain the customisations to your practice template and update the master templates.

---

If you want to retain the customisation to your practice template and update the master templates:

- Export a copy of your practice templates.  
See “Exporting templates” on page 241. You export a copy of your practice template so that you can see what changes you have made to it and then reapply them to the updated practice template.
- Update the practice template to the new version of the master templates.  
See “Reverting to MYOB master” on page 241.
- Redo your customisations to the updated practice template.

### **Related topics**

[Customising the list of practice templates](#)

[Viewing practice templates](#)

[Adding a practice template](#)

[Editing the practice template properties](#)

[Changing the status of a practice template](#)

[Deleting a practice template](#)

[Importing templates](#)

[Exporting templates](#)

[Reverting to MYOB master](#)

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## Opening a practice template for editing

### ***Accountants Enterprise only***

Only practice templates with a status of In progress can be edited. A warning message is received if you try to edit a practice template with an Approved status.

### ***To open a practice template***

1. Access the Designer.  
The **MYOB Workpaper Templates** window opens.
2. Select the **Practice templates** option.  
A list of available practice templates is displayed.
3. Ensure that the practice template to be edited has a status of **In progress**.
4. Double-click the practice template to be edited.  
or  
Click **Edit** on the Tasks bar.  
The practice template opens in the Designer window.

### **Related topics**

[Customising practice templates](#)

[Main menu and toolbar options](#)

[Formatting tables](#)

[Deleting fields](#)

[Viewing and editing field properties](#)

## Main menu and toolbar options

### ***Accountants Enterprise only***

You will be familiar with the options available on the main menu and the toolbar as they are similar to any Microsoft program.

Some main menu and toolbar options enable you to customise a practice template to best suit the requirements of your practice, e.g., the addition of a company logo to a template using Insert > **Image**.

### ***Main menu options***

Option	Description
<b>File</b>	

---

Option	Description
Save	<p>Select File &gt; <b>Save</b> to save the practice template after editing.</p> <p>Or click the <b>Save</b> button on the toolbar to save the practice template.</p> <p>When you save an edited practice template, the version number is incremented so that the original practice template is never replaced.</p>
Page Setup	<p>This option enables you to set up the margins and paper, headers and footers and columns of your template.</p>
Print	<p>Select this option to open the <b>Print</b> window from where you can select the appropriate printer to print your template.</p>
Exit	<p>Select File &gt; <b>Exit</b> to exit the Designer.</p>
<b>Edit</b>	
Cut	<p>Copy and remove the selected text or field from the template. This text or field can then be pasted somewhere else in the template.</p>
Copy	<p>Make a copy of the selected text or field that can then be pasted somewhere else in the template.</p>
Paste	<p>Insert the copied text or field at a specific location.</p>
Delete	<p>Remove the selected text or field from the template.</p>
Select All	<p>Selects all of the content in the template body.</p>
<b>View</b>	
Headers and Footers	<p>Select View &gt; <b>Headers and Footers</b> to view and edit the headers and footers of the template.</p> <p>Double-click in the body of the template to move the focus from the headers and footers to the template body.</p>
<b>Insert</b>	
Field	<p>Select Insert &gt; <b>Field</b> to open the <b>Insert Field</b> window and insert a selected field into the template.</p> <p>Or click <b>Insert Field</b> on the toolbar to open the <b>Insert Field</b> window.</p>
Image	<p>Select Insert &gt; <b>Image</b> to open the <b>Open</b> window which allows you to browse for an image to include in the template, e.g. company logo. Click <b>Open</b>.</p>

Option	Description
<b>Format</b>	
Bullets and Numbering	<ul style="list-style-type: none"> <li>• Select Format &gt; Bullets and Numbering &gt; <b>Attributes</b> to open the <b>Bullets and Numbering</b> window. Select the appropriate bullet and numbering options available in this window to suit your template. Click <b>OK</b>.</li> <li>• Select Format &gt; Bullets and Numbering &gt; <b>Increase Level</b> to further indent selected bulleted or numbered text.</li> <li>• Select Format &gt; Bullets and Numbering &gt; <b>Decrease Level</b> to reduce the indent of the selected bulleted or numbered text.</li> </ul>
Character	Select Format > <b>Character</b> to open the <b>Font</b> window where you can select a different font style, font size and other character attributes for selected text of the template. Click <b>OK</b> .
Columns	Select Format > <b>Columns</b> to open the <b>Page Setup</b> window on the <b>Columns</b> tab where you can configure page columns for the whole document. Click <b>OK</b> . It is advisable not to insert page columns in an existing template. Use this option on a blank template document.
Headers and Footers	Select Format > <b>Headers and Footers</b> to open the <b>Page Setup</b> window. Here you can select how the headers and footers are displayed on the page and their placement within the template. Click <b>OK</b> .
Image	Select Format > <b>Image</b> to open the <b>Image Attributes</b> window. You can change the layout, position, size, distance and saving options of a selected image that was inserted into the template. Click <b>OK</b> .
Paragraph	Select Format > <b>Paragraph</b> to open the <b>Paragraph</b> window where you can change the format, indents, frame and page breaks of selected text within a template. Click <b>OK</b> .
Styles	Select Format > <b>Styles</b> to open the <b>Styles</b> window. From this window you can select an existing format style to apply to highlighted text. You can create a <b>New</b> format style using the <b>New Style</b> window which can then be reused. You can also modify or delete an existing style.
Table	Select Format > <b>Table</b> to open the <b>Table Properties</b> window. You are able to change the frame, colour, background, margins, cell size and formatting of a selected table. Click <b>OK</b> .

Option	Description
Tabs	Select Format > <b>Tabs</b> to open the <b>Tabs</b> window. From this window you can change existing tab stop positions and alignments. You can also set new tab stop positions in the template. Click <b>OK</b> .
Text Background Colour	Select Format > <b>Text Background Colour</b> to open the <b>Color</b> palette. Apply a background colour to selected text. Click <b>OK</b> .
Text Colour	Select Format > <b>Text Colour</b> to open the <b>Color</b> palette. Apply colour to selected text. Click <b>OK</b> .



#### Table















Insert	Select Table > Insert > <b>Table</b> to insert a text display table into the template. See “Inserting a text display table” on page 280.
Delete	Select Table > Delete > <b>Table/Column/Row</b> to delete a selected table (data entry or text display), column or row from the template.

#### Help



Help	Select <b>Help</b> to access online help for the Designer.
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#### Toolbar options

Option	Description
	To save the template.
Insert Field	To insert a field into the practice template. See “Customising practice templates” on page 249.
Delete Field	To delete a field from the practice template. See “Deleting fields” on page 288.
Field Properties	To view and edit field properties. You can also double-click on a field to open its properties window. See “Viewing and editing field properties” on page 289.
	Cut

Option	Description
	Copy
	Paste
	Switch between header and footer.
	Go to the normal header.
	Go to the first page header.
	Remove the header and footer.
	Font type Click the drop-down arrow to select a different font type from the available list.
	Font size Click the drop-down arrow to select a different font size from the available list.
	Bold text
	Italicise text
	Underline text
	Left justify text
	Centre text
	Right justify text



Option	Description
	Bullet points
	Version information Click the icon to find the version number of the template. The version information is displayed as Year.Version.Revision, e.g., 2012.1.13.

### Related topics

[Opening a practice template for editing](#)

[Formatting tables](#)

[Customising practice templates](#)

[Deleting fields](#)

[Viewing and editing field properties](#)

## Customising practice templates

### *Accountants Enterprise only*

Practice templates are master templates that have been customised for your practice.

One way to customise practice templates is to insert additional fields that are required by your practice.

We recommend that any additional fields that are inserted are included as part of a data entry table or text display table.

---

**Tip:** When customising a practice template by using a formula or function, ensure that you refer to any field names exactly. You must match the characters and the case sensitivity of the field names. For example, d1 is different to D1.

---

### *To insert a new field in a practice template*

1. Open the practice template for editing.  
See “Opening a practice template for editing” on page 244.
2. Position the mouse cursor in the practice template where the new field is to be inserted.

---

**Tip:** A new data entry table may need to be inserted for the additional data. See “Inserting a data entry table” on page 269.

---

- 
3. Click **Insert Field** on the toolbar.  
or  
Select Insert > **Field** on the main menu.  
The **Insert Field** window opens.
  4. Select the field type to be inserted.  
The first tab contains the list of standard fields used in Workpaper templates.  
The second tab **Other components** contains functionality that is specific to individual templates, such as “Assets - GL reconciliation”.
  5. Click **OK**.
  6. Configure the field type.
  7. Click **OK**.  
The selected field type is placed at the insertion point.
  8. Format the field type as necessary.

---

**Tip:** Double-click a field in a workpaper to launch the specific field window so that you can make further edits.

---

### **Related topics**

[Inserting an account amount](#)

[Inserting an account code or description](#)

[Inserting an Account group amount](#)

[Inserting a calculation](#)

[Inserting a check box](#)

[Inserting a data entry table](#)

[Inserting a date](#)

[Inserting a document link](#)

[Inserting a number](#)

[Inserting text](#)

[Inserting a text display table](#)

[\(Australia\) Inserting an Assets - GL reconciliation table](#)

[Workpaper template designer](#)

[Main menu and toolbar options](#)

[Formatting tables](#)

[Deleting fields](#)

[Viewing and editing field properties](#)

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## Inserting an account amount

### ***Accountants Enterprise only***

#### ***To insert an account amount field in a practice template***

1. Open the practice template for editing.  
See “Opening a practice template for editing” on page 244.
2. Position the mouse cursor in the practice template where the new field is to be inserted.
3. Click **Insert Field** on the toolbar.  
or  
Select Insert > **Field** on the main menu.  
The **Insert Field** window opens.
4. Select **Account amount**.
5. Click **OK**.  
The **Account Amount** window opens.
6. Enter a **Field name** for the Account Amount field.  
The **Field name** is automatically filled when the **Account Amount** window opens. You can accept the default or overwrite it. The system will allocate the next sequential number prefixed by a **B** for account fields.  
If you decide to overwrite the default **Field name**, then enter a unique **Field name**. Conditions for the **Field name**:
  - It is limited to a maximum of 30 alphanumeric characters.
  - It must not start with a number, as this affects the calculations.
  - It must not contain any spaces.
  - It may contain an underscore as part of the name.
  - It is not case sensitive.
7. Select the account code.  
There are two options:
  - a. **Show details for the linked account code.**  
That is, the account the workpaper is linked to.
  - b. **Show details for an account code in this workpaper.**  
If you select this option, then you must select the appropriate **Field name** from the drop-down.

- 
8. Select the **Account balance display details**.
    - a. Select the appropriate **Display** option from the drop-down.  
The default option is **Adjusted closing balance**.
    - b. Select the appropriate **Format** option from the drop-down for how the account balance is to be displayed.  
  
The default option is **Number - 2 decimal places**.  
  
The **Number - 2 decimal places** and the **Number - no decimal** options display with no formatting and no commas, e.g., 2478.55. The **Currency** option displays the account balance with a thousands separator and a currency value as set by the regional settings, e.g., \$2,478.55. With all options, negative numbers are displayed with a leading minus sign, e.g., -2478.55.
    - c. Tick the **Include comma separators** checkbox if you want to include a comma as a thousands separator.

---

**Note:** If you select **Currency** from the **Format** drop-down, this checkbox is disabled.

---

- d. Select the **Show this number when zero** option, if required.
9. Select the **Display a red flag icon in the Prepare Workpapers list if a discrepancy exists** option, if required.
10. Click **OK**.  
The **Account Amount** field is placed at the insertion point.  
The **Account Amount** window and the **Insert Field** window close.

### **Related topics**

[Inserting an account code or description](#)

[Inserting an Account group amount](#)

[Inserting a calculation](#)

[Inserting a check box](#)

[Inserting a data entry table](#)

[Inserting a date](#)

[Inserting a document link](#)

[Inserting a number](#)

[Inserting text](#)

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## Inserting an account code or description

### ***Accountants Enterprise only***

#### ***To insert an account code or description field in a practice template***

1. Open the practice template for editing.  
See “Opening a practice template for editing” on page 244.
2. Position the mouse cursor in the practice template where the new field is to be inserted.
3. Click **Insert Field** on the toolbar.  
or  
Select Insert > **Field** on the main menu.  
The **Insert Field** window opens.
4. Select **Account code or description**.
5. Click **OK**.  
The **Account Code or Description** window opens.
6. Enter a **Field name** for the Account Code or Description field.  
The **Field name** is automatically filled when the **Account Code or Description** window opens. You can accept the default or overwrite it. The system will allocate the next sequential number prefixed by a **A** for account code and description fields.  
If you decide to overwrite the default **Field name**, then enter a unique **Field name**. Conditions for the **Field name**:
  - It is limited to a maximum of 30 alphanumeric characters.
  - It must not start with a number, as this affects the calculations.
  - It must not contain any spaces.
  - It may contain an underscore as part of the name.
  - It is not case sensitive.
7. Select the account code.  
There are three options:

- 
- **Show details for the linked account code**  
That is, show the code/description or both for the account the workpaper is linked to.
  - **User enters account code in the workpaper**  
If you select this option, then you must enter an account code when preparing the workpaper.
  - **Show details for the account code of linked client**  
Select this option to add a **Link client** button into the workpaper, so that you can insert an account balance for a related entity.
8. Select the **Account name display details**.  
You can select to display the Account code and description, the Account code only or the Account description only. The default option is **Account code and description**.
  9. If the **User enters account code in the workpaper** option is selected, then the **Rollover value to next period** checkbox is selected by default.  
This means that entered Account code and description data will be displayed in the same field in the next rollover period.  
Deselect the **Rollover value to next period** checkbox, if you do not want the Account code and description value to be rolled over.
  10. Click **OK**.  
The **Account Code or Description** field is placed at the insertion point.  
The **Account Code or Description** window and the **Insert Field** window close.

### **Related topics**

[Inserting an account amount](#)

[Inserting an Account group amount](#)

[Inserting a calculation](#)

[Inserting a check box](#)

[Inserting a data entry table](#)

[Inserting a date](#)

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## Inserting an Account group amount

### ***Accountants Enterprise only***

#### ***To insert an account group amount field in a practice template***

1. Open the practice template for editing.  
See “Opening a practice template for editing” on page 244.
2. Position the mouse cursor in the practice template where the new field is to be inserted.
3. Click **Insert Field** on the toolbar.  
or  
Select Insert > **Field** on the main menu.  
The **Insert Field** window opens.
4. Select **Account group amount**.
5. Click **OK**.  
The **Account Group Amount** window opens.
6. Enter a **Field name** for the Account Amount field.  
The **Field name** is automatically filled when the **Account Group Amount** window opens. You can accept the default or overwrite it. The system will allocate the next sequential number prefixed by a **N** for account group fields.  
If you decide to overwrite the default **Field name**, then enter a unique **Field name**. Conditions for the **Field name**:
  - It is limited to a maximum of 30 alphanumeric characters.
  - It must not start with a number, as this affects the calculations.
  - It must not contain any spaces.
  - It may contain an underscore as part of the name.
  - It is not case sensitive.
7. Select the account group by clicking the **Select account group** button. The **Select Account Group** dialog box is displayed.
  - a. Search for the account group by entering the name in the search field, or browsing through the folder tree.
  - b. Highlight the group you wish to select.

- 
- c. Click **OK**. The Account group is displayed under the button.
  8. Select the **Expected amount sign**. The amount will be displayed as a positive number if it has the selected amount type.
  9. Select the **Account group display details**.
    - d. Select the appropriate **Format** option from the drop-down for how the account balance is to be displayed.

The default option is **Number - 2 decimal places**.

The **Number - 2 decimal places** and the **Number - no decimal** options display with no formatting and no commas, e.g., 2478.55. The **Currency** option displays the account balance with a thousands separator and a currency value as set by the regional settings, e.g., \$2,478.55. With all options, negative numbers are displayed with a leading minus sign, e.g., -2478.55.

- e. Tick the **Include comma separators** checkbox if you want to include a comma as a thousands separator.

---

**Note:** If you select **Currency** from the **Format** drop-down, this checkbox is disabled.

---

- f. Select the **Show this number when zero** option, if required.
10. Select **Allow manual override on Workpaper** if you wish to have this value overwritten on the workpaper.
11. (Australia) If this calculation is to be mapped to a Tax Return field, select **Field to be mapped to Tax Return**.

The **Tax Return field mapping code** field is editable. Select the Tax Return field mapping code.
12. Click **OK**.

The **Account Group Amount** field is placed at the insertion point.  
The **Account Group Amount** window and the **Insert Field** window close.

### Related topics

[Inserting an account amount](#)

[Inserting an account code or description](#)

[Inserting a calculation](#)

[Inserting a check box](#)

[Inserting a data entry table](#)

[Inserting a date](#)



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## Inserting a calculation

### ***Accountants Enterprise only***

The **Calculation** field is a special type of numeric field that enables you to add basic mathematical operations involving expressions and functions to a practice template. You can reference the field name of a:

- numeric field
- calculation field
- account amount field
- date field (in special circumstances)

in a calculation.

---

**Tip:** In a formula, ensure that you refer to any field names exactly. You must match the characters and the case sensitivity of the field names. For example, d1 is different to D1.

---

Calculations can be performed within table rows. Fields are entered on a row by row basis in a table. Each cell of each row has the same field names and calculations.

The following basic arithmetic is supported:

- + addition
- - subtraction
- \* multiplication
- / division
- ^ exponential
- () brackets.

---

## Functions

Calculations can use functions in their expressions. Four functions are currently defined:

- **If (condition, true, false)**

The **If** function corresponds to Microsoft Excel's If function.

The most common use of this function is to avoid division by zero.

Example: If (C1 = 0, 0, ((N5 - N4) / C1) \* 365) when C1 is zero then the calculation result is also zero. However, if C1 is any other number the calculation returns the result ((N5 - N4) / C1) \* 365.

- **Days (date field 1, date field 2)**

The **Days** function returns the number of days between two date fields.

Example: Days (D1,D2). This example accepts two date field names D1 and D2 and returns the number of days between the two values. An absolute value is returned so the result will never be negative.

- **FirstRow**

The **FirstRow** function can only be used for calculations within data entry tables. The FirstRow function will return a true value when the calculation being performed is on the first row of a table.

- **Above**

The **Above** function can only be used for calculations within data entry tables. The Above function accepts a column field name and returns a numeric value for the column immediately above the row being calculated. For the first row in a table, the Above function will return a zero.

### ***To insert a column sum calculation field in a practice template***

---

**Tip:** Ensure that you refer to any field names exactly. You must match the characters and the case sensitivity of the field names. For example, d1 is different to D1.

---

1. Open the practice template for editing.  
See "Opening a practice template for editing" on page 244.
2. Position the mouse cursor in the practice template where the new field is to be inserted.
3. Click **Insert Field** on the toolbar.  
or  
Select Insert > **Field** on the main menu.  
The **Insert Field** window opens.

---

4. Select **Calculation**.

5. Click **OK**.

The **Calculation** window opens.

6. Enter a **Field name** for the **Calculation** field.

The **Field name** is automatically filled when the **Calculation** window opens. You can accept the default or overwrite it. The system will allocate the next sequential number prefixed by a **C** for calculation fields.

If you decide to overwrite the default **Field name**, then enter a unique **Field name**. Conditions for the **Field name**:

- It is limited to a maximum of 30 alphanumeric characters.
- It must not start with a number, as this affects the calculations.
- It must not contain any spaces.
- It may contain an underscore as part of the name.
- It is not case sensitive.

7. Select the **Calculation type** to be **Column sum of number field**.

This option enables you to add the column of numbers selected from the drop-down. This option is most commonly used within a data entry table.

8. Select the **Format** of the displayed calculation result from the drop-down.

The **Number - 2 decimal places** and the **Number - no decimal** options display with no formatting and no commas e.g., 2478.55. The **Currency** option displays the account balance with a thousands separator and a currency value as set by the regional settings, e.g., \$2,478.55. With all options, negative numbers are displayed with a leading minus sign, e.g., -2478.55.

9. Tick the **Include comma separators** checkbox if you want to include a comma as a thousands separator.

10. Select the **Show this number when zero** option, if required.

11. Select the **This calculation is part of the Workpaper's journal** option, if required.

If this option is selected, when you prepare a workpaper and select to create a journal, the calculated amount will be automatically included in the new journal. Any calculation fields that have this option selected will be listed in the journal.

This option is most commonly used for the variance field so that a journal can be created automatically from the variance amount.

---

**Note:** Several fields in a single workpaper can be used to create workpaper journals.

---

- 
12. If you have selected the **This calculation is part of the Workpaper's journal** option, and you want to include quantities rather than an actual balance (for example, for farm accounting):
- Click the **Edit journal settings...** button.  
The **Edit journal settings** window displays.
  - In the **Account** section, select the **Post to the linked account** option or select an account from the **Post to the account selected in this field** dropdown, depending on where you want the amount to be posted.
  - Select the **Post as quantity** option in the **Balance type** section.
  - Click **OK**.
13. Select the **Rollover value to next period** option, if required.  
Select this option if the properties of the template have been flagged to be rolled over. This option enables you to select which field will be rolled forward to this amount.  
For example, a closing balance of a workpaper can be rolled forward automatically to the opening balance in the next period.
- Select the appropriate field that will display the calculated amount in the next period from the drop-down.
14. Select the **This calculation is the number to balance the linked account against** option, if required.  
If this option is selected, then the result of this calculation is used to balance the linked account.  
A red flag on the **Prepare Workpapers** table will be displayed when the result of this calculation in the attached document does not match the final account balance.
- 
- Note:** You can use one or more calculations as balance checks. A red flag will display in the Prepare Workpapers table if any one of them is out of balance.
- 
15. Select the **Display a red flag icon in the Prepare Workpapers list if a discrepancy exists** option, if required.
16. (Australia) If this calculation is to be mapped to a Tax Return field, select **Field to be mapped to Tax Return**.  
The **Tax Return field mapping code** field is editable. Select the Tax Return field mapping code.
17. Click **OK**.

---

The **Calculation** field is placed at the insertion point.

The **Calculation** window and the **Insert Field** window close.

### ***To use a calculation result from another workpaper in a practice template***

---

**Tip:** Ensure that you refer to any field names exactly. You must match the characters and the case sensitivity of the field names. For example, d1 is different to D1.

---

1. Open the practice template for editing.  
See “Opening a practice template for editing” on page 244.
2. Position the mouse cursor in the practice template where the new field is to be inserted.
3. Click **Insert Field** on the toolbar.  
or  
Select **Insert > Field** on the main menu.  
The **Insert Field** window opens.
4. Select **Calculation**.
5. Click **OK**.  
The **Calculation** window opens.
6. Enter a **Field name** for the **Calculation** field.  
The **Field name** is automatically filled when the **Calculation** window opens. You can accept the default or overwrite it. The system will allocate the next sequential number prefixed by a **C** for calculation fields.  
If you decide to overwrite the default **Field name**, then enter a unique **Field name**. Conditions for the **Field name**:
  - It is limited to a maximum of 30 alphanumeric characters.
  - It must not start with a number, as this affects the calculations.
  - It must not contain any spaces.
  - It may contain an underscore as part of the name.
  - It is not case sensitive.
7. Select the **Calculation type** to be **Calculation result from another Workpaper**.  
This option enables you to select a calculation field from another workpaper template that will be used for this calculation. For example, you could use an existing calculation in the Income Tax Provision workpaper for the Income Tax Expense workpaper.

- 
- a. Click **Setup**.

The **Template Calculation Fields** window opens.

- b. Expand the **Field Name** by clicking the + adjacent to the **Field Name**.

The **Field Name** expands to list all of the associated fields and calculations. This list will not include any field names and calculations associated with the current practice template. This list will also not include any calculation fields that are embedded in table rows.

- c. Select the appropriate calculation.

- d. Click **OK**.

The **Template Calculation Fields** window closes. The selected template and calculation field are reflected in the **Template** and **Field** fields on the **Calculation** window. A **Link** button is displayed in the actual workpaper adjacent to the calculation.

8. Select the **Format** of the displayed calculation result from the drop-down.

The **Number - 2 decimal places** and the **Number - no decimal** options display with no formatting and no commas e.g., 2478.55. The **Currency** option displays the account balance with a thousands separator and a currency value as set by the regional settings, e.g., \$2,478.55. With all options, negative numbers are displayed with a leading minus sign, e.g., -2478.55.

9. Select the **Show this number when zero** option, if required.

10. Select the **This calculation is part of the Workpaper's journal** option, if required.

If this option is selected, when you prepare a workpaper and select to create a journal, the calculated amount will be automatically included in the new journal. Any calculation fields that have this option selected will be listed in the journal. This option is most commonly used for the variance field so that a journal can be created automatically from the variance amount.

---

**Note:** Several fields in a single workpaper can be used to create workpaper journals.

---

11. Select the **Rollover value to next period** option, if required.

Select this option if the properties of the template have been flagged to be rolled over. This option enables you to select which field will be rolled forward to this amount.

For example, a closing balance of a workpaper can be rolled forward automatically to the opening balance in the next period.

- a. Select the appropriate field that will display the calculated amount in the next period from the drop-down.

- 
12. Select the **This calculation is the number to balance the linked account against** option, if required.

If this option is selected, then the result of this calculation is used to balance the linked account.

A red flag on the **Prepare Workpapers** table will be displayed when the result of this calculation in the attached document does not match the final account balance.

---

**Note:** You can use one or more calculations as balance checks. A red flag will display in the Prepare Workpapers table if any one of them is out of balance.

---

13. Select the **Display a red flag icon in the Prepare Workpapers list if a discrepancy exists** option, if required.

14. If this calculation is to be mapped to a Tax Return field, select **Field to be mapped to Tax Return**.

The **Tax Return field mapping code** field is editable. Select the Tax Return field mapping code.

15. Click **OK**.

The **Calculation** field is placed at the insertion point.

The **Calculation** window and the **Insert Field** window close.

#### ***To insert a customised calculation field in a practice template***

1. Open the practice template for editing.

See "Opening a practice template for editing" on page 244.

2. Position the mouse cursor in the practice template where the new field is to be inserted.

3. Click **Insert Field** on the toolbar.

or

Select Insert > **Field** on the main menu.

The **Insert Field** window opens.

4. Select **Calculation**.

5. Click **OK**.

The **Calculation** window opens.

6. Enter a **Field name** for the **Calculation** field.

---

The **Field name** is automatically filled when the **Calculation** window opens. You can accept the default or overwrite it. The system will allocate the next sequential number prefixed by a **C** for calculation fields.

If you decide to overwrite the default **Field name**, then enter a unique **Field name**. Conditions for the **Field name**:

- It is limited to a maximum of 30 alphanumeric characters.
- It must not start with a number, as this affects the calculations.
- It must not contain any spaces.
- It may contain an underscore as part of the name.
- It is not case sensitive.

7. Select the **Calculation type** to be **Other calculation**.

This option enables you to create your own calculation using the listed mathematical symbols and groupings. The calculation expressions are not case sensitive.

- a. Consider the formula you would like to use.
- b. Select the field to be included in the calculation using the drop-down.
- c. Click **Insert** to place the field in the formula.
- d. Continue creating your calculation formula and inserting fields as required.

---

**Tip:** Ensure that you refer to any field names exactly. You must match the characters and the case sensitivity of the field names. For example, d1 is different to D1.

---

8. Select the **Format** of the displayed calculation result from the drop-down.

The **Number - 2 decimal places** and the **Number - no decimal** options display with no formatting and no commas e.g., 2478.55. The **Currency** option displays the account balance with a thousands separator and a currency value as set by the regional settings, e.g., \$2,478.55. With all options, negative numbers are displayed with a leading minus sign, e.g., -2478.55.

9. Select the **Show this number when zero** option, if required.

10. Select the **This calculation is part of the Workpaper's journal** option, if required.

If this option is selected, when you prepare a workpaper and select to create a journal, the calculated amount will be automatically included in the new journal. Any calculation fields that have this option selected will be listed in the journal.

This option is most commonly used for the variance field so that a journal can be created automatically from the variance amount.



---

**Note:** Several fields in a single workpaper can be used to create workpaper journals.

---

11. Select the **Rollover value to next period** option, if required.

Select this option if the properties of the template have been flagged to be rolled over. This option enables you to select which field will be rolled forward to this amount.

For example, a closing balance of a workpaper can be rolled forward automatically to the opening balance in the next period.

- a. Select the appropriate field that will display the calculated amount in the next period from the drop-down.

12. Select the **Display a red flag icon in the Prepare Workpapers list if a discrepancy exists** option, if required.

A red flag on the **Prepare Workpapers** table will be displayed when the result of this calculation in the attached document does not match the condition selected in **Red flag settings**.

13. If this calculation is to be mapped to a Tax Return field, select **Field to be mapped to Tax Return**.

The **Tax Return field mapping code** field is editable. Select the Tax Return field mapping code.

14. Click **OK**.

The **Calculation** field is placed at the insertion point.

The **Calculation** window and the **Insert Field** window close.

## Related topics

[Inserting an account amount](#)

[Inserting an account code or description](#)

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Calculation examples

**Accountants Enterprise only**

**Example 1**

A workpaper may define three numeric fields - N1, N2 and N3. A calculation field, C1, can reference these numeric fields by name in order to perform mathematical operations. The following are all valid expressions:

- $N1 + N2 + N3$
- $N1 * (N2 - N3 + 1) + ((N1 + N2 + N3) / 3.09)$
- $N3^2 + N1$

**Example 2**

Calculations may use the results of other calculations. A workpaper may contain two numeric (N1, N2) and two calculation fields (C1, C2) where:

$$C1 = N1 + N2$$

$$C2 = C1 * 1.1$$

C2 must always be calculated after C1 as the software will not automatically do this. Instead define a **calculation sequence** value, where:

- C1 has a sequence of 0 and C2 has a sequence of 1.
- lower sequence numbers allow their calculations to be performed before higher ones.

**Example 3**

Example of calculations in tables.

In the Designer only one row is visible:

Header 1	Header 2	Header 3	Header 4
N1	N2	N3	C1=N1 + N2 + N3

In a workpaper each cell will have the same field names:

Header 1	Header 2	Header 3	Header 4
N1	N2	N3	C1=N1 + N2 + N3
N1	N2	N3	C1=N1 + N2 + N3

---

N1	N2	N3	C1=N1 + N2 + N3
----	----	----	-----------------

**Example 4**

Using the Days function (D1, D2):

D1 = 10/05/2012

D2 = 17/05/2012

then Days (D1, D2) = 7

**Example 5**

Using the FirstRow and Above functions:

If(FirstRow(), N1 + N2 - N3, Above (C1) + N2 - N3).

This calculation enables running totals to be calculated.

<i>N1</i>			
Row 1	N2	N3	<b>C1</b> = N1 + N2 - N3
Row 2	N2	N3	<b>C1</b> = <b>C1</b> + N2 - N3
Row 3	N2	N3	C1 = <b>C1</b> + N2 - N3

**Related topics**

[Inserting an account amount](#)

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## Inserting a check box

### ***Accountants Enterprise only***

The **Check box** field is used to create a checklist in a practice template. Create a checklist to ensure that all factors have been considered when preparing a workpaper or to outline the procedure involved in preparing an entire workpaper file.

### ***To insert a check box field in a practice template***

1. Open the practice template for editing.  
See “Opening a practice template for editing” on page 244.
2. Position the mouse cursor in the practice template where the new field is to be inserted.
3. Click **Insert Field** on the toolbar.  
or  
Select **Insert > Field** on the main menu.  
The **Insert Field** window opens.
4. Select **Check box**.
5. Click **OK**.  
The **Check Box** window opens.
6. Enter a **Field name** for the Check box field.  
The **Field name** is automatically filled when the **Check Box** window opens. You can accept the default or overwrite it. The system will allocate the next sequential number prefixed by a **X** for check box fields.  
If you decide to overwrite the default **Field name**, then enter a unique **Field name**. Conditions for the **Field name**:
  - It is limited to a maximum of 30 alphanumeric characters.
  - It must not start with a number, as this affects the calculations.
  - It must not contain any spaces.
  - It may contain an underscore as part of the name.
  - It is not case sensitive.
7. Select the **Display values**.  
There are two options:
  - **Tick**  
If this option is selected, a tick will be displayed in a check box when you select for a ‘yes’ response. Otherwise the check box will be blank.
  - **Tick and cross**

---

If this option is selected, a tick will be displayed in a check box for a 'yes' response, a cross for a 'no' response and blank if left unselected.

8. Select the **Default value** of the check box.  
The available options are **Blank** (the default), **Yes** and **No**.
9. The **Rollover value to next period** checkbox is selected by default.  
This means that entered check box will be displayed in the same field in the next rollover period.  
Deselect the **Rollover value to next period** checkbox, if you do not want the check box value to be rolled over.
10. Click **OK**.  
The **Check box** field is placed at the insertion point.  
The **Check Box** window and the **Insert Field** window close.

### **Related topics**

[Inserting an account amount](#)

[Inserting an account code or description](#)

[Inserting an Account group amount](#)

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## Inserting a data entry table

### ***Accountants Enterprise only***

The **Data Entry Table** is used when a workpaper requires an unlimited number of data entry lines.

Plan and consider what data and information are to be included in your data entry table and how you want to set it out.

---

**Note:** The number of columns in a Data Entry Table must fall within the range of 1 - 15.  
The number of rows in a Data Entry Table must fall within the range of 1 - 500.

---

***To insert a data entry table in a practice template***

1. Open the practice template for editing.  
See “Opening a practice template for editing” on page 244.
2. Position the mouse cursor in the practice template where the new table is to be inserted.
3. Click **Insert Field** on the toolbar.  
or  
Select Insert > **Field** on the main menu.  
The **Insert Field** window opens.
4. Select **Data entry table**.
5. Click **OK**.  
The **Data Entry Table** window opens.
6. Enter a **Table name** for the **Data Entry Table** field.  
The **Table name** is automatically filled when the **Data Entry Table** window opens. You can accept the default or overwrite it. The system will allocate the next sequential number prefixed by a **E** for data entry tables.  
If you decide to overwrite the default **Table name**, then enter a unique **Table name**. Conditions for the **Table name**:
  - It is limited to a maximum of 30 alphanumeric characters.
  - It must not start with a number, as this affects the calculations.
  - It must not contain any spaces.
  - It may contain an underscore as part of the name.
  - It is not case sensitive.
7. Select the **Top row is header** option, if required.  
If this option is selected then the first row of the data entry table is considered the header row.
8. Enter the **Table column details**.  
The **Table column details** section contains three columns: Header, Data type and Required.
  - a. Edit the default entry that exists in the **Table column details**:

- 
- Select the **Header** cell and overtype the existing entry with a description of the field to be displayed in the practice template.
  - Select the **Data type** cell and select a data type from the drop-down.
  - Click the **Required** checkbox, if necessary.  
If this option is selected, you must enter a value in this field or the data entry will be invalid.
  - b. To add another column:
    - Click **Add**.  
A new row is added to the **Table column details**.
    - Edit the entries, as described above.

---

**Note:** The number of columns must fall within the range of 1 - 15.

---

- c. To delete an entry:
    - Select the entry to be deleted from the **Table column details** section.
    - Click **Delete**.  
The entry is deleted.
  - d. To view and edit the properties of a field:
    - Select the field entry to be viewed from the **Table column details** section.
    - Click **Properties**.  
The appropriate window opens depending on the type of field selected.
    - View and edit any details as required.
    - If appropriate, select whether to **Rollover to the next period**.
    - Click **OK**.  
You are returned to the **Data Entry Table** window.
  - e. To organise the columns:
    - Select the entry that needs to be moved in the sequence.
    - Click the up or down arrow until the entry is positioned where required.
9. The **Rollover to next period** checkbox is selected by default.  
This means that selected table contents will be displayed in the next rollover period. If you have not deselected any **Rollover value to next period** checkboxes for individual columns, all data within the data entry table is rolled over to the next period.

---

Deselect the **Rollover value to next period** checkbox, if you do not want data in the data entry table to be rolled over.

10. Click **OK**.

The **Data Entry Table** is placed at the insertion point.

The **Data Entry Table** window and the **Insert Field** window close.

### **Related topics**

[Inserting an account amount](#)

[Inserting an account code or description](#)

[Inserting an Account group amount](#)

[Inserting a calculation](#)

[Inserting a check box](#)

[Inserting a date](#)

[Inserting a document link](#)

[Inserting a number](#)

[Inserting text](#)

[Inserting a text display table](#)

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[Viewing and editing field properties](#)

## Inserting a date

### ***Accountants Enterprise only***

#### ***To insert a date field in a practice template***

1. Open the practice template for editing.  
See "Opening a practice template for editing" on page 244.
2. Position the mouse cursor in the practice template where the new field is to be inserted.
3. Click **Insert Field** on the toolbar.  
or  
Select Insert > **Field** on the main menu.  
The **Insert Field** window opens.



---

4. Select **Date**.

5. Click **OK**.

The **Date** window opens.

6. Enter a **Field name** for the **Date** field.

The **Field name** is automatically filled when the **Date** window opens. You can accept the default or overwrite it. The system will allocate the next sequential number prefixed by a **D** for date fields.

If you decide to overwrite the default **Field name**, then enter a unique **Field name**. Conditions for the **Field name**:

- It is limited to a maximum of 30 alphanumeric characters.
- It must not start with a number, as this affects the calculations.
- It must not contain any spaces.
- It may contain an underscore as part of the name.
- It is not case sensitive.

7. Select how the date will be entered.

There are two options:

○ **User entered date**

You will enter the date in the workpaper on completion.

○ **Automatic date of**

The date can be generated automatically based on the selected criteria from the drop-down. The date can be automatically generated based on Today's date, the Period start date, the Period end date, the Date of approval or the Date of preparation.

8. If the **User entered date** option is selected, then the **Rollover value to next period** checkbox is selected by default.

This means that entered date will be displayed in the same field in the next rollover period.

Deselect the **Rollover value to next period** checkbox, if you do not want the date value to be rolled over.

9. Click **OK**.

The **Date** field is placed at the insertion point.

The **Date** window and the **Insert Field** window close.

### Related topics

[Inserting an account amount](#)

[Inserting an account code or description](#)

---

[Inserting an Account group amount](#)  
[Inserting a calculation](#)  
[Inserting a check box](#)  
[Inserting a data entry table](#)  
[Inserting a document link](#)  
[Inserting a number](#)  
[Inserting text](#)  
[Inserting a text display table](#)  
(Australia) [Inserting an Assets - GL reconciliation table](#)  
[Workpaper template designer](#)  
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[Formatting tables](#)  
[Deleting fields](#)  
[Viewing and editing field properties](#)

## Inserting a document link

### ***Accountants Enterprise only***

When inserting document links into a customised practice template, we recommend that document links are added into a data entry table. See “Inserting a data entry table” on page 269. Configure the data entry table to have 2 columns with one column labelled ‘Description’ and the other column labelled ‘Links’.

If document links are added to a customised practice template, then the document link is persistent and cannot be edited or deleted. But if the document link is added as part of a data entry table in the customised practice table, then the link can be manipulated (edited, deleted) and multiple document links can be added as required.

### ***To insert a document link field in a practice template***

1. Open the practice template for editing.  
See “Opening a practice template for editing” on page 244.
2. Position the mouse cursor in the practice template where the new field is to be inserted.
3. Click **Insert Field** on the toolbar.  
or  
Select **Insert > Field** on the main menu.  
The **Insert Field** window opens.
4. Select **Document link**.
5. Click **OK**.

---

The **Document link** window opens.

6. Enter a **Field name** for the **Document link** field.

The **Field name** is automatically filled when the **Document link** window opens. You can accept the default or overwrite it. The system will allocate the next sequential number prefixed by a **L** for document link fields.

If you decide to overwrite the default **Field name**, then enter a unique **Field name**. Conditions for the **Field name**:

- It is limited to a maximum of 30 alphanumeric characters.
- It must not start with a number, as this affects the calculations.
- It must not contain any spaces.
- It may contain an underscore as part of the name.
- It is not case sensitive.

7. The **Rollover value to next period** checkbox is selected by default.

This means that entered document link will be displayed in the same field in the next rollover period.

Deselect the **Rollover value to next period** checkbox, if you do not want the document link to be rolled over.

8. Click **OK**.

The **Document Link** field is placed at the insertion point.

The **Document link** window and the **Insert Field** window close.

### **Related topics**

[Inserting an account amount](#)

[Inserting an account code or description](#)

[Inserting an Account group amount](#)

[Inserting a calculation](#)

[Inserting a check box](#)

[Inserting a data entry table](#)

[Inserting a date](#)

[Inserting a number](#)

[Inserting text](#)

[Inserting a text display table](#)

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## Inserting a number

### ***Accountants Enterprise only***

#### ***To insert a number field in a practice template***

1. Open the practice template for editing.  
See “Opening a practice template for editing” on page 244.
2. Position the mouse cursor in the practice template where the new field is to be inserted.
3. Click **Insert Field** on the toolbar.  
or  
Select Insert > **Field** on the main menu.  
The **Insert Field** window opens.
4. Select **Number**.
5. Click **OK**.  
The **Number** window opens.
6. Enter a **Field name** for the **Number** field.  
The **Field name** is automatically filled when the **Number** window opens. You can accept the default or overwrite it. The system will allocate the next sequential number prefixed by a **N** for number fields.  
If you decide to overwrite the default **Field name**, then enter a unique **Field name**. Conditions for the **Field name**:
  - It is limited to a maximum of 30 alphanumeric characters.
  - It must not start with a number, as this affects the calculations.
  - It must not contain any spaces.
  - It may contain an underscore as part of the name.
  - It is not case sensitive.
7. Enter the **Default value** for the number field.  
The default value is 0.00.
8. Select the **Format** of the displayed number field from the drop-down.  
The **Number - 2 decimal places** and the **Number - no decimal** options display with no formatting and no commas e.g., 2478.55. The **Currency** option displays the account balance with a thousands separator and a currency value as set by

---

the regional settings, e.g., \$2,478.55. With all options, negative numbers are displayed with a leading minus sign, e.g., -2478.55.

9. Tick the **Include comma separators** checkbox if you want to include a comma as a thousands separator.
10. Select the **Show this number when zero** option, if required.
11. Select the **This number is part of the Workpaper's journal** option, if required.  
If this option is selected, when you prepare a workpaper and select to create a journal, the amount will be automatically included in the new journal. Any number fields that have this option selected will be listed in the journal.  
This option is most commonly used for the variance field so that a journal can be created automatically from the variance amount.

---

**Note:** Several fields in a single workpaper can be used to create workpaper journals.

---

12. If you have selected the **This number is part of the Workpaper's journal** option, and you want to include quantities rather than an actual balance (for example, for farm accounting):
  - a. Click the **Edit journal settings...** button.  
The **Edit journal settings** window displays.
  - b. In the **Account** section, select the **Post to the linked account** option or select an account from the **Post to the account selected in this field** dropdown, depending on where you want the amount to be posted.
  - c. Select the **Post as quantity** option in the **Balance type** section.
  - d. Click **OK**.
13. Select the **Rollover value to next period** checkbox, if required.  
This checkbox is selected by default. This means that the number fields of the template have been flagged to be rolled over. You can select which number field will be rolled forward.
14. Select the appropriate **Rollover value to next period** option:
  - a. **Same number field**  
The number amount will be rolled over to the same number field.
  - b. **Select another number field**  
Select the appropriate field, that will display the number amount in the next period, from the drop-down.

- 
15. (Australia) If this calculation is to be mapped to a Tax Return field, select **Field to be mapped to Tax Return**.

The **Tax Return field mapping code** field is editable. Select the Tax Return field mapping code.

16. Click **OK**.

The **Number** field is placed at the insertion point.

The **Number** window and the **Insert Field** window close.

### **Related topics**

[Inserting an account amount](#)

[Inserting an account code or description](#)

[Inserting an Account group amount](#)

[Inserting a calculation](#)

[Inserting a check box](#)

[Inserting a data entry table](#)

[Inserting a date](#)

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(Australia) [Inserting an Assets - GL reconciliation table](#)

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[Viewing and editing field properties](#)

## Inserting text

### ***Accountants Enterprise only***

#### ***To insert a text field in a practice template***

1. Open the practice template for editing.  
See “Opening a practice template for editing” on page 244.
2. Position the mouse cursor in the practice template where the new field is to be inserted.
3. Click **Insert Field** on the toolbar.  
or  
Select Insert > **Field** on the main menu.

---

The **Insert Field** window opens.

4. Select **Text**.

5. Click **OK**.

The **Text** window opens.

6. Enter a **Field name** for the **Text** field.

The **Field name** is automatically filled when the **Text** window opens. You can accept the default or overwrite it. The system will allocate the next sequential number prefixed by a **T** for text fields.

If you decide to overwrite the default **Field name**, then enter a unique **Field name**. Conditions for the **Field name**:

- It is limited to a maximum of 30 alphanumeric characters.
- It cannot start with a number, as this affects the calculations.
- It cannot contain any spaces.
- It can contain an underscore as part of the name.
- It is not case sensitive.

7. Select how the text will be entered.

There are two options:

- **User entered text**

You will enter the text when preparing the workpaper. You can enter a **Default value** or leave it blank. The **Default value** is displayed when the client workpaper is first created, but it can be overridden while preparing the workpaper.

- **Automatic information of**

The information for the text field can be automatically inserted based on the selected option from the drop-down. The automatic text options are Approved by user, Client name, Page number, Page count, Period date range, Practice name, Prepared by user, Source document details (for MYOB use only) and Workpaper name.

8. The **Rollover value to next period** checkbox is selected by default.

This means that entered text value will be displayed in the same field in the next rollover period.

Deselect the **Rollover value to next period** checkbox, if you do not want the text value to be rolled over.

9. Click **OK**.

The **Text** field is placed at the insertion point.

The **Text** window and the **Insert Field** window close.

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## Related topics

[Inserting an account amount](#)

[Inserting an account code or description](#)

[Inserting an Account group amount](#)

[Inserting a calculation](#)

[Inserting a check box](#)

[Inserting a data entry table](#)

[Inserting a date](#)

[Inserting a document link](#)

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[Inserting a text display table](#)

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## Inserting a text display table

### ***Accountants Enterprise only***

You are able to add a text display table to a practice template. A text display table is similar to a Microsoft Word table. A text display table only allows a limited number of entry lines whereas a Data Entry Table allows an unlimited number of data entry lines.

Plan and consider what data and information are to be included in your text display table and how you want to set it out.

---

**Note:** The number of columns in a text display table must fall within the range of 1 - 15.

The number of rows in a text display table must fall within the range of 1 - 100.

---

### ***To insert a text display table in a practice template***

1. Open the practice template for editing.  
See "Opening a practice template for editing" on page 244.
2. Position the mouse cursor in the practice template where the new table is to be inserted.
3. Select Table > Insert > **Table** on the main menu.  
The **Insert Table** window opens.



- 
4. Enter the number of rows of the text display table.  
Or select the number of rows using the adjacent arrows.

---

**Note:** The number of rows in a text display table must fall within the range of 1 - 100.

---

5. Enter the number of columns of the text display table.  
Or select the number of columns using the adjacent arrows.

---

**Note:** The number of columns in a text display table must fall within the range of 1 - 15.

---

6. Click **OK**.  
The text display table is added at the insertion point in the practice template.
7. Additional rows and columns can be added to the text display table using Table > **Insert** on the main menu.  
Ensure that your mouse cursor is positioned within the table so that the options of adding columns and rows are enabled.
8. Insert other fields into the cells of the text display table, as required.
9. Save the practice template.
10. Close the practice template.

### **Related topics**

[Inserting an account amount](#)

[Inserting an account code or description](#)

[Inserting an Account group amount](#)

[Inserting a calculation](#)

[Inserting a check box](#)

[Inserting a data entry table](#)

[Inserting a date](#)

[Inserting a document link](#)

[Inserting a number](#)

[Inserting text](#)

[Deleting a text display table](#)

[Adding columns or rows to a text display table](#)

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---

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Adding columns or rows to a text display table

***Accountants Enterprise only***

Extra columns can only be added to a table if with the addition, the table does not become too large for the width of the template page. If the table does become too large for the template page, a warning message is displayed and the extra columns will not be added to the template.

Only one column or row can be added at any one time. To add more than one column or row, you must repeat the procedure below.

***To add a column to a text display table***

1. Open the practice template for editing.  
See “Opening a practice template for editing” on page 244.
2. Insert a text display table.  
See “Inserting a text display table” on page 280.
3. Place the cursor in a cell of the table where the column is to added either to the left or right.
4. Insert a column:
  - a. Select Table > Insert > **Column to the left**, if the column is to be added to the left of the selected cell.
  - b. Select Table > Insert > **Column to the right**, if the column is to be added to the right of the selected cell.

An additional column is inserted either to the left or right of the selected cell.

***To add a row to a text display table***

1. Open the practice template for editing.  
See “Opening a practice template for editing” on page 244.
2. Insert a text display table.  
See “Inserting a text display table” on page 280.
3. Place the cursor in a cell of the table where the row is to added either below or above.
4. Insert a row:

- 
- a. Select Table > Insert > **Row above**, if the row is to be inserted above the selected cell.
  - b. Select Table > Insert > **Row below**, if the row is to be insert below the selected cell.

An additional row is inserted either above or below the selected cell.

### **Related topics**

[Inserting an account amount](#)

[Inserting an account code or description](#)

[Inserting an Account group amount](#)

[Inserting a calculation](#)

[Inserting a check box](#)

[Inserting a data entry table](#)

[Inserting a date](#)

[Inserting a document link](#)

[Inserting a number](#)

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Deleting a text display table

### ***Accountants Enterprise only***

#### ***To delete a text display table***

1. Open the practice template for editing.  
See "Opening a practice template for editing" on page 244.
2. Position the mouse cursor in a text display table.
3. Select Table > Delete > **Table** on the main menu.  
The text display table is deleted.

---

## Related topics

[Inserting an account amount](#)

[Inserting an account code or description](#)

[Inserting an Account group amount](#)

[Inserting a calculation](#)

[Inserting a check box](#)

[Inserting a data entry table](#)

[Inserting a date](#)

[Inserting a document link](#)

[Inserting a number](#)

[Inserting text](#)

[Inserting a text display table](#)

[Deleting columns or rows from a text display table](#)

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Deleting columns or rows from a text display table

### ***Accountants Enterprise only***

#### ***To delete a column or row from a text display table***

1. Open the practice template for editing.  
See "Opening a practice template for editing" on page 244.
2. Position the mouse cursor in a cell of a text display table that is to be deleted.
3. To delete a column:
  - a. Select Table > Delete > **Column** on the main menu.  
The column is deleted from the text display table.
4. To delete a row:
  - a. Select Table > Delete > **Row** on the main menu.  
The row is deleted from the text display table.

## Related topics

[Inserting an account amount](#)

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[Inserting an account code or description](#)  
[Inserting an Account group amount](#)  
[Inserting a calculation](#)  
[Inserting a check box](#)  
[Inserting a data entry table](#)  
[Inserting a date](#)  
[Inserting a document link](#)  
[Inserting a number](#)  
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[Inserting a text display table](#)  
[\(Australia\) Inserting an Assets - GL reconciliation table](#)  
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## Inserting an Assets - GL reconciliation table

### ***Accountants Enterprise in Australia only***

This is a combination of several pre-populated data entry tables that are specifically designed for assets to general ledger reconciliation.

### ***To insert an Assets - GL reconciliation table in a practice template***

1. Open the practice template for editing.  
See "Opening a practice template for editing" on page 244.
2. Position the mouse cursor in the practice template where the new table is to be inserted.
3. Click **Insert Field** on the toolbar.  
or  
Select Insert > **Field** on the main menu.  
The **Insert Field** window opens.
4. Click the **Other components** tab.
5. Select **Assets - GL reconciliation**.
6. Click **OK**.  
The **Data Entry Table** window opens.

---

**Note:** The Table name, Table column details and field properties are all automatically defined and pre-populated. You do not need to modify these values.

---

7. The **Rollover to next period** checkbox is selected by default.

This means that selected table contents will be displayed in the next rollover period. If you have not deselected any **Rollover value to next period** checkboxes for individual columns, all data within the data entry table is rolled over to the next period.

Deselect the **Rollover value to next period** checkbox, if you do not want data in the data entry table to be rolled over.

8. Click **OK**.

The **Asset - GL reconciliation** table is placed at the insertion point.

The **Data Entry Table** window and the **Insert Field** window close.

### Related topics

[Inserting an account amount](#)

[Inserting an account code or description](#)

[Inserting an Account group amount](#)

[Inserting a calculation](#)

[Inserting a check box](#)

[Inserting a date](#)

[Inserting a document link](#)

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## Formatting tables

### ***Accountants Enterprise only***

As the format of the templates relies on the use of tables, it is recommended that a text display table is used to align the columns of a data entry table. Once the data entry table is formatted, the text display table is deleted.

---

If you add a table into your practice template, it will be displayed with **no** borders. You will have to add any borders that you require.

If your practice has documentation standards that require corporate colours for tables, these can be added to any table.

### ***Aligning a data entry table using a text display table***

1. Open the practice template for editing.  
See “Opening a practice template for editing” on page 244.
2. Position the mouse cursor below the data entry table.
3. Press [**Enter**].  
To add a new blank line.
4. Select Table > Insert > **Table** on the main menu.  
The **Insert Table** window opens.
5. Change the number of **Rows** and **Columns** to what is required for your data entry table.
6. Click **OK**.  
The **Insert Table** window closes. The text display table is inserted at the cursor position.
7. Resize each of the columns so that they align with the columns of the blank text display table.
8. Save the template.
9. Position the mouse cursor inside the text display table that was used as a ruler to format the data entry table.
10. Select Table > Delete > **Table** on the main menu.  
The text display table that was used as a ruler is deleted.
11. Save the template.

### ***Adding table borders***

1. Open the practice template for editing.  
See “Opening a practice template for editing” on page 244.
2. Select all the cells of the table.
3. Select Format > **Table** on the main menu.  
The **Table Properties** window opens.

---

4. Select the **All** borders option in the **Frame** section.

5. Click **OK**.

The **Table Properties** window closes.

6. Save the template.

### ***Using colours in tables***

1. Open the practice template for editing.

See “Opening a practice template for editing” on page 244.

2. Position the mouse cursor in the cell of the table that is to be coloured.

Or highlight a number of cells.

3. Select Format > **Table** on the main menu.

The **Table Properties** window opens.

4. Click the **Other** button in the **Background** section.

The **Color** palette opens.

5. Make your selection.

Click **Define Custom Colors** to further define your practice standard colours.

6. Click **OK**.

The **Color** palette closes.

7. Click **OK**.

The **Table Properties** window closes.

8. Save the template.

### **Related topics**

[Opening a practice template for editing](#)

[Customising practice templates](#)

[Viewing and editing field properties](#)

[Main menu and toolbar options](#)

[Deleting fields](#)

[Workpaper template designer](#)

## Deleting fields

***Accountants Enterprise only***



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### ***To delete a field from a practice template***

1. Open the practice template for editing.  
See “Opening a practice template for editing” on page 244.
2. Select the field to be deleted.
3. Click **Delete Field** on the toolbar.  
The **Confirm field deletion** window opens.
4. Click **Yes**.  
The selected field is deleted.
5. Save the template

### **Related topics**

[Opening a practice template for editing](#)

[Customising practice templates](#)

[Formatting tables](#)

[Main menu and toolbar options](#)

[Viewing and editing field properties](#)

[Workpaper template designer](#)

## Viewing and editing field properties

### ***Accountants Enterprise only***

#### ***To view and edit field properties***

1. Open the practice template for editing.  
See “Opening a practice template for editing” on page 244.
2. Select the field to be viewed or edited.
3. Click **Field Properties** on the toolbar.  
The selected field window opens.  

---

**Tip:** You can also double-click the field to open the selected field properties window.

---
4. View the field properties and edit as required.  
See the appropriate section in “Customising practice templates” on page 249.
5. Click **OK**.

---

## **Related topics**

[Opening a practice template for editing](#)

[Customising practice templates](#)

[Formatting tables](#)

[Main menu and toolbar options](#)

[Deleting fields](#)

[Workpaper template designer](#)

# Assets

MYOB Assets Live is a desktop application that stores and accesses data in the cloud. It is included as a module of MYOB AE/AO Client Accounting. An internet connection is required to use MYOB Assets Live. It can be used in non-integrated or integrated mode with a general ledger.

MYOB Assets Live enables you to manage an asset register for taxation purposes only. You must configure your MYOB AE/AO online services to access your online data. See [Practice my.MYOB settings](#) and [Setting up my.MYOB logins for your practice](#).

The key functions of MYOB Assets Live are:

- multi-year support
- add and edit assets
- list all assets that are held or sold for a client
- group assets into categories
- calculate depreciation for taxation purposes
- calculate depreciation for accounting purposes
- include private use percentages
- calculate the profit / loss / (Australia) capital gains on the sale of an asset
- submit journals to post to the underlying general ledger
- generates Tax schedule and Journal summary reports
- (Australia) generates a small business pool schedule and/or a low value pool schedule
- (Australia) calculates depreciation for assets in a small business or low value pool
- can only be used with clients (not contacts or suppliers) that are either open or closed.

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**Note:** Only one asset register can be created for a client.

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### ***General ledgers compatible with MYOB Assets Live***

- AccountRight 19 or earlier
- AccountRight 2013.0 or later
- MAS general ledger
- (Australia) Accounts general ledger
- MYOB AO Classic general ledger
- Essentials — Accounting and Connected ledgers.
- AE Ledger

- 
- AO Ledger.

**Related topics**

[About depreciation](#)

[Accessing an asset register](#)

[Assets tab](#)

[Getting started](#)

[Control groups](#)

[Asset years](#)

[Creating a new asset location](#)

[Creating an asset](#)

# About depreciation

The following depreciation methods are used in MYOB Assets Live:

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**Note:** (New Zealand) For Taxation purposes, depreciation is calculated on a monthly basis. For Accounting purposes, depreciation is calculated on a daily basis.

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- **Prime Cost** depreciation is calculated as a percentage of the original cost and reduces the asset value to zero. If a depreciation limit is applicable to an asset, the limit is applied in taxation depreciation calculations. For assets whose original cost has been offset by balancing charges, the adjusted original cost will be used in taxation depreciation.

This depreciation method is not applicable to New Zealand for taxation purposes.

- (Australia) **Straight Line** depreciation is similar to Prime Cost depreciation, but the value of the asset depreciates using Prime Cost calculations to the salvage value rather than zero. If a depreciation limit is applicable to the asset, the limit is applied in taxation depreciation calculations. For assets whose original cost has been offset by balancing charges, the adjusted original cost will be used in taxation depreciation.

(New Zealand) **Straight Line** depreciation depreciates an asset every year by the same amount, which is a percentage of its original cost price. This method is sometimes called the cost price basis. In other words, in this method depreciation is worked out on the purchase price of the asset and the same amount is claimed each year.

- **Diminishing Value** depreciation is calculated on the asset's opening written down value. If a depreciation limit is applicable, the asset's opening written down value (for the purpose of calculating taxation depreciation) will equal the depreciation limit value less the accumulated depreciation.
- **Immediate Write Off** depreciation is calculated as equal to the original cost of the asset. In essence, the asset is written off at the end of the current period or the financial year the depreciation starts.
- (Australia) **Units of Usage** depreciation is calculated as a fraction of the current usage over maximum usage of the asset's original cost.
- (Australia) **Replacement Cost** depreciation is calculated as a percentage of the asset's replacement cost.

## ***What MYOB Assets Live does***

- Calculates the depreciation for each asset using the appropriate depreciation method for taxation and accounting.
- records depreciation journals for each asset. Where the ledger is configured to post entries to a general ledger, depreciation journals are posted for each Asset Control Group.

The depreciation journal includes:

- 
- Debit depreciation expense account
  - Credit accumulated depreciation.

The private use depreciation journal includes:

- Debit Private Use balance sheet account
  - Credit Private Use profit and loss account.
- If the asset has private use, this amount is calculated using the private use percentage.

***Depreciation is calculated when you***

- add an asset
- edit an asset
- (Australia) allocate or de-allocate assets to small business or low value pools
- sell an asset
- reverse the sale of an asset
- transfer an asset
- make a balancing adjustment
- add a new year.

**Related topics**

[Accessing an asset register](#)

[Assets tab](#)

[Getting started](#)

[Control groups](#)

[Asset years](#)

[Creating a new asset location](#)

[Creating an asset](#)

# Accessing an asset register

## *To access a client asset register*

1. Find and select the client.
2. Click the **Client Accounting** tab.
3. If necessary, configure the financial data source for the client.  
See “Configuring the client” on page 23 and “Configuring accounting product locations” on page 37.
4. Click the **Asset** tab.

The **Asset Register** is displayed.

If the client does not have an asset register, a blank asset register is automatically created.

When a blank asset register is created for a client, then:

- the depreciation calculation is for accounting and taxation purposes
- the journal entries are generated for taxation purposes (or accounting purposes in New Zealand — default is taxation)
- the status of the asset register is **Blank**
- Financial start month = 01/07 of the current year for Australia, 01/04 of the current year for New Zealand
- Financial end month = 30/06 of the following year for Australia, 31/03 of the following year for New Zealand
- it is in integrated mode.

## **Related topics**

[Assets tab](#)

[Configuring the asset register settings](#)

[Control groups](#)

[Asset years](#)

[Creating a new asset location](#)

[Creating an asset](#)

## Assets tab

MYOB Assets Live is used to create, manage and monitor assets to produce depreciation rates for accounting and taxation purposes.

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**Note:** All the information displayed within the **Assets** tab is read only.

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The **Assets** tab is divided into two main areas:

### **Select year**

The available fields in the Select year section of the **Assets** tab are explained in the following table.

<b>Field</b>	<b>Description</b>
Year end	The year created for the asset register. <ul style="list-style-type: none"><li>• Multiple years are listed in descending order (i.e., with future years at the beginning of the list followed by prior years).</li><li>• If MYOB Assets Live is in integrated mode and the asset year corresponds to the general ledger year, an asterisk (*) is displayed after the year.</li></ul>
Start date	The start date of the created year for the asset register.
End date	The end date of the created year for the asset register.
Migration status	The migration status for the selected year. If the asset register has not been migrated, then the <b>Migration status</b> field is blank.
Status	The status for the year is displayed: <ul style="list-style-type: none"><li>• When a new year is created for the asset register, the status of the year is <b>No transaction</b>.</li><li>• When new assets are added or sold or transferred for the year, the status for the year is changed to <b>In progress</b>.</li><li>• The status is changed to <b>Finalise</b> when you close or lock a created year.</li></ul>

### **General ledger details**

The available fields in the General ledger section of the **Assets** tab are explained in the following table.



Field	Description
General ledger status	<p>The status of the general ledger depends on whether it is supported or not by MYOB Assets Live:</p> <ul style="list-style-type: none"> <li>• If the configured general ledger is a supported general ledger, the general ledger name is displayed.</li> <li>• If the general ledger has not been configured, then the status is displayed as <b>Not configured</b>.</li> <li>• If the general ledger is not supported or none, then the status is displayed as <b>Not supported</b>.</li> </ul>
Integration status	<p>This field displays the integration status between MYOB Assets Live and the general ledger.</p> <p>The integration status is:</p> <ul style="list-style-type: none"> <li>• <b>Yes</b>, if the configured general ledger is supported and the <b>Integrate with the supported general ledger</b> checkbox is selected in the <b>Register settings</b> window.</li> <li>• <b>No</b>, if the configured general ledger is supported and the <b>Integrate with supported general ledger</b> checkbox is not selected in the <b>Register settings</b> window.</li> <li>• <b>No</b>, if the general ledger is not supported.</li> <li>• <b>No</b>, if the general ledger is not configured.</li> <li>• <b>No</b>, if a general ledger is not available.</li> </ul>
General ledger start date	<p>The general ledger start date for the current year is taken from the configured and supported general ledger.</p> <p>If the general ledger is not supported or configured, this field is not displayed.</p>
General ledger end date	<p>The general ledger end date for the current year is taken from the configured and supported general ledger.</p> <p>If the general ledger is not supported or configured, this field is not displayed.</p>

### Related topics

[Configuring the asset register settings](#)

[Control groups](#)

[Asset years](#)

[Creating a new asset location](#)

[Creating an asset](#)

# Getting started

Once you have enabled the Assets tab and configured MYOB online services you are ready to use MYOB Assets Live. When you first start using MYOB Assets Live, use the following workflow as a guide:

1. [Accessing an asset register](#)
2. [Configuring the asset register settings](#)
3. [Adding the first asset year](#)
4. [Creating a control group](#)
5. [Opening an asset year](#)
6. [Creating a new asset location](#)
7. [Creating an asset](#)
8. [Adding successive asset years](#)

## Configuring the asset register settings

You must configure the **Financial year details** for the first year of the asset register. The financial year is a 12-month period.

---

**Note:** The financial year details for an asset register cannot be edited in successive years.

---

### *To configure the asset register settings*

1. Open the client's Client Accounting > **Assets** tab.  
See "Accessing an asset register" on page 295.  
The **Asset Register** is displayed.
2. Click **Register settings** on the Tasks bar.  
The **Register settings** window opens.
3. Select the appropriate start of the financial year from the **Start month** drop-down.

---

**Note:** You can only change the financial year details if no asset year has been created, i.e., when the asset register status is blank. If the asset year has already been created then the **Start month** and **End month** fields are read only.

---

The **End month** is automatically calculated 11 months from the start month.

- 
4. Select the type of depreciation calculation by ticking the relevant checkbox:
    - **Taxation only**
    - **Accounting only**
    - **Accounting and Taxation.**

5. Select whether the asset register will **Integrate with the supported general ledger** by ticking the checkbox.

---

**Note:** You can also use the asset register in non-integrated mode, i.e., it does not have to be integrated with a general ledger.

---

If you are in non-integrated mode, the **Integrate with the supported general ledger** checkbox will not be available.

6. Select what entries will be generated from depreciation calculations. If the type of depreciation is:
  - **Taxation** only, then depreciation calculations will generate taxation entries automatically
  - **Accounting** only, then depreciation calculations will generate accounting entries automatically
  - **Accounting and Taxation**, then the default will be to calculate depreciation for taxation but you can change this to accounting.
7. Click **OK**.

Changes are saved to the asset register and the **Register Settings** window closes.

### **Related topics**

[Editing asset register settings](#)

[Control groups](#)

[Creating a control group](#)

[Editing a control group](#)

[Deleting a control group](#)

[Adding the first asset year](#)

[Opening an asset year](#)

[Creating a new asset location](#)

[Creating an asset](#)

[Getting started](#)

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## Editing asset register settings

The **Register Settings** window is the only place where you can select to use MYOB Assets Live in integrated or non-integrated mode.

Any changes in the register settings will impact the depreciation calculation and entries generated for the current year.

The depreciation calculation entries can be posted as Taxation or Accounting journals.

---

**Note:** You can only edit the **Financial year details** for the asset register in the year it was created.  
You will not be able to edit the **Financial year details** in future years.

---

### *To edit the asset register settings*

1. Open the **Register Settings** window.

There are 2 ways to do this:

- Select **Register settings** on the Tasks bar of the Asset Register.

or

- Select Maintenance > **Register settings** on the main menu of the **Assets Listing** page.

2. Make the changes as required. See “Configuring the asset register settings” (see page 298).

3. If the type of depreciation is changed from **Taxation** only or **Accounting** only to **Accounting and Taxation** then:

- The **Accounting** details will default from the **Taxation** details.
- (Australia) if the Taxation details show the assets in either a low value or Small business pool then the **Accounting** details will show the **Asset type** as General Asset.

Alternatively, if the type of depreciation is changed from **Accounting** only to **Accounting and Taxation** then the **Taxation** details default from the **Accounting** details.

In either case, the **Depreciation Method** will be **Prime Cost**.

4. Click **OK**.

Changes are saved to the asset register and the **Register Settings** window closes.

### **Related topics**

[Configuring the asset register settings](#)

- 
- [Control groups](#)
  - [Asset years](#)
  - [Creating a new asset location](#)
  - [Assets Listing page](#)
  - [Creating an asset](#)
  - [Managing assets](#)

## Deleting an asset register

You can delete an entire asset register.

---

**Note:** You cannot delete an asset register if an asset year is currently open.

---

An asset register with the status of **No transaction** can be deleted. This means that the asset register contains no added assets.

### *To delete an asset register*

1. Open the client's Client Accounting > **Assets** tab.  
The Asset Register is displayed.
2. Click **Delete register** on the Tasks bar.  
You are prompted with a message —  
*Are you sure that you want to delete ALL the data within the asset register? Data is permanently deleted and cannot be restored.*
3. Two options are available:
  - a. Click **Yes**.  
All the data created in the asset register for the client is deleted.  
The status of the asset register is changed to **blank**.  
The register settings remain as previously defined, they do not revert to the default settings.  
If data migration was initiated, the status is reset and the migration status is not displayed and all migrated data is deleted.
  - b. Click **No**.  
The message is closed and data in the asset register is not deleted.

### **Related topics**

- [Configuring the asset register settings](#)
- [Control groups](#)

- 
- [Asset years](#)
  - [Creating a new asset location](#)
  - [Assets Listing page](#)
  - [Creating an asset](#)
  - [Managing assets](#)

## Asset years

An asset year is the financial year for your practice. Once the asset register settings have been configured you can:

- “Adding the first asset year” (see page 302)
- “Adding successive asset years” (see page 303)
- “Opening an asset year” (see page 304)
- “Deleting an asset year” (see page 304).

### Adding the first asset year

#### *To add the first asset year*

1. Open the client’s Client Accounting > **Assets** tab.  
See “Accessing an asset register” on page 295.  
The Asset Register is displayed.

2. Click **Add year** on the Tasks bar.  
The **Add Year** window opens.

3. Enter the **Year end**.

The entered year is the period end for the asset register.

The **Year end** field is limited to a maximum limit of 4 digits. This field must not be blank.

**Start date** field displays the start date for the year. The **Start date** is automatically generated when the year is entered based on first day of the **Financial year details** defined in the **Register Settings** window.

**End Date** field displays the end date for the year. The **End date** is automatically generated when the year is entered based on the last day of the **Financial year details** defined in the **Register Settings** window.

If you are in integrated mode:

- the **Start date** and **End date** are the taken from the start and end dates of the general ledger.

- 
- the **Year end** value is taken from the general ledger.

If you are in non-integrated mode, the **Year end** value is the current year based on the current date.

4. Click **Add**.

The **Add Year** window closes. A new year is created. The year is displayed in the **Select year** table of the Assets Register.

### Related topics

[Asset years](#)

[Adding successive asset years](#)

[Deleting an asset year](#)

[Opening an asset year](#)

[Control groups](#)

[Creating an asset](#)

[Assets Listing page](#)

[Getting started](#)

## Adding successive asset years

When adding successive asset years, you effectively roll forward the asset register from the current year to the following year.

---

**Note:** In order to be able to add a successive asset year, you must ensure that the first asset year has been created.

---

### *To add successive asset years*

1. Open the client's Client Accounting > **Assets** tab.  
See "Accessing an asset register" on page 295.  
The Asset Register is displayed.
2. Click **Add year** on the Tasks bar.  
The next successive year is automatically created and displayed in the **Select year** table of the Asset Register.  
All the contents of the previous year are included in the next successive year that is created.

### Related topics

[Asset years](#)

[Adding the first asset year](#)

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[Opening an asset year](#)

[Deleting an asset year](#)

[Control groups](#)

[Creating an asset](#)

[Assets Listing page](#)

[Managing assets](#)

## Opening an asset year

There are 2 ways to open an asset year:

1. Double-click a year entry in the **Select year** table of the **Assets** tab.
2. Select the year in the **Select year** table of the Asset Register, then click **Open year** on the Tasks bar.

The **Assets Listing** page of the client's selected year is opened.

### Related topics

[Asset years](#)

[Adding the first asset year](#)

[Adding successive asset years](#)

[Deleting an asset year](#)

[Control groups](#)

[Creating an asset](#)

[Assets Listing page](#)

[Getting started](#)

## Deleting an asset year

You cannot delete an asset year if:

- future years are available
- or
- the **Assets Listing** page for that year is open.

### *To delete an asset year*

1. Open the client's Client Accounting > **Assets** tab.  
See "Accessing an asset register" on page 295.  
The Assets Register is displayed.
2. Select the year from the **Select year** table.



- 
3. Click **Delete year** on the Tasks bar.  
You will be prompted with a message to confirm the deletion.
  4. Click **Yes**.  
The asset year is deleted and is no longer displayed in the **Select year** table of the Asset Register.

### Related topics

[Asset years](#)

[Adding the first asset year](#)

[Opening an asset year](#)

[Deleting an asset year](#)

[Control groups](#)

[Creating an asset](#)

[Assets Listing page](#)

[Managing assets](#)

## Control groups

An asset control group is the link between the asset register and the general ledger. Control groups enable you to organise assets with common characteristics together, e.g., cost limit, default depreciation rates and methods, private use percentage, etc. This is also where you set up the general ledger accounts that are later used when generating the journal entries (see “Journal summary - Taxation” on page 421).

Asset control groups must be configured before assets can be added.

Common types of control groups are:

- (Australia) **Motor vehicles** — Tangible fixed assets such as vans, trucks and cars that are used for the operation of a business.
- **Plant and equipment** — Plant applies to assets held within a workplace such as a factory or warehouse. Equipment applies to the assets within the plant that are used to generate revenue.
- **Office furniture and equipment** — Office furniture applies to assets used within the office environment whether by employees being productive or business clients providing the business with income. Equipment applies to the assets contained within the office environment such as photocopiers and computers that are used in the course of business operations.

### Control group template

To assist with setting up control groups quickly for a register you can load a previously saved template. See “Control group templates” on page 321.

---

### **Rules when creating control groups**

The following rules apply when creating control groups:

- A control group must only map to one general ledger account code. That is, you cannot have 2 or more control groups with the same **Account code** and account **Name**.
- A control group name must be entered. This is a mandatory field.
- The control group name must be unique.
- A control group can only be mapped to a detail account in your general ledger. You cannot map a control group to a header account.

Once an Account code and Name have been selected and you have pressed [**Enter**], the fields should be entered in the active tabs for **Taxation** and **Accounting**. Either or both these tabs will be active according how the Asset Register is configured. The details include:

- Depreciation defaults which set the default method and rates assigned to each new assets in this control group.
- Integrated accounts. These are the general ledger chart of account settings that will be used when the journal entries are created in the Journal Report.

### **Control group templates**

The details of a control group you have just entered can be saved as a template. The templates can be re-used to facilitate creating other control groups. See “Control group templates” on page 321.

### **Related topics**

[Maintain Control Group window - Control group fields](#)

[Maintain Control Group window - Taxation tab fields](#)

[\(AE\) Maintain Control Group window - Accounting tab fields](#)

[Configuring the asset register settings](#)

[Creating a control group](#)

[Editing a control group](#)



[Deleting a control group](#)

[Adding the first asset year](#)

[Control group templates](#)

## Maintain Control Group window - Control group fields

The control group fields in the **Maintain Control Group** window:

Field	Description
Account code	This field displays the general ledger account code that will be used for the control group. Only Balance Sheet accounts can be selected. This is a mandatory field and must not be blank.
Name	This is the unique name of the control group. It is a mandatory field. The <b>Name</b> field is limited to a maximum of 50 alphanumeric characters.
Private use %	The percentage of the asset control group value that is for private use. The default value is 0.00. <b>Private use %</b> is a percentage field with a range between 0 and 100. It is limited to 5 digits including 2 decimal places.
Mapping status	The last column identifies whether the control group has been mapped to the general ledger or not. Two icons identify the mapping status:   indicates that the control group has been mapped to general ledger account(s).   indicates that the control group has not been mapped to general ledger account(s).

### **Buttons**

Button	Description
Delete	To delete a selected control group.
Save	To save a newly created control group or to save changes made to an existing control group.
Close	To close the <b>Maintain Control Group</b> window.
Save as template	To save the information for a selected control group as a template, so that you do not have to enter all the information again. The related chart of account settings and depreciation defaults are saved. (Australia) The chart of account settings will also be saved for any small business or low value pool. See "Control group templates" on page 321.

Button	Description
Load template	To use the information stored in an existing template to populate the fields of the <b>Maintain Control Group</b> window. See “Control group templates” on page 321.

### Related topics

[Maintain Control Group window - Taxation tab fields](#)

[Maintain Control Group window - Accounting tab fields](#)

[Creating a control group](#)

[Editing a control group](#)

[Deleting a control group](#)

[Adding the first asset year](#)

[Control groups](#)

[Control group templates](#)

## Maintain Control Group window - Taxation tab fields

The **Taxation** tab will be active in the **Maintain Control Group** window if the type of depreciation calculation selected in the **Asset Register** window is:

- **Taxation only**
- **Accounting and Taxation.**

The **Taxation** tab fields in the **Maintain Control Group** window are:

### *Depreciation defaults fields*

Field	Description
Depreciation method	Select the appropriate method for the control group from the drop-down. The available options are: <ul style="list-style-type: none"> <li>• Diminishing value (default)</li> <li>• (AE Australia) Exempt from depreciation</li> <li>• Immediate write-off</li> <li>• (Australia) Prime cost</li> <li>• Straight line.</li> </ul>
Motor vehicle (Australia)	If the control group includes motor vehicles, select the <b>Motor vehicle</b> checkbox. By default, the checkbox is not selected.

Field	Description
Cost limit (Australia)	<p>Enter the cost limit for the motor vehicle. The default value is 0.00.</p> <p>The <b>Cost limit</b> field is limited to 16 digits including 2 decimal places.</p> <p>The <b>Cost limit</b> field is only available if the <b>Motor vehicle</b> checkbox is selected.</p> <p>This is only used as a default when creating general assets.</p> <p>Any assets in a small business or low value pool will have the relevant cost limit applied by MYOB Assets Live as defined by the ATO (this may vary from year to year).</p>

### ***Calculate depreciation using fields***

The following are used as defaults when creating general assets.

(Australia) Any assets in a small business or low value pool will have the relevant rates and thresholds applied by MYOB Assets Live as defined by the ATO (this may vary from year to year).

Field	Description
Useful life (Australia)	Enter useful life in years to calculate depreciation rate for depreciation method Straight line. Useful life is enabled only when straight line method is chosen.
Effective life (Australia)	When the <b>Effective life</b> option is selected, the depreciation rate is calculated based on the entered years and months. This option is selected by default.
Years (Australia)	<p>The <b>Years</b> field is only available if the <b>Effective life</b> option is selected.</p> <p>This field displays the number of years defined as the default for the control group.</p> <p>This field is limited to a value between 0 and 999.</p>
Months (Australia)	<p>The <b>Months</b> field is only available if the <b>Effective life</b> option is selected.</p> <p>This field displays the number of months defined as the default for the control group.</p> <p>This field is limited to a value between 0 and 12 inclusive.</p>
ATO commissioner's effective life (Australia)	The <b>ATO commissioner's effective life</b> checkbox is selected if, you want to use the effective life of a depreciating asset as determined by the ATO's Commissioner.

Field	Description
Depreciation rate (Australia)	When this option is selected, the depreciation rate is calculated based on a defined rate that you enter in the <b>Rate year 1</b> and/or <b>Rate year 2+</b> fields.
(Australia) Rate year 1 (New Zealand) Rate year	This field is only available if the <b>Depreciation rate</b> option is selected. This is a percentage field which is limited to 6 digits including 2 decimal spaces. The default value is 0.00. This field must contain a value between 0 and 100%.
Rate year 2+ (Australia)	The <b>Rate year 2+</b> field is only available if the <b>Depreciation rate</b> option is selected. This is a percentage field which is limited to 6 digits including 2 decimal spaces. The default value is 0.00. The <b>Rate year 2+</b> field must contain a value between 0 and 100%.
Find Rate (New Zealand)	This hyperlink opens the IRD Depreciation rate finder website. The link only appears when Straight line or Diminishing value is selected as the Depreciation method.

### ***Integrated account fields***

The following are the general ledger accounts associated with each control group and are used when creating the journals. See “Searching accounts” on page 324.

Field	Description
Realisation	Select the realisation account where the sale proceeds (credits) were originally coded to, in the general ledger (i.e., when you were coding the bank statements). When an asset is sold in the asset register, a journal will be created debiting the realisation account. Once all the relevant assets have been sold in the asset register, and all the journals have been posted, the realisation account should be zero in the general ledger.
Profit on sale	Select the Profit on sale account where the profit amount from an asset sale will be posted.
Loss on sale	Select the Loss on sale account where the loss amount from an asset sale will be posted.

Field	Description
(Australia) Capital gain (Taxation) (New Zealand) Capital gain	Select this account where the calculated capital gain of the asset sale will be posted.
(Australia) Private use (P&L) (New Zealand) Private use	This account is where the private use proportion of depreciation will be posted to. This only applies to general assets and immediately deductible assets. (Australia) For pooled assets (i.e., assets in a low value pool or small business pool), private use works differently, and there is another Private use account. See “Small business pool summary” on page 376 and “Low value pool summary” on page 375.
Depreciation expense	Select the Depreciation expense account where any expenses related to the depreciation of assets in the control group will be posted.
Accumulated depreciation	Select the Accumulated depreciation account where the calculated accumulated depreciation of the assets in the control group will be posted.

### Related topics

[About accounts](#)

[Maintain Control Group window - Control group fields](#)

[Maintain Control Group window - Accounting tab fields](#)

[Creating a control group](#)

[Editing a control group](#)

[Deleting a control group](#)

[Adding the first asset year](#)

[Control groups](#)

[Control group templates](#)

## Maintain Control Group window - Accounting tab fields

The **Accounting** tab will be active in the **Maintain Control Group** window if the type of depreciation calculation selected **Asset Register** window is:

- **Accounting only**, or
- **Accounting and Taxation**.

The **Accounting** tab fields in the **Maintain Control Group** window are:

### ***Depreciation default fields***

<b>Field</b>	<b>Description</b>
Depreciation method	Select the appropriate depreciation method for the control group from the drop-down. The available options are: <ul style="list-style-type: none"><li>• Diminishing value (default)</li><li>• (AE Australia) Exempt from depreciation</li><li>• Prime cost</li><li>• (AE Australia) Straight line.</li></ul>
Motor vehicle (Australia)	If the control group includes motor vehicles, select the <b>Motor vehicle</b> checkbox. By default, the checkbox is not selected.
Cost limit (Australia)	Enter the cost limit for the motor vehicle. The default value is 0.00. The <b>Cost limit</b> field is limited to 16 digits including 2 decimal places. The <b>Cost limit</b> field is only available if the <b>Motor vehicle</b> checkbox is selected. This is only used as a default when creating general assets. Any assets in a small business or low value pool will have the relevant cost limit applied by MYOB Assets Live as defined by the ATO (this may vary from year to year).

### ***Calculate depreciation using fields***

The following are used as defaults when creating general assets.

<b>Field</b>	<b>Description</b>
Useful life (Australia)	Enter useful life in years to calculate depreciation rate for depreciation method Straight line. Useful life is enabled only when straight line method is chosen.
Effective life (Australia)	When the <b>Effective life</b> option is selected, the depreciation rate is calculated based on the entered years and months. This option is selected by default.
Years	The <b>Years</b> field is only available if the <b>Effective life</b> option is selected and displays the number of years defined as the default for the control group. This field is limited to a value between 0 and 999.



Field	Description
Months	The <b>Months</b> field is only available if the <b>Effective life</b> option is selected and displays the number of months defined as the default for the control group. This field is limited to a value between 0 and 12 inclusive.
Depreciation rate (Australia)	When this option is selected, the depreciation rate is calculated based on a defined rate that you enter in the <b>Rate year 1</b> and/or <b>Rate year 2+</b> fields.
(Australia) Rate year 1 (New Zealand) Rate Year	This is a percentage field which is limited to 6 digits including 2 decimal spaces. The default value is 0.00. This field must contain a value between 0 and 100%. (Australia) The <b>Rate year 1</b> field is only available if the <b>Depreciation rate</b> option is selected.
(Australia) Rate year 2+	The <b>Rate year 2+</b> field is only available if the <b>Depreciation rate</b> option is selected. This is a percentage field which is limited to 6 digits including 2 decimal spaces. The default value is 0.00. The <b>Rate year 2+</b> field must contain a value between 0 and 100%.

### ***Integrated account fields***

The following are the general ledger accounts associated with each control group and are used when creating the journals. See “Searching accounts” on page 324.

Field	Description
Realisation	Select the realisation account where the sale proceeds (credits) were originally coded to, in the general ledger (i.e., when you were coding the bank statements). When an asset is sold in the asset register, a journal will be created debiting the realisation account. Once all the relevant assets have been sold in the asset register, and all the journals have been posted, the realisation account should be zero in the general ledger.
Profit on sale	Select the Profit on sale account where the profit amount from an asset sale will be posted.
Loss on sale	Select the Loss on sale account where the loss amount from an asset sale will be posted.

Field	Description
(Australia) Private use (P&L) (New Zealand) Private use	This is where the private use proportion of depreciation will be posted to. This applies to both general and immediately deductible assets.
Depreciation expense	Select the Depreciation expense account where any expenses related to the depreciation of assets in the control group will be posted.
Accumulated depreciation	Select the Accumulated depreciation account where the calculated accumulated depreciation of the assets in the control group will be posted.

### Related topics

[About accounts](#)

[Maintain Control Group window - Control group fields](#)

[Maintain Control Group window - Taxation tab fields](#)

[Creating a control group](#)

[Editing a control group](#)

[Deleting a control group](#)

[Adding the first asset year](#)

[Control groups](#)

[Control group templates](#)

## Creating a control group

A control group must be created before you can enter and select information in the **Taxation** or **Accounting** tab. Either or both these tabs will be active depending on how the **Asset Register** is configured.

You can edit information about a control group after it has been created. See “Editing a control group” on page 317.

---

**Tip:** To move between fields in the **Maintain Control Group** window use **[Tab]**.  
To move to a previous field use **[Shift][Tab]**.

---

See “Maintain Control Group window - Control group fields” on page 306 and “Maintain Control Group window - Taxation tab fields” on page 308 for more information regarding the fields in the **Maintain Control Group** window.

### *To create a control group*

1. Open the client’s Client Accounting > **Assets** tab.

---

See “Accessing an asset register” on page 295.

The Asset Register is displayed.

2. Click **Maintain control group** on the Tasks bar.

The **Maintain Control Group** window opens.

3. Click the first cell of the **Account code** column in the table.

4. The row displays the text **Click here to add new control groups** in the **Account code** column. Enter the **Account code** of the control group.

You can enter the **Account code** in 2 ways:

- a. Type the **Account code** into the Account code cell.

The **Name** field will be automatically filled with the account name if you are in integrated mode.

If you are in non-integrated mode, you will need to enter a name in the **Name** field. Proceed to **Step 5**.

- b. Click the **Account code** cell.

A magnifying glass icon is displayed if you are in integrated mode.

- o Click the magnifying glass icon.

The **Find Chart of Accounts** window opens from where you can search for the account or press [F9]. See “Searching accounts” on page 324.

You can search, filter and/or sort the Chart of Accounts. The default sorting in the **Find Charts of Accounts** window is in ascending account code order.

Click on a column header to change the sorting on that column in ascending or descending order.

- o Select the account and click **OK**.

Alternatively, double-click the selected general ledger account in the **Find Charts of Accounts** window to automatically fill the **Account code** field in the **Maintain Control Group** window.

If you have made an error during selection and have not yet clicked **Save**, press [ESC] to remove the entry.

5. Enter the account **Name**.

You can enter the account **Name** in 2 ways:

- a. If you are in non-integrated mode, type the **Name** of the control group.

The **Name** field is limited to a maximum of 50 alphanumeric characters.

- b. If you are in integrated mode and have selected an Account code, the **Name** field is automatically filled.

---

**Note:** The **Name** field must not be blank.

---

6. Enter the **Private use %** to be used by the assets within the control group.  
The **Private use %** field is a percentage value limited to a maximum of 6 digits including 2 decimal places, ranging between 0 - 100%.
7. Press **[Enter]**.  
The control group will move from the entry line to the table.  
If you have selected an account code that is not valid in the general ledger, an error message is displayed. Edit the account code and press **[Enter]**.  
The **Taxation** and **Accounting** tabs become available for input according to the configuration of the **Asset Register**.
8. On the **Taxation** tab:
  - a. Select the **Depreciation defaults**.  
See "Depreciation defaults fields" on page 308.
  - b. Select the appropriate options for **Calculate depreciation using**.  
See "Calculate depreciation using fields" on page 309.
  - c. Select the **Integrated accounts** for the control group.  
See "Integrated account fields" on page 310 and "Searching accounts" on page 324.  
If you are in integrated mode, select the integrated accounts by clicking the magnifying glass button to open the **Find Chart of Accounts** window.  
If you are in non-integrated mode, type the account code for each of the integrated account fields. The **Integrated accounts** fields are limited to a maximum of 50 alphanumeric characters.
9. On the **Accounting** tab:
  - a. Select the **Depreciation defaults**.  
See "Depreciation default fields" on page 312.
  - b. Select the appropriate options for **Calculate depreciation using**.  
See "Calculate depreciation using fields" on page 312.
  - c. Select the **Integrated accounts** for the control group.  
See "Integrated account fields" on page 313.  
If you are in integrated mode, select the integrated accounts by clicking the magnifying glass button to open the **Find Chart of Accounts** window.

---

If you are in non-integrated mode, type the account code for each of the integrated account fields. The **Integrated accounts** fields are limited to a maximum of 50 alphanumeric characters.


---

**Note:** You can [Tab] between the **Integrated accounts** fields. Account fields can be left blank.

---

10. Click **Save**.

The control group is saved to the database and the **Maintain Control Group** window remains open.

If you have mapped the integrated accounts with a configured and supported general ledger, the Mapped with GL account(s) icon  will be displayed in the last column of the control group table.

11. Create another control group, if required, and **Save** the changes.

12. Click **OK** to save and close the window.

To close the window without making changes, click **Cancel**.

The **Maintain Control Group** window is closed.

If you click **Cancel** and you have unsaved changes you will be prompted to save or discard your changes before closing the **Maintain Control Group** window.

### Related topics

[Maintain Control Group window - Control group fields](#)

[Maintain Control Group window - Taxation tab fields](#)

[Maintain Control Group window - Accounting tab fields](#)

[Editing asset register settings](#)

[Rules when creating control groups](#)

[Editing a control group](#)

[Deleting a control group](#)

[Adding the first asset year](#)

[Control groups](#)

[Getting started](#)

[Control group templates](#)

## Editing a control group

You can edit the control group in the **Maintain Control Group** window once the control group has been created.

---

**Tip:** To move between fields in the **Maintain Control Group** window use [Tab].  
To move to a previous field use [Shift][Tab].

---

See “Maintain Control Group window - Control group fields” on page 306 and “Maintain Control Group window - Taxation tab fields” on page 308 for more information regarding the fields in the **Maintain Control Group** window.

### ***To edit a control group***

1. Open the **Maintain Control Group** window.

There are 2 ways to do this:

- Click **Maintain control group** on the Tasks bar of the Assets Register.
- Select Maintenance > **Maintain control group** on the main menu of the **Assets Listing** page.

2. Select the control group to be edited.

3. Edit the **Account code** of the control group.

You can edit the **Account code** in 2 ways:

- a. If you are in non-integrated mode, highlight the **Account code** and overwrite the existing text.
- b. If you are in integrated mode, click the cell. The magnifying glass icon is displayed. Click the magnifying glass icon to open the **Find Chart of Accounts** window from where you can search for the account. See “Searching accounts” on page 324.

Select another account and click **OK**. Alternatively, double-click the selected general ledger account in the **Find Charts of Accounts** window to automatically fill the **Account code** field in the **Maintain Control Group** window.

---

**Tip:** If you have made an error during selection and have not yet clicked **Save**, press [ESC] to remove the entry.

---

4. Edit the **Name**.

You can edit the **Name** in 2 ways:

- a. If you are in non-integrated mode, highlight the **Name** of the control group and overwrite the existing text.  
The **Name** field is limited to a maximum of 50 alphanumeric characters.
- b. If you are in integrated mode and have selected an Account code, the **Name** field is automatically filled.

---

**Note:** The **Name** field must not be blank.

---

5. Edit the **Private use %** to be used by the assets within the control group.  
The **Private use %** field is a percentage value limited to a maximum of 6 digits including 2 decimal places ranging between 0 - 100%.
6. Press [**Enter**].
7. Edit the **Depreciation defaults**.  
See “Depreciation defaults fields” on page 308.
8. Edit the appropriate option for **Calculate depreciation using**.  
See “Calculate depreciation using fields” on page 309.
9. Change the **Integrated accounts** to be used for the control group, if necessary.  
See “Integrated account fields” on page 310 and “Searching accounts” on page 324.

If you are in integrated mode, select the integrated accounts by clicking the magnifying glass button to open the **Find Chart of Accounts** window.

If you are in non-integrated mode, overtype the account code for each of the integrated account fields. The **Integrated accounts** fields are limited to a maximum of 50 alphanumeric characters.

---

**Tip:** You can [**Tab**] between the **Integrated accounts** fields.  
You can also copy and paste accounts from one field to another.  
Account fields can be left blank.

---

10. Click **Save**.  
The control group is saved to the database and the **Maintain Control Group** window remains open.
11. Click **OK** to save and close the window.  
If you wish to close the window without making changes, click **Cancel**.  
The **Maintain Control Group** window is closed.  
If you click **Cancel** and you have unsaved changes you will be prompted to save or discard your changes before closing the **Maintain Control Group** window.

### **Related topics**

[Maintain Control Group window - Control group fields](#)

[Maintain Control Group window - Taxation tab fields](#)

[Maintain Control Group window - Accounting tab fields](#)

[Rules when creating control groups](#)

- 
- [Creating a control group](#)
  - [Deleting a control group](#)
  - [Adding the first asset year](#)
  - [Control groups](#)
  - [Managing assets](#)
  - [Control group templates](#)

## Deleting a control group

---

**Note:** A control group can only be deleted if it does not have any allocated assets.

---

### *To delete a control group that has no allocated assets*

1. Open the client's Client Accounting > **Assets** tab.  
See "Accessing an asset register" on page 295.  
The Asset Register is displayed.
2. Open the **Maintain Control Group** window.  
There are 2 ways to do this:
  - Click **Maintain control group** on the Tasks bar of the Assets Register.
  - Select Maintenance > **Maintain control group** on the main menu of the **Assets Listing** page.The **Maintain Control Group** window opens.
3. Select the control group to be deleted.
4. Click **Delete**.  
The **Delete** button is located below the control group table.  
A message is displayed requesting confirmation to delete the selected control group.
5. Click **Yes**.  
The selected control group is deleted.

### *To delete a control group that has allocated assets*

1. Open the client's Client Accounting > **Assets** tab.  
See "Accessing an asset register" on page 295.  
The Asset Register is displayed.
2. Open the **Assets Listing** page.  
See "Opening an asset year" on page 304.



- 
3. Transfer the asset(s) to another control group.  
See “Moving an asset to another control group” on page 325.
  4. Select Maintenance > **Maintain control group** on the main menu.  
The **Maintain Control Group** window opens.
  5. Select the control group to be deleted.
  6. Click **Delete**.  
A message is displayed requesting confirmation to delete the selected control group.
  7. Click **Yes**.  
The selected control group is deleted.

### **Related topics**

- [Maintain Control Group window - Control group fields](#)
- [Maintain Control Group window - Taxation tab fields](#)
- [Maintain Control Group window - Accounting tab fields](#)
- [Rules when creating control groups](#)
- [Creating a control group](#)
- [Editing a control group](#)
- [Adding the first asset year](#)
- [Control groups](#)
- [Managing assets](#)
- [Moving an asset to another control group](#)
- [Control group templates](#)

## Control group templates

You can save the following control group settings:

- the details of a control group
- related chart of account settings
- depreciation defaults

in a template so that they can be re-used.

The control group templates must have a unique name.

(Australia) The chart of account settings will also be saved in the template for any small business or low value pool(s) that have been set up.

---

### ***To save the details of a control group in a template***

1. Create a control group.  
Enter the Account code and Name, Depreciation defaults and Integrated accounts.  
See “Creating a control group” on page 314.
2. Click **Save as template**.  
The **Save control group settings as a template** window opens.
3. Enter a descriptive **Template name**.
4. Click **OK**.  
The template is saved in your database.  
If you save the control group template as a name that already exists, you will be warned that the template already exists. You can choose to overwrite the existing template by clicking **Yes**. Alternatively, click **No**, to return to the **Save control group settings as a template** window and enter a different **Template name**.

### ***To update a template with the details of an edited control group***

1. Edit the control group.  
See “Editing a control group” on page 317.
2. Click **Save as template**.  
The **Save control group settings as a template** window opens.
3. Enter the **Template name** that had been previously used with this control group.
4. Click **OK**.  
As the template already exists, the **Template already exists** message opens.
5. Click **Yes**.  
This will overwrite the existing template with the updated details of the control group.

### ***To use a control group template***

---

**Note:** Use a control group template that is in integrated mode with an asset register that is in integrated mode.  
Use a control group template that is in non-integrated mode with an asset register that is in non-integrated mode.

---

1. Open the client’s Client Accounting > **Assets** tab.

---

See “Accessing an asset register” on page 295.

The Asset Register is displayed.

2. Open the **Maintain Control Group** window.

There are 2 ways to do this:

- Click **Maintain control group** on the Tasks bar of the Assets Register.
- Select Maintenance > **Maintain control group** on the main menu of the **Assets Listing** page.

3. Click **Load template**.

The **Load control group template** window opens.

4. From the list, select the control group template required.

5. Click **OK**.

The details of the control group saved within the template will populate the fields of the **Maintain Control Group** window.

If you select a control group template whose integration status is not compatible with the integration status of your asset register then you will receive a warning message. You must either change the integration status of your asset register (using Maintenance > **Register Settings**) or select a control group template that is compatible with the appropriate integration status of your asset register.

If a control group already exists in the **Maintain Control Group** window and you load a template for this control group, then the displayed settings will be overwritten.

(Australia) If the control group is for a small business pool or low value pool, and its chart of account settings were set up when the control group template was created, then these will also be imported when you use the control group template.

---

**Note:** The depreciation rates and methods etc., for any existing assets are left unchanged when you load a template. The settings loaded from the template will only be used as defaults when adding new assets. However the current chart of account settings will be used for all assets (in that control group) when printing the journals.

---

### ***To delete a control group template***

1. Open the client’s Client Accounting > **Assets** tab.

See “Accessing an asset register” on page 295.

The Asset Register is displayed.

2. Open the **Maintain Control Group** window.

---

There are 2 ways to do this:

- Click **Maintain control group** on the Tasks bar of the Assets Register.
- Select Maintenance > **Maintain control group** on the main menu of the **Assets Listing** page.

3. Click **Load template**.

The **Load control group template** window opens.

4. From the list, select the control group template to be deleted.

5. Click **Delete**.

The selected template is removed from the list in the **Load control group template** window and from the database. It is no longer available for selection.

### Related topics

[Maintain Control Group window - Control group fields](#)

[Maintain Control Group window - Taxation tab fields](#)

[Maintain Control Group window - Accounting tab fields](#)

[Rules when creating control groups](#)

[Creating a control group](#)

[Editing a control group](#)

[Adding the first asset year](#)

[Control groups](#)

[Managing assets](#)

[Moving an asset to another control group](#)

[Searching accounts](#)

## Searching accounts

General ledger accounts can be searched for by Account code and Account name in the **Find Chart of Accounts** window.

The default sort order in the **Find Chart of Accounts** window is by ascending account code.

### *To search the Find Chart of Accounts window*

1. Open the **Find Chart of Accounts** window.

This can be done in 2 ways:

- Click the magnifying glass icon on an account field in the **Maintain Control Group** window.
- Press [F9] on the **Maintain Control Group** window.

- 
2. In the search type field, select **Account code** or **Account name** from the drop-down.
  3. In the **Search** field, type at least the first 2 characters of the Account code.
  4. Click **Search**.

The accounts listed in the **Find Chart of Accounts** window are filtered to display only those matching the search criteria.

### **Related topics**

[Creating a control group](#)

[Editing a control group](#)

[Maintain Control Group window - Taxation tab fields](#)

## Moving an asset to another control group

If you have allocated an asset to an inappropriate control group, you can correct the error by transferring the asset to a different control group. When transferring an asset to a different control group, no modification to data is made for any taxation dependent variables.

When transferring an asset to another control group, MYOB Assets Live:

- debits the new control group account with the cost of the asset.
- credits the original control group account with the original cost of the asset.
- debits the original accumulated depreciation account with the accumulated depreciation and the year-to-date depreciation.
- credits the new accumulated depreciation account with the accumulated depreciation and the year-to-date depreciation.
- debits the new depreciation expense account with the year-to-date depreciation.
- credits the old depreciation expense account with the year-to-date depreciation.
- debits the original private use expense account with the year-to-date private use amount.
- credits the new private use expense account with the year-to-date private use amount.

---

**Note:** The selected asset can only be transferred in the year it was created.  
You can only transfer an asset if more than one control group exists.  
You must transfer an asset to a different control group from the original one.  
An asset cannot be transferred to another control group if it has been sold in a future year.

---

### ***To transfer an asset to another control group***

1. Open the **Assets Listing** page.  
See “Opening an asset year” on page 304.
2. Select the asset that is to be transferred to another control group.  
The row containing the asset must be highlighted.
3. Click **Move to another control group** on the Tasks bar.  
or  
You can select Functions > **Move to another control group** on the right-click menu.  
The **Transfer Asset** window opens displaying the Asset code and Asset name of the selected asset.  
The current control group that the asset has been assigned to is automatically listed in the **Control group** field.
4. Select the **New control group** from the drop-down.
5. Click **OK**.  
The asset is transferred to the selected control group. The **Assets Listing** page is updated with the new control group for the selected asset. The **Transfer asset** window closes.

### **Related topics**

[Selling an asset](#)

[Reversing the sale of an asset](#)

[Deleting an asset](#)

[Editing an asset](#)

[Managing assets](#)

[Deleting a control group](#)

[Control group templates](#)

[\(Australia\) Transferring an asset to a pool](#)

---

## Creating a new asset location

An asset can be allocated to a specific physical location where it is stored or used. You must configure the location association before it can be used.

Each asset location must be unique. You cannot enter a location that already exists.

You can assign the asset to one location in the **General details** section of the Create New Asset Wizard or when editing an asset.

### *To create an asset location*

1. Open the **Assets Listing** page.  
See “Opening an asset year” on page 304.
2. Select Maintenance > Association > **Location** on the main menu.  
The **Maintenance - Location** window opens.
3. In the first blank cell of the table, enter the **Location** of an asset.  
The **Location** field is limited to a maximum of 50 alphanumeric characters.
4. Press [**Enter**].  
The entry row moves into the table below.
5. Enter another asset location, if required.  
Return to **Step 3**.
6. Click **Close**.  
The **Maintenance - Location** window closes. The asset location is saved.

### **Related topics**

[Editing a control group](#)

[Deleting a control group](#)

[Creating an asset](#)

[Assets Listing page](#)

[Getting started](#)

## Editing an asset location

When you edit an asset location, the changes are reflected in all assets that are associated with the location.

### *To edit an asset location*

1. Open the **Assets Listing** page.

---

See “Opening an asset year” on page 304.

2. Select Maintenance > Association > **Location** on the main menu.  
The **Maintenance - Location** window opens.
3. Select the location to be edited.
4. Edit the specific text.
5. Click **Close**.  
The **Maintenance - Location** window closes. The edited asset location is saved.

### **Related topics**

[Creating a new asset location](#)

[Deleting a control group](#)

[Creating an asset](#)

[Assets Listing page](#)

[Managing assets](#)

## Deleting an asset location

---

**Note:** You cannot delete a location that has been associated with an asset.

---

### ***To delete an asset location that has no associations***

1. Open the **Assets Listing** page.  
See “Opening an asset year” on page 304.
2. Select Maintenance > Association > **Location** on the main menu.  
The **Maintenance - Location** window opens.
3. Select the asset location to be deleted.  
The entire location row must be highlighted.
4. Press [**Delete**].  
A message is displayed requesting confirmation of the deletion.
5. Click **Yes**.  
The confirmation message closes and the location is deleted from the Location table.



---

### ***To delete an asset location that has been associated with assets***

If a location is to be deleted but is associated with an asset, you must first re-assign the asset(s) to a different location(s). Once the asset location is not associated with any assets, it can be deleted.

1. Open the **Assets Listing** page.  
See “Opening an asset year” on page 304.
2. Create a new asset location, if required.  
See “Creating a new asset location” on page 327.
3. Re-assign the assets that are associated with the location to be deleted, to a different location.  
See “Editing the general details of an asset” on page 396.
4. Delete the asset location.  
See “To delete an asset location that has no associations” on page 328.

### **Related topics**

[Creating a new asset location](#)

[Editing a control group](#)

[Creating an asset](#)

[Assets Listing page](#)

[Managing assets](#)

## Assets Listing page

The **Assets Listing** page lists all of the assets for a client. By default, the information is sorted in ascending order based on the asset code. The information can be re-sorted and filtered according to individual requirements.

You can customise the information that is displayed within the **Assets Listing** page by adding and removing columns using the right-click menu **Field Chooser** option.

The various sections on the **Assets Listing** page are:

### ***Main menu options***

<b>Option</b>	<b>Description</b>
<b>Maintenance</b>	
Register settings	This option enables you to edit the configured asset register settings. See “Editing asset register settings” on page 300.

Option	Description
Maintain control group	This option enables you to create and edit the configured control groups. See “Editing a control group” on page 317.
Association - Location	This option enables you to create, edit and delete the location of assets. See “Creating a new asset location” on page 327, “Editing an asset location” on page 327 and “Deleting an asset location” on page 328.

### Reports

Low value pool schedule (Australia)	Generate a Low value pool schedule report. See “Low value pool schedule” on page 417.
Small business pool schedule (Australia)	Generate a Small business pool schedule report. See “Small business pool schedule” on page 418.
Tax schedule	Generate a Tax schedule report. See “Tax schedule” on page 419.
Journal summary - Taxation	Generate a Journal summary - Taxation report. See “Journal summary - Taxation” on page 421.
Accounting schedule	Generate a Accounting schedule report. See “Accounting schedule” on page 422.
Journal summary - Accounting	Generate a Journal summary - Accounting report. See “Journal summary - Accounting” on page 424.

### Other options

Option	Description
Show cents	Select the <b>Show cents</b> checkbox to display cents for all asset values in the Assets Listing table. Deselect the <b>Show cents</b> checkbox to hide the cents for all asset values in the Assets Listing table. By default, cents are not displayed in the Assets Listing table.

### Tasks bar options

Option	Description
<b>Assets</b>	

Option	Description
Create new asset	Click this option to open the <b>Create New Asset Wizard</b> which guides you through “Creating an asset” on page 344.
Edit asset	Edit the selected asset’s details. See “Editing an asset” on page 380.
Delete asset	Delete the selected asset. See “Deleting an asset” on page 397.
Move to another control group	Click this option to transfer an asset from one control group to another. See “Moving an asset to another control group” on page 325.
<b>Disposals</b>	
Sell	Click this option to sell a selected asset. See “Selling an asset” on page 399.
Unsell	Click this option to reverse the sale of an asset. See “Reversing the sale of an asset” on page 408.
<b>Pools (Australia only)</b>	
Low value pool	Click this option to obtain a summary of a selected low value pool and to map the low value pool to the relevant general ledger account code(s). See “Low value pool summary” on page 375.
Small business pool	Click this option to obtain a summary of a selected small business pool and to map the small business pool to the relevant general ledger account code(s). See “Small business pool summary” on page 376.
Transfer to low value pool	Click this option to transfer a single general asset to a low value pool. See <a href="#">Transferring an asset to a pool</a> .
Transfer to small business pool	Click this option to transfer a single general asset to a small business pool. See <a href="#">Transferring an asset to a pool</a> .
<b>Journals</b>	
Submit journals	Click this option to add <b>Assets</b> journal details to <b>Workpapers</b> as an unposted journal. See “Submitting journals to Workpapers” on page 377.

---

### ***Right-click menu options***

To access the right-click menu:

1. Right-click anywhere on the **Assets Listing** page.  
The right-click menu displays the available options.

<b>Option</b>	<b>Description</b>
<b>Function</b>	
Sell	Select this option to sell an asset. See "Selling an asset" on page 399.
Unsell	Select this option to reverse the sale of an asset. See "Reversing the sale of an asset" on page 408.
Move to another control group	Select this option to transfer an asset from one control group to another. See "Moving an asset to another control group" on page 325.
Transfer to low value pool (Australia)	Click this option to transfer a single general asset to a low value pool. See <a href="#">Transferring an asset to a pool</a> .
Transfer to small business pool (Australia)	Click this option to transfer a single general asset to a small business pool. See <a href="#">Transferring an asset to a pool</a> .
Edit	Select this option to edit the asset's details. See "Editing an asset" on page 380.
Delete	Select this option to delete an asset. See "Deleting an asset" on page 397.
Field Chooser	Select this option to display a menu of <b>Field Chooser</b> options. See "Field Chooser options" on page 332.

### ***Field Chooser options***

To access the Field Chooser options:

1. Right-click anywhere on the **Assets Listing** page.
2. Select **Field Chooser**.  
The Field Chooser options are displayed as listed in the table.

Option	Description
Accumulated depreciation	Accumulated depreciation is a calculated value, where: If <i>Asset Start Date</i> >= <i>Year Start Date</i> then, <i>Accumulated Depreciation</i> = 0 If <i>Asset Start Date</i> < <i>Year Start Date</i> then, <i>Accumulated Depreciation</i> = <i>Base Cost</i> - <i>Opening Written Down Value</i>
Accumulated private use	Accumulated private use is the calculated sum of all prior years' private use amount.
Acquisition date	The date the asset was acquired.
Adjusted base cost	The adjusted base cost defined for the selected asset. This field will only display a value if the asset Start date is prior to the asset register Year start date and the selected depreciation method is Prime cost.
Adjusted depreciation	The adjusted depreciation is calculated as the depreciation expense minus the private use amount.
Assessable	The calculated profit for a sold asset. This field is blank for active assets.
Asset code *	The asset code defined for the asset register for the selected year.
Asset name *	The asset name defined for the asset register for the selected year.
Asset type	The asset type can be: <ul style="list-style-type: none"> <li>• general asset (GA)</li> <li>• (Australia) immediate deductible asset (IDA)</li> <li>• (Australia) small business pool (SBP)</li> <li>• (Australia) low value pool (LVP).</li> </ul>
ATO commissioner's effective life (Australia)	The ATO commissioner's effective life column displays whether the <b>ATO commissioner's effective life</b> checkbox has been selected or not. A Yes or No is displayed.

Option	Description
Average private use % (Australia)	<p>This is the average private use of an asset held in a small business pool. For example, if the asset was added to a pool with 5% private use in year 1 and 15% private use in year 2, the average private use is 10%.</p> <p>This value is used when determining the taxable termination value of an asset that is sold from a small business pool.</p> <p>This is only displayed after the asset is sold.</p>
Base cost (Australia)	This is the cost after applying any Motor Vehicle cost limit.
Change in private use (Australia)	The change in private use is an adjustment to the small business pool total to take into account changes in the private use % between the years. This is calculated by MYOB Assets Live using a formula as prescribed by the ATO. See the Private use adjustment section in “Editing the taxation details for a small business pool asset” on page 388.
Closing w.d.v	The Closing Written Down Value is the value of the asset at year end after depreciation, and other adjustments such as change in private use, sale proceeds, loss or profit on sale etc., have been accounted for.
Contribution type (Australia)	<p>The contribution type is only relevant for pools. It represents the different categories of transactions that have contributed changes in the pool. These are set automatically by MYOB Assets Live and are used in reporting.</p> <p>If you work with pools a lot, you should consider sub-grouping the Assets Listing page by the contribution type. See “Sorting, filtering and grouping your assets” on page 342.</p> <p>The following contribution types are available:</p> <ul style="list-style-type: none"> <li>• <b>Opening balance</b> — assets that existed in the pool last year. These are depreciated at the Year 2+ rate.</li> <li>• <b>Partly depreciated</b> — assets that have been previously depreciated, e.g., general assets moved into a pool or assets that you have loaded from another accountant’s schedule. These are depreciated at the Year 2+ rate.</li> <li>• <b>Purchases pooled</b> — assets added to the register this year. These are depreciated at the Year 1 rate and are adjusted for private use percentage.</li> <li>• <b>Disposals</b> – pooled assets that have been sold this year.</li> </ul>

Option	Description
Control group *	The control group that the specific asset has been assigned to.
Cost *	The purchase cost of the asset.
Cost limit	The cost limit of the selected asset.
Deductible	The calculated loss for a sold asset. This field is blank for active assets.
Depreciation end date	The Depreciation end date is the end date used when calculating depreciation for this asset for the year, e.g., for general assets this is normally the sale date.
Depreciation expense *	Depreciation for this asset for the year, based on the depreciation rate and method (before taking into account any private use).
Depreciation rate *	Depreciation rate that has been applied to this asset when calculating the depreciation for this year. If Depreciation type = Immediate deductible asset, then the Depreciation rate = 100%.
Depreciation rate year 1	The Depreciation rate year 1 defined for the selected asset. If the <b>Depreciation rate</b> option is not selected, then this field is blank.
Depreciation rate year 2+	The Depreciation rate year 2 and successive years defined for the selected asset. If the <b>Depreciation rate</b> option is not selected, then this field is blank.
Depreciation start date	The Depreciation start date is the start date used when calculating depreciation for this asset for the year, e.g., for general assets this is normally the purchase date.
Diminishing value depreciation	The depreciation for assets that are depreciated on the Diminishing Value method (once any private use is taken into account).
Disposal date	This is the date on which an asset is sold or disposed.
Effective life months (Australia)	The effective life in months defined for the selected asset. If the <b>Effective life</b> checkbox has not been selected, then this field is blank.
Effective life years (Australia)	The effective life in years defined for the selected asset. If the <b>Effective life</b> checkbox has not been selected then this field is blank.

Option	Description
Is motor vehicle (Australia)	<p>A <b>Yes</b> is displayed in this column if the asset is a motor vehicle.</p> <p>A <b>No</b> is displayed in this column if the asset is not a motor vehicle.</p>
Location	This column displays the location of the asset.
Method *	<p>The depreciation method used when calculating depreciation for this asset:</p> <ul style="list-style-type: none"> <li>• (Australia) <b>PC</b> - Prime cost</li> <li>• (New Zealand) <b>SL</b> - Straight line</li> <li>• <b>DV</b> - Diminishing value</li> <li>• <b>W</b> - Immediate deductible asset (write off).</li> </ul>
Motor vehicle write off (Australia)	<p>This is the additional depreciation that is applied to motor vehicles in a small business pool.</p> <p>For example, up to <b>31 December 2013</b>, the first \$5,000 of a motor vehicle is written off in the year of purchase. Any balance over \$5,000 is then also depreciated at the first year rate (15%). If the motor vehicle cost is under \$5,000 then the depreciation will be the cost (or the cost value after reducing it for any private use).</p> <p>If the motor vehicle was acquired on or after <b>1 January 2014</b>, then the immediate write off of \$5,000 no longer applies due to the Mineral Resource Rent Tax Repeal and Other Measures Bill 2014 (MRRT).</p> <p>The allowable write off threshold may change from year to year as prescribed by the ATO. MYOB Assets Live will automatically apply the correct write off amount in each year.</p>
Number of days (Australia)	The number of days that have been applied when calculating the depreciation for the asset. For example, for general assets this will take into account the purchase and sale date(s).
Number of months (New Zealand)	<p>The number of months that have been applied when calculating the depreciation for the asset. For example, for general assets this will take into account the purchase and sale date(s).</p> <p>This is shown only in the Accounting Grid.</p>
Opening w.d.v. *	<p>The Opening Written Down Value for the specific asset.</p> <p>This is effectively last year's Closing w.d.v.</p>



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Option	Description
Prime cost depreciation	The depreciation for assets that are depreciated on the Prime Cost method (once any private use depreciation is taken into account).
Private use amount	<p>The private user proportion of depreciation for the year. For example, if the Depreciation expense for the year is \$1,000, and the Private use % is 10%, then the Private use amount will be \$100.</p> <p>(Australia) This only applies to general assets and Immediately deductible assets, not assets in a small business or low value pool.</p>
Start date *	<p>The date the asset will start to be depreciated from. This is the date when you first use it, or install it ready for use, for any purpose, including a private purpose. This is usually the purchase date, but may be later. For example, if it has to be shipped or installed prior to first use.</p>

Option	Description
Taxable termination value (Australia)	<p>The Taxable termination value applies to assets in a small business pool:</p> <ul style="list-style-type: none"> <li>It is the Termination value (i.e., sale or insurance proceeds) reduced by the average private use. For example, if you have an asset in a small business pool and sell it for \$20,000, and it has had an average private use % of 10%, the Taxable termination value will be \$18,000.</li> <li>If the asset had a cost limit applied at the time of purchase, the Taxable termination value is further adjusted to take that into account.</li> </ul> <p>The small business pool total will be reduced by the Taxable termination value.</p> <hr/> <p><b>Note:</b> This will often mean that the closing w.d.v. of the individual asset that has been sold from the pool, will not be zero.</p> <hr/> <p>Having a sold asset with a closing w.d.v not equal to zero may seem strange, however this is just an anomaly of the way that small business pools work.</p> <p>The closing w.d.v's of the individual sold assets are aggregated in later years into a Consolidated Sold Asset and continue to be depreciated into the future years.</p> <p>This way the pool as a total, continues to be depreciated correctly.</p> <p>The Taxable termination value is also used (together with the Taxable value) when determining if the pool total is under the pool write off threshold.</p>

Option	Description
Taxable value (Australia)	<p>The Taxable value only applies to assets in a small business pool:</p> <ul style="list-style-type: none"> <li>• This is the taxable value of the asset in a small business pool and is that value that the depreciation is calculated on.</li> <li>• This is also known as the <b>Pool Contribution</b> as it is the amount added to the small business pool when the asset is added to the register (after taking into account any motor vehicle cost limit and any private use).</li> <li>• This is reduced each year as depreciation is applied.</li> </ul> <p><b>Example</b></p> <p>If a motor vehicle with 60% private use and a cost of \$90,000 is purchased in 2013 and is added to the SB Pool:</p> <ul style="list-style-type: none"> <li>• The Motor Vehicle cost limit of \$57,466 is applied.</li> <li>• The 60% Private use is deducted from this.</li> <li>• Resulting in a Taxable value (Pool contribution) of \$22,986.40 (being \$57,466 x 40%)</li> </ul> <p>Because this is a motor vehicle purchased in 2013, an immediate write off of \$5,000 applies. The depreciation is calculated as:</p> <ul style="list-style-type: none"> <li>• First \$5,000</li> <li>• Plus 15% on the balance:  <math>15\% \times (\\$22,986.40 - \\$5,000) = \\$2,698</math></li> <li>• The total depreciation for this asset is:  <math>\\$5,000 + \\$2,698 = \\$7,698</math></li> </ul> <hr/> <p><b>Note:</b> There are special rules when Taxable value is calculated for previously depreciated assets (i.e., assets added to the register this year, but that had a start date in a previous year):</p> <p>The Taxable value is instead based on the opening w.d.v as entered by the user.</p> <p>The cost limit is not applied, as that is only applied in the year of purchase, and should already have been taken into account in the opening w.d.v..</p> <p>The Private use % may or may not be applied, depending on if the <b>Asset came from an existing pool</b> checkbox has been selected.</p> <p>A change in private use adjustment may or may not be applied, depending on if the <b>Asset came from an existing pool</b> checkbox has been selected and if the <b>Change in private use</b> window has been updated.</p> <hr/> <p>The Taxable value is also used (together with any Taxable termination value(s) when determining if the pool total is under the pool write off threshold.</p>

Option	Description
Termination value	The termination value is the amount received for the asset when it was sold or disposed.
Total depreciation (Australia)	Total depreciation is the depreciation expense plus any motor vehicle write off applied to an asset in a small business pool.
Units	The units defined for the selected asset.
Value for depreciation *	<p>This is the value that depreciation is calculated on (i.e. the Depreciation expense will be the value for depreciation multiplied by the relevant rate).</p> <p>In Australia, the Value for depreciation applies to general assets not small business pool assets (see <b>Taxable value</b> above for assets in a small business pool).</p> <p><b>For the Diminishing Value depreciation method:</b></p> <p>If the asset is a previously depreciated asset (i.e., the start date is prior to the year start date), then  <i>Value for depreciation = Opening Written Down Value</i></p> <p>If the asset was purchased in this year, then  <i>Value for depreciation = Base cost</i></p> <p><b>For the Prime Cost depreciation method (Australia) / Straight Line depreciation method (New Zealand):</b></p> <p>If the asset is a previously depreciated asset (i.e., the start date is prior to the year start date) and if the Adjusted Base Cost is greater than zero, then  <i>Value for depreciation = Adj. Base Cost</i></p> <p>Otherwise  <i>Value for depreciation = Base cost</i></p> <p>However, if the base cost is less than zero, then the Value for depreciation will be reset to zero.</p> <p><b>For Immediate Deductible Asset depreciation method:</b></p> <p>If the asset is a previously depreciated asset (i.e., the start date is prior to the year start date), then  <i>Value for depreciation = 0</i></p> <p>If the asset was purchased in this year, then  <i>Value for depreciation = Cost</i></p>

\* Default columns that are displayed on the **Assets Listing** page.

### Related topics

[Customising the Assets Listing page](#)

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[Sorting, filtering and grouping your assets](#)

[Creating an asset](#)

[Editing an asset](#)

[Viewing assets](#)

## Customising the Assets Listing page

You can add, remove and rearrange columns on the **Assets Listing** page. Once you have customised your **Assets Listing** page, the customisations will be retained for future use.

### *To add columns to the Assets Listing page*

1. Open the **Assets Listing** page.  
See “Opening an asset year” on page 304.
2. Select **Field Chooser** from the right-click menu.  
A list of field chooser options are displayed.
3. Select one of the list of field chooser options.
4. Drag the selected option to the required location on the column heading row.

### *To remove columns from the Assets Listing page*

1. Open the **Assets Listing** page.  
See “Opening an asset year” on page 304.
2. Select **Field Chooser** from the right-click menu.  
A list of field chooser options are displayed.
3. Select a column heading on the **Assets Listing** page that is no longer required.
4. Drag the selected column heading to the **Field Chooser** menu or away from the table.

### *To rearrange columns on the Assets Listing page*

1. Open the **Assets Listing** page.
2. Drag and drop selected column headings where required within the column heading row.

## Related topics

[Sorting, filtering and grouping your assets](#)

[Assets Listing page](#)

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[Creating an asset](#)

[Editing an asset](#)

[Viewing assets](#)

## Sorting, filtering and grouping your assets


### ***To sort assets in the Assets Listing page***

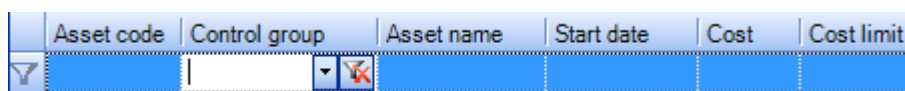
Click on a column heading to sort the list alphabetically, based on the values in that column.


Click the column heading again to reverse the sort order.

Click the column heading a third time to clear the sort order.

### ***To filter assets in the Assets Listing page***

1. Click on a column in the Filter bar.
2. The Filter bar is identified by the  in the left most column.



3. Select a value from the drop-down list for the column.  
The list will only show entries that match the value selected in the filter.
4. You can use wildcards when entering filters:
  - To find all entries in the column beginning with D, enter **d\*** in the filter.
  - To find all entries in the column containing the characters FAMILY, enter **\*family\*** in the filter.
  - To find all entries ending in D, enter **\*d** in the filter.
5. Click  to remove the filter.

### ***To group assets in the Assets Listing page***

You can also change how assets are listed on the page, by dragging one or more of the available column headings to the **Group bar**

**Drag a column header here to group by that column.** This will group the items in the list by the column heading(s) you have selected.

For example, you can view the assets by control group rather than by Asset code. When you drag the required group heading to the Group bar, the list will be reset to reflect your chosen option. You can add another group heading either before or after those already selected to further sub-group the items.

To view all items, remove all the grouping options from the Group bar.

---

**Tip:** (Australia) If you have a lot of assets in a small business pool, a good way to organise the **Asset Listing** page is to group by Asset type and then sub-group by Contribution type.

---

### **Related topics**

[Assets Listing page](#)

[Creating an asset](#)

[Editing an asset](#)

[Viewing assets](#)

# Creating an asset

Prior to creating an asset, you will find relevant information on these help pages:

- “Editing asset register settings” (see page 300)
- “Adding the first asset year” (see page 302)
- “Creating a control group” (see page 314)
- “Taxation Assets” (see page 344)
- “Accounting Assets” (see page 344)
- “Accounting and Taxation Assets” (see page 345).

Creating assets is assisted by the **Create New Asset Wizard**.

## Refreshing the data

If there are a number of employees using the same database and creating new assets, use the **Refresh** button on the Tasks bar to update the **Assets Listing** page with the latest information.

## Related topics

[Taxation Assets](#)

[Accounting Assets](#)

[Accounting and Taxation Assets](#)

## Taxation Assets

When creating a **Taxation only** asset you need to record:

- Assets details
- Taxation details
- General details – these are optional.

The steps for creating an asset depend on the asset type:

- “Creating a new general asset” (see page 345)
- (Australia) “Creating a low value pool asset” (see page 354)
- (Australia) “Creating a small business pool asset” (see page 363).

## Accounting Assets

When creating an **Accounting only** asset in MYOB Assets Live you need to record:

- Assets details
- Accounting details required to calculate depreciation



- 
- General details – these are optional.

See “Creating a new general asset” (see page 345) for the steps to create an **Accounting only** asset.

## Accounting and Taxation Assets

When creating an **Accounting and Taxation** asset in MYOB Assets Live you need to record:

- Assets details
- Taxation details
- Accounting details
- General details – these are optional.

The steps for creating an asset depend on the asset type:

- “Creating a new general asset” (see page 345)
- (Australia) “Creating a low value pool asset” (see page 354)
- (Australia) “Creating a small business pool asset” (see page 363).

### Related topics

[Editing an asset](#)

[Deleting an asset](#)

[Getting started](#)

## Creating a new general asset

A new general asset must be created in the current year. The asset can be purchased in the current year or in a prior year.

### ***Taxation asset***

Creating a new general asset with the **Create New Asset Wizard** is a 3-step process:

- “Setting asset details” (see page 346)
- “Setting taxation details for a General asset (GA)” (see page 348)
- “Setting general details” (see page 353).

### ***Accounting asset***

Creating a new general asset with the **Create New Asset Wizard** is a 3-step process:

- “Setting asset details” (see page 346)
- “Setting accounting details for a General asset (GA)” on page 351

- 
- “Setting general details” (see page 353).

### ***Accounting and Taxation***

Creating a new general asset with the **Create New Asset Wizard** is a 4-step process:

- “Setting asset details” (see page 346)
- “Setting taxation details for a General asset (GA)” (see page 348)
- “Setting accounting details for a General asset (GA)” on page 351
- “Setting general details” (see page 353).

### **Related topics**

[Setting asset details](#)

[Setting taxation details for a General asset \(GA\)](#)

[Setting accounting details for a General asset \(GA\)](#)

[\(Australia\) Setting general details for a small business pool \(SBP\) asset](#)

[Editing an asset](#)

[Viewing assets](#)

[Deleting an asset](#)

[Creating a control group](#)

### **Setting asset details**

In the first step of the Create New Asset Wizard, you will enter the asset detail, asset type and the allocated control group for the new asset.

What taxation details you are asked for is determined by the asset type you select in this step.

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**Note:** When creating a new asset you must already have a control group configured. A message will be displayed if you attempt to create a new asset without having a control group configured. Click **Yes** to open the **Maintain Control Group** window and “Creating a control group” on page 314.

---

### ***To enter the details for a new general asset***

1. Open the **Assets Listing** page.  
See “Opening an asset year” on page 304.
2. Click **Create new asset** on the Tasks bar.  
or  
Press [**F4**].  
The **Create New Asset Wizard** opens.

---

3. Enter the **Asset code**.

This is a mandatory field and must not be blank.

The **Asset code** is limited to a maximum of 50 alphanumeric characters.

4. Enter the **Asset name**.

This is a mandatory field and must not be blank.

The **Asset name** is limited to a maximum of 200 alphanumeric characters.

5. Select the **Asset type** from the drop-down.

For **Taxation only** or **Accounting and Taxation** assets the asset type can be:

- General asset
- (Australia) Immediate deductible asset
- (Australia) Small business pool
- (Australia) Low value pool.

For **Accounting only** assets the asset type can be:

- General asset
- (Australia) Immediate deductible asset

---

**Note:** (Australia) You cannot create new assets of Immediate deductible asset type. If you select **Immediate deductible asset**, you will be asked to create a General asset with a depreciation method of **Immediate write off**.

---

6. Select whether the depreciation calculated will be reported for **Accounting** or **Taxation**. This selection only applies where the asset is an Accounting and Taxation asset.

7. **Select control group for the asset from the drop-down.**

An asset must be associated with a control group.

8. Click **Next**.

- If the asset is a **Taxation** or **Accounting and Taxation** asset then the next step will require **Taxation** details to be entered.
- If the asset being created is an **Accounting** asset then the next step will require **Accounting** details to be entered.

### Related topics

[Setting taxation details for a General asset \(GA\)](#)

(Australia) [Setting taxation details for a low value pool \(LVP\) asset](#)

(Australia) [Setting taxation details for a small business pool \(SBP\) asset](#)

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[Setting accounting details for a General asset \(GA\)](#)

(Australia) [Setting general details for a small business pool \(SBP\) asset](#)

[Editing an asset](#)

[Viewing assets](#)

[Deleting an asset](#)

[Creating a control group](#)

## Setting taxation details for a General asset (GA)

This will be Step 2 of the Create New Asset Wizard for **Taxation only** or **Accounting and Taxation** assets. In this scenario you are entering the taxation details for the general asset (GA).

This step will not be seen if you are creating an **Accounting only** asset.

To enter the taxation details for a general asset:

1. In the first step for Asset details you have selected **General asset** from the **Asset type** drop-down.
2. Enter the **Acquisition date** of the asset.  
By default, this field is automatically filled with the **Year start date**.  
Enter the date in the format dd/mm/yyyy or select the date from the drop-down calendar.  
Click **Today** on the drop-down calendar to use the current date.  
You must not enter a date that is after the **Year end date**.  
If you are loading an asset that has been previously depreciated, enter a date prior to the **Year start date**.
3. Enter the **Start date** for the asset.  
By default, this field is automatically filled with the **Acquisition date** that you entered above.  
The **Start date** must not be after the **Year end date** for the year period.  
If you are loading an asset that has been previously depreciated, enter a date prior to the **Year start date**.
4. Select the **Depreciation method** from the drop-down.  
By default, the depreciation method is taken from what was configured in the control group for the asset.  
The depreciation method can be overwritten at an individual asset level.
5. Enter the **Cost** of the asset.  
The default value is 0.00.  
This is a numeric field that is limited to a maximum of 17 digits including 2 decimal places.

- 
6. Enter the **Opening written down value** of the asset.

The default value is 0.00 and it is a read only field.

An **Opening written down value** can be entered, if the **Start date** is prior to the current financial year.

This is a numeric field that is limited to a maximum of 17 digits including 2 decimal places.

7. (Australia) Select the **Motor vehicle** checkbox, if your asset is a motor vehicle.

8. (Australia) Enter the **Cost limit** of the motor vehicle.

This field is only available if the **Motor vehicle** checkbox was selected.

The default value is 0.00.

This is a numeric field that is limited to a maximum of 17 digits including 2 decimal places.

---

**Note:** Up to **31 December 2013:**

If the cost of the general asset is less than the immediate write off threshold of \$6,500, then you can claim an immediate write off for the asset.

If you add it as a general asset, MYOB Assets Live will not automatically write off the asset.

You should go back to the first step and select the type of asset to be immediate deductible asset instead.

The immediate write off for general assets acquired between 1 January 2014 and 11 May 2015 was decreased from \$6,500 to \$1,000. On 12 May 2015 it was increased to \$20,000 and this applies until 30 June 2017.

---

9. Select the appropriate options in the **Calculate decline in value** section.

You can select either:

**a. (Australia) Effective life**

- (Australia) Enter the number of **Years** and **Months** or select the **ATO commissioner's effective life** option.

The **Years** field is limited to a maximum of 3 digits and must be a value between 0 and 999.

The **Months** field must be a value between 0 and 12.

**b. Depreciation rate**

- Enter the percentage depreciation **Rate year 1** (Australia) / **Rate year%** (New Zealand).

- (Australia) Enter the percentage depreciation **Rate year 2+**.

They must be a value between 0 and 100%.

---

10. Select the appropriate options in the **Other values** section.

- a. (Australia) Enter the **Adjusted base cost**.

Enter a value in this field if your asset **Start date** is prior to the asset register **Year start date** and the selected depreciation method is **Prime cost**.

This field is not available for use if the asset **Start date** is greater than or equal to the asset register **Year start date**.

This is a numeric field that is limited to a maximum of 17 digits including 2 decimal places.

- b. Enter the **Private use %** for the asset.

The value must be between 0 and 100%.

- c. Select the **Private use bal sheet a/c** to be used, if a portion of the asset is to be used for private use.

For example, this would normally be the shareholder's current account - being the shareholder who is using this asset for private use.

Click the magnifying glass icon to open the **Find Chart of Accounts** window where you can search for and select the appropriate Balance Sheet account to be used for posting journals regarding private use of the asset.

The **Accumulated depreciation** and **Accumulated private use** fields are calculated fields and are read only.

The **Accumulated private use** field is enabled if you create an asset where the **Start date** is prior to the **Year start date**.

11. Click **Next**.

- If the asset being created is an **Accounting and Taxation** asset then continue to ["Setting accounting details for a General asset \(GA\)"](#) (see page 351).
- (Australia) If the asset being created is a **Taxation only** asset then continue to ["Setting general details for a small business pool \(SBP\) asset"](#) (see page 373).

### Related topics

(Australia) [Setting general details for a small business pool \(SBP\) asset](#)

[Setting asset details](#)

[Setting accounting details for a General asset \(GA\)](#)

[Editing an asset](#)

[Viewing assets](#)

[Deleting an asset](#)

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## Setting accounting details for a General asset (GA)

This will be Step 2 of the Create New Asset Wizard for **Accounting only** assets. It will be Step 3 for **Accounting and Taxation** assets. This step will not be seen if you are creating a **Taxation only** asset.

In this step of the Create New Asset Wizard you record the accounting details for a general asset (GA).

If this is step 3, that is an **Accounting and Taxation** asset, then some of the fields in this step are filled in for you from the **Taxation** details entered or modified in the previous step. These fields include:

- Acquisition date
- Start date
- Cost entered
- Opening written down value
- Private use
- Accumulated depreciation
- Accumulated private use
- Private use balance sheet a/c.

### ***To enter the accounting details for a general asset***

1. In the first step for **Asset** details you selected:
  - **General asset** from the **Asset type** drop-down.
2. Enter the **Acquisition date** of the asset.

By default, this field is automatically filled with the **Year start date**.  
Enter the date in the format dd/mm/yyyy or select the date from the drop-down calendar.  
Click **Today** on the drop-down calendar to use the current date.  
You must not enter a date that is after the **Year end date**.  
If you are loading an asset that has been previously depreciated, enter a date prior to the **Year start date**.
3. Enter the **Start date** for the asset.

By default, this field is automatically filled with the **Acquisition date** that you entered above.  
The **Start date** must not be after the **Year end date** for the year period.  
If you are loading an asset that has been previously depreciated, enter a date prior to the **Year start date**.
4. Select the **Depreciation method** from the drop-down.

---

By default, the depreciation method is taken from what was configured in the control group for the asset.

The depreciation method can be overwritten for each asset.

5. Enter the **Original Cost** of the asset.

The default value is 0.00.

This is a numeric field that is limited to a maximum of 17 digits including 2 decimal places.

6. Enter the **Opening written down value** of the asset.

The default value is 0.00 and it is a read only field.

An **Opening written down value** can be entered, if the **Start date** is prior to the current financial year.

This is a numeric field that is limited to a maximum of 17 digits including 2 decimal places.

7. Select the appropriate options in the **Calculate decline in value** section.

You can select either:

- a. Enter the number of years for **Useful life**. Useful life is applicable if the asset is being depreciated using the Straight line method only.

or

- b. Enter the **Depreciation rate** as a percentage for **Rate year 1%** (Australia) / **Rate year%** (New Zealand)

(Australia) Enter the **Depreciation rate** as a percentage for **Rate year 2+%**.

These fields must be a value between 0 and 100%.

(New Zealand) You can click the **Find Rate** link to view the IRD rate finder website.

8. Select the appropriate options in the **Other values** section.

- a. Enter the **Private use %** for the asset.

The value must be between 0 and 100%.

- b. Select the **Private use bal sheet a/c** to be used, if a portion of the asset is to be used for private use.

For example, this would normally be the shareholder's current account - being the shareholder who is using this asset for private use.

Click the magnifying glass icon to open the **Find Chart of Accounts** window where you can search for and select the appropriate Balance Sheet account to be used for posting journals regarding private use of the asset.



- 
- c. The **Accumulated depreciation** and **Accumulated private use** fields are calculated fields and are read only.
  - d. The **Accumulated private use** field is enabled if you create an asset where the **Start date** is prior to the **Year start date**.
9. Click **Next**.  
Continue to “Setting general details” on page 353.

### Related topics

(Australia) [Setting general details for a small business pool \(SBP\) asset](#)

[Setting asset details](#)

[Editing an asset](#)

[Viewing assets](#)

[Deleting an asset](#)

### Setting general details

The last step in the wizard will be either Step 3 or Step 4 of the of the Create New Asset Wizard depending the Asset Register Settings. You can enter general details of the asset, the data is optional.

#### ***To enter the asset’s general details***

1. Ensure that you have completed “Setting taxation details for a General asset (GA)” on page 348 and “Setting accounting details for a General asset (GA)” on page 351.
2. Enter the **Serial number**.  
This is the serial number of the asset, if available.  
The **Serial number** field is limited to a maximum of 50 alphanumeric characters.
3. Enter the **Units**.  
The asset quantity, if available or relevant. For example, if you have six office chairs as an asset, the value of the Units would be 6.  
The **Units** must be a value between 0 and 9999.
4. Select the appropriate **Location** of the asset from the drop-down.  
This is the physical location of the asset.  
The available options are those that have been configured using Maintenance > **Location**. See “Creating a new asset location” on page 327.  
If you want to add another location, click the **Click to add location** option from the drop-down. The **Add Location** window opens for you to create another location. See “Creating a new asset location” on page 327. Once you have

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completed creating another location the drop-down will be refreshed with the new option(s) so that it can be selected at this stage.

5. Enter the **Insurance details** of the asset, if appropriate.

a. Enter the **Insurer** details.

The **Insurer** field is limited to a maximum of 50 alphanumeric characters.

b. Enter the **Premium due date**.

By default, the **Premium due date** field is automatically filled with the **Year start date**, if you are in integrated mode.

Enter the date in the format dd/mm/yyyy or select the date from the drop-down calendar. A blank date (the **None** option) can be selected from the drop-down calendar.

c. Enter the insurance **Premium amount**.

This is a numeric field of a maximum of 27 digits including 2 decimal places.

d. Enter the **Insured value** of the asset.

This is a numeric field of a maximum of 27 digits including 2 decimal places.

6. Enter any **Notes**.

The **Notes** section is a free format text field and it does not contain any formatting functions.

7. Click **Finish**.

The Create New Asset Wizard closes. The newly created asset is added to the database for the selected year and is displayed on the **Assets Listing** page.

### **Related topics**

[Setting asset details](#)

[Setting taxation details for a General asset \(GA\)](#)

[Editing an asset](#)

[Viewing assets](#)

[Deleting an asset](#)

## Creating a low value pool asset

### ***Australia only***

A new low value pool asset can be added to the current year. The asset can be:

- added as a purchase in the current year, or

- 
- loaded as a previously depreciated asset if it was purchased in a prior year.

A low value pool asset can only be created for assets that are less than \$20,000.

When creating a low value pool asset, we recommend the following workflow:

1. Map the relevant general ledger account codes for the low value pool using the **Low value pool summary** window.

See “Low value pool summary” on page 375 for more information.

2. Create the low value pool asset using the **Create New Asset Wizard**.

Creating a new **Taxation only** asset in a low value pool asset with the **Create New Asset Wizard** is a 3-step process:

- “Setting asset details for a low value pool (LVP) asset” (see page 355)
- “Setting taxation details for a low value pool (LVP) asset” (see page 357)
- “Setting general details for a low value pool (LVP) asset” (see page 362).

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**Note:** When creating a new asset you must already have a control group configured. A message will be displayed if you attempt to create a new asset without having a control group configured. Click **Yes** to open the **Maintain Control Group** window and “Creating a control group” on page 314.

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## Related topics

[Creating a new general asset](#)

[Creating a small business pool asset](#)

[Low value pool summary](#)

[Setting asset details](#)

[Setting taxation details for a low value pool \(LVP\) asset](#)

[Setting accounting details for a General asset \(GA\)](#)

[Setting general details for a small business pool \(SBP\) asset](#)

[Editing the general details of an asset](#)

[Editing the taxation details for a low value pool asset](#)

## Setting asset details for a low value pool (LVP) asset

### ***Australia only***

In the first step of the Create New Asset Wizard, you will enter the asset detail, asset type and the allocated control group for the new asset.

What taxation details you are asked for is determined by the asset type you select in this step.

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**Note:** When creating a new asset you must already have a control group configured. A message will be displayed if you attempt to create a new asset without having a control group configured. Click **Yes** to open the **Maintain Control Group** window and “Creating a control group” on page 314.

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***To enter the details for a new low value pool (LVP) asset***

1. Open the **Assets Listing** page.  
See “Opening an asset year” on page 304.
2. Click **Create new asset** on the Tasks bar.  
or  
Press [**F4**].  
The **Create New Asset Wizard** opens.
3. Enter the **Asset code**.  
This is a mandatory field and must not be blank.  
The **Asset code** is limited to a maximum of 50 alphanumeric characters.
4. Enter the **Asset name**.  
This is a mandatory field and must not be blank.  
The **Asset name** is limited to a maximum of 200 alphanumeric characters.
5. Select the **Asset type** from the drop-down.  
For **Taxation only** or **Accounting and Taxation** assets the asset type can be:
  - General asset
  - Immediate deductible asset
  - Small business pool
  - Low value pool.For **Accounting only** assets the asset type can be:
  - General asset
  - Immediate deductible asset

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**Note:** You cannot create new assets of Immediate deductible asset type. If you select **Immediate deductible asset**, you will be asked to create a General asset with a depreciation method of **Immediate write off**.

---

6. Select whether the depreciation calculated will be reported for **Accounting** or **Taxation**. This selection only applies where the asset is an Accounting and Taxation asset.

---

**7. Select control group for the asset from the drop-down.**

An asset must be associated with a control group.

**8. Click Next.**

- If the asset is a **Taxation** or **Accounting and Taxation** asset then the next step will require **Taxation** details to be entered.
- If the asset being created is an **Accounting** asset then the next step will require **Accounting** details to be entered.

**Related topics**

[Setting taxation details for a General asset \(GA\)](#)

[Setting taxation details for a low value pool \(LVP\) asset](#)

[Setting taxation details for a small business pool \(SBP\) asset](#)

[Setting accounting details for a General asset \(GA\)](#)

[Setting general details for a small business pool \(SBP\) asset](#)

[Editing an asset](#)

[Viewing assets](#)

[Deleting an asset](#)

[Creating a control group](#)

**Setting taxation details for a low value pool (LVP) asset**

***Australia only***

This will be Step 2 of the Create New Asset Wizard for **Taxation only** or **Accounting and Taxation** assets. In this scenario you are entering the taxation details for the low value pool asset (LVP).

This step will not be seen if you are creating an **Accounting only** asset.

***To enter the taxation details for a new low value pool asset***

1. In the first step for Asset details you selected **Low value pool** from the **Asset type** drop-down.
2. Enter the **Acquisition date** of the asset.

By default, this field is automatically filled with the **Year start date**.  
Enter the date in the format dd/mm/yyyy or select the date from the drop-down calendar.  
Click **Today** on the drop-down calendar to use the current date.  
You must not enter a date that is after the **Year end date**.  
If you enter a date prior to the **Year start date** for the year period, this asset will be added as a previously depreciated asset and will be depreciated at Year 2+ rates.

---

The **Start date** field for the asset is automatically filled with the **Year start date**. Low value pooled assets are always depreciated for the full year regardless of when they were purchased, therefore there is no need to enter a start date.

3. Enter the **Cost** of the low value pool asset.

The default value is 0.00.

This is a numeric field that is limited to a maximum of 17 digits including 2 decimal places.

An asset can only be added to a low value pool if its cost is less than \$20,000.

If you add a low value pooled asset whose cost is greater than \$20,000, a message will be displayed to inform you of this. Decide whether you would still like to add the asset to the low value pool by clicking **Yes** or **No**. You can also select the **Don't ask again** checkbox, so as not to receive this message again under similar circumstances.

4. Enter the **Opening written down value** of the asset.

An **Opening written down value** can only be entered, if the **Acquisition date** is prior to the current financial year, e.g., if you are loading a previously depreciated asset from another accountant's schedule.

The default value is 0.00.

This is a numeric field that is limited to a maximum of 17 digits including 2 decimal places.

5. Select the **Asset came from an existing LV Pool** checkbox, if required.

The **Asset came from an existing LV Pool** checkbox is only available for any previously depreciated assets that are being added to the pool.

Select this checkbox if you are, e.g., adding assets that came from another accountant.

This will result in the following rules being applied:

- The pool contribution (taxable value) will not be reduced again by the Private use%, as it was already reduced in the original pool.
- No journal will be created to transfer the asset into the pool. The pool account balance is already correct when the original trial balance was placed into the general ledger.
- If a change in private use is later applied, selecting the **Asset came from an existing LV Pool** checkbox will result in the **Tax year added to pool** value being based on the acquisition date rather than the year it was added to the register.

If you are adding the assets from general assets, then the **Asset came from an existing LV Pool** checkbox must be deselected.

The **Asset came from an existing LV Pool** checkbox will be selected by default when you are migrating low value pooled assets from another system.

---

6. Enter the **Private use %** for the asset.

The value must be between 0 and 100%.

The **Pool contribution (Taxable value)** is calculated.

The **Calculate decline in value** section contains a number of read only fields:

○ **Depreciation Rate**

This field is based on the **Start date**. It changes from 18.75% to 37.5% depending on whether the asset has already been depreciated in previous years.

○ **Calculated depreciation**

This field is calculated as the Pool contribution (Taxable value) multiplied by the Depreciation rate.

○ **Total depreciation**

This is the sum of the calculated depreciation.

○ **Termination value**

This is only relevant once an asset has been sold and you are “Editing the taxation details for a low value pool asset” on page 386.

○ **Taxable termination value**

This is only relevant once an asset has been sold and you are “Editing the taxation details for a low value pool asset” on page 386.

○ **Closing written down value**

This is calculated once the **Cost** or **Opening written down value** has been entered, based on the other values above.

7. Click **Next**.

○ If the asset being created is an **Accounting and Taxation** asset then continue to [“Setting accounting details for a low value pool \(LVP\) asset” \(see page 360\)](#).

○ If the asset being created is a **Taxation only** asset then continue to [“Setting general details for a low value pool \(LVP\) asset” \(see page 362\)](#).

### **Related topics**

[Low value pool summary](#)

[Setting asset details](#)

[Setting general details for a small business pool \(SBP\) asset](#)

[Setting taxation details for a low value pool \(LVP\) asset](#)

[Setting taxation details for a small business pool \(SBP\) asset](#)

[Setting taxation details for a General asset \(GA\)](#)

[Editing the general details of an asset](#)

[Editing the taxation details for a small business pool asset](#)

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## [Editing the taxation details for a low value pool asset](#)

Setting accounting details for a low value pool (LVP) asset

### ***Australia only***

This will be Step 2 of the Create New Asset Wizard for **Accounting only** assets. It will be Step 3 for **Accounting and Taxation** assets. This step will not be seen if you are creating a **Taxation only** asset.

In this step of the Create New Asset Wizard you record the accounting details for an asset.

If this is step 3, that is an **Accounting and Taxation** asset, then some of the fields in this step are filled in for you from the **Taxation** details entered in the previous step.

### ***To enter the accounting details for an asset***

1. In the first step for **Asset** details you selected:
  - **Low value pool** from the **Asset type** drop-down.
2. Enter the **Acquisition date** of the asset.

By default, this field is automatically filled with the **Year start date**.  
Enter the date in the format dd/mm/yyyy or select the date from the drop-down calendar.  
Click **Today** on the drop-down calendar to use the current date.  
You must not enter a date that is after the **Year end date**.  
If you are loading an asset that has been previously depreciated, enter a date prior to the **Year start date**.
3. Enter the **Start date** for the asset.

By default, this field is automatically filled with the **Acquisition date** that you entered above.  
The **Start date** must not be after the **Year end date** for the year period.  
If you are loading an asset that has been previously depreciated, enter a date prior to the **Year start date**.
4. Select the **Depreciation method** from the drop-down.

By default, the depreciation method is taken from what was configured in the control group for the asset.  
The depreciation method can be overwritten for each asset.
5. Enter the **Original Cost** of the asset.

The default value is 0.00.  
This is a numeric field that is limited to a maximum of 17 digits including 2 decimal places.



- 
6. Enter the **Opening written down value** of the asset.  
The default value is 0.00 and it is a read only field.  
An **Opening written down value** can be entered, if the **Start date** is prior to the current financial year.  
This is a numeric field that is limited to a maximum of 17 digits including 2 decimal places.
  7. Select the appropriate options in the **Calculate decline in value** section.  
You can select either:
    - a. Enter the number of years for **Useful life**. Useful life is applicable if the asset is being depreciated using the Straight line method only.  
or
    - b. Enter the **Depreciation rate** as a percentage for **Rate year 1%**  
and  
Enter the **Depreciation rate** as a percentage for **Rate year 2+%**.  
These fields must be a value between 0 and 100%.
  8. Select the appropriate options in the **Other values** section.
    - a. Enter the **Private use %** for the asset.  
The value must be between 0 and 100%.
    - b. Select the **Private use bal sheet a/c** to be used, if a portion of the asset is to be used for private use.  
  
For example, this would normally be the shareholder's current account - being the shareholder who is using this asset for private use.  
Click the magnifying glass icon to open the **Find Chart of Accounts** window where you can search for and select the appropriate Balance Sheet account to be used for posting journals regarding private use of the asset.
    - c. The **Accumulated depreciation** and **Accumulated private use** fields are calculated fields and are read only.
    - d. The **Accumulated private use** field is enabled if you create an asset where the **Start date** is prior to the **Year start date**.
  9. Click **Next**.  
Continue to "Setting general details for a low value pool (LVP) asset" on page 362.

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## Related topics

[Setting general details for a small business pool \(SBP\) asset](#)

[Setting asset details](#)

[Editing an asset](#)

[Viewing assets](#)

[Deleting an asset](#)

Setting general details for a low value pool (LVP) asset

### ***Australia only***

The last step in the wizard will be either Step 3 or Step 4 of the the Create New Asset Wizard depending the Asset Register Settings. You can enter general details of the asset, the data is optional.

### ***To enter the asset's general details***

1. Ensure that you have completed "Setting taxation details for a low value pool (LVP) asset" on page 357 and "Setting accounting details for a low value pool (LVP) asset" on page 360.
2. Enter the **Serial number**.  
This is the serial number of the asset, if available.  
The **Serial number** field is limited to a maximum of 50 alphanumeric characters.
3. Enter the **Units**.  
The asset quantity, if available or relevant. For example, if you have six office chairs as an asset, the value of the Units would be 6.  
The **Units** must be a value between 0 and 9999.
4. Select the appropriate **Location** of the asset from the drop-down.  
This is the physical location of the asset.  
The available options are those that have been configured using Maintenance > **Location**. See "Creating a new asset location" on page 327.  
If you want to add another location, click the **Click to add location** option from the drop-down. The **Add Location** window opens for you to create another location. See "Creating a new asset location" on page 327. Once you have completed creating another location the drop-down will be refreshed with the new option(s) so that it can be selected at this stage.
5. Enter the **Insurance details** of the asset, if appropriate.
  - a. Enter the **Insurer** details.  
The **Insurer** field is limited to a maximum of 50 alphanumeric characters.

- 
- b. Enter the **Premium due date**.

By default, the **Premium due date** field is automatically filled with the **Year start date**, if you are in integrated mode.

Enter the date in the format dd/mm/yyyy or select the date from the drop-down calendar. A blank date (the **None** option) can be selected from the drop-down calendar.

- c. Enter the insurance **Premium amount**.

This is a numeric field of a maximum of 27 digits including 2 decimal places.

- d. Enter the **Insured value** of the asset.

This is a numeric field of a maximum of 27 digits including 2 decimal places.

6. Enter any **Notes**.

The **Notes** section is a free format text field and it does not contain any formatting functions.

7. Click **Finish**.

The Create New Asset Wizard closes. The newly created asset is added to the database for the selected year and is displayed on the **Assets Listing** page.

### **Related topics**

[Setting asset details](#)

[Setting taxation details for a General asset \(GA\)](#)

[Editing an asset](#)

[Viewing assets](#)

[Deleting an asset](#)

## Creating a small business pool asset

### ***Australia only***

A new small business pool asset can be added to the current year. The asset can be:

- added as a purchase in the current year, or
- loaded as a previously depreciated asset if it was purchased in a prior year.

### **Taxation only asset**

When creating a **Taxation only** small business pool asset, we recommend the following workflow:

- 
1. Configure the control group using the **Maintain Control Group** window and see “Creating a control group” on page 314.
  2. Map the relevant general ledger account codes for the small business pool using the **Small business pool summary** window.  
See “Small business pool summary” on page 376 for more information.
  3. Create the small business pool asset using the **Create New Asset Wizard**.  
Creating a new **Taxation only** small business pool asset with the **Create New Asset Wizard** is a 3-step process:
    - “Setting asset details for a small business pool (SBP) asset” (see page 365)
    - “Setting taxation details for a small business pool (SBP) asset” (see page 366)
    - “Setting general details for a small business pool (SBP) asset” (see page 373).

### **Accounting and Taxation asset**

When creating an **Accounting and Taxation** small business pool asset, we recommend the following workflow:

1. Configure the control group using the **Maintain Control Group** window and see “Creating a control group” on page 314.
2. Map the relevant general ledger account codes for the small business pool using the **Small business pool summary** window.  
See “Small business pool summary” on page 376 for more information.
3. Create the small business pool asset using the **Create New Asset Wizard**.  
Creating a new **Taxation only** small business pool asset with the **Create New Asset Wizard** is a 4-step process:
  - “Setting asset details for a small business pool (SBP) asset” (see page 365)
  - “Setting taxation details for a small business pool (SBP) asset” (see page 366)
  - “Setting accounting details for a small business pool (SBP) asset” (see page 371)
  - “Setting general details for a small business pool (SBP) asset” (see page 373).

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**Note:** If you attempt to create a new asset without having a control group configured a message is displayed. Click **Yes** to open the **Maintain Control Group** window and see “Creating a control group” on page 314.

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## Related topics

[Creating a new general asset](#)

[Small business pool summary](#)

[Setting asset details](#)

[Setting taxation details for a small business pool \(SBP\) asset](#)

[Setting accounting details for a General asset \(GA\)](#)

[Setting general details for a small business pool \(SBP\) asset](#)

[Editing the general details of an asset](#)

[Editing the taxation details for a small business pool asset](#)

## Setting asset details for a small business pool (SBP) asset

### ***Australia only***

In the first step of the Create New Asset Wizard, you will enter the asset detail, asset type and the allocated control group for the new asset.

What taxation details you are asked for is determined by the asset type you select in this step.

---

**Note:** When creating a new asset you must already have a control group configured. A message will be displayed if you attempt to create a new asset without having a control group configured. Click **Yes** to open the **Maintain Control Group** window and “Creating a control group” on page 314.

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### ***To enter the details for a new small business pool (SBP) asset***

1. Open the **Assets Listing** page.  
See “Opening an asset year” on page 304.
2. Click **Create new asset** on the Tasks bar.  
or  
Press [**F4**].  
The **Create New Asset Wizard** opens.
3. Enter the **Asset code**.  
This is a mandatory field and must not be blank.  
The **Asset code** is limited to a maximum of 50 alphanumeric characters.
4. Enter the **Asset name**.  
This is a mandatory field and must not be blank.  
The **Asset name** is limited to a maximum of 200 alphanumeric characters.
5. Select the **Asset type** from the drop-down.

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For **Taxation only** or **Accounting and Taxation** assets the asset type can be:

- General asset
- Immediate deductible asset
- Small business pool
- Low value pool.

For **Accounting only** assets the asset type can be:

- General asset
- Immediate deductible asset

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**Note:** You cannot create new assets of Immediate deductible asset type. If you select **Immediate deductible asset**, you will be asked to create a General asset with a depreciation method of **Immediate write off**.

---

6. Select whether the depreciation calculated will be reported for **Accounting** or **Taxation**. This selection only applies where the asset is an Accounting and Taxation asset.
7. **Select control group for the asset from the drop-down.**  
An asset must be associated with a control group.
8. Click **Next**.
  - If the asset is a **Taxation** or **Accounting and Taxation** asset then the next step will require **Taxation** details to be entered.
  - If the asset being created is an **Accounting** asset then the next step will require **Accounting** details to be entered.

### **Related topics**

[Setting taxation details for a General asset \(GA\)](#)

[Setting taxation details for a low value pool \(LVP\) asset](#)

[Setting taxation details for a small business pool \(SBP\) asset](#)

[Setting accounting details for a General asset \(GA\)](#)

[Setting general details for a small business pool \(SBP\) asset](#)

[Editing an asset](#)

[Viewing assets](#)

[Deleting an asset](#)

[Creating a control group](#)

Setting taxation details for a small business pool (SBP) asset

***Australia only***

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This will be Step 2 of the Create New Asset Wizard for **Taxation only** or **Accounting and Taxation** assets. In this scenario you are entering the taxation details for the low small business pool asset (SBP).

This step will not be seen if you are creating an **Accounting only** asset.

***To enter the taxation details for a new small business pool asset***

1. In the first step for Asset details you selected **Small business pool** from the **Asset type** drop-down.

2. Enter the **Acquisition date** of the asset.

By default, this field is automatically filled with the **Year start date**.

Enter the date in the format dd/mm/yyyy or select the date from the drop-down calendar.

Click **Today** on the drop-down calendar to use the current date.

You must not enter a date that is after the **Year end date**.

If you enter a date prior to the **Year start date** for the year period, this asset will be added as a previously depreciated asset and will be depreciated at Year 2+ rates.

The **Start date** field for the asset is automatically filled with the **Year start date**.

---

**Note:** Small business pooled assets are always depreciated for the full year regardless of when they were purchased, therefore there is no need to enter a start date.

---

3. Enter the **Cost** of the small business pool asset.

The default value is 0.00.

This is a numeric field that is limited to a maximum of 17 digits including 2 decimal places.

If the cost of the small business pool asset is less than \$20,000, then you should claim an immediate write off for the asset by adding it as an immediate deductible asset instead. If you add the asset to the small business pool, then you will not receive the immediate write off. A message will be displayed to inform you of this and asking you whether you still want to add the asset to the small business pool. Click **Yes** or **No**. You can also select the **Don't ask again** checkbox, to not receive this message again under similar circumstances.

The immediate write off for general assets acquired between 1 January 2014 and 11 May 2015 was decreased from \$6,500 to \$1,000. On 12 May 2015 it was increased to \$20,000 and this applies until 30 June 2017.

4. Enter the **Opening written down value** of the asset.

---

An **Opening written down value** can only be entered, if the **Acquisition date** is prior to the current financial year, e.g., if you are loading a previously depreciated asset from another accountant's schedule.

The default value is 0.00.

This is a numeric field that is limited to a maximum of 17 digits including 2 decimal places.

5. Select the **Asset came from an existing SB Pool** checkbox, if required.

The **Asset came from an existing SB Pool** checkbox is only available for any previously depreciated assets that are being added to the pool.

Select this checkbox if you are, e.g., adding assets that were from another accountant.

This will result in the following rules being applied:

- The pool contribution (taxable value) will not be reduced again by the Private use %, as it was already reduced in the original pool.
- No journal will be created to transfer the asset into the pool. The pool account balance is already correct when the original trial balance was placed into the general ledger.
- If a change in private use is later applied, selecting the **Asset came from an existing SB Pool** checkbox will result in the **Tax year added to pool** value being based on the acquisition date rather than the year it was added to the register.

If you are adding the assets from general assets, then the **Asset came from an existing SB Pool** checkbox must be deselected.

The **Asset came from an existing SB Pool** checkbox will be selected by default when you are migrating small business pooled assets from another system.

6. Select the **Motor vehicle** checkbox, if the asset is a motor vehicle.

The **Cost limit** of the motor vehicle field is only relevant if the **Motor vehicle** checkbox was selected. The **Cost limit** field is automatically filled with the ATO value relevant for the current tax year.

If the asset was a previously depreciated asset loaded from say another accountant's schedule, the **Cost limit** field can be edited. You should enter the **Cost limit** that was applied at the time the asset was first pooled in the other system, as this will be used at a later date when you dispose of the asset (to calculate the Taxable termination value).

If the asset is a motor vehicle:

- the pool contribution (Taxable value) is limited to the Cost limit.
- depreciation for the first year will include the motor vehicle immediate write off amount in addition to the Year 1 rate, to the amount of the Cost limit.



- 
7. Enter the **Private use %** for the asset.

The value must be between 0 and 100%.

8. Click the **Private use adjustment** ellipsis button.

The ellipsis button is only enabled if the asset has been depreciated in previous years, i.e., the acquisition date was prior to this financial year.

The **Private use adjustment** window opens. This is where adjustments are made to the pool total because of changes in the private use percentage.

- a. Select the **Asset was first used under the ATO's "simplified depreciation" rules** checkbox, if required.

If the checkbox is selected, a different reduction factor is used when calculating the Private use adjustment amount.

- b. Enter the **Tax year the asset was allocated to a pool**.

For previously depreciated assets, this field defaults to the financial tax year that the asset was acquired.

You can change the default if required. For example, it may be necessary to change the default tax year if you are loading an asset from a schedule provided by another accountant.

---

**Note:** If the asset has been part of the pool for < 1 year or > 4 years, there is no adjustment for private use.

---

- c. Enter the **Private use last year %**.

This field will automatically default to the value entered in the main screen. This value can be changed if required.

- d. Enter the **Private use this year %**.

This field will automatically default to the value entered in the main screen. This value can be changed if required.

If a change to the **Private use this year %** is made here, it will also be reflected in the **Private use %** field of the main screen.

---

**Note:** If the difference in private use percentage between different years is less than 10%, then there is no adjustment in the private use.

---

- e. Enter the **Asset value**.

The **Asset value** is defined by the ATO to be the cost of the asset less its depreciation since it was first used or installed ready for use, at the time it was first added to the pool. The cost should include any additions made to the asset, after taking into account its depreciation.

---

If the **Asset came from an existing SB pool** checkbox is selected, then the **Asset value** defaults to the cost. You should edit the **Asset value** field if, for instance, you are loading this asset from another accountant's schedule and the asset value was not the same as the cost.

If the **Asset came from an existing SB pool** checkbox is deselected, then the **Asset value** field defaults to the opening written down value in the year it was first added to the pool (and cannot be edited).

The **Private use adjustment** is calculated.

- f. Click **OK**.

You are returned to "Setting taxation details for a small business pool (SBP) asset" on page 366.

The **Pool contribution (Taxable value)** is calculated.

The **Calculate decline in value** section contains a number of read only fields:

○ **Depreciation Rate**

This field is based on the **Start date**. It changes from 15% to 30% depending on whether the asset has already been depreciated in previous years.

○ **Calculated depreciation**

This field is calculated as the Pool contribution (Taxable value) multiplied by the Depreciation rate.

○ **MV immediate write off**

If you purchased a motor vehicle, an immediate write off of \$5,000 is used in the calculations up to 31 December 2013.

If you purchased a motor vehicle on or after 1 January 2014, no immediate write off is calculated.

---

**Note:** This is defined by compliance regulations issued from the ATO.

---

○ **Total depreciation**

This is the sum of the calculated depreciation and the MV immediate write off.

○ **Termination value**

This is only relevant once an asset has been sold and you are "Editing the taxation details for a small business pool asset" on page 388.

○ **Taxable termination value**

This is only relevant once an asset has been sold and you are "Editing the taxation details for a small business pool asset" on page 388.

○ **Closing written down value**

---

This is calculated once the **Cost** or **Opening written down value** has been entered, based on the other values above.

9. Click **Next**.

- If the asset being created is a **Accounting** or **Accounting and Taxation** asset then continue to [“Setting accounting details for a small business pool \(SBP\) asset”](#) (see page 371).
- If the asset being created is a **Taxation only** asset then continue to [“Setting general details for a small business pool \(SBP\) asset”](#) (see page 373).

### **Related topics**

[Small business pool summary](#)

[Setting asset details](#)

[Setting taxation details for a low value pool \(LVP\) asset](#)

[Setting taxation details for a General asset \(GA\)](#)

[Setting general details for a small business pool \(SBP\) asset](#)

[Editing the general details of an asset](#)

[Editing the taxation details for a small business pool asset](#)

### Setting accounting details for a small business pool (SBP) asset

#### ***Australia only***

This will be Step 2 of the Create New Asset Wizard for **Accounting only** assets. It will be Step 3 for **Accounting and Taxation** assets. This step will not be seen if you are creating a **Taxation only** asset.

In this step of the Create New Asset Wizard you record the accounting details for an asset.

If this is step 3, that is an **Accounting and Taxation** asset, then some of the fields in this step are filled in for you from the **Taxation** details entered in the previous step.

#### ***To enter the accounting details for an asset***

1. In the first step for **Asset** details you selected:
  - **Small business pool** from the **Asset type** drop-down.
2. Enter the **Acquisition date** of the asset.

By default, this field is automatically filled with the **Year start date**.  
Enter the date in the format dd/mm/yyyy or select the date from the drop-down calendar.  
Click **Today** on the drop-down calendar to use the current date.  
You must not enter a date that is after the **Year end date**.

---

If you are loading an asset that has been previously depreciated, enter a date prior to the **Year start date**.

3. Enter the **Start date** for the asset.

By default, this field is automatically filled with the **Acquisition date** that you entered above.

The **Start date** must not be after the **Year end date** for the year period.

If you are loading an asset that has been previously depreciated, enter a date prior to the **Year start date**.

4. Select the **Depreciation method** from the drop-down.

By default, the depreciation method is taken from what was configured in the control group for the asset.

The depreciation method can be overwritten for each asset.

5. Enter the **Original Cost** of the asset.

The default value is 0.00.

This is a numeric field that is limited to a maximum of 17 digits including 2 decimal places.

6. Enter the **Opening written down value** of the asset.

The default value is 0.00 and it is a read only field.

An **Opening written down value** can be entered, if the **Start date** is prior to the current financial year.

This is a numeric field that is limited to a maximum of 17 digits including 2 decimal places.

7. Select the appropriate options in the **Calculate decline in value** section.

You can select either:

- a. Enter the number of years for **Useful life**. Useful life is applicable if the asset is being depreciated using the Straight line method only.

or

- b. Enter the **Depreciation rate** as a percentage for **Rate year 1%**

and

Enter the **Depreciation rate** as a percentage for **Rate year 2+%**.

These fields must be a value between 0 and 100%.

8. Select the appropriate options in the **Other values** section.

- a. Enter the **Private use %** for the asset.

The value must be between 0 and 100%.

- 
- b. Select the **Private use bal sheet a/c** to be used, if a portion of the asset is to be used for private use.

For example, this would normally be the shareholder's current account - being the shareholder who is using this asset for private use.

Click the magnifying glass icon to open the **Find Chart of Accounts** window where you can search for and select the appropriate Balance Sheet account to be used for posting journals regarding private use of the asset.

- c. The **Accumulated depreciation** and **Accumulated private use** fields are calculated fields and are read only.
- d. The **Accumulated private use** field is enabled if you create an asset where the **Start date** is prior to the **Year start date**.

9. Click **Next**.

Continue to "Setting general details for a small business pool (SBP) asset" on page 373.

### **Related topics**

[Setting general details for a small business pool \(SBP\) asset](#)

[Setting asset details](#)

[Editing an asset](#)

[Viewing assets](#)

[Deleting an asset](#)

### Setting general details for a small business pool (SBP) asset

#### ***Australia only***

The last step in the wizard will be either Step 3 or Step 4 of the of the Create New Asset Wizard depending the Asset Register Settings. You can enter general details of the asset, the data is optional.

#### ***To enter the asset's general details***

1. Ensure that you have completed "Setting taxation details for a small business pool (SBP) asset" on page 366 and "Setting accounting details for a small business pool (SBP) asset" on page 371.
2. Enter the **Serial number**.  
This is the serial number of the asset, if available.  
The **Serial number** field is limited to a maximum of 50 alphanumeric characters.
3. Enter the **Units**.

---

The asset quantity, if available or relevant. For example, if you have six office chairs as an asset, the value of the Units would be 6.

The **Units** must be a value between 0 and 9999.

4. Select the appropriate **Location** of the asset from the drop-down.

This is the physical location of the asset.

The available options are those that have been configured using Maintenance > **Location**. See “Creating a new asset location” on page 327.

If you want to add another location, click the **Click to add location** option from the drop-down. The **Add Location** window opens for you to create another location. See “Creating a new asset location” on page 327. Once you have completed creating another location the drop-down will be refreshed with the new option(s) so that it can be selected at this stage.

5. Enter the **Insurance details** of the asset, if appropriate.

- a. Enter the **Insurer** details.

The **Insurer** field is limited to a maximum of 50 alphanumeric characters.

- b. Enter the **Premium due date**.

By default, the **Premium due date** field is automatically filled with the **Year start date**, if you are in integrated mode.

Enter the date in the format dd/mm/yyyy or select the date from the drop-down calendar. A blank date (the **None** option) can be selected from the drop-down calendar.

- c. Enter the insurance **Premium amount**.

This is a numeric field of a maximum of 27 digits including 2 decimal places.

- d. Enter the **Insured value** of the asset.

This is a numeric field of a maximum of 27 digits including 2 decimal places.

6. Enter any **Notes**.

The **Notes** section is a free format text field and it does not contain any formatting functions.

7. Click **Finish**.

The Create New Asset Wizard closes. The newly created asset is added to the database for the selected year and is displayed on the **Assets Listing** page.

### **Related topics**

[Setting asset details](#)

[Setting taxation details for a General asset \(GA\)](#)

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[Editing an asset](#)

[Viewing assets](#)

[Deleting an asset](#)

## Low value pool summary

### ***Australia only***

You can view a summary of the taxation values of all the assets in a low value pool. From the **Low value pool summary** window you can also map and edit the general ledger accounts for the low value pool.

### ***To map a general ledger account to a low value pool***

1. Open the **Assets Listing** page.  
See "Opening an asset year" on page 304.
2. Click **Low value pool** on the Tasks bar.  
The **Low value pool summary** window for the asset year opens.
3. **If the general ledger is not integrated**, enter the general ledger account code and name for each relevant account.  
These details will appear in the Journal summary report.
4. **If the general ledger is integrated**, click the magnifying glass icon associated with the selected integrated account.  
The **Find Chart of Accounts** window opens from where you can search for the account or press [F9]. See "Searching accounts" on page 324.
  - a. You can search, filter and/or sort the Chart of Accounts. The default sorting in the **Find Charts of Accounts** window is in ascending account code order.  
Click on a column header to change the sorting on that column in ascending or descending order.
  - b. Select the account and click **OK**.  
  
Alternatively, double-click the selected general ledger account in the **Find Charts of Accounts** window to automatically fill the appropriate field in the **Low value pool summary** window.
5. Repeat the above step to add or change another integrated account, as required.
6. Click **Close**.

---

### ***To view the low value pool summary***

1. Open the **Assets Listing** page.  
See “Opening an asset year” on page 304.
2. Click **Low value pool** on the Tasks bar.  
The **Low value pool summary** window for the asset year opens.  
Most of the information in this window is read only.
3. Click **Close**.

### **Related topics**

[Setting asset details](#)

[Setting taxation details for a small business pool \(SBP\) asset](#)

[Setting general details for a small business pool \(SBP\) asset](#)

[Setting taxation details for a low value pool \(LVP\) asset](#)

[Setting taxation details for a General asset \(GA\)](#)

[Setting taxation details for a small business pool \(SBP\) asset](#)

[Editing the general details of an asset](#)

[Editing the taxation details for a low value pool asset](#)

## Small business pool summary

### ***Australia only***

You can view a summary of the taxation values of all the assets in a small business pool. From the **Small business pool summary** window you can also map and edit the general ledger accounts for the small business pool.

### ***To map a general ledger account to a small business pool***

1. Open the **Assets Listing** page.  
See “Opening an asset year” on page 304.
2. Click **Small business pool** on the Tasks bar.  
The **Small business pool summary** window for the asset year opens.
3. **If the general ledger is not integrated**, enter the general ledger account code and name for each relevant account.  
These details will appear in the Journal summary report.
4. **If the general ledger is integrated**, click the magnifying glass icon associated with the selected integrated account.



---

The **Find Chart of Accounts** window opens from where you can search for the account or press [F9]. See “Searching accounts” on page 324.

- a. You can search, filter and/or sort the Chart of Accounts. The default sorting in the **Find Charts of Accounts** window is in ascending account code order.  
Click on a column header to change the sorting on that column in ascending or descending order.
- b. Select the account and click **OK**.

Alternatively, double-click the selected general ledger account in the **Find Charts of Accounts** window to automatically fill the appropriate field in the **Small business pool summary** window.

5. Repeat the above step to add or change another integrated account, as required.
6. Click **Close**.

#### ***To view the small business pool summary***

1. Open the **Assets Listing** page.  
See “Opening an asset year” on page 304.
2. Click **Small business pool** on the Tasks bar.  
The **Small business pool summary** window for the asset year opens.  
Most of the information in this window is read only.
3. Click **Close**.

#### ***Related topics***

[Setting asset details](#)

[Setting taxation details for a small business pool \(SBP\) asset](#)

[Setting taxation details for a General asset \(GA\)](#)

[Setting general details for a small business pool \(SBP\) asset](#)

[Editing the general details of an asset](#)

[Editing the taxation details for a small business pool asset](#)

## Submitting journals to Workpapers

If an **Assets** register is integrated with an underlying ledger, you can add **Assets** journal details as an unposted journal in the **Workpapers** trial balance table.

(Australia) Capital gain and Profit are posted combined under the “Profit on Sale” account.

---

(New Zealand) Capital gain will be posted under the “Capital Gain” account, and the Profit on Sale (also known as depreciation recovered) will be posted on the mapped “Profit on Sale” account.

---

**Note:** At least one asset must be created to submit journals.

Asset journals are submitted for posting based on selecting either “Taxation” or “Accounting” in the **Register settings** window. If you select “Taxation”, then taxation journals will be submitted. If you select “Accounting”, then accounting journals are submitted.

---

### ***To submit a journal***

1. Open the Client Accounting > **Assets** tab.
2. Click **Submit journals** on the Tasks bar.

---

**Note:** The **Assets** journals period end date must match the **Workpapers** period end date to submit journals.

The **Workpapers** period must be an open period; you cannot send journals to a completed **Workpapers** period.

---

3. In the window **Submit assets journals for posting?** click **Yes**.  
The journals are submitted to **Workpapers** for posting.

---

**Note:** You can also resubmit journals with new entries; the resubmitted journal updates the existing journal in **Workpapers** with the account codes that have a difference in value.

---

4. In the window **Asset journals have been submitted successfully**, click **OK**.
5. To view the **Assets** accounts, open the **Workpapers** trial balance sheet.
6. Click **View all** in the Tasks bar.  
The journals are displayed in the **Journals** window.

### **Related topics**

[Posting journals and exporting new accounts](#)

# Managing assets

When managing assets, you may need to:

- “Viewing assets” (see page 379)
- “Editing asset register settings” (see page 300)
- “Deleting an asset register” (see page 301)
- “Editing a control group” (see page 317)
- “Deleting a control group” (see page 320)
- “Moving an asset to another control group” (see page 325)
- “Adding successive asset years” (see page 303)
- “Deleting an asset year” (see page 304)
- “Editing an asset location” (see page 327)
- “Deleting an asset location” (see page 328)
- “Editing an asset” (see page 380)
- “Deleting an asset” (see page 397).

## Viewing assets

The **Assets Listing** page lists all of the assets for a client. By default, 100 assets are displayed on the **Assets Listing** page. If you have more than 100 assets, you will be able to use pagination control to go to the:

- next page
- last page
- previous page
- first page.

You can also enter a page number in the text field to jump directly to the required page.

### ***To view assets in multiple years***

You can have multiple years open at the same time. If you have 2 successive asset years open and you add or sell an asset in the current year, click the **Refresh** icon on the Tasks bar to view the updated listing in the future year.

### **Related topics**

[Assets Listing page](#)

[Customising the Assets Listing page](#)

[Sorting, filtering and grouping your assets](#)

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## Editing an asset

You can edit an asset that is:

- created within the current year period
- rolled forward from a prior year period.

An immediate deductible asset can only be edited in the current year period.

Any changes made to an asset may result in the depreciation being re-calculated for the current year and for any available subsequent years.

Some changes can only be made in the year the asset was added to the register. For example, the Cost price can only be edited in the first year, however the Private use % can be edited in any year as it may change from year to year.

While an asset is open for editing, you cannot delete, move, transfer, or sell the asset. You also cannot post journals when editing an asset for the given period.

### ***To edit an asset***

1. Open the **Assets Listing** page.

See “Opening an asset year” on page 304.

2. Select the asset to be edited.

The row containing the selected asset is highlighted.

3. Click **Edit asset** on the Tasks bar.

or

You can select **Edit** from the right-click menu.

The **Edit Asset** window opens.

4. Edit the **Asset code**.

The **Asset code** can only be edited in the first year the asset is created.

Otherwise this field is disabled and you will not be able to edit the Asset code.

The **Asset code** must be unique. It is a mandatory field and a value must be entered.

5. Edit the **Asset name**.

If you edit the **Asset name**, the changes are reflected in all years of the asset register that the asset is part of.

The **Asset type** and **Control group** fields cannot be edited once the asset has been created. They are read only fields.

If you want to move the asset to a different control group, see “Moving an asset to another control group” on page 325.

- 
6. Edit the fields within the **Taxation** tab, as required. This tab will be available **Taxation only** or **Accounting and Taxation** assets.

See the relevant information:

- “Editing the taxation details of a general asset” on page 382
- (Australia) “Editing the taxation details for an immediate deductible asset” on page 385
- (Australia) “Editing the taxation details for a small business pool asset” on page 388
- (Australia) “Editing the taxation details for a low value pool asset” on page 386.

7. Click the **Accounting** tab, as required. This tab will be available **Accounting only** or **Accounting and Taxation** assets.

See the relevant information:

- “Editing the accounting details of a general asset” on page 392
- (Australia) “Editing the taxation details for an immediate deductible asset” on page 385

8. Click the **General details** tab.

9. Edit the fields within the **General details** tab as required.

See “Editing the general details of an asset” on page 396.

10. Click **OK**.

The database is updated with any changes made to the asset. The **Edit Asset** window closes.

### **Related topics**

[Creating an asset](#)

[Setting taxation details for a General asset \(GA\)](#)

(Australia) [Setting taxation details for a small business pool \(SBP\) asset](#)

[Editing the taxation details of a general asset](#)

(Australia) [Editing the taxation details for an immediate deductible asset](#)

(Australia) [Editing the taxation details for a small business pool asset](#)

[Editing the general details of an asset](#)

[Managing assets](#)

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## Editing the taxation details of a general asset

### *To edit the taxation details for a general asset*

1. Open the **Assets Listing** page.  
See “Opening an asset year” on page 304.
2. Select the general asset to be edited.  
The row containing the selected asset is highlighted.
3. Click **Edit asset** on the Tasks bar.  
or  
You can select **Edit** from the right-click menu.  
The **Edit Asset** window opens.
4. Edit the asset **Acquisition date**, if necessary.  
Enter the date in the format dd/mm/yyyy or select the date from the drop-down calendar.  
Click **Today** on the drop-down calendar to use the current date.  
You must not enter a date that is after the **Year end date**.  
If you are editing an asset that has been previously depreciated, enter an **Acquisition date** prior to the **Year start date**.
5. Edit the **Start date** for the asset.  
Enter the date in the format dd/mm/yyyy or select the date from the drop-down calendar.  
Click **Today** on the drop-down calendar to use the current date.  
You must not enter a date that is after the **Year end date** for the year period.  
If you are editing an asset that has been previously depreciated, enter a date prior to the **Year start date**.
6. Select a different **Depreciation method** from the drop-down, if necessary.
7. Edit the **Cost** of the asset.  
This is a numeric field that is limited to a maximum of 17 digits including 2 decimal places.
8. Edit the **Opening written down value** of the asset.  
This is a numeric field that is limited to a maximum of 17 digits including 2 decimal places.
9. (Australia) Select the **Motor vehicle** checkbox, if your asset is a motor vehicle.
10. (Australia) Edit the **Cost limit** of the motor vehicle.

---

This field is only available if the **Motor vehicle** checkbox was selected.

This is a numeric field that is limited to a maximum of 17 digits including 2 decimal places.

---

**Note:** Up to **31 December 2013:**

If you edit the cost of the general asset so that it is less than the immediate write off threshold of \$6,500, then you can claim an immediate write off for the asset. If you leave it as a general asset, MYOB Assets Live will not automatically write off the asset.

If you attempt to add an asset which is less than \$6,500 as a general asset, a message will be displayed prompting you to add it as an immediate write off asset instead.

On or after **1 January 2014:**

If you attempt to add an asset that was acquired between **1 January 2014 and 11 May 2015**, the immediate write off threshold is \$1,000 or less. From **12 May 2015**, the threshold is \$20,000.

---

11. (Australia) Select different options for the **Calculate decline in value** section.

You can select either:

**a. Effective life**

- Edit the number of **Years** and **Months** or select the **ATO commissioner's effective life** option.

The **Years** field is limited to a maximum of 3 digits and must be a value between 0 and 999.

The **Months** field must be a value between 0 and 12.

**b. Depreciation rate**

- Edit the percentage depreciation **Rate year 1**.
- Edit the percentage depreciation **Rate year 2+**.

These fields are limited to 6 digits including 2 decimal spaces. They must be a value between 0 and 100%.

12. (New Zealand) In the **Calculate decline in value** section, enter the percentage depreciation in **Rate year %**.

The **Find Rate** hyperlink opens the IRD Depreciation rate finder website.

13. Select the appropriate options in the **Other values** section.

**a. (Australia) Edit the Adjusted base cost.**

Enter a value in this field if your asset **Start date** is prior to the asset register **Year start date** and the selected depreciation method is **Prime cost**.

---

This field is not available for use if the asset **Start date** is greater than or equal to the asset register **Year start date**.

This is a numeric field that is limited to a maximum of 17 digits including 2 decimal places.

- b. Edit the **Private use %** for the asset.

The value must be between 0 and 100%.

- c. Select a different **Private use bal sheet a/c** to be used, if a portion of the asset is to be used for private use.

For example, this would normally be the shareholder's current account - being the shareholder who is using this asset for private use.

Click the magnifying glass icon to open the **Find Chart of Accounts** window where you can search for and select the appropriate Balance Sheet account to be used for posting journals regarding private use of the asset.

The **Accumulated depreciation** and **Accumulated private use** fields are calculated fields and are read only.

The **Accumulated private use** field is enabled if you create an asset where the **Start date** is prior to the **Year start date**.

14. Edit the **General details** of the asset.

See "Editing the general details of an asset" on page 396.

15. Click **OK**.

The database is updated with any changes made to the asset. The **Edit Asset** window closes.

### **Related topics**

[Creating an asset](#)

[Setting taxation details for a General asset \(GA\)](#)

(Australia) [Setting taxation details for a small business pool \(SBP\) asset](#)

[Editing an asset](#)

(Australia) [Editing the taxation details for an immediate deductible asset](#)

(Australia) [Editing the taxation details for a small business pool asset](#)

(Australia) [Editing the taxation details for a low value pool asset](#)

[Editing the accounting details of a general asset](#)

(Australia) [Editing the accounting details for an immediate deductible asset](#)

[Editing the general details of an asset](#)



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## Editing the taxation details for an immediate deductible asset

### *Australia only*

#### ***To edit the taxation details for an immediate deductible asset***

1. Open the **Assets Listing** page.  
See “Opening an asset year” on page 304.
2. Select the immediate deductible asset to be edited.  
The row containing the selected asset is highlighted.
3. Click **Edit asset** on the Tasks bar.  
or  
You can select **Edit** from the right-click menu.  
The **Edit Asset** window opens.
4. Edit the asset **Acquisition date**, if necessary.  
Enter the date in the format dd/mm/yyyy or select the date from the drop-down calendar.  
Click **Today** on the drop-down calendar to use the current date.  
You must not enter a date that is after the **Year end date**.
5. Edit the **Start date** for the asset.  
Enter the date in the format dd/mm/yyyy or select the date from the drop-down calendar.  
Click **Today** on the drop-down calendar to use the current date.  
You must not enter a date that is after the **Year end date** for the year period.
6. Edit the **Cost** of the asset.  
This is a numeric field that is limited to a maximum of 17 digits including 2 decimal places.
7. Edit the **Private use %** for the asset.  
The value must be between 0 and 100%.
8. Select a different **Private use bal sheet a/c** to be used, if a portion of the asset is to be used for private use.  
For example, this would normally be the shareholder’s current account - being the shareholder who is using this asset for private use.  
Click the magnifying glass icon to open the **Find Chart of Accounts** window where you can search for and select the appropriate Balance Sheet account to be used for posting journals regarding private use of the asset.  
The **Accumulated private use** field is a calculated field and is read only.

---

The **Accumulated private use** field is enabled if you created an asset where the **Start date** is prior to the **Year start date**.

9. Edit the **General details** of the asset.

See “Editing the general details of an asset” on page 396.

10. Click **OK**.

The database is updated with any changes made to the asset. The **Edit Asset** window closes.

### **Related topics**

[Creating an asset](#)

[Setting taxation details for a General asset \(GA\)](#)

[Setting taxation details for a small business pool \(SBP\) asset](#)

[Editing an asset](#)

[Editing the taxation details of a general asset](#)

[Editing the taxation details for an immediate deductible asset](#)

[Editing the taxation details for a small business pool asset](#)

[Editing the taxation details for a low value pool asset](#)

[Editing the accounting details of a general asset](#)

[Editing the accounting details for an immediate deductible asset](#)

[Editing the general details of an asset](#)

## Editing the taxation details for a low value pool asset

### ***Australia only***

#### ***To edit the taxation details for a low value pool asset***

1. Open the **Assets Listing** page.  
See “Opening an asset year” on page 304.
2. Select the low value pool asset to be edited.  
The row containing the selected asset is highlighted.
3. Click **Edit asset** on the Tasks bar.  
or  
You can select **Edit** from the right-click menu.  
The **Edit Asset** window opens.
4. Edit the asset **Acquisition date**, if necessary.  
Enter the date in the format dd/mm/yyyy or select the date from the drop-down calendar.

---

Click **Today** on the drop-down calendar to use the current date.

You must not enter a date that is after the **Year end date**. If you enter a date prior to the **Year start date** for the year period, this asset will become a 'previously depreciated asset' and will be depreciated at the Year 2+ rate.

The **Start date** field for the asset is automatically updated to the Year start date.

Low value pooled assets are always depreciated for the full year regardless of when they were purchased, therefore there is no need to enter a start date.

5. Edit the **Cost** of the asset.

This is a numeric field that is limited to a maximum of 17 digits including 2 decimal places.

6. Edit the **Opening written down value** of the asset, as required.

The **Opening written down value** can only be edited, if the **Acquisition date** is prior to the current financial year. For example, if you are loading a previously depreciated asset from another accountant's schedule.

This is a numeric field that is limited to a maximum of 17 digits including 2 decimal places.

7. Select the **Asset came from an existing LV Pool** checkbox, if required.

The **Asset came from an existing LV Pool** checkbox is only available for any previously depreciated assets that are being added to the pool.

Select this checkbox if you are, for example adding assets that were from another accountant.

This will result in the following rules being applied:

- The pool contribution (taxable value) will not be reduced again by the Private use%, as it was already reduced in the original pool.
- No journal will be created to transfer the asset into the pool. The pool account balance is already correct when the original trial balance was placed into the general ledger.
- If a change in private use is later applied, selecting the **Asset came from an existing LV Pool** checkbox will result in the **Tax year added to pool** value being based on the acquisition date rather than the year it was added to the register.

If you are adding the assets from general assets, then the **Asset came from an existing LV Pool** checkbox must be deselected.

8. Edit the **Private use %** for the asset.

The value must be between 0 and 100%.

The **Pool contribution (Taxable value)** is updated as are all the values in the **Decline in value** section.

---

The last statement in the window lets you know the year that the asset was pooled in case you need to go back to the first year and change something about that asset.

9. Edit the **General details** of the asset.

See “Editing the general details of an asset” on page 396.

10. Click **OK**.

The database is updated with any changes made to the asset. The **Edit Asset** window closes.

### **Related topics**

[Creating an asset](#)

[Setting taxation details for a General asset \(GA\)](#)

[Setting taxation details for a small business pool \(SBP\) asset](#)

[Setting taxation details for a low value pool \(LVP\) asset](#)

[Editing the taxation details of a general asset](#)

[Editing the taxation details for an immediate deductible asset](#)

[Editing the taxation details for a small business pool asset](#)

[Editing the accounting details of a general asset](#)

[Editing the accounting details for an immediate deductible asset](#)

[Editing the general details of an asset](#)

[Managing assets](#)

## Editing the taxation details for a small business pool asset

### ***Australia only***

#### ***To edit the taxation details for a small business pool asset***

1. Open the **Assets Listing** page.  
See “Opening an asset year” on page 304.
2. Select the small business pool asset to be edited.  
The row containing the selected asset is highlighted.
3. Click **Edit asset** on the Tasks bar.  
or  
You can select **Edit** from the right-click menu.  
The **Edit Asset** window opens.
4. Edit the asset **Acquisition date**, if necessary.

---

Enter the date in the format dd/mm/yyyy or select the date from the drop-down calendar.

Click **Today** on the drop-down calendar to use the current date.

You must not enter a date that is after the **Year end date**. If you enter a date prior to the **Year start date** for the year period, this asset will become a 'previously depreciated asset' and will be depreciated at the Year 2+ rate.

The **Start date** field for the asset is automatically updated to the Year start date.

Small business pooled assets are always depreciated for the full year regardless of when they were purchased, therefore there is no need to enter a start date.

5. Edit the **Cost** of the asset.

This is a numeric field that is limited to a maximum of 17 digits including 2 decimal places.

6. Edit the **Opening written down value** of the asset, as required

The **Opening written down value** can only be edited, if the **Acquisition date** is prior to the current financial year. For example, if you are loading a previously depreciated asset from another accountant's schedule.

This is a numeric field that is limited to a maximum of 17 digits including 2 decimal places.

7. Select the **Asset came from an existing SB Pool** checkbox, if required.

The **Asset came from an existing SB Pool** checkbox is only available for any previously depreciated assets that are being added to the pool.

Select this checkbox if you are, for example adding assets that were from another accountant.

This will result in the following rules being applied:

- The pool contribution (taxable value) will not be reduced again by the Private use %, as it was already reduced in the original pool.
- No journal will be created to transfer the asset into the pool. The pool account balance is already correct when the original trial balance was placed into the general ledger.
- If a change in private use is later applied, selecting the **Asset came from an existing SB Pool** checkbox will result in the **Tax year added to pool** value being based on the acquisition date rather than the year it was added to the register.

If you are adding the assets from general assets, then the **Asset came from an existing SB Pool** checkbox must be deselected.

8. Select or deselect the **Motor vehicle** checkbox, as required.

The **Cost limit** of the motor vehicle is only relevant if the **Motor vehicle** checkbox was selected. The **Cost limit** field is automatically filled with the ATO value relevant for this tax year.

---

If the asset was a previously depreciated asset loaded from, say another accountant's schedule, the **Cost limit** field can be edited. You should enter the **Cost limit** that was applied at the time the asset was first pooled in the other system, as this will be used at a later date when you dispose of the asset (to calculate the Taxable termination value).

If the asset is a motor vehicle:

- the pool contribution (Taxable value) is limited to the Cost limit.
- depreciation for the first year will include the motor vehicle immediate write off amount in addition to the Year 1 rate, to the amount of the Cost limit.

9. Edit the **Private use %** for the asset.

The value must be between 0 and 100%.

10. Edit the **Private use adjustment**.

The ellipsis button is only enabled if the asset has been depreciated in previous years with a probability of a change in private use.

The **Private use adjustment** window opens. This is where adjustments are made to the pool because of changes in the private use percentage.

a. Click the **Private use adjustment** ellipsis button.

The ellipsis button is only enabled if the asset has been depreciated in previous years (i.e., the acquisition date was prior to this financial year).

The **Private use adjustment** window opens. This is where adjustments are made to the pool because of changes in the private use percentage.

b. Select or deselect the **Asset was first used under the ATO's "simplified depreciation" rules** checkbox, as required.

If the checkbox is selected, a different Reduction factor is used when calculating the Private use adjustment amount.

c. Edit the **Tax year the asset was allocated to a pool**.

This will default to the appropriate tax year depending:

- if the asset was loaded as a previously depreciated asset or as a purchase.
- if the **Asset came from an existing SB Pool** checkbox is selected or not.

For previously depreciated assets, you can change the default if required. For example, it may be necessary to change the default Tax year if you are loading an asset from a schedule provided by another accountant.

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**Note:** If the asset has been part of the pool for < 1 year or > 4 years, there is no adjustment for private use.

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d. Edit the **Private use last year %**.

For assets loaded as a previously depreciated asset, the **Private use last year %** field will automatically default to the value entered on the **Edit Asset** window. This value can be changed if required.

For assets loaded as a purchase, this is a read only field and displays the private use percentage that was entered for the asset in the previous year.

---

**Tip:** To change the private use % for the previous year, you must do this in the previous year's asset register as the depreciation and closing written down calculations may be affected.

---

e. Edit the **Private use this year %**.

This field will automatically default to the Private use % entered on the main screen. This value can be changed if required. If this value is changed here, the Private use % will be updated on the **Edit Asset** window.

---

**Note:** If the difference in private use percentage between years is less than 10%, then there is no adjustment in the private use.

---

f. Edit the **Asset value**.

The **Asset value** is defined by the ATO as the cost of the asset less its depreciation since it was first used or installed ready for use, at the time it was first added to the pool. The cost should include any additions made to the asset, after taking into account its depreciation.

This field defaults to the cost (for an asset originally loaded as a purchase) or the opening written down value (for an asset loaded as a previously depreciated asset).

The **Assets value** field can only be edited for previously depreciated assets. You would edit this field, if, for instance, the opening written down value was not correct at the time you added the asset to the pool.

The **Private use adjustment** is calculated.

g. Click **OK**.

You are returned to **Edit Assets** window.

The **Pool contribution (Taxable value)** is updated as are all the values in the **Decline in value** section.

The last statement in the window lets you know the year that the asset was pooled in case you need to go back to the first year and change something about that asset.

11. Edit the **General details** of the asset.

---

See “Editing the general details of an asset” on page 396.

12. Click **OK**.

The database is updated with any changes made to the asset. The **Edit Asset** window closes.

### **Related topics**

[Creating an asset](#)

[Editing an asset](#)

[Setting taxation details for a General asset \(GA\)](#)

[Setting taxation details for a small business pool \(SBP\) asset](#)

[Editing the taxation details of a general asset](#)

[Editing the taxation details for an immediate deductible asset](#)

[Editing the taxation details for a small business pool asset](#)

[Editing the accounting details of a general asset](#)

[Editing the accounting details for an immediate deductible asset](#)

[Editing the general details of an asset](#)

[Managing assets](#)

## Editing the accounting details of a general asset

The **Accounting** tab will be available for **Accounting only** or **Accounting and Taxation** assets.

### ***To edit the accounting details of a general asset***

1. Open the **Assets Listing** page.  
See “Opening an asset year” on page 304.
2. Select the general asset to be edited.  
The row containing the selected asset is highlighted.
3. Click **Edit asset** on the Tasks bar.  
or  
You can select **Edit** from the right-click menu.  
The **Edit Asset** window opens.
4. Edit the asset **Acquisition date**, if necessary.  
Enter the date in the format dd/mm/yyyy or select the date from the drop-down calendar.  
Click **Today** on the drop-down calendar to use the current date.  
You must not enter a date that is after the **Year end date**.



---

If you are editing an asset that has been previously depreciated, enter an **Acquisition date** prior to the **Year start date**.

5. Edit the **Start date** for the asset.

Enter the date in the format dd/mm/yyyy or select the date from the drop-down calendar.

Click **Today** on the drop-down calendar to use the current date.

You must not enter a date that is after the **Year end date** for the year period.

If you are editing an asset that has been previously depreciated, enter a date prior to the **Year start date**.

6. Select a different **Depreciation method** from the drop-down, if necessary.

7. Edit the **Original Cost** of the asset.

This is a numeric field that is limited to a maximum of 17 digits including 2 decimal places.

8. Edit the **Opening written down value** of the asset.

This is a numeric field that is limited to a maximum of 17 digits including 2 decimal places.

9. Select the options for the **Calculate decline in value** section.

- a. Edit the number of years for **Useful life**. Useful life is applicable if the asset is being depreciated using the Straight line method only.

**or**

- b. Edit the **Depreciation rate** as a percentage for **Rate year 1%**

and

Edit the **Depreciation rate** as a percentage for **Rate year 2+%**.

These fields must be a value between 0 and 100%.

10. Select the appropriate options in the **Other values** section.

- a. Edit the **Private use %** for the asset.

The value must be between 0 and 100%.

- b. Select a different **Private use bal sheet a/c** to be used, if a portion of the asset is to be used for private use.

For example, this would normally be the shareholder's current account - being the shareholder who is using this asset for private use.

Click the magnifying glass icon to open the **Find Chart of Accounts** window where you can search for and select the appropriate Balance Sheet account to be used for posting journals regarding private use of the asset.

- 
- c. The **Accumulated depreciation** and **Accumulated private use** fields are calculated fields and are read only.
  - d. The **Accumulated private use** field is enabled if you create an asset where the **Start date** is prior to the **Year start date**.
11. Edit the **General details** of the asset.  
See “Editing the general details of an asset” on page 396.
  12. Click **OK**.  
The database is updated with any changes made to the asset. The **Edit Asset** window closes.

### **Related topics**

[Creating an asset](#)

[Editing an asset](#)

[Editing the taxation details of a general asset](#)

[\(Australia\) Editing the taxation details for an immediate deductible asset](#)

[\(Australia\) Editing the taxation details for a small business pool asset](#)

[Editing the accounting details of a general asset](#)

[\(Australia\) Editing the accounting details for an immediate deductible asset](#)

[Editing the general details of an asset](#)

## Editing the accounting details for an immediate deductible asset

### ***Australia only***

The **Accounting** tab will be available for **Accounting only** or **Accounting and Taxation** assets.

### ***To edit the accounting details of an immediate deductible asset***

1. Open the **Assets Listing** page.  
See “Opening an asset year” on page 304.
2. Select the immediate deductible asset to be edited.  
The row containing the selected asset is highlighted.
3. Click **Edit asset** on the Tasks bar.  
or  
You can select **Edit** from the right-click menu.  
The **Edit Asset** window opens.
4. Edit the asset **Acquisition date**, if necessary.

---

Enter the date in the format dd/mm/yyyy or select the date from the drop-down calendar.

Click **Today** on the drop-down calendar to use the current date.

You must not enter a date that is after the **Year end date**.

5. Edit the **Start date** for the asset.

Enter the date in the format dd/mm/yyyy or select the date from the drop-down calendar.

Click **Today** on the drop-down calendar to use the current date.

You must not enter a date that is after the **Year end date** for the year period.

6. Edit the **Original Cost** of the asset.

This is a numeric field that is limited to a maximum of 17 digits including 2 decimal places.

7. Edit the **Private use %** for the asset.

The value must be between 0 and 100%.

8. Select a different **Private use bal sheet a/c** to be used, if a portion of the asset is to be used for private use.

For example, this would normally be the shareholder's current account - being the shareholder who is using this asset for private use.

Click the magnifying glass icon to open the **Find Chart of Accounts** window where you can search for and select the appropriate Balance Sheet account to be used for posting journals regarding private use of the asset.

9. The **Accumulated private use** field is a calculated field and is read only.

10. The **Accumulated private use** field is enabled if you created an asset where the **Start date** is prior to the **Year start date**.

11. Edit the **General details** of the asset.

See "Editing the general details of an asset" on page 396.

12. Click **OK**.

The database is updated with any changes made to the asset. The **Edit Asset** window closes.

### **Related topics**

[Creating an asset](#)

[Editing an asset](#)

[Editing the taxation details of a general asset](#)

[Editing the taxation details for an immediate deductible asset](#)

[Editing the taxation details for a small business pool asset](#)

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[Editing the taxation details for a low value pool asset](#)

[Editing the accounting details of a general asset](#)

[Editing the accounting details for an immediate deductible asset](#)

[Editing the general details of an asset](#)

## Editing the general details of an asset

### *To edit the asset's general details*

1. Open the **Assets Listing** page.  
See "Opening an asset year" on page 304.
2. Select the asset to be edited.  
The row containing the selected asset is highlighted.
3. Click **Edit asset** on the Tasks bar.  
or  
You can select **Edit** from the right-click menu.  
The **Edit Asset** window opens.
4. Click the **General details** tab.
5. Edit the **Serial number** of the asset, if available.  
The **Serial number** field is limited to a maximum of 50 alphanumeric characters.
6. Edit the **Units**.  
This is the asset quantity, if available. For example, if you have six office chairs as an asset, the value of the Units would be 6.  
The **Units** must be a value between 0 and 9999.
7. Select a different **Location** for the asset from the drop-down, if necessary.  
This is the physical location of the asset.  
The available options are those that have been configured using Maintenance > **Location**. See "Creating a new asset location" on page 327.  
If you want to add another location, click the **Click to add location** option from the drop-down. The **Add Location** window opens for you to create another location. See "Creating a new asset location" on page 327. Once you have completed creating another location the drop-down will be refreshed with the new option(s) so that it can be selected at this stage.
8. Edit the **Insurance details** of the asset, if appropriate.
  - a. Edit the **Insurer** details.  
The **Insurer** field is limited to a maximum of 50 alphanumeric characters.

- 
- b. Enter a different **Premium due date**.

Enter the date in the format dd/mm/yyyy or select the date from the drop-down calendar. A blank date (the **None** option) can be selected from the drop-down calendar.

- c. Enter a different insurance **Premium amount**.

This is a numeric field of a maximum of 27 digits including 2 decimal places.

- d. Enter a different **Insured value** of the asset.

This is a numeric field of a maximum of 27 digits including 2 decimal places.

9. Edit any **Notes** or add more notes, as required.

10. Click **OK**.

The database is updated with any changes made to the asset. The **Edit Asset** window closes.

### **Related topics**

[Creating an asset](#)

[Setting taxation details for a General asset \(GA\)](#)

[Editing an asset](#)

[Editing the taxation details of a general asset](#)

[\(Australia\) Editing the taxation details for an immediate deductible asset](#)

## Deleting an asset

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**Note:** You can only delete an active asset in the year it was created.

---

Deleting an asset removes the asset from the database for the current year and any subsequent years.

You cannot delete an asset that is displayed as active in the current year but that has been sold in a subsequent year. An error message will be displayed if you attempt to do so.

### ***To delete an asset***

1. Open the **Assets Listing** page.  
See "Opening an asset year" on page 304.
2. Select the active asset to be deleted.  
You must select the active asset in the year it was created.

- 
3. Click **Delete asset** on the Tasks bar.  
or  
Select **Delete** from the right-click menu.  
The selected active asset is deleted in the current year and for all subsequent years.

#### ***To delete a sold asset***

1. Open the **Assets Listing** page.  
See “Opening an asset year” on page 304.
2. Navigate to the year the selected asset was sold.
3. **Unsell** the sold asset.  
See “Reversing the sale of an asset” on page 408.
4. Navigate to the year the selected asset was created.
5. Delete the selected asset.  
See “To delete an asset” on page 397.

#### **Related topics**

[Selling an asset](#)

[Reversing the sale of an asset](#)

[Moving an asset to another control group](#)

[Editing an asset](#)

[Managing assets](#)

# Selling an asset

When you sell an asset, MYOB Assets Live:

- calculates the depreciation at the disposal date and updates any changes.
- debits the realisation account with the original cost of the asset.
- credits the asset control group with the original cost of the asset.
- debits the accumulated depreciation account by the total depreciation calculated for the asset.
- credits the realisation account with the total depreciation calculated for the asset.
- calculates the profit / loss on the sale and credits / debits the profit or loss on sale accounts as appropriate.
- debits or credits the realisation account with the profit or loss on sale.
- calculates the capital gain taxable (Australia) and non-taxable amounts and credits the appropriate accounts.
- debits the realisation account with the gross capital gain.
- the closing written down value for the asset at the end of the year is 0.00 (except, in Australia, possibly for small business pool assets).

The disposal date of an asset sold under contract is taken to be the date on the legal binding contract. In circumstances where no legal contract is present, the disposal date is taken to be the date in which the asset changes ownership. When the asset is destroyed or lost, the date of disposal is the date when first compensation is received; or if there is no compensation, the disposal date is the date on which the asset was first discovered lost or destroyed.

---

**Note:** A sold asset is displayed as an active asset in any prior years from the year it was sold.

A sold asset is not rolled forward to future years.

A sold asset cannot be resold, edited or deleted in any prior years.

(New Zealand) In the year a Taxation Asset is sold, no depreciation for that year is applied.

---

(Australia) On selling an asset, you can select whether capital gains tax (CGT) is calculated for the sold asset. Capital gains tax can be calculated on a sold asset if:

- the acquisition date of the asset is greater than or equal to 20 September 1985.
- the private use amount of the asset is greater than 0% or the accumulated private use amount is greater than 0%.

## Related topics

[\(Australia\) Selling a general or immediate deductible asset](#)

[\(Australia\) Selling a small business pool asset](#)

[\(Australia\) CPI rates table](#)

## Selling a general or immediate deductible asset

Immediate deductible assets are for Australia only.

### ***To sell a general or immediate deductible asset***

1. Open the **Assets Listing** page.  
See “Opening an asset year” on page 304.
2. Select the asset to be sold.  
The row containing the selected asset will be highlighted.
3. Click **Sell** on the Tasks bar.  
or  
You can select Functions > **Sell** from the right-click menu.  
The **Sell Asset** window opens displaying the Asset code and Asset name of the selected asset.
4. Enter the **Disposal date** of the asset.  
Enter the **Disposal date** in the format dd/mm/yyyy or select it from the drop-down calendar. You can also select **Today’s** date from the drop-down calendar.  
The default Disposal date is the **Year end date** for the opened year.  
The **CAV** (closing asset value) **at disposal date** is calculated based on the entered Disposal date. In New Zealand, this does not include any depreciation for the year the Asset is being sold in.  
The Disposal date cannot be earlier than the asset start date, or later than the current financial year.
5. Enter the **Termination value**.  
The termination value is the amount received for the asset when it was sold or disposed of, once balancing adjustments have been made.  
The default value is 0.00.  
This is a numeric field of a maximum of 27 digits including 2 decimal places.
6. (Australia) Select the **Calculate capital gains tax using** checkbox, if required.  
This checkbox is active if the depreciation calculation is for Taxation purposes.
7. (Australia) Select the method to be used to calculate the capital gains tax.  
If the **Calculate capital gains tax using** checkbox is selected the appropriate CGT **Method** option(s) will be available.



---

Depending on various factors, two methods may be available:

- **Discount**
- **Indexation.**

See “Capital gains tax” on page 407.

8. Click **OK**.

The database is updated with the sold asset. On the **Assets Listing** page, the entry line for the sold asset will be greyed out.

### **Related topics**

(Australia) [Selling a small business pool asset](#)

(Australia) [CPI rates table](#)

(Australia) [Capital gains tax](#)

[Reversing the sale of an asset](#)

## Selling a low value pool asset

### ***Australia only***

#### ***To sell a low value pool asset***

1. Open the **Assets Listing** page.

See “Opening an asset year” on page 304.

2. Select the asset to be sold.

The row containing the selected asset will be highlighted.

3. Click **Sell** on the Tasks bar.

or

You can select Functions > **Sell** from the right-click menu.

The **Sell Asset** window opens displaying the Asset code and Asset name of the selected asset.

4. Enter the **Disposal date** of the low value pool asset.

The **Disposal date** must be within the current year.

Enter the **Disposal date** in the format dd/mm/yyyy or select it from the drop-down calendar. You can also select **Today's** date from the drop-down calendar.

The default Disposal date is the **Year end date** for the opened year.

The **Current closing w.d.v** is a read only field displaying the closing written down value immediately prior to selling the asset, i.e., the taxable value less the full year's depreciation.

---

5. Enter the **Termination value**.

The termination value is the amount received for the asset when it was sold or disposed of.

The default value is 0.00.

This is a numeric field of a maximum of 27 digits including 2 decimal places.

The **Taxable termination value** is a calculated field and you cannot enter a value.

*Taxable termination value = Termination value x (1 - Average private use %)*

6. Select the **Calculate capital gain/loss** checkbox, if required.

The **Calculate capital gain/ loss** checkbox will only be enabled if there is a private use % for the asset.

When an asset, which has been partly used for taxable purposes, is disposed of, a capital gain or loss may arise. Where there is a difference between the asset's cost and its termination value, a proportion of this difference is attributable to estimated non-taxable use of the asset that is treated as a capital gain or loss under the capital gain provisions.

The shareholder will be charged the capital gains tax on their tax return (or receive a credit for capital loss). This can be different for each asset of the pool.

If the **Calculate capital gain/loss** checkbox is selected the capital gain is calculated as

*(Termination value - cost) x Private use %*

The **Capital gain/loss** field is a read-only field as the value is calculated.

As a capital gain/loss occurs only for a sale (not very often), it is displayed in the **Sell Asset** window rather than in the **Edit Asset** window.

The **Shareholder's current/drawings account** will be charged the capital gain tax on their tax return and a journal is created.

---

**Note:** The Capital gain tax is different for each asset depending on the shareholder using the asset.

---

If the capital gain is not be applied, deselect the **Calculate capital gain/loss** checkbox. When the **Calculate capital gain/loss** checkbox is unchecked:

- All the fields in **Shareholder's capital gain/loss** section will be disabled.
- No journal is created.

7. Click **OK**.

The database is updated with the sold low value pool asset. On the **Assets Listing** page, the entry line for the sold asset will be greyed out but the asset will still be visible.

---

## Related topics

[Selling a general or immediate deductible asset](#)

[Selling a small business pool asset](#)

[CPI rates table](#)

[Capital gains tax](#)

[Reversing the sale of an asset](#)

[Consolidating sold pooled assets](#)

## Selling a small business pool asset

### *Australia only*

#### *To sell a small business pool asset*

1. Open the **Assets Listing** page.  
See “Opening an asset year” on page 304.
2. Select the asset to be sold.  
The row containing the selected asset will be highlighted.
3. Click **Sell** on the Tasks bar.  
or  
You can select Functions > **Sell** from the right-click menu.  
The **Sell Asset** window opens displaying the Asset code and Asset name of the selected asset.
4. Enter the **Disposal date** of the small business pool asset.  
The **Disposal date** must be within the current year.  
Enter the **Disposal date** in the format dd/mm/yyyy or select it from the drop-down calendar. You can also select **Today’s** date from the drop-down calendar.  
The default Disposal date is the **Year end date** for the opened year.  
The **Current closing w.d.v** is a read only field displaying the closing written down value immediately prior to selling the asset, i.e., the taxable value less the full year’s depreciation.
5. Enter the **Termination value**.  
The termination value is the amount received for the asset when it was sold or disposed of.  
The default value is 0.00.  
This is a numeric field of a maximum of 27 digits including 2 decimal places.
6. Enter the **Average private use %** of the small business pool asset.

---

The **Average private use %** is calculated from the sum of all the previous year's private use % divided by the number of years the asset was in the register. For example, if you originally loaded the asset from another accountant's schedule, you will need adjust the value to take into account the years it was in the other accountant's register.

The **Taxable termination value** is a calculated field and you cannot enter a value.

Taxable termination value = Termination value x (1 - Average private use %)

If the assets is a motor vehicle that was over the relevant **Cost limit** when it was added to the small business pool, then the **Taxable termination value** is further adjusted to take into account the **Cost limit**.

7. Click **OK**.

The database is updated with the sold small business pool asset. On the **Assets Listing** page, the entry line for the sold asset will be greyed out but the asset will still be visible.

### Related topics

[Selling a general or immediate deductible asset](#)

[CPI rates table](#)

[Capital gains tax](#)

[Reversing the sale of an asset](#)

[Consolidating sold pooled assets](#)

[Writing off a small business pool](#)

## CPI rates table

### *Australia only*

The Consumer Price Index (CPI) rates, that are used for the indexation method to calculate capital gains tax, are listed in the following table.

Rate	Start date	End date
71.3	01-Jul-85	30-Sept-85
72.7	01-Oct-85	31-Dec-85
74.4	01-Jan-86	31-Mar-86
75.6	01-Apr-86	31-Jun-86
77.6	01-Jul-86	30-Sept-86
79.8	01-Oct-86	31-Dec-86

<b>Rate</b>	<b>Start date</b>	<b>End date</b>
81.4	01-Jan-87	31-Mar-87
82.6	01-Apr-87	30-Jun-87
84	01-Jul-87	30-Sept-87
85.5	01-Oct-87	31-Dec-87
87	01-Jan-88	31-Mar-88
88.5	01-Apr-88	30-Jun-88
90.2	01-Jul-88	30-Sept-88
92	01-Oct-88	31-Dec-88
92.9	01-Jan-89	31-Mar-89
95.2	01-Apr-89	30-Jun-89
97.4	01-Jul-89	30-Sept-89
99.2	01-Oct-89	31-Dec-89
100.9	01-Jan-90	31-Mar-90
102.5	01-Apr-90	30-Jun-90
103.3	01-Jul-90	30-Sept-90
106	01-Oct-90	31-Dec-90
105.8	01-Jan-91	31-Mar-91
106	01-Apr-91	30-Jun-91
106.6	01-Jul-91	30-Sept-91
107.6	01-Oct-91	31-Dec-91
107.6	01-Jan-92	31-Mar-92
107.3	01-Apr-92	30-Jun-92
107.4	01-Jul-92	30-Sept-92
107.9	01-Oct-92	31-Dec-92
108.9	01-Jan-93	31-Mar-93
109.3	01-Apr-93	30-Jun-93
109.8	01-Jul-93	30-Sept-93
110	01-Oct-93	31-Dec-93

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Rate	Start date	End date
110.4	01-Jan-94	31-Mar-94
111.2	01-Apr-94	30-Jun-94
111.9	01-Jul-94	30-Sept-94
112.8	01-Oct-94	31-Dec-94
114.7	01-Jan-95	31-Mar-95
116.2	01-Apr-95	30-Jun-95
117.6	01-Jul-95	30-Sept-95
118.5	01-Oct-95	31-Dec-95
119	01-Jan-96	31-Mar-96
119.8	01-Apr-96	30-Jun-96
120.1	01-Jul-96	30-Sept-96
120.3	01-Oct-96	31-Dec-96
120.5	01-Jan-97	31-Mar-97
120.2	01-Apr-97	30-Jun-97
119.7	01-Jul-97	30-Sept-97
120	01-Oct-97	31-Dec-97
120.3	01-Jan-98	31-Mar-98
121	01-Apr-98	30-Jun-98
121.3	01-Jul-98	30-Sept-98
121.9	01-Oct-98	31-Dec-98
121.8	01-Jan-99	31-Mar-99
122.3	01-Apr-99	30-Jun-99
123.4	01-Jul-99	30-Sept-99

### Related topics

[Selling an asset](#)

[Capital gains tax](#)

[Reversing the sale of an asset](#)

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## Capital gains tax

### ***Australia only***

Capital gains tax (CGT) is payable on the capital gain made on the disposal of an asset which was acquired on or after 20 September 1985. A capital gain is the difference between the cost of your asset and the proceeds from its sale. A capital loss occurs when your proceeds are less than the total outlay of the asset.

There are 2 methods to calculate capital gains tax (CGT):

### ***Discount***

A discount of 50% for individuals or 33.3% for superannuation funds is applied before including the capital gain as taxable income.

You can use the discount method to calculate your capital gain if:

- you are an individual, trust or complying superannuation entity.
- a CGT event happens in relation to an asset you own.
- the CGT event occurred after 11:45am on 21 September 1999.
- you acquired the asset at least 12 months before the CGT event.
- you did not choose to use the indexation method.

### ***Indexation***

The indexation method increases each amount included in an element of the cost base (other than the costs of owning the asset) by an indexation factor. The indexation factor is calculated using the consumer price index (CPI).

You can use the indexation method to calculate your capital gain if:

- a CGT event happened to an asset you acquired before 11:45am on 21 September 1999.
- you owned the asset for 12 months or more.

If you are not a company and you meet the criteria above, and you want to use the indexation method, you may choose to do so, otherwise the discount method will apply.

If you are a company (other than a listed investment company) and the capital gains meets the criteria above, you must use the indexation method to calculate the capital gain.

There are some exceptions to the requirement that you must have owned an asset for at least 12 months for indexation to apply. You can use the indexation method if you:

- acquired a capital gain tax asset as a legal personal representative or a beneficiary of a deceased estate. The 12-month requirement is satisfied if the deceased acquired the asset 12 months or more before you disposed of it.

- 
- acquired an asset as the result of a marriage or relationship breakdown. You will satisfy the 12-month requirement if the combined period your spouse and you owned the asset is more than 12-months.

### **Related topics**

[Selling a general or immediate deductible asset](#)

[Selling a small business pool asset](#)

[CPI rates table](#)

[Selling an asset](#)

[Reversing the sale of an asset](#)

## Reversing the sale of an asset

You can unsell an asset that has been incorrectly sold or part sold. All entries created by the sale of an asset will be reversed.

When you undo the sale of an asset, MYOB Assets Live will:

- debit the asset control group with the original cost of the asset.
- credit the Realisation account with the original cost of the asset.
- (Australia) debit the Realisation account with the calculated total depreciation.
- (Australia) credit the Accumulated depreciation account with the calculated total depreciation for the asset.
- calculate the profit / loss on sale and credits / debits the profit or loss on sale accounts as appropriate.
- debit or credit the Realisation account with the profit or loss on sale.
- calculate the capital gain taxable (Australia only) and non-taxable amounts and debit the appropriate accounts.
- credit the Realisation account with the gross capital gain.
- in integrated mode, the appropriate entries are posted to the general ledger depending on whether accounting or taxation depreciation calculations are integrated. The entries are dated with the disposal date.

---

**Note:** You can only undo the sale of an asset in the year it was sold.

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### ***To undo the sale of an asset***

1. Open the **Assets Listing** page.  
See “Opening an asset year” on page 304.
2. Select the sold asset that is to be unsold.



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The row containing the selected asset is highlighted.

3. Click **Unsell** on the Tasks bar.

or

You can select Functions > **Unsell** from the right-click menu.

A message is displayed requesting confirmation to unsell the selected asset.

4. Click **Yes**.

The selected sold asset is unsold and reverts to an active asset for the current and subsequent years. All entries created by the sale of the asset are reversed.

or

Click **No**.

The selected sold asset remains sold. No changes regarding the sold asset are made.

### **Related topics**

[Selling an asset](#)

[Moving an asset to another control group](#)

[Deleting an asset](#)

# Pooled assets

## ***Australia only***

MYOB Assets Live caters for 2 types of pooled assets:

### ***Low value***

Depreciating assets that have GST credits or adjustment costs, or have an adjustable opening value / written down value of less than \$20,000 may be added to a low value pool and depreciated at the relevant pool rate.

- When assets are first added to the low value pool they are depreciated at the rate of 18.75% for the current year.
- The rate is 37.5% for subsequent years.

---

**Note:** These rates will be used regardless of when you allocate the asset to the pool during the year.

---

The decline in value of an asset that you hold jointly with others is worked out on the cost of your interest in the asset. This means that if you hold an asset jointly and the cost of your interest in the asset or the opening adjustable value of your interest is less than \$20,000, you can allocate your interest in the asset to your low value pool.

When you allocate an asset to the pool, you must make a reasonable estimate of the private use percentage that will be for a taxable purpose over its effective life (for a low cost asset) or the effective life remaining at the start of the income year for which it was allocated to the pool (for a low value asset). It is this taxable use percentage of the cost or opening adjustable value that is written off through the low value pool.

Once you choose to create a low value pool and a low cost asset is allocated to the pool, you must pool all other low cost assets that you start to hold in that income year and in later income years. However, this rule does not apply to low value assets. You can decide whether or not to allocate low-value assets to the pool on an asset-by-asset basis.

### ***Small business***

If you are a small business entity with an aggregated turnover of less than \$2 million you can choose to use the simplified depreciation rules. The simplified depreciation rules are an alternative way to the uniform capital allowances method, of calculating depreciation.

If you are using the simplified depreciation rules, you can add certain assets to a small business pool.

If you choose to use the simplified depreciation rules, you must apply them to **all** the assets that the rules apply to.

### **Related topics**

[Low value pooled assets](#)

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[Small business pooled assets](#)  
[Consolidating sold pooled assets](#)  
[Selling a general or immediate deductible asset](#)  
[CPI rates table](#)  
[Capital gains tax](#)  
[Reversing the sale of an asset](#)  
[Selling a small business pool asset](#)  
[Selling a low value pool asset](#)  
[Transferring an asset to a pool](#)

## Low value pooled assets

### ***Australia only***

For a low value pool, you can:

- add depreciating assets with a cost or opening adjustable value of less than \$20,000.

These can be assets purchased during the current year or assets that have been previously depreciated.

- add certain depreciating assets of primary producers, other landholders and rural land irrigation water providers used in landcare operations.
- only include one low-value pool.

Once you choose to allocate a low-cost asset to a low value pool, you must allocate to the pool all other low cost assets you hold in that year and in future years.

- The following assets **cannot** be allocate to a low-value pool:
  - Assets for which you previously calculated depreciation deductions using the prime cost method.
  - Horticultural plants, including grapevines.
  - Assets for which you can claim deductions under the simpler depreciation rules.
  - Certain assets you use to conduct research and development activities.
  - Portable electronic devices.

See the [ATO](#) for more information.

### **Related topics**

[Pooled assets](#)  
[Small business pooled assets](#)

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[Consolidating sold pooled assets](#)  
[Selling a general or immediate deductible asset](#)  
[CPI rates table](#)  
[Capital gains tax](#)  
[Reversing the sale of an asset](#)  
[Selling a small business pool asset](#)  
[Selling a low value pool asset](#)  
[Transferring an asset to a pool](#)

## Small business pooled assets

### ***Australia only***

For a small business pool, you can:

- add assets more than \$6,500 in value and acquired up to 31 December 2013 to the small business pool.

Add assets more than \$1,000 in value and acquired between 1 January 2014 and 11 May 2015 to the small business pool.

Add assets more than \$20,000 in value and acquired on or after 12 May 2015 to the small business pool.

These can be either assets purchased in the current year or assets that have been previously depreciated.

Any private use will be taken into account when the asset is added to the pool.

Certain assets do not qualify to be added to a small business pool. These may include:

- assets you rent or lease to others
- assets allocated to a low value pool
- horticultural plants
- software
- capital works.

See the [ATO](#) for further information.

For some assets, you can elect to add them to a small business pool or not. Once you make a choice you cannot change it. See the ATO for more information.

Examples of these may include:

- assets used in primary produce
- software
- assets held before 1 July 2001.

---

**Tip:** Assets under \$6,500 and acquired up to 31 December 2013, can be immediately written off and should be added to the asset register as an immediate deductible asset instead of adding them to the small business pool. You will be prompted in MYOB Assets Live to do this, if you attempt to add an asset whose value is under \$6,500 to the pool.

For assets acquired between 1 January 2014 and 11 May 2015, an immediate write off of \$1,000 applies. From 12 May 2015 the write off is \$20,000. You will be prompted by MYOB Assets Live to add it as an immediate deductible asset.

---

- Newly acquired assets added to the pool will be depreciated at 15% in the first income year, regardless of when they were acquired during that year.
- Previously depreciated assets will be depreciated at 30%.
- For motor vehicles added to the pool, the first \$5,000 will be written off. Any balance over this amount will be depreciated at 15% in the first year.

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**Note:** This only applies to motor vehicles added before 31 December 2013.

If an asset is added on or after 1 January 2014, the \$5,000 immediate write off does not apply.

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After the first year, the remaining value of the motor vehicle is depreciated at the rate of 30%.

- If the private use of the asset changes, an adjustment will be made to the pool so that the correct amount of depreciation is claimed.

---

**Note:** This is only done if the private use changes by more than 10% and only in the first 4 years after purchasing the asset.

---

- If you are loading assets from say another accountant's schedule of assets, or from another accounting system, you can select the **Asset came from an existing SB Pool** checkbox. This will ensure that the pool total is not reduced again by the private use, and will also ensure that the correct journals are raised.

### ***Writing off a small business pool***

If the pool balance prior to depreciation for a year falls below the pool write off threshold, the entire small business pool will be written off.

MYOB Assets Live will take into account the Opening written down value, the Taxable value of the assets added to the pool and the Taxable termination value of assets that have been disposed of. If this is under the pool threshold for that tax year, (e.g., \$6,500 up to 31 December 2014, \$1,000 between 1 January 2014 and 11 May 2015, and \$20,000 from 12 May 2015) the entire pool will be written off. The depreciation

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will be adjusted appropriately so that the closing written down value of the pool (and all assets in the pool) is zero.

### **Related topics**

[Low value pooled assets](#)

[Pooled assets](#)

[Consolidating sold pooled assets](#)

[Selling a general or immediate deductible asset](#)

[CPI rates table](#)

[Capital gains tax](#)

[Reversing the sale of an asset](#)

[Selling a small business pool asset](#)

[Selling a low value pool asset](#)

[Transferring an asset to a pool](#)

## Consolidating sold pooled assets

### ***Australia only***

When an asset in a low value or small business pool is sold, the ATO requires that the pool total be reduced by the **Taxable termination value**. For pooled assets there is no profit or loss on sale. As a result, the **Closing written down value** of an individually sold asset is generally not zero. Consequently, the remaining balance of any sold assets must be carried forward as part of the pool total and continue to be depreciated.

Rather than have a lot of sold assets appear in the register in future years, the **Opening written down value** of all the individually sold assets are amalgamated into one **Consolidated sold asset**, which continues to be depreciated at 30% for a small business pool asset and at 37.5% for a low value pool asset (as it makes up a part of the pool total).

Although it may seem strange to carry the sold asset's **Opening written down value** forward into future years and continue to depreciate them, this is just an anomaly of how the ATO have designed small business pools and low value pools (see the [ATO](#)). The **Consolidated sold asset** is also required in order that the columns of data in reports and onscreen continue to add up and that the correct amount of depreciation is claimed.

The **Consolidated sold asset** cannot be edited, sold, unsold or deleted. It does not belong to any particular control group. The **Consolidated sold asset** only appears when it is needed, e.g., it never appears in the first year register and will only appear in the year after assets are sold.

If the pool is under the threshold and is completely written off, then there will be no **Consolidated sold asset** in the subsequent year(s).

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## Related topics

[Low value pooled assets](#)

[Small business pooled assets](#)

[Selling a general or immediate deductible asset](#)

[CPI rates table](#)

[Capital gains tax](#)

[Reversing the sale of an asset](#)

[Selling a small business pool asset](#)

[Transferring an asset to a pool](#)

## Transferring an asset to a pool

### *Australia only*

You can transfer a single general asset to a low value pool or small business pool.

An asset can be transferred in the year of purchase or in a subsequent year. If you transfer the asset in the year of purchase, the value contributed to the pool is the cost price. If you roll the asset over to next year and **then** transfer, the rolled over general asset is converted to sold one and a new pool asset is created (the general asset in the previous year can't be edited or sold).

### *To transfer an asset to a pool*

1. Open the **Assets Listing** page.  
See "Opening an asset year" on page 304.
2. Select the asset that is to be transferred to pool.  
The row containing the asset must highlighted.
3. Click **Transfer to low value pool** or **Transfer to small business pool** on the Tasks bar.

or

You can select Functions > **Transfer to low value pool** or **Transfer to small business pool** on the right-click menu.

---

**Note:** These options will be greyed out if the selected asset is already in a pool.

---

A confirmation message displays.

4. Click **OK**.  
The asset is transferred to the pool and the **Assets Listing** page is updated.

---

## **Related topics**

[Selling an asset](#)

[Reversing the sale of an asset](#)

[Deleting an asset](#)

[Editing an asset](#)

[Managing assets](#)

[Deleting a control group](#)

[Control group templates](#)

[Moving an asset to another control group](#)

## ***Australia only***



# Reports

The following reports can be generated for Taxation assets:

- (Australia) “Low value pool schedule” (see page 417)
- (Australia) “Small business pool schedule” (see page 418)
- “Tax schedule” (see page 419)
- “Journal summary - Taxation” (see page 421).

The following reports can be generated for Accounting assets:

- “Accounting schedule” (see page 422)
- “Journal summary - Accounting” (see page 424).

Reports are available for all asset years included in the asset register irrespective of their status.

## Related topics

[Reports toolbar options](#)

## Low value pool schedule

### *Australia only*

The Low Value Pool Schedule report contains a list of all the assets in the low value pool. This is a detailed report which can be simplified for clients by providing them with a Client Summary of the Low Value Pool Schedule report.

### *To generate a low value pool schedule report*

1. Open the **Assets Listing** page  
See “Opening an asset year” on page 304.
2. Select Reports > **Low value pool schedule** on the main menu.  
The **Report Options — Low value Pool Schedule** window opens.  
The **Date range** is automatically set to the current asset register year and cannot be changed.
3. Click **OK**.  
To generate the report.  
The **Low value pool schedule** report is displayed as a web html page.

### *To generate a client summary of low value pool report*

1. Open the **Assets Listing** page.  
See “Opening an asset year” on page 304.

- 
2. Select Reports > **Low value pool schedule** on the main menu.  
The **Report Options — Low value Pool Schedule** window opens.  
The **Date range** is automatically set to the current asset register year and cannot be changed.
  3. Select the **Client summary** checkbox.
  4. Click **OK**.  
To generate the report.
  5. Use the toolbar options of the **MYOB Assets: Low Value Pool Schedule Report** window to search, print and/or save the report.  
See “Reports toolbar options” on page 429.

### **Related topics**

[Small business pool schedule](#)

[Tax schedule](#)

[Journal summary - Taxation](#)

[Additions and disposals](#)

[Full schedule](#)

[Reports toolbar options](#)

[Printing a report](#)

[Saving a report](#)

[Searching in a report](#)

## Small business pool schedule

### ***Australia only***

The Small Business Pool Schedule report contains a list of all the assets in the small business pool. This is a detailed report which can be simplified for clients by providing them with a Client Summary of the Small Business Pool Schedule report.

### ***To generate a small business pool schedule report***

1. Open the **Assets Listing** page.  
See “Opening an asset year” on page 304.
2. Select Reports > **Small business pool schedule** on the main menu.  
The **Report Options — Small Business Pool Schedule** window opens.  
The **Date range** is automatically set to the current asset register year and cannot be changed.

- 
3. Click **OK**.  
To generate the report.
  4. Click **OK**.  
The Small business pool schedule report is displayed as a web html page.

***To generate a client summary of the small business pool schedule report***

1. Open the **Assets Listing** page.  
See “Opening an asset year” on page 304.
2. Select Reports > **Small business pool schedule** on the main menu.  
The **Report Options — Small Business Pool Schedule** window opens.  
The **Date range** is automatically set to the current asset register year and cannot be changed.
3. Select the **Client summary** checkbox.
4. Click **OK**.  
To generate the report.
5. Use the toolbar options of the **MYOB Assets: Small Business Pool Schedule Report** window to search, print and/or save the report.  
See “Reports toolbar options” on page 429.

**Related topics**

[Tax schedule](#)

[Journal summary - Taxation](#)

[Reports toolbar options](#)

[Searching in a report](#)

[Printing a report](#)

[Saving a report](#)

## Tax schedule

The Tax Schedule report contains a list of all Taxation assets in an asset register which is **Taxation only** or **Accounting and Taxation**. In Australia, a summary of any assets in the small business and low value pool is provided.

A Tax Schedule report is divided into 3 sections:

- header
- footer

- 
- content.

The report will be displayed in landscape orientation. The header of the Tax Schedule report displays the client name, ABN (Australia) / IRD (New Zealand), report name and date period of the report.

### **To generate a Tax schedule report**

1. Open the **Assets Listing** page.

See “Opening an asset year” on page 304.

2. Select Reports > **Tax schedule** on the main menu.

The **Report Options — Tax Schedule Report** window opens.

3. Select the **Date range** for the report.

By default, the **Starting from** and **Ending on** dates are those associated with the launched asset year. The **Starting from** date cannot be changed. The **Ending on** date can be changed, if required. The **Ending on** date must be within the current year.

To change the **Ending on** date, enter a date in the format dd/mm/yyyy or select a different date from the drop-down calendar. Click **Today** on the drop-down calendar to use the current date.

---

**Note:** (Australia) The **Ending on** date has no affect on assets in the small business pool section (at the bottom of the report).  
All assets in the small business pool are always reported on for the full tax year.

---

4. By default, the **Include assets fully depreciated in prior year** checkbox is selected.

Deselect the checkbox if you do not want to include assets that were fully depreciated in the prior year.

5. Click **OK**.

To generate the report.

6. Click **OK**.

The Tax Schedule report is displayed as a web html page.

7. Use the toolbar options of the **MYOB Assets: Tax Schedule Report** window to search, print and/or save the report.

See “Reports toolbar options” on page 429.

### **Related topics**

(Australia) [Small business pool schedule](#)

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[Journal summary - Taxation](#)

[Reports toolbar options](#)

[Searching in a report](#)

[Printing a report](#)

[Saving a report](#)

## Journal summary - Taxation

The Journal Summary report contains a list of all the journals and their associated amounts that have been mapped to assets of a control group.

A Journal Summary report is divided into 3 sections:

- header
- footer
- content.

The report will be displayed in portrait orientation. The header of the Journal Summary report displays the client name, ABN (Australia) / IRD (New Zealand), report name and date period of the report.

The Journal Summary report is divided into:

- General and Immediate deductible assets
- (Australia) Small Business Pool Assets
- (Australia) Low Value Pool Assets.

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**Note:** (Australia) A Journal Summary report can be generated if you are in integrated or non-integrated mode and with mapped or non-mapped accounts.

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### ***To generate a Journal summary report***

1. Open the **Assets Listing** page.  
See “Opening an asset year” on page 304.
2. Select Reports > **Journal summary** on the main menu.  
The **Report Options — Journal Summary** window opens.  
The **Date range** is automatically set to the current asset register year and cannot be changed.
3. Click **OK**.  
The **Report: Journal Summary** window opens for the client as a web html page.  
The columns displayed for a Journal Summary report are:

- 
- Account code
  - Description
  - Debits
  - Credits.

If you have no linked account groups, no account code is listed in the Journal Summary report.

4. Use the toolbar options of the **MYOB Assets: Journal Summary Report** window to search, print and/or save the report.

See “Reports toolbar options” on page 429.

### **Related topics**

(Australia) [Small business pool schedule](#)

[Tax schedule](#)

[Reports toolbar options](#)

[Searching in a report](#)

[Printing a report](#)

[Saving a report](#)

## Accounting schedule

The Accounting Schedule report contains a list of all Accounting assets in the asset register.

An Accounting Schedule report is divided into 3 sections:

- header
- footer
- content.

The report will be displayed in landscape orientation. The header of the Accounting Schedule report displays the client name, ABN (Australia) / IRD (New Zealand), report name and date period of the report.

### ***To generate an Accounting schedule report***

The Accounting Schedule report is generated for Accounting assets similar in a similar manner to the Taxation schedule.

The report requires these **Report Options**:

1. **Start Date.** This defaults to the beginning of the asset register year and cannot be changed.

- 
2. **End Date.** If the date entered is not within the financial year the error message 'Invalid date, Ending on date must be within the current financial year.' will prompt you to make the necessary change.

The preview of the report identifies the:

- Client Name
- (Australia) ABN
- (New Zealand) IRD
- Report Name
- Starting from
- Ending on.

For each asset the report lists:

- Asset Code
- Asset Description
- Acquisition Date
- Private Use %
- Original Cost
- Depreciation %
- Disposal Value
- Method
- Original Cost
- Opening w.d.v
- Profit (Loss on sale)
- Closing Written Down Value
- (Australia) YTD
- (New Zealand) YTD Depn.

The report lists totals for:

- Original Cost
- Opening W.D.V
- Assessable
- Deductible
- Closing Written Down Value
- (Australia) YTD
- (New Zealand) YTD Depn.

The report lists the Assessable (Profit) or Deductible (Loss):

- 
- If Termination Value is more than the Closing asset value (CAV) then  
Assessable (Profit) = Termination Value - CAV
  - If Termination Value is less than the CAV then  
Deductible (Loss) = CAV - Termination Value

### Related topics

[Reports](#)

[\(Australia\) Low value pool schedule](#)

[\(Australia\) Small business pool schedule](#)

[Tax schedule](#)

[Journal summary - Taxation](#)

[Journal summary - Accounting](#)

[Additions and disposals](#)

[Full schedule](#)

[\(Australia\) Small business pool schedule](#)

## Journal summary - Accounting

The Journal Summary - Accounting report is the similar to the Journal Summary - Taxation report. The difference is that the assets and asset transactions included in the report must belong to an Asset Register set up for **Accounting Depreciation**. In Australia, none of these assets can belong to a pool.

The Journal Summary - Accounting report distinguishes between General and Immediate deductible assets and is divided into 3 sections:

- header
- footer
- content.

The report will be displayed in portrait orientation. The header of the report displays the client name, ABN (Australia) / IRD (New Zealand), report name and date period of the report.

The Journal Summary report is divided into General and Immediate deductible assets.

The report identifies the:

- Client Name
- (Australia) ABN
- (New Zealand) IRD
- Report Name
- Starting from



- Ending on.

For each account with a non-zero balance the report lists:

- Account Code (listed in ascending order)
- Description (the name of the account)
- Debits
- Credits

Account balances for each account are derived as:

Debits (positive amounts)	Credits (negative amounts)
Depreciation	Accumulated depreciation
Private Use Balance sheet a/c	Private Use Profit & Loss a/c
Realisation	Profit on Sale
Loss on Sale	Cost for all the sold assets

### Related topics

[Reports](#)

[\(Australia\) Low value pool schedule](#)

[\(Australia\) Small business pool schedule](#)

[Tax schedule](#)

[Journal summary - Taxation](#)

[Additions and disposals](#)

[Full schedule](#)

[Accounting schedule](#)

[\(Australia\) Small business pool schedule](#)

## Additions and disposals

This report lists the assets that have been acquired and/or disposed during the current financial year by Asset Control Group. It provides information on the following:

- Asset Code.
- Accounting Acquisition date.
- Disposal date.
- Termination value.

The data displayed will be dependent on the Register Settings (see [Editing asset register settings](#) for more information). If the setting is:

- 
- **Accounting and Taxation**, both sections will be displayed and the information will be based on the Accounting Acquisition date.
  - **Accounting** only, only Accounting details are displayed and the information will be based on the Accounting Acquisition date.
  - **Taxation** only, only Taxation details are displayed and the information will be based on the Taxation Acquisition date.

### Accounting

- **Original Cost:** the amount is only displayed where the Accounting Acquisition Date is not in the current year, otherwise a nil amount is displayed.
- **Profit or loss on sale:** If loss on sale, the amount is enclosed in brackets. If profit on sale, the amount will not be enclosed in brackets.

### Taxation

(Australia) The taxation details are left blank for assets in a Low Value Pool or SB Pools.

- **Original Cost:** displays the Taxation Original Cost and any Additional Expenditures. The amount is only displayed where the Accounting Acquisition Date is not in the current year, otherwise a nil amount is displayed.
- **Profit or loss on sale:** If loss on sale, the amount is enclosed in brackets. If profit on sale, the amount will not be enclosed in brackets.

### *To generate the Additions and disposals report*

1. Open the **Assets Listing** page.  
See “Opening an asset year” on page 304.
2. Select Reports > **Additions and disposals** on the main menu.  
The **Report Options — Additions and disposals** window opens.
3. Select the **Date range** for the report.  
By default, the **Starting from** and **Ending on** dates are those associated with the launched asset year. The **Starting from** date cannot be changed. The **Ending on** date can be changed, if required. The **Ending on** date must be within the current year.  
To change the **Ending on** date, enter a date in the format dd/mm/yyyy or select a different date from the drop-down calendar. Click **Today** on the drop-down calendar to use the current date.
4. The **Additions** and **Disposals** checkboxes are both selected by default. If you do not wish to display these in the report, deselect the corresponding checkbox.

- 
5. Click **OK** to generate the report.  
The Additions and disposals report is displayed as a web html page.
  6. Use the toolbar options of the **MYOB Assets: Additions and Disposals Report** window to search, print and/or save the report.  
See “Reports toolbar options” on page 429.

### Related topics

#### [Reports](#)

(Australia) [Low value pool schedule](#)

(Australia) [Small business pool schedule](#)

[Tax schedule](#)

[Journal summary - Taxation](#)

[Journal summary - Accounting](#)

[Full schedule](#)

[Accounting schedule](#)

(Australia) [Small business pool schedule](#)

## Full schedule

The Full Schedule report lists the depreciation details for both Accounting and Taxation purposes for all assets by Asset Control Groups and (Australia) Pools.

This report provides the following information:

- **Asset code:** Followed by any applicable indicators (\*) as described on the report.
- **Asset description:** Description of the Asset.
- **Private use percentage:** This displays the Accounting Private Use percentage.
- **Acquisition / disposal date:** If integration is for Accounting, then the Accounting Acquisition Date is displayed; otherwise the Taxation Acquisition Date is displayed.

OR

Disposal Date for assets disposed in the current year is displayed.

- **Original cost:** This displays the Accounting Original Cost.
- **Additions or disposals:** For an asset disposed in the current year, this column displays the difference between Accounting Original Cost and consideration amount if the assets Accounting Acquisition Date is in the current year, otherwise the consideration amount will be displayed.

---

## Accounting

- Opening written down value.
- Depreciation method.
- Year-to-date depreciation: displays Accounting depreciation.
- Closing written down value.

## Taxation

- Opening adjustable value: displays the Taxation amount in the current year.
- Decline in value method or effective life: displays the Decline in Value method and effective life or depreciation rate.
- Year-to-date decline: displays the Taxation depreciation amount.
- Closing adjustable value.

## Pool details (Australia)

- The details of the pool will be displayed only if one of the balances is not zero. In other words, the details of a specific pool will not be displayed if it is not set up or if all balances are zero.
- Details of a pool are always shown for the whole of the year.

### *To generate a full schedule report*

1. Open the **Assets Listing** page.  
See “Opening an asset year” on page 304.
2. Select Reports > **Full schedule** on the main menu.  
The **Report Options — Full Schedule** window opens.  
The **Date range** is automatically set to the current asset register year. The end date can be changed if required.
3. Click **OK** to generate the report.  
The **Full schedule** report is displayed.

## Related topics

### [Reports](#)

(Australia) [Low value pool schedule](#)

(Australia) [Small business pool schedule](#)

### [Tax schedule](#)





[Journal summary - Taxation](#)

[Journal summary - Accounting](#)

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[Additions and disposals](#)  
[Accounting schedule](#)  
[Small business pool schedule](#)

## Reports toolbar options

Option	Description
	Search the contents of the report. See “Searching in a report” on page 429.
	Print the report. See “Printing a report” on page 430.
	Export the report in a specified format and save it. See “Saving a report” on page 431.
	Access help about the Reports toolbar options.


### Related topics

[Searching in a report](#)  
[Printing a report](#)  
[Saving a report](#)  
[Tax schedule](#)  
[Journal summary - Taxation](#)

## Searching in a report

You can search the contents of a report for specific information. The search results are highlighted in the report.

### *To search the contents of a report*

1. Open a report.  
See “Tax schedule” on page 419 or “Journal summary - Taxation” on page 421.
2. Click  on the toolbar.  
The **Search** window opens.
3. Enter the search text into the **Find what** field.

- 
4. Select the **Match whole word only** checkbox, if required.  
If this option is selected, the search engine will look for items that match the entire word string entered in the **Find what** field.
  5. Select the **Match case** checkbox, if required.  
If this option is selected, the search engine will look for items that match the case of the search text entered in the **Find what** field.
  6. Select whether the search will occur in ascending (**Up**) or descending (**Down**) order.
  7. Click **Find Next**.  
The search function highlights the results in the report.
  8. Click **Find Next** again to move to the next instance of the search text.
  9. Click **Cancel**.  
The **Search** window is closed.

### **Related topics**

[Reports toolbar options](#)

[Printing a report](#)

[Saving a report](#)


(Australia) [Small business pool schedule](#)

[Tax schedule](#)

[Journal summary - Taxation](#)

## Printing a report

### ***To print the whole report***

1. Open a report.  
See “Tax schedule” on page 419 or “Journal summary - Taxation” on page 421.
2. Click  on the toolbar.  
The whole report is printed to your connected printer.

### **Related topics**

[Reports toolbar options](#)

[Searching in a report](#)

[Saving a report](#)

(Australia) [Small business pool schedule](#)

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[Tax schedule](#)  
[Journal summary - Taxation](#)

## Saving a report

You can save a report in one of the following formats:

- pdf
- xls
- xlsx
- mht
- txt
- csv.

### ***To save a report***

1. Open a report.  
See “Tax schedule” on page 419 or “Journal summary - Taxation” on page 421.
2. From the format type toolbar drop-down, select the export format of the report.
3. Click  on the toolbar.  
The **File Download** window opens.
4. Click **Open** to open the file in the corresponding application.
5. Click **Save** to save the file to a specified location.  
Once saved the file can be opened in the corresponding application.

### **Related topics**

[Searching in a report](#)  
[Printing a report](#)  
[Reports toolbar options](#)  
(Australia) [Small business pool schedule](#)  
[Tax schedule](#)  
[Journal summary - Taxation](#)

# Migrating data

You are only able to migrate data into a newly created MYOB Assets Live asset register. The **Migrate data** option on the Tasks bar is only available when creating a new asset register in MYOB Assets Live.

---

**Note:** For AOGL, (New Zealand) AE AMS, and (Australia) Assets 2.4, if there are any journals posted in the migrated ledger, you may see duplicated journals posted if you resubmit journals via MYOB Assets Live. A warning message will be logged in Migration Log.  
(New Zealand) For AE AMS, if there are any pooled assets, they will be migrated as general assets and will be depreciated individually.

---

MYOB Assets Live enables you to migrate:

## MYOB AE Assets 2.4 data

### *Australia only*

You are only able to migrate data from your MYOB AE Assets 2.4 asset register to MYOB Asset Live on an individual client basis.

### *Restrictions and conditions for migration*

- You can only migrate MYOB AE Assets 2.4 data into a newly created MYOB Assets Live asset register. That is, you cannot migrate MYOB AE Assets 2.4 data into an existing MYOB Assets Live asset register which already contains data.
- Data can only be migrated from the year end 2013 or later.

### *What type of data can be migrated*

- Small business pooled assets, low value pooled assets and non-pooled or general assets.
- Taxation data and accounting data.

---

**Note:** You cannot migrate assets created with accounting data as MYOB Assets Live does not support migration of accounting data.

---

- Integrated and non-integrated assets.
- Association types — only location is supported for migration.

However, other association types like Asset type, Cost centre and Supplier data will be migrated to the **Notes** section of the asset in MYOB Assets Live.

### *What data and fields will not be migrated*

- Control asset
- Part Sell
- Impairment loss



- 
- Balancing adjustment offset
  - Additional depreciable expenditure
  - Private Use Balance Sheet Account Code (this value needs to be manually added after migration).

***What features are not included in migration***

- Revalue
- Allocate and Deallocate.

---

**Note:** For Assets 2.4 and AOGL, if there are any journals posted in the migrated ledger, you may see duplicated journals posted if you resubmit journals via MYOB Assets Live. A warning message will be logged in Migration Log.

---

For more information on missing features during migration, see “Handling special transactions” on page 456.

***What if...***

- A client has an asset register with a single invalid asset?  
This will still be migrated to Assets Live.
- A client has a sub asset created under a Control asset?  
The sub asset will be migrated as general asset.

**MYOB AE AMS**

***New Zealand only***

You are only able to migrate data from your MYOB AE AMS asset register to MYOB Asset Live on an individual client basis.

***Restrictions and conditions for migration***

- You can only migrate MYOB AE AMS data into a newly created MYOB Assets Live asset register. That is, you cannot migrate MYOB AE AMS data into an existing MYOB Assets Live asset register which already contains data.
- Data can only be migrated from the year end 2013 or later.
- Data can only be migrated from the beginning of a year period.

***What type of data can be migrated***

- General assets.
- Taxation data and accounting data.
- Integrated assets.

- 
- Location, serial number, units, premium due date and insured value are supported for migration.

***What type of data will not be migrated***

- Control asset
- Part Sell
- Depreciation Limit
- Capital Gain %
- The following depreciation methods are not supported in MYOB Assets Live, and will be migrated as Straight Line with 0% depreciation rate:
  - Replacement
  - Units of usage
- Incidental costs.

***What features are not included in migration***

- Revalue.

---

**Note:** For AE AMS, if there are any journals posted in the migrated ledger, you may see duplicated journals posted if you resubmit journals via MYOB Assets Live. A warning message will be logged in Migration Log.

If there are any pooled assets in AE AMS, these will be migrated as general assets and depreciated individually. A warning message for this action will be logged for all AE AMS migrations (even if there aren't any pooled assets).

---

For more information on missing features during migration, see "Handling special transactions" on page 381.

***What if***

- A client has an asset register with a single invalid asset?  
This will still be migrated to Assets Live.
- A client has a sub asset created under a Control asset?  
The sub asset will be migrated as a general asset.
- A client has an asset register with a leased asset?  
The asset will be migrated as a general asset with Diminishing value and Depreciation rate 0%, and a message is logged for this action.
- A client has assets with different depreciation rate year % values?  
The rate year 2+% will be migrated. A warning message will also be logged.
- A client has a pooled control group with assets?

---

The pooled assets will be migrated as general assets and depreciated individually. A warning message will also be logged.

### **MYOB AO Classic data**

You are only able to migrate data from your MYOB AO Classic Fixed Assets register to MYOB Asset Live on an individual client basis.

#### ***Restrictions and conditions for migration***

- You can only migrate MYOB AO Classic data into a newly created MYOB Assets Live asset register. That is, you cannot migrate MYOB AO Classic data into an existing MYOB Assets Live asset register which already contains data.
- Data can only be migrated from the year end 2013 or later.
- Data can only be migrated if it has been rolled over and finalised for the year.
- (Australia) All the small business pooled assets from MYOB AO Classic are linked to a temporary control group called Small Business Pool in MYOB Assets Live.
- (Australia) All the low value pooled assets from MYOB AO Classic are linked to a temporary control group called Low Value Pool in MYOB Assets Live.
- (Australia) MYOB AO Classic assets which have been classified as low value pooled assets will only be migrated as low value pooled assets to MYOB Assets Live, if the depreciation rate has been defined as 37.5%. If the depreciation rate is not 37.5%, then these assets will be migrated as small business pooled assets.

---

**Tip:** (Australia) If you want to migrate MYOB AO Classic low value pooled assets to MYOB Assets Live, ensure that depreciation rate for these assets is set to 37.5%.

---

- General assets that are not originally part of a control group in MYOB AO Classic will be placed in a temporary control group when migrated to MYOB Assets Live.
- (Australia) Assets that are not part of a small business pool, but appear as if they should be, are placed in a temporary small business pool control group when migrated to MYOB Assets Live.
- (New Zealand) Assets with Straight Line (years) having residual value will be migrated under Accounting in MYOB Assets Live. Straight Line method under Taxation in MYOB Assets Live does not support residual value.

#### ***What type of data can be migrated***

- (Australia) Small business and low value pooled assets and non-pooled or general assets.
- (New Zealand) General assets.
- Assets that have been linked to unidentified pools.

---

### ***What data and fields will not be migrated***

- Inactive transactions
- Assets without a purchase date.

### ***What if...***

- A client has a blank assets register?  
The migration to MYOB Assets Live will fail.
- A client has an assets register with a single invalid asset?  
This will still be migrated to MYOB Assets Live.
- Client data has a singular asset entry?  
The data is migrated as an orphan and linked to a temporary control group.
- Client data does not include groups, headers, defaults or totals and only includes assets?  
The data is migrated to MYOB Assets Live. The assets are linked to a temporary control group.
- Client data contains a large range of used depreciation rates, where the method is diminishing value and groups exist?  
The data is imported as general assets.
- The asset has straight line depreciation with residual value?  
Data will be migrated with residual value under Accounting, but not under Taxation.

### **Related topics**

[Migrating MYOB AO Classic data](#)

[\(Australia\) Migrating MYOB AE Assets 2.4 data](#)

[\(New Zealand\) Migrating MYOB AE AMS data](#)

## Migrating MYOB AE Assets 2.4 data

### ***Australia only***

#### ***To migrate MYOB AE Assets 2.4 data***

1. Ensure that you are using a MYOB AE Assets 2.4 asset register that is from 2013 onwards.
2. Exit MYOB AE Assets 2.4 before you start the migration process.

- 
3. In integrated mode, configure the client's financial data source to be either a MAS ledger or Accounts ledger, as appropriate.  
See "Configuring a MAS ledger as the data source" on page 29 or "Configuring an Accounts ledger as the data source" on page 29.  
The ledger codes associated with the MAS ledger or Accounts ledger in MYOB AE Assets 2.4 will be displayed in MYOB Assets Live.
  4. In non-integrated mode, no configuration is required.  
Ensure that you select the checkbox in **Step 8**.  
You will be able to select your AST file in **Step 9**.
  5. Access an asset register from MYOB Assets Live.  
See "Accessing an asset register" on page 295.
  6. Select **Migrate data** on the Tasks bar.  
The **Migrate Data** window opens.
  7. Select **AE Assets 2.4 asset register** from the **Product** drop-down.
  8. If you are not integrated with a MAS or Accounts general ledger and have data in MYOB Assets 2,4 which you want to migrate to MYOB Assets Live, select the **Browse for Non Integrated asset register (AST File only)** checkbox.
  9. Select your MYOB **AE Assets 2.4 asset register**.  
If you are integrated with a MAS or Accounts ledger:
    - a. Click ellipsis button at the end of **AE Assets 2.4 asset register** field.  
The list of existing ledger codes for the asset register will be displayed.
    - b. Select a ledger code.
    - c. Click **OK**.  
If you are in non-integrated mode:
    - a. Click ellipsis button at the end of **AE Assets 2.4 asset register** field.
    - b. Browse for the appropriate AST file.  
The following **Ledger details** are automatically filled from the selected MYOB AE Assets 2.4 asset register:
    - Name
    - Year end
    - Start date
    - End date.

---

10. Click **OK**.

As the migration process starts a **Migration details** section will appear on the **Assets** tab, below the **General ledger details** section. You can view the status of migration process and see the results of the migration.

### **Related topics**

[Configuring a MAS ledger as the data source](#)

[Migrating data](#)

[Accessing an asset register](#)

[Migration results for MYOB AE Assets 2.4](#)

[Viewing information about MYOB AE Assets 2.4 migration](#)

## Migration results for MYOB AE Assets 2.4

### ***Australia only***

The results of migrating your MYOB AE Assets 2.4 asset register to MYOB Assets Live are listed in the **Migration details** section of the **Assets** tab.

As the migration proceeds you will notice that the statistics for the Year, Control Group, Locations and Assets will be displayed in the migration results table. You can track the results as they are processed in the order listed in the table. As the results are displayed, compare the values in the Source column (data from your MYOB AE Assets 2.4 asset register) with the Destination column (data that has been migrated to MYOB Assets Live). If the values agree the status column will display a tick giving you confidence that the migration was successful for that part of the data.

The control groups for migrating the data will be automatically created in the destination folder. Once all the data has been migrated, you can notice that all the assets to that particular control group will be migrated from the source control group to the destination control group.

If asset locations have been migrated, the list of locations can be viewed by accessing Maintenance > Associations > **Locations** from the main menu of the **Assets Listing** page.

If you have any Association types connected with your MYOB AE Assets 2.4 data, the Association types will be migrated. The Association types are displayed in the **Notes** section of the **Edit Assets** window **General** tab for the asset.

The Association types that will appear in Assets Live Notes are in the following table.

Assets 2.4		Assets Live
PFAssetAssociateType table		Notes section
AssetAssociateType	PFAssetAssociate	
Supplier	Description AddressLine1 AddressLine2 AddressLine3 AddressLine4 Contact Number1 Number2 Number3	SUPPLIER - Code, Description, AddressLine1, AddressLine2, AddressLine3, AddressLine4, Contact, Number1,Number2, Number3
Cost Centre	Description AddressLine1 AddressLine2 AddressLine3 AddressLine4 Contact Number1 Number2 Number3	COSTCENTRE - Code, Description, AddressLine1, AddressLine2, AddressLine3, AddressLine4, Contact, Number1,Number2, Number3
Asset type	Description AddressLine1 AddressLine2 AddressLine3 AddressLine4 Contact Number1 Number2 Number3	ASSETTYPE - Code, Description, AddressLine1, AddressLine2, AddressLine3, AddressLine4, Contact, Number1,Number2, Number3

Data for pooled assets is migrated to Assets Live as shown in the following table.

Taxation Asset	Migration log and Comment
Asset code	migrated as is
Asset name	migrated as is

<b>Taxation Asset</b>	<b>Migration log and Comment</b>
Asset control group	migrated as is
Acquisition date	migrated as is
Cost	migrated as is
Opening adjustable value	migrated as is
Private use %	% rounded to two decimal places
Pool contribution	migrated as is
<b>Accounting Asset</b>	
Asset code	migrated as is
Asset name	migrated as is
	Asset type - General Asset
Asset control group	migrated as is
Acquisition date	migrated as is
Start date	migrated as is
Depreciation method:	migrated as is
<ul style="list-style-type: none"> <li>Replacement value</li> </ul>	Migration log: "Asset has been migrated as Prime Cost with 0% rate since Assets does not support Replacement Value."
<ul style="list-style-type: none"> <li>Units of usage</li> </ul>	Migration log: "Asset has been migrated as Prime Cost with 0% rate since Assets does not support Units of Usage."
<ul style="list-style-type: none"> <li>Immediate write off</li> </ul>	Prime cost Depreciation Rate Year 1 = 100% Depreciation Rate Year 2 = 100% Message log: "Asset has been migrated as an IDA Asset with 100% rate."
<ul style="list-style-type: none"> <li>Diminishing value</li> </ul>	Diminishing value retain depreciation rates 1 & 2+
<ul style="list-style-type: none"> <li>Straight line (AE)</li> </ul>	Straight line retain depreciation rates 1 & 2+
Rate year 1	% rounded to two decimal places
Rate year 2+	% rounded to two decimal places



Taxation Asset	Migration log and Comment
Original cost	migrated as is
Salvage value	migrated for Straight Line only
Opening written down value	migrated as is
Accumulated private use	migrated as is
Accumulated depreciation	migrated as is
Private use %	% rounded to two decimal places
Private use balance sheet account	migrated as is

If a warning icon is displayed in the migration results table for any data type, view the assets migration log for more details on the error. See “Viewing information about MYOB AE Assets 2.4 migration” on page 441. Errors should be corrected before proceeding to use MYOB Assets Live. In order to correct errors:

- delete the asset register that was created in MYOB Assets Live during the migration and return to MYOB AE Assets 2.4 to correct the errors. Then run the migration again.
- or
- correct the errors in MYOB Assets Live.

---

**Tip:** As data is being migrated, you may see an *Unknown* migration status. This may occur if there is a temporary server disconnection. Please try the migration again after a short period. The connection should be restored. If the error persists, please contact MYOB Support.

---

### Related topics

[Migrating data](#)

[Accessing an asset register](#)

[Migrating MYOB AE Assets 2.4 data](#)

[Viewing information about MYOB AE Assets 2.4 migration](#)

## Viewing information about MYOB AE Assets 2.4 migration

### ***Australia only***

Once the migration process is complete, you can view the migration log at any time in the future from the **View migration log** option on the Tasks bar. As this option will always be enabled for asset registers that contain migrated data. The migration builds a migration log of messages.

The following situations cause the migration to fail and the Status to show a red X:

Migration has failed	Error written to the Migration log
Internet connection failure while doing migration	Unknown error occurred. <b>Note:</b> In this case the migration may have completed

These conditions do not stop the migration from completing:

Condition	Warning written to the Migration log
<p>If a sub <b>Asset</b> is migrated then there will be a difference in tally resulting in the warning.</p> <p>For example, if the ledger has the following:</p> <ul style="list-style-type: none"> <li>• Asset 1 - Normal Asset</li> <li>• Asset 2 - Control Asset</li> <li>• Asset 3 - Sub Asset</li> <li>• Asset 4 - Sub Asset</li> </ul> <p>Asset 2 control asset will not be migrated. But all the related sub Assets will migrate as normal assets.</p>	<p>In this case the Status shows a Yellow !. Warning message recorded reads "Control asset has not been migrated but all it's sub assets have been migrated."</p> <p>No action is required.</p>

These situations do not stop the migration from completing and the Status shows a Green Tick:

Condition	Message written to the Migration log
Assets that have been sold in the prior year will cause a difference in the tally of the assets.	In this case the Status shows a green tick. No warning is recorded in the log. No action is required.
Ledger has Normal Asset	In this situation no message is written.
Ledger has Control Group with Replacement Value (Depreciation Method)	Control Group has been migrated as Prime Cost with 0% rate since Assets does not support Replacement Value.
Ledger has Control Group with Units of Usage (Depreciation Method)	Control Group has been migrated as Prime Cost with 0% rate since Assets does not support Units of Usage.
Ledger has Control Group with Immediate write off (Depreciation Method)	Control Group has been migrated as Prime Cost with 100% rate since Assets does not support Immediate write off.

Condition	Message written to the Migration log
Ledger has Asset with Replacement Value (Depreciation Method)	Asset has been migrated as Prime Cost with 0% rate since Assets does not support Replacement Value.
Ledger has Asset with Units of Usage (Depreciation Method)	Asset has been migrated as Prime Cost with 0% rate since Assets does not support Units of Usage.
Ledger has Asset with Immediate write off (Depreciation Method)	Asset has been migrated as PC with 100% rate.
Ledger has the following Asset with IDA (Asset type)	Asset has been migrated as IDA type with 100% rate in Accounting.

### ***To view the migration log***

1. Click **View migration log** on the Tasks bar.  
The **Assets migration log** window for the client opens.  
The migration log lists any errors and warnings that you should correct or take into consideration.
2. To export the migration log to Microsoft Excel, click the **Export to excel** button.  
The contents of the migration log table are exported to Microsoft Excel.
3. Once you have finished viewing the migration log, click **Close**.  
The **Assets migration log** window closes.

### ***Errors / warnings in the migration log***

Errors in the migration log indicate that the data was not migrated.

Warnings in the migration log indicate that some data was not migrated. This is usually for the reason that MYOB Assets Live does not support migration for such features, e.g.,

- Control asset has not been migrated but all the related sub assets inside it has been migrated.
- Asset sold in prior year will not be migrated.

### ***Error concerning Microsoft Access Driver***

If you receive the following error message related to the Microsoft Access Driver not being installed on your system:

*The 'Microsoft.ACE.OLEDB.12.0' provider is not registered on the local machine.*

when migrating MYOB AE Assets 2.4 data to MYOB Assets Live, you will need to download the Microsoft OLE DB Driver.

---

To download the Microsoft OLE DB Driver:

1. Access the [Microsoft website](#).
2. Select **English** as the language.
3. Click the **Download** link.  
You will be navigated to a new screen.
4. Select **AccessDatabaseEngine.exe**.
5. Click the **Next** button.  
You will be prompted to run or save the file.
6. Run the file and install Microsoft OLE DB Driver for Microsoft Access.
7. Access MYOB Assets Live and restart the migration again.

### **Related topics**

[Accessing an asset register](#)

[Migrating MYOB AE Assets 2.4 data](#)

[Migration results for MYOB AE Assets 2.4](#)

## Migrating MYOB AE AMS data

### ***New Zealand only***

#### ***To migrate MYOB AE AMS data***

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**Note:** If there are any journals posted in the migrated ledger, you may see duplicated journals posted if you resubmit journals via MYOB Assets Live. A warning message will be logged in Migration Log.

If there are any pooled assets, they will be migrated as general assets and will be depreciated individually.

---

---

**Note:** Ensure that you are using a MYOB AE AMS asset register that is from 2013 onwards.

---

1. Exit MYOB AE AMS before you start the migration process.
2. In integrated mode, configure the client's financial data source to be a MAS ledger.  
See "Configuring a MAS ledger as the data source" on page 29.

---

The ledger codes associated with the MAS ledger in MYOB AE AMS will be displayed in MYOB Assets Live.

3. Access an asset register from MYOB Assets Live.  
See “Accessing an asset register” on page 295.
4. Select **Migrate data** on the Tasks bar.  
The **Migrate Data** window opens.
5. Select **AE AMS asset register** from the **Product** drop-down.  
Only the asset registered integrated with MAS are supported for migration.
6. Select your MYOB **AE AMS asset register**.  
If you are integrated with a MAS:
  - a. Click ellipsis button at the end of **AE AMS asset register** field.  
The list of existing ledger codes for the asset register will be displayed.
  - b. Select a ledger code.
  - c. Click **OK**.

The following **Ledger details** are automatically filled from the selected MYOB AE AMS asset register:

- Name
  - Year end
  - Start date
  - End date.
7. Click **OK**.  
As the migration process starts a **Migration details** section will appear on the **Assets** tab, below the **General ledger details** section. You can view the status of migration process and see the results of the migration.

### **Related topics**

[Configuring a MAS ledger as the data source](#)

[Migrating data](#)

[Accessing an asset register](#)

[Migration results for MYOB AE AMS](#)

[Viewing information about MYOB AE AMS migration](#)

---

## Migration results for MYOB AE AMS

### *New Zealand only*

The results of migrating your MYOB AE AMS asset register to MYOB Assets Live are listed in the **Migration details** section of the **Assets** tab.

As the migration proceeds, you will notice that the statistics for the Year, Control Group, Locations and Assets will be displayed in the migration results table. You can track the results as they are processed in the order listed in the table. As the results are displayed, compare the values in the Source column (data from your MYOB AE AMS asset register) with the Destination column (data that has been migrated to MYOB Assets Live). If the values agree the status column will display a tick giving you confidence that the migration was successful for that part of the data.

The control groups for migrating the data will be automatically created in the destination folder. Once all the data has been migrated, you can notice that all the assets to that particular control group will be migrated from the source control group to the destination control group.

If asset locations have been migrated, the list of locations can be viewed by accessing Maintenance > Associations > **Locations** from the main menu of the **Assets Listing** page.

The Association types that will appear in Assets Live Notes are in the following table.

AE AMS		Assets Live Notes section
Supplier	Description AddressLine1 AddressLine2 AddressLine3 AddressLine4 Contact Number1 (Telephone) Number2 (Fax)	SUPPLIER - Code, Description, AddressLine1, AddressLine2, AddressLine3, AddressLine4, Contact, Number1,Number2

AE AMS		Assets Live Notes section
Cost Centre	Description AddressLine1 AddressLine2 AddressLine3 AddressLine4 Contact Number1 (Telephone) Number2 (Fax)	COSTCENTRE - Code, Description, AddressLine1, AddressLine2, AddressLine3, AddressLine4, Contact, Number1,Number2
Asset type	Description	ASSETTYPE - Code, Description

Data for General assets is migrated to Assets Live as shown in the following table.

Taxation Asset	Migration log and Comment
Asset code	migrated as is For sub-assets - control asset code<space>sub-asset code
Asset name	migrated as is
Asset Type	General migrated as is Leased migrated as General Pool migrated as General
Asset control group	migrated as is
Acquisition date	migrated as is
Start date	migrated as is If Start Dt < Acquisition Dt, the start date is migrated as Acq date
Cost	migrated as is
Opening written down value	migrated as is
Private use %	% rounded to two decimal places
Accounting Asset	
Asset code	migrated as is For sub-assets - control asset code<space>sub-asset code
Asset name	migrated as is

<b>Taxation Asset</b>	<b>Migration log and Comment</b>
Asset Type	General migrated as is Leased migrated as General Pool migrated as General
Asset control group	migrated as is
Acquisition date	migrated as is
Start date	migrated as is If Start Dt < Acquisition Dt, the start date is migrated as Acq date
Depreciation method:	migrated as is
<ul style="list-style-type: none"> <li>Replacement value</li> </ul>	Migration log: "Asset has been migrated as Straight Line with 0% rate since Assets does not support Replacement Value."
<ul style="list-style-type: none"> <li>Units of usage</li> </ul>	Migration log: "Asset has been migrated as Straight Line with 0% rate since Assets does not support Units of Usage."
<ul style="list-style-type: none"> <li>Immediate write off</li> </ul>	Immediate write off with depreciation rate as 100%
<ul style="list-style-type: none"> <li>Diminishing value</li> </ul>	Diminishing value retain depreciation rate 2+
<ul style="list-style-type: none"> <li>Straight line</li> </ul>	Straight line retain depreciation rate 2+
Rate year 1	not migrated
Rate year 2+	% rounded to two decimal places
Original cost	migrated as is
Opening written down value	migrated as is
Accumulated private use	migrated as is
Accumulated depreciation	migrated as is
Private use %	% rounded to two decimal places
Private use balance sheet account	migrated as is

If a warning icon is displayed in the migration results table for any data type, view the assets migration log for more details on the error. See "Viewing information about



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MYOB AE AMS migration” on page 449. Errors should be corrected before proceeding to use MYOB Assets Live. In order to correct errors:

- delete the asset register that was created in MYOB Assets Live during the migration and return to MYOB AE Assets 2.4 to correct the errors. Then run the migration again.
- or
- correct the errors in MYOB Assets Live.

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**Tip:** As data is being migrated, you may see an *Unknown* migration status. This may occur if there is a temporary server disconnection. Please try the migration again after a short period. The connection should be restored. If the error persists, please contact MYOB Support.

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### Related topics

[Migrating data](#)

[Accessing an asset register](#)

[Migrating MYOB AE AMS data](#)

[Viewing information about MYOB AE AMS migration](#)

## Viewing information about MYOB AE AMS migration

### *New Zealand only*

Once the migration process is complete, you can view the migration log at any time in the future from the **View migration log** option on the Tasks bar. As this option will always be enabled for asset registers that contain migrated data. The migration builds a migration log of messages.

The following situations cause the migration to fail and the Status to show a red X:

Migration has failed	Error written to the Migration log
Internet connection failure while doing migration	Unknown error occurred. <b>Note:</b> In this case the migration may have completed

These conditions do not stop the migration from completing:

Condition	Warning written to the Migration log
<p>If a sub <b>Asset</b> is migrated then there will be a difference in tally resulting in the warning. For example, if the ledger has the following:</p> <ul style="list-style-type: none"> <li>• Asset 1 - Normal Asset</li> <li>• Asset 2 - Control Asset</li> <li>• Asset 3 - Sub Asset</li> <li>• Asset 4 - Sub Asset</li> </ul> <p>Asset 2 control asset will not be migrated. But all the related sub Assets will migrate as normal assets.</p>	<p>In this case the Status shows a Yellow !. Warning message recorded reads “Control asset has not been migrated but all its sub assets have been migrated.”</p> <p>No action is required.</p>

These situations do not stop the migration from completing and the Status shows a Green Tick:

Condition	Message written to the Migration log
<p>Assets that have been sold in the prior year will cause a difference in the tally of the assets.</p>	<p>In this case the Status shows a green tick. No warning is recorded in the log. No action is required.</p>
<p>Ledger has Normal Asset</p>	<p>In this situation no message is written.</p>
<p>Ledger has Control Group with Replacement Value (Depreciation Method)</p>	<p>Control Group has been migrated as Straight Line with 0% rate since Assets does not support Replacement Value.</p>
<p>Ledger has Control Group with Units of Usage (Depreciation Method)</p>	<p>Control Group has been migrated as Straight Line with 0% rate since Assets does not support Units of Usage.</p>
<p>Ledger has Asset with Replacement Value (Depreciation Method)</p>	<p>Asset has been migrated as Straight Line with 0% rate since Assets does not support Replacement Value.</p>
<p>Ledger has Asset with Units of Usage (Depreciation Method)</p>	<p>Asset has been migrated as Straight Line with 0% rate since Assets does not support Units of Usage.</p>
<p>Ledger has Asset with different rate year 1% and rate year 2+%</p>	<p>Asset has different Dep rate year 1% and 2+% and has been migrated with Dep rate year 2+%.</p>

Condition	Message written to the Migration log
Ledger has Leased Assets	Asset has been migrated as Diminishing value with 0% rate since Assets does not support Leased Assets.
Ledger has sold Assets in the current year with "Depreciate in the year of sale" flag selected	For Asset, no depreciation in the year of sale has been applied as this is not supported.

### ***To view the migration log***

1. Click **View migration log** on the Tasks bar.  
The **Assets migration log** window for the client opens.  
The migration log lists any errors and warnings that you should correct or take into consideration.
2. To export the migration log to Microsoft Excel, click the **Export to excel** button.  
The contents of the migration log table are exported to Microsoft Excel.
3. Once you have finished viewing the migration log, click **Close**.  
The **Assets migration log** window closes.

### ***Errors / warnings in the migration log***

Errors in the migration log indicate that the data was not migrated.

Warnings in the migration log indicate that some data was not migrated. This may be due to MYOB Assets Live not supporting migration for such features, for example:

- Control asset has not been migrated but all the related sub assets inside it has been migrated.
- Asset sold in prior year will not be migrated.

### **Related topics**

[Accessing an asset register](#)

[Migrating MYOB AE AMS data](#)

[Migration results for MYOB AE AMS](#)

## Migrating MYOB AO Classic data

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**Note:** If there are any journals posted in the migrated ledger, you may see duplicated journals posted if you resubmit journals via MYOB Assets Live. A warning message will be logged in Migration Log.

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### ***To migrate MYOB AO Classic data***

1. Ensure that using a MYOB AO Classic asset register that is from 2013 onwards.
2. Exit MYOB AO Classic before you start the migration process.
3. Configure the client's financial data source to be an MYOB AO Classic general ledger.  
See "Configuring an AO Classic general ledger as the data source" on page 30.
4. Access an asset register.  
See "Accessing an asset register" on page 295.
5. Select **Migrate data** on the Tasks bar.  
The **Migrate Data** window opens.
6. Select **AO Classic asset register** from your **Product** drop-down.
7. Select your MYOB **AO Classic asset register**.  
Enter the path of the MYOB AO Classic asset register, if it is known.  
If you wish to search for the MYOB AO Classic asset register:
  - a. Click the ellipsis button at the end of the **AO Classic asset register** field.
  - b. Browse to the location of your MYOB AO classic asset register.
  - c. Select the file and click **OK**.

The **Year details** are automatically filled from the selected MYOB AO Classic asset register.

8. Click **OK**.  
As the migration process starts a **Migration details** section will appear on the **Assets** tab, below the **General ledger details** section. You can view the status migration process and see the results of the migration.

### **Related topics**

[Migrating data](#)

[Configuring an AO Classic general ledger as the data source](#)

[Accessing an asset register](#)

[Migration results for MYOB AO Classic](#)

[Viewing information about the MYOB AO Classic migration](#)

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## Migration results for MYOB AO Classic

The results of migrating your MYOB AO Classic asset register to MYOB Assets Live are listed in the **Migration details** section of the **Assets** tab.

As the migration proceeds you will notice that the statistics for the Year, Control Group, Locations and Assets will be displayed in the migration results table. You can track the results as they are processed in the order listed in the table. As the results are displayed, compare the values in the Source column (data from your MYOB AO Classic asset register) with the Destination column (data that has been migrated to MYOB Assets Live). If the values agree the Status column will display a tick giving you confidence that the migration was successful for that part of the data.

You will notice that you have a discrepancy of 1 between the number of your Source and Destination control groups. This is because, when you migrate a MYOB AO Classic asset register to MYOB Asset Live, a temporary control group is automatically created: non-linked general assets.

This captures all assets that were not originally assigned to a control group in your MYOB AO Classic asset register. Once all the data has been migrated, you should transfer the assets from this temporary control group to control groups that you have created. See “Moving an asset to another control group” on page 325. This temporary control group can then be deleted.

If the original asset register contains any assets without a purchase date, then the asset count in the Destination column of the migration results will be less than the Source. However, no error will be recorded for this.

If asset Locations have been migrated, the list of locations can be viewed by accessing Maintenance > Associations > **Locations** from the main menu of the **Assets Listing** page.

If a warning icon is displayed in the migration results table for any data type, view the assets migration log for more details on the error. See “Viewing information about the MYOB AO Classic migration” on page 454. Errors should be corrected before proceeding to use MYOB Assets Live. You can correct errors by, either:

- delete the asset register that was created in MYOB Assets Live during the migration and return to MYOB AO Classic to correct the errors. Then run the migration again.

or

- correct the errors in MYOB Assets Live.

---

**Tip:** As data is being migration, you may receive an *Unknown* migration status. This may occur if there is a temporary server disconnection. Please try the migration again after a short period. The connection should be restored. If the error persists, please contact MYOB Support.

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## Related topics

[Configuring an AO Classic general ledger as the data source](#)

[Accessing an asset register](#)

[Migration results for MYOB AO Classic](#)

[Viewing information about the MYOB AO Classic migration](#)

[Migrating data](#)

## Viewing information about the MYOB AO Classic migration

Once the migration process is complete, you can view the migration log. You can view the migration log at any time in the future from the **View migration log** option on the Tasks bar. As this option will always be enabled for asset registers that contain migrated data.

### *To view the migration log*

1. Click **View migration log** on the Tasks bar.  
The **Assets migration log** window for the client opens.  
The migration log lists any errors and warnings that you should correct or take into consideration.
2. To export the migration log to Microsoft Excel, click the **Export to excel** button.  
The contents of the migration log table are exported to Microsoft Excel.
3. Once you have finished viewing the migration log, click **Close**.  
The **Assets migration log** window closes.

### *Errors / warnings in the migration log*

Errors in the migration log indicate that the data was not migrated.

Warnings in the migration log indicate that the data should be corrected prior to using MYOB Assets Live. Some examples:

- The original asset is not linked to any control group. The asset is migrated to the temporary control group - non-linked general assets.
- (Australia) The original asset is linked to an unidentified pool. The assets is migrated as a small business pool.

If you do not agree with how the data was allocated, then delete the asset register and correct the data allocation in MYOB AO Classic and migrate the data again in MYOB Assets Live.

## Related topics

[Configuring an AO Classic general ledger as the data source](#)

[Accessing an asset register](#)

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[Migration results for MYOB AO Classic](#)  
[Migrating data](#)

# Handling special transactions

This section will provide some instructions on how to consider certain transactions in MYOB Assets Live.

## ***Accounting basis depreciation, impairment losses and revaluations***

- Calculating depreciation on an accounting basis rather than a taxation basis is currently not supported.
- Impairment losses and revaluations are only relevant for accounting depreciation, so are currently not supported.

## ***Additional expenses***

Additional expenses (also called second element expenses) are additions to an existing asset in the year(s) following the year of purchase.

These are depreciated at the Year 1 rate (in the year they are added), while the existing / main asset is depreciated at the Year 2+ rate.

For example, if you purchased a car in year 1 and in year 2 you added mag wheels, the car would be depreciated at the Year 2+ rate and the mag wheels would be depreciated at the Year 1 rate.

---

**Note:** Attaching additional expenses to an existing asset is not supported in MYOB Assets Live.

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## **To record additional expenses:**

Create a new asset under the existing / main asset by using an appropriate Asset Code structure, e.g.,

- 1.00 Ford Falcon
- 1.0.1 Mag Wheels
- 1.02 After Market Stereo
- 1.03 Bluetooth hands-free kit

---

**Note:** An advantage of adding these as individual assets rather than additional expenses to an existing asset, is that you can easily sell them at a later date (e.g., selling the mag wheels).

---

## ***Balancing offset adjustments***

A balancing offset adjustment is where you offset the profit resulting from the sale of an asset against the cost of the replacement asset. The profit on sale is not accessible, but you are required to reduce the cost of the replacement asset, thereby also reducing the depreciation (which thereby offsets the tax free profit made on the sale).

Balancing offset adjustments only apply:



- 
- to tax depreciation
  - if the disposal was involuntary (e.g., lost, destroyed or acquired by the government as a compulsory acquisition).

The offset can only be assigned to certain classes of assets:

- assets with no private use
- not fully depreciated
- (Australia) not pooled
- not sold.

A balancing offset adjustment should not be required very often (as it only occurs when it is an involuntary disposal and a profit is made on the disposed asset). It is therefore not supported in MYOB Assets Live.

**If you want to account for a balancing offset adjustment**, when the replacement asset is added, create 2 assets instead of 1;

- one with the reduced cost - which is depreciated normally.
- one for the difference between the actual cost and the reduced cost. This should be depreciated at a zero depreciation rate.

This way the cost of all the assets in the asset register will match cost according to the balance sheet / general ledger and the correct amount of depreciation will also be claimed.

### ***Incidental costs***

Incidental costs are costs such as the cost of advertising relating to the disposal of an asset. These are not included when calculating depreciation or capital loss / gain, etc.

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**Note:** Incidental costs are not supported in MYOB Assets Live.

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If you wish to record any incidental costs, enter it in the Notes section for each asset.

### ***Other associations - suppliers, cost centres, asset types***

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**Note:** Other associations - suppliers, cost centres, asset types are not supported in MYOB Assets Live.

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If you wish to record this data, enter it in the Notes section for each asset.

### ***Part selling an asset***

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**Note:** Part selling an asset is not currently supported in MYOB Assets Live.

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**If you want to part sell an asset:**

- 
1. Split the original asset into 2 assets and sell the one being sold:
    - a. In the year the assets was added, edit the asset and reduce the cost by the cost value of the part of the asset being sold.
    - b. In the year the asset was added, create a new asset with the cost value of the part being sold. Ensure that the depreciation rate, method and private use %, etc., are the same as the main asset.
    - c. The net effect on depreciation and total closing written down value should be the same as before you split the asset into 2.
  2. Navigate to the year in which the part sale is being made:
    - a. Sell the relevant asset.

***Allocate and deallocate***

The features allocate and deallocate are currently not supported in MYOB Assets Live.

***Multiple account periods***

Depreciation calculation using multiple account periods is currently not supported by MYOB Assets Live.

By default, MYOB Assets Live only calculates depreciation for one complete year.

# Troubleshooting

Error	Solution
The internet connection timed out.	<p>You have lost your internet connection.</p> <p>Try the following to establish your connection:</p> <ul style="list-style-type: none"><li>• Retry the last action you were doing.</li><li>• If the previous suggestion does not work, check your internet connection and then retry your last action.</li><li>• If the previous 2 suggestions fail, contact your IT support.</li></ul>
You have lost your connection —the internet connection timed out or the online server is not responding.	<p>You have lost your internet connection and/or the online server is not responding.</p> <p>Try the following to establish your connections:</p> <ul style="list-style-type: none"><li>• Retry the last action you were doing.</li><li>• If the previous suggestion does not work, check your internet connection and then retry your last action.</li><li>• If the previous 2 suggestions fail, contact MYOB Support.</li></ul>
The online server is not responding.	<p>The online server is not responding.</p> <p>Try the following to establish your connection:</p> <ul style="list-style-type: none"><li>• Retry the last action you were doing.</li><li>• If the previous suggestion does not work, check your internet connection and then retry your last action.</li><li>• If the previous 2 suggestions fail, contact MYOB Support.</li></ul>

[Accessing an asset register](#)

[Getting started](#)

[Creating an asset](#)

[Managing assets](#)

[Selling an asset](#)

[Reports](#)

# Statutory Reporter

Statutory Reporter is used to produce professional quality statutory reports for non-reporting entities. It works directly over client data from the:

- MYOB AccountRight range of SME accounting products, or
- Essentials Accounting, Cashbook or Practice Ledger.

Report settings can be configured to suit the reporting requirements of each client. Financial statements for the selected client can be previewed and generated.


There are a number of stages involved in configuring and generating financial statements using Statutory Reporter:

- “Accessing Statutory Reporter” (see page 461)
- “Configuring practice report settings” (see page 462)
- “Configuring client report settings” (see page 479)
- Configuring “Account groups” (see page 488)
- Configuring “Non-transaction data” (see page 512)
- Selecting “Paragraphs” (see page 524)
- Configuring “Report options” (see page 540)
- “Producing financial statements” (see page 551).

# Accessing Statutory Reporter

Access the Client Accounting > **Reports** tab to configure the client report settings and produce financial statements for a selected client.

## **To access Statutory Reporter**

1. Click  .  
The **Find Clients** page opens.
2. Enter search criteria in the **Search for** field.  
The search criteria can be based on Name and Code, Tax File Number or ABN (Australia), or IRD Number or New Zealand Business Number (New Zealand). Click the appropriate search criteria option and type in the details.  
Alternatively, if you can easily navigate to the client, double-click on the client entry. Proceed to **Step 5**.
3. Click **Search** or press **[Enter]**.  
The search results are displayed.
4. Double-click the client entry.  
The **Client** page opens.
5. Click the **Client Accounting** tab.
6. Click the **Reports** tab.  
Financial statements for the selected client can be produced from the **Reports** tab.

## **Related topics**

[Configuring practice report settings](#)

[Configuring client report settings](#)

[Producing financial statements](#)

[Account groups](#)

[Non-transaction data](#)

[Paragraphs](#)

[Report options](#)

# Configuring practice report settings

Statutory Reporter comes with a set of default report definitions. These are referred to as the Master Level Report Definitions. These Master Level Report Definitions can be edited across all client reports and entity types to reflect the reporting requirements of your practice. Any modifications made to the Practice Report Settings will apply to all clients and client reports.

Each year MYOB will provide updated versions of the Master Level Report Definitions. Installing these updates will not overwrite the custom configurations that you have made to your Practice Report Settings.

Before using Statutory Reporter it is recommended that the settings for your practice be investigated and configured.

The practice report settings are configured using Maintenance > Maintenance Map (AO) > Client Accounting > **Practice Report Settings**.

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**Note:** Access to Practice Report Settings is controlled by the system administrator. If you do not have sufficient permission, a warning is displayed stating that *You do not have permission to access the Practice Report Settings tab. Contact your System Administrator.*

---

When configuring the practice settings consider:

## **Accounting product locations**

Configure the accounting product locations (see “Configuring accounting product locations” on page 37) for the client’s associated accounting application if these products are not installed in the default locations. This is only required for AccountRight 19 or earlier ledgers.

## **Default report selections**

For clients of each entity type, the reports that will be available in the report list and the order in which they will be displayed in the financial statements can be controlled. After configuring the reports for each entity type, the default report settings should be checked using the **Preview Reports** option. At any stage the reports can be reset to remove the custom report settings and returned to the Statutory Reporter default settings. See “Selecting default practice reports” on page 468.

To configure the default report selections:

- **Access the Practice Report Settings** — the default report selections are configured using Maintenance > Maintenance Map (AO) > Client Accounting > **Practice Report Settings**.
- **Select the default reports** — for each entity type, the reports that are available for clients of that type can be configured. The reports selected here are listed on the Client Accounting > **Report** tab for all clients of that type.  
See “Selecting default practice reports” on page 468.
- **Change the report order** — the order of the reports in the **Reports** table can be modified. When the financial statements are created the reports are displayed in the order that they are listed in the **Reports** table.  
See “Changing the order of practice reports” on page 469.

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- **Preview the reports** — check the default report settings that have been configured for each entity type.

See “Previewing practice reports” on page 470.

- **Reset the reports** — remove any customisation that have been applied to the default reports and to the report order. The configuration returns to the Master Level Report Definition defaults.

See “Resetting practice reports” on page 471.

### **Account groups**

Statutory Reporter uses **account groups** to determine which account balances to display in each section of the financial statements and which notes to include by default.

Account Groups allow modification of the contents of a report without modifying the report definition itself. This means that the same Master Level Report Definition can be used to generate reports for a variety of client charts.

These default account group allocations can be edited and assigned to individual accounts and account ranges at a practice or client level. When account groups at a practice level are configured, account group allocations affect all clients of a selected industry type. See “Account groups” on page 488.

To configure the account groups:

- **Access the practice account groups** — the **Account Groups** option must be accessed from the **Practice Report Settings** to allocate accounts at a practice level.

See “To access the practice account group configuration” on page 488.

- **Select the industry type and sample client** — at a practice level, account groups are configured for each industry type. The account groups configuration affects all clients of the selected industry type. A sample client must be searched and selected. The selected client’s chart of accounts will be used as an example in the Chart of Accounts table.

- **Allocate accounts using drag-and-drop** — drag-and-drop to allocate individual accounts to an account group.

See “Allocating individual accounts” on page 497.

- **Allocate accounts using account ranges** — a range of accounts can be allocated to a selected account group. To allocate the range, specify the account code of the first account in the range and the account code of the last account in the range.

See “Allocating account ranges to account groups” on page 499.

- **Delete account allocations** — at a practice level, the deletion of account allocations affects all clients of a selected industry type. That is, the account group allocation is removed for all clients of that industry type.

See “Deleting account group allocations” on page 509.

- **Restore default settings** — at any time, custom account group allocations can be removed and the default account group configurations restored. At a practice level, the custom account

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group allocations can be removed and the master set of default account group allocations which come with Statutory Reporter can be restored.

See “Restoring default settings for account groups” on page 510.

### ***Non-transaction data***

**Non-Transaction Data** s to client specific data values that are required for the financial statements but are not derived from account balances in the client ledger.

Practices that use the **Associations** feature in MYOB AE/AO to track the relationships between clients and partners, directors and trustees can choose to nominate the association types that represent these three relationships. For those clients with associations configured on the **Associated** tab, the partners, directors and trustees are automatically added to the **Directors** data field in the client’s non-transaction data. See “Non-transaction data” on page 512.

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**Note:** Non-transaction data preferences rely on the associations created on the **Associated** tab in MYOB AE/AO. Therefore, only set the non-transaction data preferences if the Associations feature in MYOB AE/AO is used. See information on the [Associations feature](#).

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See “Practice non-transaction data preferences” on page 512.

### ***Paragraphs***

Statutory Reporter uses **Paragraphs** to define sections of text that are displayed in the financial statements. MYOB provides default paragraph content as part of the Master Level Report Definitions. The content and format of these default paragraphs can be modified for your entire practice or for an individual client. See “Paragraphs” on page 524.

To configure the paragraphs for your practice:

- **Access practice paragraphs** — to define default paragraphs for all clients within the practice you must access the **Paragraphs** option from within Practice Report Settings.  
See “Accessing practice paragraphs” on page 524.
- **Edit paragraph text** — edit the content of the paragraph.  
See “Editing static text” on page 528.
- **Insert and edit variables** — insert and edit the variable text within the paragraphs. The value of variable text, that is the text displayed on the report, is provided by data recorded within Statutory Reporter.  
See “Inserting and editing variables” on page 529.
- **Format paragraph** — control how the text of a paragraph is formatted within the report.  
See “Formatting paragraphs” on page 535.
- **Insert logos into Compilation Report** — insert logos or different content in the top margins of the Compilation Report. See “Inserting logos into the Compilation Report” on page 536.



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## **Report options**

The report style and page layout can be controlled using the **Report Options**. From the **Practice Report Settings** tab, the report formatting for all clients in the practice can be configured. See “Report options” on page 540.

**Report Options** enables the configuration of:

- **Style Options** — modify how the headers, footers and balances are displayed in the report. Statutory Reporter has a number of pre-configured styles that can be selected.
- **Display Options** — control whether the report includes a cover page, a table of contents, page numbers, a company logo, watermarks and other details.
- **Page Margins** — configure the page layout by setting the top, bottom, left and right margins.

To set the report options for the practice:

- “Accessing report options” (see page 540)
- “Selecting style options” (see page 541)
- “Setting display options” (see page 542)
- “Setting page margins” (see page 549).

## **Rename reports**

Highlight a report, then click **Rename Reports** in the Tasks bar to it change to a different name. This change will affect all clients, except where a report name has been renamed in a specific client’s Reports tab, then the name used in the client will take precedence. Click the **Refresh** icon to change back to the master report name.

See [Renaming practice reports](#) for more information.

## **Related topics**

[Selecting default practice reports](#)

[Changing the order of practice reports](#)

[Previewing practice reports](#)

[Resetting practice reports](#)

[Renaming practice reports](#)

[Customising your practice styles](#)

[To access the practice account group configuration](#)

[Allocating individual accounts](#)

[Allocating account ranges to account groups](#)

[Deleting account group allocations](#)

[Restoring default settings for account groups](#)

[Practice non-transaction data preferences](#)

[Accessing practice paragraphs](#)

[Editing static text](#)

[Inserting and editing variables](#)

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[Formatting paragraphs](#)

[Accessing Statutory Reporter](#)

[Configuring client report settings](#)

[Producing financial statements](#)

## Practice Report Settings page

The **Practice Report Settings** page is accessed from Maintenance > Maintenance Map (AO) > Client Accounting > **Practice Report Settings**. Within the **Practice Report Settings** page, reports can be configured to reflect the reporting requirements of your practice. The **Practice Report Settings** page is divided into two main areas:

### **Practice Reports**

For clients of an entity type, the reports will be available in the report list and their order in the financial statements can be controlled.

Option	Description
Entity Type drop-down	The entity type must be selected on the <b>Entity Type</b> drop-down in order to configure reports.
Default Report Selections table	The table lists the report name, whether the report will be displayed in the client's report list, whether the report will be selected and whether the user can edit the report inclusion at a client level. See "Selecting default practice reports" on page 468.
Up and Down buttons	Use the up and down buttons to control the order the reports are displayed in the financial statements. See "Changing the order of practice reports" on page 469.
Preview Reports	Check the default report settings that have been configured for each entity type. See "Previewing practice reports" on page 470.
Reset Reports	Remove any customisation that has been applied to the default reports and to the report order. The configuration returns to the Master Level Report Definition defaults. See "Resetting practice reports" on page 471.
Save Settings	After making changes to the Default Report Selections it is important to click <b>Save Settings</b> to save the changes. You will be prompted to save any changes, if you try to close the <b>Practice Report Settings</b> tab without saving the changes.

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### Tasks bar option

Option	Description
Account Groups	Account Groups are used to determine which account balances to display in each section of the financial statements and which notes to include by default. See "Account groups" on page 463.
Non-Transaction Data	If the Associations feature in MYOB AE/AO is used to track the relationships between clients and partners, directors and trustees, the association types that represent these relationships can be nominated. See "Non-transaction data" on page 464.
Paragraphs	Paragraphs modify the content and format of the paragraph text which is displayed in the financial statements. See "Paragraphs" on page 464.
Report Options	Control the report style and page layout. See "Report options" on page 465.
Update Report Definitions	This option is used to update the Statutory Report Master Level Report Definitions into additional databases. This is only required if you use multiple databases. See "Updating master report definitions" on page 473.
About	To view information about your version of Statutory Reporter. You may be asked to provide this information to MYOB Support when requesting assistance. See "What version of Statutory Report do I have?" on page 574.

### Related topics

[Selecting default practice reports](#)

[Selecting default practice reports](#)

[Changing the order of practice reports](#)

[Previewing practice reports](#)

[Resetting practice reports](#)

[Renaming practice reports](#)

[Customising your practice styles](#)

[Updating master report definitions](#)

[Account groups](#)

[Non-transaction data](#)

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[Paragraphs](#)

[Report options](#)

[What version of Statutory Report do I have?](#)

## Selecting default practice reports

For clients of each entity type, the reports that are available in the report list and their order in the financial statements can be controlled. After configuring the reports for each entity type, the default report settings can be checked using the **Preview Reports** option. At any stage, the custom report settings can be removed and the Statutory Reporter default settings restored.

For each entity type, the reports that are available for clients of that type can be configured. The reports selected here are listed on the Client Accounting > **Reports** tab for all clients of that type.

The reports selected for inclusion can also be modified at a client level, if required. See “Previewing financial statements” on page 551.

### *To select the default practice reports*

1. Select Maintenance > Maintenance Map (AO) > Client Accounting > **Practice Report Settings**. The **Practice Report Settings** page opens.

2. Select the entity type from the **Entity Type** drop-down.

3. In the **Default Report Selections** table configure the settings for each report.

For each report, the following can be configured:

- a. **Period Type** — control the reporting period for statements and notes. See “Producing periodic reports” on page 556 for more information.
- b. **Display in List** — select or deselect the checkbox to display or hide the report in the list of available reports for all clients of the selected entity type. If the **Display List** checkbox is selected, a tick is displayed in the checkbox and the report is displayed in the list on the **Reports** table. By default, all reports are selected.
- c. **Select by Default** — control whether the report will be automatically selected for inclusion. Click the cell to display the drop-down options:
  - **Always** — the report is always selected for inclusion.
  - **Never** — the report is never selected for inclusion.
  - **If Data Exists** — the report is selected for inclusion if data exists for the selected report.
- d. **Prevent Override** — select or deselect the checkbox. If the checkbox is selected, users will not be able to edit the practice configuration for the selected report at a client level. If the checkbox is not selected, users will be able to edit the practice configuration of the selected report at a client level.

- 
4. Click **Save Settings**.
  5. Repeat **Step 2.** to **Step 4.** to select the default reports for each entity type that applies to the clients in your practice.

### Related topics

[Changing the order of practice reports](#)

[Previewing practice reports](#)

[Resetting practice reports](#)

[Renaming practice reports](#)

[Customising your practice styles](#)

[Updating master report definitions](#)



[Previewing financial statements](#)

## Changing the order of practice reports

For each entity type, the order of the reports in the **Reports** table can be modified. When the reports are exported to Microsoft Word or PDF, they will be displayed in the order that they are listed in the **Reports** table.

The order of the reports in the **Default Report Selections** table determines the report order for all clients of that entity type. The report order can also be modified on a client-by-client basis if necessary. See “Previewing financial statements” on page 551.

### *To change the order of reports*

1. Select Maintenance > Maintenance Map (AO) > Client Accounting > **Practice Report Settings**.  
The **Practice Report Settings** page opens.
2. Select the **Entity Type** from the drop-down.
3. Find and select the report in the **Default Report Selections** table.  
The report is highlighted.
4. Click  to move the selected report up in the report order.  
Click  to move the selected report down in the report order.
5. Click **Save Settings**.
6. Repeat **Step 2.** to **Step 5.** to modify the report order for each entity type which applies to clients in your practice.

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## Related topics

[Selecting default practice reports](#)

[Previewing practice reports](#)

[Customising your practice styles](#)

[Resetting practice reports](#)

[Renaming practice reports](#)

[Updating master report definitions](#)

[Previewing financial statements](#)

## Previewing practice reports

The **Preview Reports** option is used to check the default report settings that have been configured for each entity type. Using a sample client, the report selections — the reports that will be included — the report order, the account group configuration and the paragraph formats can be checked.

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**Note:** Ensure that the selected sample client has a configured valid financial data source.

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### *To preview the reports*

1. Select Maintenance > Maintenance Map (AO) > Client Accounting > **Practice Report Settings**.  
The **Practice Report Settings** page opens.
2. Select the **Entity Type** from the drop-down.
3. Click **Preview Reports**.  
The **Select Sample Client** window opens.
4. Click the ellipse button located at the end of the **Sample Client** field to search for a sample client.  
The **Find Clients** window opens.
5. Find and select the sample client.  
The selected client's data is used to populate the preview report.
6. Click **OK**.  
A warning is displayed if the selected client does not have a financial data source configured. A financial data source for the selected client must be configured.  
You can configure the financial data source for the client by clicking **Yes**. The **Client Configuration** window opens. See "Configuring the client" on page 23.  
Or select another client who already has their financial data source configured.  
You can also select the client and configure their financial data source from the **Select Sample Client** window by clicking **Configure Client**.

- 
7. Click **OK**.

A **Generating Report** progress bar is displayed.

The **Report Preview** window opens.

The displayed default report settings for the selected entity type are used to produce the report.

8. Close the **Report Preview** window.

### Related topics

[Selecting default practice reports](#)

[Changing the order of practice reports](#)

[Customising your practice styles](#)

[Resetting practice reports](#)

[Renaming practice reports](#)

[Updating master report definitions](#)

## Resetting practice reports

The **Reset Reports** option is used to remove any customisation that have been applied to the Default Report Selections. Any modifications made to the default report selections and report order are removed and the configuration returns to the master level defaults.

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**Note:** Ensure that the correct entity type is selected when resetting the practice reports.

---

### *To reset the reports*

1. Select Maintenance > Maintenance Map (AO) > Client Accounting > **Practice Report Settings**.  
The **Practice Report Settings** page opens.
2. Select the **Entity Type** from the drop-down.
3. Click **Reset Reports**.  
The **Reset Reports** confirmation dialog is displayed.  
The confirmation message states that the report settings for selected entity type are being reset.
4. Click **Yes** to reset the default report selection settings. Click **No** to cancel.
5. Click **Save Settings**.

### Related topics

[Selecting default practice reports](#)

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[Changing the order of practice reports](#)

[Previewing practice reports](#)

[Renaming practice reports](#)

[Customising your practice styles](#)

[Updating master report definitions](#)

## Renaming practice reports

If you wish to rename a report across a practice, you can use the **Rename Reports** task to do so. This is useful if you wish to rename a report that is being used for multiple clients. It also ensures consistency across the practice when naming reports.

The report name can also be restored to the value at the foundation level.

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**Note:** Any report name changes at the client level will take precedence over name changes made here. If there are any open clients, close and re-open them for the change to take effect.

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### *To rename a report at the practice level*

1. Select Maintenance > Maintenance Map (AO) > Client Accounting > **Practice Report Settings**.  
The **Practice Report Settings** page opens.
2. Select the required entity type.
3. In the Reports table, select a report that you wish to rename.
4. In the Tasks menu, click **Rename Reports**.  
The Rename Report window displays. The **Report Name** field contains the name of the selected report.
5. Click **OK**.
6. Click **Save Settings**.  
The report's name is updated across the practice.

### *To restore a report name to the value at foundation level*

1. Select Maintenance > Maintenance Map (AO) > Client Accounting > **Practice Report Settings**.  
The **Practice Report Settings** page opens.
2. In the Reports table, select a report that you wish to rename.
3. In the Tasks menu, click **Rename Reports**.  
The Rename Report window displays. The **Report Name** field contains the name of the selected report.



- 
4. Click the **Refresh** icon to the right of the Report Name field.
  5. A confirmation window displays. Click **Yes** to restore the report name to the value set at foundation level; otherwise click **No** to close the message.
  6. Click **Save Settings**.

### Related topics

[Selecting default practice reports](#)

[Changing the order of practice reports](#)

[Previewing practice reports](#)

[Resetting practice reports](#)

[Customising your practice styles](#)

[Updating master report definitions](#)

## Updating master report definitions

If you are using multiple database and you want to update the master report definitions to the most recent, use **Update Report Definitions**. The **Update Report Definitions** window lists the current version and the available version. Master report definitions of the main database are normally updated during an installation of the software.

### *To update the master report definitions*

1. Install the master report definitions to your main database.
2. Access another database.
3. Select Maintenance > Maintenance Map (AO) > Client Accounting > **Practice Report Settings**.  
The **Practice Report Settings** page opens.
4. Click **Update Report Definitions** on the Tasks bar.  
The **Update Report Definitions** window opens.  
The current report definition version and the available report definition version are listed.  
Database details are also listed.
5. Click **Update Definitions**.  
A message is displayed requesting confirmation to upgrade the report definitions.
6. Click **Yes**.  
A progress bar is displayed.  
When finished, a message is displayed in the text area informing you that the upgrade was successful.

- 
7. Click **Close**.  
The **Update Report Definitions** window closes.
  8. Repeat the procedure for all other databases.

### Related topics

[Selecting default practice reports](#)

[Changing the order of practice reports](#)

[Previewing practice reports](#)

[Customising your practice styles](#)

## Customising your practice styles

Statutory Reporter comes with a set of default report style options, or style sets. These options control the look of your reports, including fonts, colour, spacing and ruled lines. You can set up your own style sets so that your reports have a consistent look-and-feel that reflects your practice.

You can either clone an existing style set (which will allow you to create a style set based on an existing style set), or you can create a new style set from the default settings.

### *To create a new style set by cloning an existing style set*

1. Select Maintenance > Maintenance Map (AO) > Client Accounting > **Practice Report Settings**.  
The **Practice Report Settings** page opens.
2. Select **Practice Style Sets** from the Tasks bar.  
The **Practice Style Sets** window opens.

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**Note:** For MYOB AO, if you don't have the Practice Style Sets option on your Tasks bar, contact Support to enable this feature.

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3. Click **Clone Style Set**.  
The **Practice Style Set – Clone** window opens.
4. Select a style set to clone from the drop-down list. The list will include all master style sets as well as your saved practice style sets.
5. Click **OK**.  
The selected style set displays in the **Practice Style Sets** window.
6. Click **Style Set Name** in the right panel, and type a name for your new style set in the corresponding field.

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**Note:** The name must be unique.

---

7. For each style that you want to change:
  - a. Select the style name style in the left panel.  
The style's settings will display in the right panel.
  - b. Update the settings.

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**Note:** For information on the style settings, see [Report styles](#).

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8. When you have finished the settings for your new style set, click **OK** to save the changes.  
The Practice Style Sets window will close, and your changes will be saved.

***To create a new style set from the default settings***

1. Select Maintenance > Maintenance Map (AO) > Client Accounting > **Practice Report Settings**.  
The **Practice Report Settings** page opens.
2. Select **Practice Style Sets** from the Tasks bar.  
The **Practice Style Sets** window opens.

---

**Note:** For MYOB AO, if you don't have the Practice Style Sets option on your Tasks bar, contact Support to enable this feature.

---

3. Click **New Style Set** button.  
The default style set is displayed on the **Practice Style Sets** window.
4. Click **Style Set Name** in the right panel, and type a name for your new style set in the corresponding field.

---

**Note:** The name must be unique.

---

5. For each style that you want to change:
  - a. Select the style name style in the left panel.  
The style's settings will display in the right panel.
  - b. Update the settings.

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**Note:** For information on the style settings, see [Report styles](#).

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- When you have finished the settings for your new style set, click **OK** to save the changes.  
The Practice Style Sets window will close, and your changes will be saved.

### ***To edit a style set***

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**Note:** Any changes you make to a style set only affect reports you generate from this point on.

---

- Select Maintenance > Maintenance Map (AO) > Client Accounting > **Practice Report Settings**.  
The **Practice Report Settings** page opens.
- Select **Practice Style Sets** from the Tasks bar.  
The **Practice Style Sets** window opens.

---

**Note:** For MYOB AO, if you don't have the Practice Style Sets option on your Tasks bar, contact Support to enable this feature.

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- In the left panel, click + next to the name of the style set you want to edit.  
The list of styles for this style set will display.
- For each style that you want to change:
  - Select the style name style in the left panel.  
The style's settings will display in the right panel.
  - Update the settings.

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**Note:** For information on the style settings, see [Report styles](#).

---

- When you have finished the settings for your new style set, click **OK** to save the changes.  
The Practice Style Sets window will close, and your changes will be saved.

### ***Report styles***

Each part of each report has an associated style. For example, there are styles for page headings, section headings, descriptions, balances, total lines and so on. These styles are grouped by **Style types**, which define the properties that make up the style.

The following table lists the styles and describes the way they are used in the reports.

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**Note:** Styles are not used in the same way across all reports. Some trial and error may be required to identify the exact style used for each report component.

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Style type	Style	Used for...
Page Header	Page Header 01	Highest level page header. Usually for the Client Name at the top of each report page.
	Page Header 02	Second level page header. Usually for the ABN (where required) and the report name near the top of each page.
	Page Header 03	Third level page header. The second line of the report heading, usually 'for year ended....' text.
Page Header	Page Header Compilation Report 01 Page Header Compilation Report 02 Page Header Compilation Report 03	As per descriptions above. Changes made to these fields will only affect the Compilation Report. See "Defining the top margin of the Compilation Report" on page 550.
Heading	Note Heading	Notes on the Notes report pages
	Section Heading	Section headings in various tabular reports, such as account groups in Balance Sheets and Income Statements
	Section Heading with normal text	Not currently used
	Sub-Heading	Heading text in some reports – mainly in the Notes section.
Balance	Balance with space before	Not currently used
	Normal balance	Regular balance lines on reports
	Normal balance – Indent description	Regular balance lines on reports where the description text is indented to the right
Total	Grand Total	Grand total lines for report sections
	Sub-Total	Secondary total lines for report sub-sections. This is rarely used.
	Total	Regular total lines for report sub-sections.

Style type	Style	Used for...
Paragraph	Cover Page	First part of the report cover page containing the client's name
	Cover Page 02	Second part of the report cover page containing the report name
	Heading	Heading text in some reports – mainly in the Notes section.
	Paragraph	All general paragraph text in reports
	Table of Contents Heading	The heading for the Table of Contents page
Page Footer	Page Footer	Text in the page footer at the bottom of each report page
Table Of Contents	Table of Contents	Lines in the Table of Contents
Column Heading	Column Heading	The row of column headings at the top of most tables of balance data. This is usually the year for the reported balances.
Table Header	Table Header 01	Table headers in the Schedule of Property, Plant and Equipment reports

## Related topics

[Configuring practice report settings](#)

[Practice Report Settings page](#)

[Selecting default practice reports](#)

[Changing the order of practice reports](#)

[Previewing practice reports](#)

[Resetting practice reports](#)

[Updating master report definitions](#)

# Configuring client report settings

Statutory Reporter has a set of default report definitions. These are referred to as the Master Level Report Definitions. At a practice level, these Master Level Report Definitions may be edited and configured for all clients within the practice. Further custom configuration can be performed at a client level. The Report Definitions for each individual client can be edited and configured to reflect the reporting requirements of the selected client.

The client must be configured before generating any financial statements. As part of the client configuration, record a location for the client's general ledger file on your system. When the client sends a new general ledger file, it is this file on your system that must be updated and replaced.

A warning message is displayed on the Client Accounting > **Ledger** tab if a financial data source is not configured for the client. Use the **Edit Configuration Details** Tasks bar option to configure the client. See "Configuring the client" on page 23 and "Configuring accounting product locations" on page 37 for more information.

Any changes made to the Practice Level Report Definitions will not overwrite the custom configurations that have been made for a selected client.

Before generating the financial statements for a client it is recommended that the report settings for the selected client are investigated and configured.

Each client's reports settings can be accessed from and configured on the client's Client Accounting > **Reports** tab.

---

**Note:** The **Reports** tab is disabled if a financial data source for the client has not been configured.

---

When configuring the client report settings consider:

## ***Client reports***

For each selected client, the reports to be included and the order in which they are displayed in the financial statements can be controlled. At any stage, the reports can be reset to remove the custom report settings and return to the practice default settings.

To configure the default report selections:

- **Access the Client Report Settings** — a client's report settings are accessed and configured on the client's Client Accounting > **Reports** tab.
- **Select the Default Reports** — select reports that will be included in the financial statements for each client.  
See "Selecting client reports" on page 485.
- **Change the report order** — the order of the reports in the financial statements can be modified. When the financial statements are created the reports will be displayed in the order that they are listed in the **Reports** table.  
See "Changing the order of client reports" on page 485.
- **Preview the reports** — check the report settings that have been configured for the selected client. The reports must be previewed before the financial statement can be printed, exported or emailed.

---

See “Previewing financial statements” on page 551.

- **Reset the reports** — remove any customisation that has been applied to the report selection and to the report order. The configuration returns to the practice level defaults.

See “Resetting client reports” on page 486.

### ***Client account groups***

Statutory Reporter uses **Account Groups** to determine which account balances to display in each section of the financial statements and which notes to include by default.

Account groups enable modification of the contents of a report without modifying the report definition itself. This means that the same Master Level Report Definitions can be used to generate reports for a variety of client charts.

These default account group allocations can be edited and assigned individual accounts and account ranges at a practice or client level. When account groups are configured at a client level, account group allocations affect only the selected client.

To configure the client account groups:

- **Access the client account groups** — the **Account Groups** option must be accessed from the client’s Client Accounting > **Reports** tab to allocate accounts at a client level.  
See “To access the client account group configuration” on page 490.
- **Allocate accounts using drag-and-drop** — drag-and-drop to allocate individual accounts to an account group.  
See “Allocating individual accounts” on page 497.
- **Allocate accounts using account ranges** — a range of accounts can be allocated to a selected Account Group. To allocate the range, specify the account code of the first account in the range and the account code of the last account in the range.  
See “Allocating account ranges to account groups” on page 499.
- **Create new custom groups** — group accounts according to your requirements.  
See “Creating custom account groups” on page 505.
- **Delete account allocations** — at a client level, the deletion of account allocations will affect only the selected client. That is, the account group allocation is removed for the selected client only.  
See “Deleting account group allocations” on page 509.
- **Restore default settings** — at any time, custom account group allocations can be removed and the default account group configurations restored. At a client level, the custom account group allocations can be removed and the practice level account group allocations can be restored.  
See “Restoring default settings for account groups” on page 510.



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### ***Non-transaction data***

**Non-Transaction Data** s to client specific data values that are required for the financial statements but are not derived from account balances in the client ledger. See “Non-transaction data” on page 512.

The client’s non-transaction data fields can be edited. The client’s non-transaction data contains information from MYOB AE/AO or can be entered by you. See “Data categories and data fields” on page 513 for more information on the data fields and to find out what fields they are linked to in MYOB AE/AO.

To configure the client’s non-transaction data:

- **Access the client’s non-transaction data** — find and select the client for which non-transaction data is to be edited and then access the **Non-Transaction Data** option.  
See “Accessing client non-transaction data” on page 521.
- **Edit the client non-transaction data** — edit the client’s non-transaction data fields.  
See “Editing client non-transaction data” on page 522.

### ***Paragraphs***

Statutory Reporter uses **Paragraphs** to define sections of text that will be displayed in the financial statements. MYOB provides default paragraph content as part of the Master Level Report Definitions. The content and format of these default paragraphs can be modified for your entire practice or for an individual client. See “Paragraphs” on page 524.

To configure the paragraphs for a selected client:

- **Access client paragraphs** — to define custom paragraphs for selected clients you must access the **Paragraphs** option from the client’s Client Accounting > **Reports** tab.  
See “Accessing client paragraphs” on page 525.
- **Edit paragraph text** — edit the content of the paragraph.  
See “Editing static text” on page 528.
- **Insert and edit variables** — insert and edit the variable text within the paragraphs. The value of variable text, that is the text that is displayed on the report, is provided by data recorded within Statutory Reporter.  
See “Inserting and editing variables” on page 529.
- **Format paragraph** — control how the text of a paragraph is formatted within the report.  
See “Formatting paragraphs” on page 535.

### ***Report options***

The report style and page layout can be controlled using the **Report Options**. Access the **Report Options** from the client’s Client Accounting > **Reports** tab to configure custom report options for a selected client. See “Report options” on page 540.

**Report Options** enables the configuration of:

- 
- **Style Options** — modify how the headers, footers and balances are displayed in the report. Statutory Reporter has a number of pre-configured styles that can be selected.
  - **Display Options** — control whether the report includes a cover page, a table of contents, page numbers, a company logo, watermarks and other details.
  - **Page Margins** — configure the page layout by setting the top, bottom, left and right margins.

To set the report options for a client:

- “Accessing report options” (see page 540)
- “Selecting style options” (see page 541)
- “Setting display options” (see page 542)
- “Setting page margins” (see page 549).

### ***Rename reports***

Highlight a report, then click **Rename Reports** in the Tasks bar to change it to a different name. Click **Refresh** to revert to the Practice report name, if one exists; otherwise, the name is reverted to the master report name.

### ***Assets Depreciation Schedule***

Click **Assets Depreciation Schedule** in the Tasks bar to open the Assets Depreciation Schedule window, which contains the checkbox **Include Fully Depreciated Assets**. This value is selected by default.

When reporting on Assets data, having this checkbox selected will include any assets that have been fully depreciated in the previous register year.

### **Related topics**

[Selecting client reports](#)

[Changing the order of client reports](#)

[Previewing financial statements](#)

[Resetting practice reports](#)

[To access the client account group configuration](#)

[Allocating account ranges to account groups](#)

[Deleting account group allocations](#)

[Restoring default settings for account groups](#)

[Accessing client non-transaction data](#)

[Editing client non-transaction data](#)

[Accessing client paragraphs](#)

[Editing static text](#)

[Inserting and editing variables](#)

[Formatting paragraphs](#)

[Selecting style options](#)

[Setting display options](#)

## Client's Reports tab

The client's Client Accounting > **Reports** tab is used to configure the report settings that reflect the reporting requirements of each client. The financial statements for the selected client can also be previewed and generated.

For each selected client, the reports to be included and the order in which they are displayed in the financial statements, can be controlled.

### **Features of the Reports tab**

Feature	Description
Reports table	The table lists the report name and whether the report will be included in the financial statements. See "Selecting client reports" on page 485.
Up and Down buttons	Use the up and down buttons to control the order of the reports in the financial statements. See "Changing the order of client reports" on page 485.
Report Set	The report set allows you to select a particular group of reports. The available options are: <ul style="list-style-type: none"><li>• All — displays all reports relevant to the entity type.</li><li>• Minutes — displays only the Minutes reports available when the client is a company or trust. No reports will display when the option is selected for any other entity type.</li></ul> When selected the settings for the first four <b>Display options</b> will be ignored. See <a href="#">Setting display options</a> .
Filter Reports	Use the drop-down at the bottom of the table to filter the list of reports in the table based on the Report Set selected. The available options are: <ul style="list-style-type: none"><li>• Display only reports where client has related data</li><li>• Display selected reports only</li><li>• Display all reports.</li></ul>
Reset Reports	Remove any customisation have been applied to the report selection and to the report order. The configuration returns to the practice level defaults. See "Resetting client reports" on page 486.

Feature	Description
Period	Select the financial period to report on the <b>Period</b> drop-down before previewing the reports. For periodic reporting, you can select the appropriate start and end month and the financial year. You can also select 1 future period from the <b>Period</b> drop-down. See “Previewing financial statements” on page 551.
Preview Reports	Check the report settings that have been configured for the selected client. The reports must be previewed before the financial statements can be printed, exported or emailed. See “Previewing financial statements” on page 551.

### **Tasks bar options**

Option	Description
Account Groups	Account groups are used to determine which account balances to display in each section of the financial statements and which notes to include by default. See “Account groups” on page 488.
Non-Transaction Data	If the <b>Associations</b> feature in MYOB AE/AO is used to track the relationships between clients and partners, directors and trustees, the association types that represent these relationships can be nominated. See “Non-transaction data” on page 512.
Paragraphs	Modify the content and format of the paragraph text which is displayed in the financial statements. See “Paragraphs” on page 524.
Report Options	Control the report style and page layout. See “Report options” on page 540.

### **Related topics**

[Selecting client reports](#)

[Changing the order of practice reports](#)

[Resetting client reports](#)

[Previewing financial statements](#)

[Client account groups](#)

[Non-transaction data](#)

[Paragraphs](#)

[Report options](#)

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## Selecting client reports

For each selected client, the reports to be included and the order in which they are displayed in the financial statements, can be controlled.

The reports list and their inclusion is configured at a practice level. Some reports may have been determined to be mandatory by your practice. If these reports are deselected a warning is displayed.

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**Note:** All the reports listed in the **Reports** table are selected by default, to be included in a report.

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**Note:** (New Zealand) If you are preparing reports for a company that has paid a dividend, the Dividends Paid account in AccountRight will most likely be classified as Other Expense (an account code beginning with 9). Dividends need to be journalled to an account in the Equity section (beginning with 3), otherwise they are included in Profit & Loss account and not in Movements in Equity.

---

### *To deselect client reports*

1. Open the client's Client Accounting > **Reports** tab.
2. Find the report in the **Reports** table, to be excluded from the financial report.  
Filter the list of reports in the table using the filter drop-down located at the bottom of the **Reports** table.
3. Click the checkbox to deselect an individual report.  
Click the checkbox in the column heading to select or deselect **all** the reports.

### **Related topics**

[Changing the order of client reports](#)

[Resetting client reports](#)

[Producing financial statements](#)



## Changing the order of client reports

For each client, the order of the reports in the **Reports** table can be modified. When the financial statements are produced, the reports will be displayed in the order that they are listed in the **Reports** table.

The default order of the reports in the table, i.e., the order in which they are displayed when you first access the Client Accounting > **Reports** tab, is configured at a practice level. See "Configuring practice report settings" on page 462.

---

### ***To change the order of reports***

1. Open the client's Client Accounting > **Reports** tab.
2. Find and select the report.  
The report is highlighted.
3. Click  to move the selected report up in the report order.  
Click  to move the selected report down in the report order.  
The report order is automatically saved for future use.

### **Related topics**

[Selecting client reports](#)

[Resetting client reports](#)

[Client's Reports tab](#)

[Producing financial statements](#)

## Resetting client reports

At any stage, the reports can be reset to remove any custom report settings and the practice default settings are restored. Any changes that have been made to the report selections or report order will be lost and the practice default settings restored.

### ***To reset the reports***

1. Open the client's Client Accounting > **Reports** tab.
2. Click **Reset Reports**.  
The **Reset Reports** confirmation dialog is displayed.
3. Click **Yes** to reset the reports in the table to the practice report settings.  
A **Reset Reports** confirmation dialog is displayed to confirm that the client report settings have been reset.  
Click **No** to cancel and retain the previous practice report settings.
4. Click **OK**.  
The **Reset Reports** confirmation dialog closes.

### **Related topics**

[Selecting client reports](#)

[Changing the order of client reports](#)

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[Client's Reports tab](#)

[Producing financial statements](#)

# Account groups

Statutory Reporter uses **Account Groups** to determine which account balances to display in each section of the financial statements and which notes to include by default.

Account groups allow modification of the contents of a report without modifying the report definition itself. This means that the same Master Level Report Definitions can be used to generate reports for a variety of client charts.

For example, if the Balance Sheet > Assets and Liabilities > Assets > Current Assets > Cash and Cash equivalents account group contain any accounts with non-zero balances, these account balances will be included in the Current Assets section of the Balance Sheet, as well as the Cash and Cash Equivalents Note. In addition, the Cash and Cash Equivalents accounting policy note will be displayed in the Statement of Significant Accounting Policies.

## Related topics


[Accessing account groups](#)

[Account Groups window](#)

[Configuring account groups](#)

## Accessing account groups


Statutory Reporter comes with a set of default account group allocations. These default account group allocations can be edited and individual accounts and account ranges can be assigned at a practice or client level.

When you configure account groups at a practice level, account group allocations affect all clients of a selected industry type. Account group allocations at a practice level are marked with an  in the **Account Group Details** tree.

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**Note:** You must access the **Account Groups** option from the **Practice Report Settings** to allocate accounts at a practice level.

---

When account groups are configured at a client level, account group allocations affect only the selected client. Account group allocations at a client level are marked with an  in the **Account Group Details** tree.

---

**Note:** You must access the **Account Groups** option from the client's Client Accounting > **Reports** tab to allocate accounts at a client level.

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### *To access the practice account group configuration*

1. Select Maintenance > Maintenance Map (AO) > Client Accounting > **Practice Report Settings**.  
The **Practice Report Settings** page opens.
2. Click **Account Groups** on the Tasks bar.  
The **Statutory Reporter - Account Groups** window opens.



- 
3. Select the appropriate **Product** from the drop-down.

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**Note:** The selected **Product** must be identical to the configured financial data source. If it is not an error message is displayed.

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The available **Product** options are:

- AccountRight 2013.0 or later
- AccountRight 19 or earlier
- Essentials.

4. Select the **Industry Type** from the drop-down.

At a practice level, account groups are configured for each Industry Type. The configuration of account groups will affect all clients of the selected industry type.

If you have selected Essentials as the Product type, you can then further select:

- **All - Essentials Accounting**
- **All - Essentials Cashbook.**

5. If you have selected Essentials as the Product type, you can also configure the financial data source from the **Statutory Reporter - Account Groups** window by pressing the **Configure** button.

See “Configuring an Essentials general ledger as the data source” on page 32.

6. Find and select a **Sample Client**.

- a. Click the ellipse button located at the end of the **Sample Client** field to search for a sample client.

The **Find Clients** window opens.

---

**Note:** If you have selected an AccountRight product there is no distinction in the **Find Clients** window between an AccountRight 2013.0 or later client and an AccountRight 19 or earlier client. Both are displayed as **AccountRight** in the Product column.

You should be aware of which product your clients are using.

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- b. Search for the client.

- c. Click **OK**.

The **Find Clients** window closes and the **Sample Client** field updates with the selection made.

The selected client’s chart of accounts will be used as an example in the **Chart of Accounts** table.

---

### ***To access the client account group configuration***

1. Open the client's Client Accounting > **Reports** tab.
2. Click **Account Groups** on the Tasks bar.  
The **Statutory Reporter - Account Groups** window opens.

### **Related topics**

[Account Groups window](#)

[Configuring client report settings](#)

[Accessing Statutory Reporter](#)

[Configuring account groups](#)

## Account Groups window

The **Account Groups** window is divided into the:

- “Chart of Accounts” (see page 490)
- “Account Group Details” (see page 493).

If practice level account groups are being configured, the **Account Groups** window also includes the **Industry Type** and **Sample Client** drop-downs. See “To access the practice account group configuration” on page 488.

### **Related topics**

[Chart of Accounts](#)

[Account Group Details](#)

[Configuring account groups](#)

[Accessing account groups](#)

## Chart of Accounts

The **Chart of Accounts** lists the accounts from the selected client's general ledger. The table lists the account code, the account description and indicates whether the account has been allocated to an account group.

You can:

- “Searching the Chart of Accounts” (see page 491)
- “Filtering the Chart of Accounts” (see page 491)
- “Hiding or showing the Chart of Accounts” (see page 492)
- “Finding account groups in the Chart of Accounts” (see page 493)

- 
- “Allocating individual accounts” (see page 497).


## Searching the Chart of Accounts

Use the **Search** field at the top of the Chart of Accounts to find and select a specific account.

### ***To search the Chart of Accounts***

1. Open the **Statutory Reporter — Account Groups** window.  
See “Accessing account groups” on page 488.
2. Enter search criteria into the **Search** field at the top of the **Chart of Accounts** table.  
The search criteria can be all or part of the account code or description.
3. Press **[Enter]**.  
The list of accounts in the table filters to show only those accounts which match the search criteria.

### ***To clear the search***

1. Click .  
The search criteria clears.

## **Related topics**

[Account Group Details](#)

[Configuring account groups](#)

[Accessing account groups](#)

[Filtering the Chart of Accounts](#)

[Hiding or showing the Chart of Accounts](#)

[Allocating individual accounts](#)

[Listing account allocations](#)

[Account Group Details tree right-click menu](#)

[Finding account groups in the Chart of Accounts](#)

## Filtering the Chart of Accounts

A filter can be used to display certain accounts in the **Chart of Accounts** table. The filtering menu is located at the bottom of the **Chart of Accounts** table.

The available filter options are:

- **Display all accounts** — show all accounts regardless of whether they have been allocated.
- **Display unallocated accounts only** — show only those accounts which have not been allocated to an account group.

- 
- **Display duplicated accounts only** — show only those accounts which have mistakenly been allocated to more than one account group. This filter is used to correct the allocation.

Click the **Include zero balances** checkbox to include those accounts with zero balances.

## Related topics

[Account Group Details](#)

[Configuring account groups](#)

[Accessing account groups](#)

[Searching the Chart of Accounts](#)

[Hiding or showing the Chart of Accounts](#)

[Allocating individual accounts](#)

[Listing account allocations](#)

[Account Group Details tree right-click menu](#)

[Finding account groups in the Chart of Accounts](#)

## Hiding or showing the Chart of Accounts

When allocating accounts to account groups you may choose to use the **Account Group Details** view. Use the **Hide Chart of Accounts** or **Show Chart of Accounts** option to hide and show the **Chart of Accounts** table.

### *To hide or show the Chart of Accounts*

1. Open the **Statutory Reporter — Account Groups** window.  
See “Accessing account groups” on page 488.
2. Click **Hide Chart of Accounts**.  
This is located at the bottom of the **Chart of Accounts** table.  
The Chart of Accounts will be hidden and the Account Group Details section will expand across the window for a more detailed view.
3. Click **Show Chart of Accounts**.  
This is located at the bottom of the **Account Group Details** table.  
The **Chart of Accounts** table is displayed.

## Related topics

[Account Group Details](#)

[Configuring account groups](#)

[Accessing account groups](#)

[Filtering the Chart of Accounts](#)

[Searching the Chart of Accounts](#)

[Allocating individual accounts](#)

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[Listing account allocations](#)

[Account Group Details tree right-click menu](#)

[Finding account groups in the Chart of Accounts](#)

## Finding account groups in the Chart of Accounts

### ***To find account groups in the Chart of Accounts***

1. Access the **Statutory Reporter — Account Groups** window.  
See “Accessing account groups” on page 488.
2. In the **Chart of Accounts** table, select the account.
3. Right-click on the account and select **Find in Account Groups**.  
The **Account Group Details** tree filters to show the location of the selected account.
4. Click  in the search field at the top of the **Account Group Details** tree.  
To clear the search.

### **Related topics**

[Account Group Details](#)

[Configuring account groups](#)

[Accessing account groups](#)

[Filtering the Chart of Accounts](#)

[Hiding or showing the Chart of Accounts](#)

[Allocating individual accounts](#)

[Listing account allocations](#)



[Account Group Details tree right-click menu](#)


[Searching the Chart of Accounts](#)

## Account Group Details

The Account Group Details section of the **Statutory Reporter — Account Groups** window is divided into two areas:


### ***Account Group Details tree***

The **Account Group Details** tree utilises a standard windows folder structure. Each folder lists the account ranges or individual accounts which have been assigned to the account group. Click  to expand and view the contents of a folder. Click  to collapse and hide the contents of a folder.


Statutory Reporter comes with a set of default Account Group allocations. These master account group allocations are marked with an  in the **Account Group Details** tree.

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The default account group allocations can be edited and assigned individual accounts and account ranges at a practice or client level:

- **Practice Level** — Account group allocations affect all clients of a selected industry type. Account Group allocations at a practice level are marked with an  in the **Account Group Details** tree. The **Account Group** option must be accessed from the **Practice Report Settings** to allocate accounts at a practice level.

See “To access the practice account group configuration” on page 488.

- **Client Level** — Account group allocations affect only the selected client. Account group allocations at a client level are marked with an  in the **Account Group Details** tree. The **Account Group** option must be accessed from the client’s Client Accounting > **Reports** tab to allocate accounts at a client level.

See “To access the client account group configuration” on page 490.

A (DR) or a (CR) may be displayed after an account range. This indicates that the debits and credits have been allocated separately. See “Allocating account ranges to account groups” on page 499.

A number of Account Group configuration options can also be accessed from the right-click popup menu. See “Account Group Details tree right-click menu” on page 495.

### ***Account Group Details table***

When an account group is selected in the **Account Group Details** tree, the **Account Group Details** table displays information about accounts allocated to the selected account group.

The table has two views which can be selected from the drop-down located at the bottom of the table:

- **Display account codes** — lists the individual accounts which have been allocated to the selected account group. The account code is detailed in the **Code** column and the account name in the **Description** column. If an account range has been allocated to the account group, the accounts within the account range are listed individually.
- **Display account ranges** — lists the account ranges which have been allocated to the selected account group. The account code of the first account in the range is detailed in the **Starting Code** column. The account code of the last account in the range is detailed in the **Ending Code** column.

Above the table is a description which outlines the effects the account group configuration will have on the report. Click **View full description** to view a more detailed description.

Use the **Edit Range Settings** option to allocate accounts separately to different account groups depending on whether the account is in credit or debit. See “Allocating account ranges to account groups” on page 499.

A number of Account Group configuration options can also be accessed from the right-click menu.

### **Related topics**

[Account Group Details tree right-click menu](#)

[Searching account groups](#)

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## [Chart of Accounts](#)

[Allocating account ranges to account groups](#)

[Deleting account group allocations](#)

[To access the client account group configuration](#)



[To access the practice account group configuration](#)

[Configuring account groups](#)

[Restoring default settings for account groups](#)

## Account Group Details tree right-click menu

The available options in the right-click menu will vary depending on what and where you right-click.

Option	Description
Expand	To expand and view the contents of a selected account group folder. This is the same as clicking  on the <b>Account Group Details</b> tree.
Collapse	To collapse and hide the contents of a selected account group folder. This is the same as clicking  on the <b>Account Group Details</b> tree.
Expand All in Group	To expand and view all the sub-folders and contents of a selected account group folder.
Collapse All in Group	To collapse and hide all the sub-folders and contents of a selected account group folder.
Expand All	To expand all the account groups listed in the <b>Account Group Details</b> tree, so that you can view all the sub-folders and contents of the account group structure.
Collapse All	To collapse and hide all the account groups listed in the <b>Account Group Details</b> tree so that only the top level account group folders are listed.
Cut	To remove and make a copy of an account so that it can be pasted into another account group.
Paste	Paste an account that was Cut into another account group.
Create New Custom Group	To add a new summary account group under the selected account group. See “Creating custom account groups” on page 505.
Edit Custom Group	To change the name of a selected summary account group. See “Creating custom account groups” on page 505.

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Option	Description
Delete	To delete an account group allocation.
Edit Range Settings	<p>To allocate accounts within an account range separately to different account groups depending on whether the account is in credit or debit.</p> <p>See “Allocating account ranges to account groups” on page 499.</p>
Restore Practice Report Settings	<p>At any time, custom account group allocations can be removed and the default account group configurations restored.</p> <p>Use <b>Restore Master Settings</b> to remove practice level account group allocations and revert to the Statutory Reporter master default account group allocation.</p> <p>Use <b>Restore Practice Report Settings</b> to remove client level account group allocations and revert to the practice level account group allocations.</p> <p>See “Restoring default settings for account groups” on page 510.</p>

### Related topics

[Chart of Accounts](#)

[Allocating account ranges to account groups](#)

[Deleting account group allocations](#)

[To access the practice account group configuration](#)

[To access the client account group configuration](#)

[Configuring account groups](#)

[Restoring default settings for account groups](#)

### Searching account groups

Use the **Search** field at the top of the **Account Group Details** tree to search and locate a specific account group.

#### *To search for an account group*

1. Access the **Statutory Reporter — Account Groups** window.  
See “Accessing account groups” on page 488.
1. Enter search criteria into the **Search** field at the top of the **Account Group Details** tree.  
A search can use all or part of the account group name.
2. Press **[Enter]**.



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The list of account groups in the **Account Group Details** tree filters to show only those account groups which match the search criteria.

### ***To clear the search***

1. Click .

The search criteria clears.

### **Related topics**

[Chart of Accounts](#)

[Allocating account ranges to account groups](#)

[Deleting account group allocations](#)

[To access the client account group configuration](#)

[To access the practice account group configuration](#)

[Configuring account groups](#)

[Restoring default settings for account groups](#)

## Configuring account groups

Individual accounts or account ranges can be allocated to account groups. Allocations can be deleted and the default settings for account groups can be restored.

Configuring account groups may involve:

- “Allocating individual accounts” (see page 497)
- “Allocating account ranges to account groups” (see page 499)
- “Creating custom account groups” (see page 505)
- “Listing account allocations” (see page 508)
- “Deleting account group allocations” (see page 509)
- “Restoring default settings for account groups” (see page 510).



### Allocating individual accounts

You can allocate unallocated accounts to an account group in a number of ways:

- Use drag-and-drop to allocate individual accounts to account groups. The account must be dragged from the **Chart of Accounts** table to the appropriate account group in the **Account Group Details** tree.
- Using the **Allocate to Group** button on the **Statutory Reporter — Account Groups** window.
- The Chart of Accounts right-click menu option, **Allocate to Group**, is used to allocate a selected account to an account group in the **Account Group Details** tree.

---

### ***To allocate individual accounts using drag-and-drop***

1. Access the account groups for the practice or for a selected client.  
See “Accessing account groups” on page 488.  
If Account Groups are to be configured for the practice, then select the **Industry Type** and nominate a **Sample Client**.  
See “To access the practice account group configuration” on page 488.  
The **Statutory Reporter — Account Groups** window opens.
2. Locate the account in the **Chart of Accounts** table.  
Select **Display unallocated accounts** on the drop-down at the bottom of the **Chart of Accounts** table, to view only those accounts which have not been allocated to an account group.
3. Locate the account group in the **Account Group Details** tree.
4. Click the account entry in the **Chart of Accounts** table and drag-and-drop it into the account group in the **Account Group Details** tree.  
The account is displayed in the account group in the **Account Group Details** tree.  
The account within the account group is identified with an  if it is configured at a practice level. The account within the account group is identified with an  if it is configured at a client level.
5. Repeat **Step 2.** to **Step 4.** to allocate all the accounts in the **Chart of Accounts** table as necessary.
6. Click **OK**.  
To save the changes made in allocating individual account to the account groups.

### ***To allocate individual accounts using the Allocate to Group button***

1. Access the account groups for the practice or for a selected client.  
See “Accessing account groups” on page 488.  
If Account Groups are to be configured for the practice, then select the **Industry Type** and nominate a **Sample Client**.  
See “To access the practice account group configuration” on page 488.  
The **Statutory Reporter — Account Groups** window opens.
2. Select an account from the **Chart of Accounts** table.
3. Select the account group from the **Account Group Details** tree.  
See “Account Group Details tree” on page 493.
4. Click **Allocate to Group**.  
The account is allocated to the selected account group.

- 
5. Click **OK**.

The **Statutory Reporter — Account Groups** window closes and any allocations are saved.

### ***To allocate individual accounts using the right-click menu***

1. Access the account groups for the practice or for a selected client.

See “Accessing account groups” on page 488.

If Account Groups are to be configured for the practice, then select the **Industry Type** and nominate a **Sample Client**.

See “To access the practice account group configuration” on page 488.

The **Statutory Reporter — Account Groups** window opens.

2. In the **Chart of Accounts** table, select the account to be allocated to an account group.
3. In the **Account Group Details** tree, select the account group to which the account is to be allocated.
4. Right-click on the account in the **Chart of Accounts** table and select **Allocate to Group**.
5. Click **OK**.

The **Statutory Reporter — Account Groups** window closes and any allocations are saved.

### **Related topics**

[Account Group Details](#)

[Configuring account groups](#)

[Accessing account groups](#)

[Filtering the Chart of Accounts](#)

[Hiding or showing the Chart of Accounts](#)

[Searching the Chart of Accounts](#)

[Listing account allocations](#)

[Finding account groups in the Chart of Accounts](#)

[To access the practice account group configuration](#)

[Allocating account ranges to account groups](#)

[Deleting account group allocations](#)

[Restoring default settings for account groups](#)

### **Allocating account ranges to account groups**

A range of accounts can be allocated to a selected account group. To allocate the range, specify the account code of the first account in the range and the account code of the last account in the range.

The **Edit Range Settings** option is used to allocate accounts separately to different Account Groups depending on whether the account is in credit or debit. For example, bank accounts must be displayed in the Current Assets section of the Balance Sheet report if they have a debit balance and

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the Current Liabilities section of the Balance Sheet report if they have a credit balance. Any account ranges that have been allocated to a custom account groups will behave in a similar way.

### ***To allocate an account range to an account group***

1. Access the account groups for the practice or for a selected client.

See “Accessing account groups” on page 488.

If Account Groups are to be configured for the practice, then select the **Industry Type** and nominate a **Sample Client**.

See “To access the practice account group configuration” on page 488.


The **Statutory Reporter — Account Groups** window opens.

2. Find and select the account group in the **Account Group Details** tree.

3. Select **Display account ranges**.

Select this option from the drop-down located at the bottom of the **Account Group Details** table.



4. Click the final row in the **Account Group Details** table to add a new entry.

The beginning of the row is identified by an  and a **Click here to add an account range** statement.

5. Enter the account code for the first account in the account range into the **Starting Code** column.

6. Enter the account code for the last account in the account range into the **Ending Code** column.

The account range is displayed in the account group in the **Account Group Details** tree.

The account range within the account group is identified with an  if it is configured at a practice level. The account range within the account group is identified with an  if it is configured at a client level.

7. Repeat **Step 2.** to **Step 6.** to allocate further account ranges.

8. Click **OK**.

To save the changes made in configuring the account groups.

### **Related topics**

[Accessing account groups](#)

[To access the practice account group configuration](#)

[Allocating individual accounts](#)

[Deleting account group allocations](#)

[Restoring default settings for account groups](#)

[Editing allocated accounts ranges](#)

[Separating debits and credits](#)

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[Removing debit/credit separation](#)  
[Including all balances in an account range](#)

Editing allocated accounts ranges

***To edit an allocated account range***

1. Access the account groups for the practice or for a selected client.  
See “Accessing account groups” on page 488.  
If Account Groups are to be configured for the practice, then select the **Industry Type** and nominate a **Sample Client**.  
See “To access the practice account group configuration” on page 488.  
The **Statutory Reporter — Account Groups** window opens.
2. Find and select the account range in the **Account Group Details** tree to be edited.
3. Select **Display account ranges**.  
Select this option from the drop-down located at the bottom of the **Account Group Details** table.
4. Edit the account code in the **Starting Code** or **Ending Code** fields.
5. Click **OK**.  
To save the changes made in configuring the Account Groups. The **Statutory Reporter — Account Groups** window closes.

**Related topics**

[Accessing account groups](#)  
[To access the practice account group configuration](#)  
[Allocating individual accounts](#)  
[Deleting account group allocations](#)  
[Restoring default settings for account groups](#)  
[Allocating account ranges to account groups](#)  
[Separating debits and credits](#)  
[Removing debit/credit separation](#)  
[Including all balances in an account range](#)

Including all balances in an account range

You can either include all balances in an account range or separate debits and credits. See “Separating debits and credits” on page 502.

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### ***To include all balances in an account range***

1. Access the account groups for the practice or for a selected client.  
See “Accessing account groups” on page 488.  
If Account Groups are to be configured for the practice, then select the **Industry Type** and nominate a **Sample Client**.  
See “To access the practice account group configuration” on page 488.  
The **Statutory Reporter — Account Groups** window opens.
2. Find and select the account range in the **Account Group Details** tree for which to include all balances.
3. Select **Display account ranges**.  
Select this option from the drop-down located at the bottom of the **Account Group Details** table.
4. Click **Edit Range Setting**.  
The **Range Settings** window opens.  
The account range for which all balances are to be included is identified at the top of the window.
5. Select the **Include All Balances** option.
6. Click **OK**.  
The **Range Settings** window closes. You are returned to the **Statutory Reporter — Account Groups** window.
7. Click **OK**.

### **Related topics**

[Accessing account groups](#)

[To access the practice account group configuration](#)

[Allocating individual accounts](#)

[Deleting account group allocations](#)

[Restoring default settings for account groups](#)

[Allocating account ranges to account groups](#)

[Separating debits and credits](#)

[Removing debit/credit separation](#)

Separating debits and credits

### ***To separate debits and credits using Edit Range Settings***

1. Access the account groups for the practice or for a selected client.

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See “Accessing account groups” on page 488.

If Account Groups are to be configured for the practice, then select the **Industry Type** and nominate a **Sample Client**.

See “To access the practice account group configuration” on page 488.

The **Statutory Reporter — Account Groups** window opens.

2. Find and select the account range in the **Account Group Details** tree for which debits and credits are to be separated.

3. Select **Display account ranges**.

Select this option from the drop-down located at the bottom of the **Account Group Details** table.

4. Click **Edit Range Setting**.

The **Range Settings** window opens.

The account range for which debits and credits are to be separated is identified at the top of the window.

5. Select the **Separate Debits and Credits** option.

Configure the range settings:

- a. **Separate based on** — two options are available from the drop-down to separate based on:
  - If debits and credits are to be separated based on **Individual account balances**, each individual account within the range is examined and allocated based on its balance.
  - If debits and credits are to be separate based on **Header account balances**, the header account balance is examined and all accounts within the range are allocated based on the balance of the header account.
- b. **Display in this group** — select whether to display debits or credits, from the drop-down, in the currently selected account group. If **Debits** is selected the next field changes to **Display credits in**. If **Credits** is selected the next field changes to **Display debits in**.
- c. **Display debits / credits in** — click the ellipse button to select an Account Group to allocate the debits (if credits have already been allocated) or credits (if debits have already been allocated).

The **Select Account Group** window opens.

6. Select the appropriate account group.

7. Click **OK**.

The **Select Account Group** window closes and you are returned to the **Range Settings** window.

8. Click **OK**.

The range settings are saved and the **Range Settings** window closes. You are returned to the **Statutory Reporter — Account Groups** window.

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In the **Account Group Details** tree, the account range is displayed marked with a (DR) in the account group to which debits have been allocated and a (CR) in the account group to which credits have been allocated.

## Related topics

[Accessing account groups](#)

[To access the practice account group configuration](#)

[Allocating individual accounts](#)

[Deleting account group allocations](#)

[Restoring default settings for account groups](#)

[Editing allocated accounts ranges](#)

[Removing debit/credit separation](#)

[Including all balances in an account range](#)

## Removing debit/credit separation

### ***To remove debit / credit separation and include all balances***

1. Access the account groups for the practice or for a selected client.  
See “Accessing account groups” on page 488.  
If Account Groups are to be configured for the practice, then select the **Industry Type** and nominate a **Sample Client**.  
See “To access the practice account group configuration” on page 488.  
The **Statutory Reporter — Account Groups** window opens.
2. Find and select the account range in the **Account Group Details** tree for which debit / credits separation is to be removed.
3. Select **Display account ranges**.  
Select this option from the drop-down located at the bottom of the **Account Group Details** table.
4. Click **Edit Range Setting**.  
The **Range Settings** window opens.  
The account range for which debits / credit separation is to be removed is identified at the top of the window.
5. Select the **Include All Balances** option.
6. Click **OK**.  
The **Range Settings** window closes and you are returned to the **Statutory Reporter — Account Groups** window.



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## Related topics

[Accessing account groups](#)

[To access the practice account group configuration](#)

[Allocating individual accounts](#)

[Deleting account group allocations](#)

[Restoring default settings for account groups](#)

[Including all balances in an account range](#)

## Creating custom account groups

Statutory Reporter contains a set of pre-defined practice account groups. Custom account groups can be created within a selected account group to summarise group detail accounts specific for a particular client. This grouping provides a summary of the account which is displayed as a single line entry in the financial reports. For example, it may be useful to group certain expense accounts that will be included in the financial report as a single line entry. Within financial reports, custom account groups are sorted appropriately, by account code or description, depending on the properties of the parent account group folder.

You cannot summarise header accounts within a custom account group.

The addition of a custom account group is identified by an  icon in the **Account Group Details** tree.

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**Note:** You cannot create another custom account group within an existing custom account group.

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### *To group accounts into a custom account group*

1. Access the account groups for the client.  
See “To access the client account group configuration” on page 490.  
The **Statutory Reporter — Account Groups** window opens.
2. Select the account group folder from the **Account Group Details** tree that contains the account groups that are to be grouped into a custom account group.  
The accounts are listed in the **Account Group Details** table.
3. Select the **Display account codes** option from the drop-down.  
This option is located at the bottom of the **Account Group Details** table.
4. Select accounts in the **Account Group Details** table that will be included in a new custom account group.  
To select consecutive accounts, click the accounts and press **[Shift]**.  
To select non-consecutive accounts, click the accounts and press **[Ctrl]**.
5. Right-click on the account(s) in the **Account Group Details** table and select **Add to New Custom Group**.

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The **Add to New Custom Group** window opens.

The selected account(s) are listed in the **Accounts selected** section.

6. Enter a **Custom group name**.

The **Custom group name** field is limited to a maximum of 100 alphanumeric characters.

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**Note:** The **Custom group name** must be unique. You cannot name a new custom account group with an existing account group name under the same parent account group. An error message will be displayed.  
This is a mandatory field and cannot be blank.

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7. Select the **Show detail accounts with custom group** checkbox, if required.

If this checkbox is selected, the custom group will be listed in reports as a heading with the detailed accounts that are included as part of the custom group, listed immediately below.

8. Click **OK**.

The selected accounts are grouped into the new custom account group. The **Add to New Custom Group** window closes and the custom account group is added to the **Account Group Details** tree. The **Account Group Details** tree updates to reflect the changes.

When financial reports are produced a single line entry will be displayed for these accounts that have been grouped

#### ***To create a new custom account group without selecting accounts***

1. Access the account groups for the client.

See “To access the client account group configuration” on page 490.

The **Statutory Reporter — Account Groups** window opens.

2. Select an account group folder in the **Account Group Details** tree.

3. Right-click on the account group and select **Create New Custom Group**.

The **Create New Custom Group** window opens.

4. Enter the **Custom group name**.

The **Custom group name** field is limited to a maximum of 100 alphanumeric characters.

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**Note:** The **Custom group name** must be unique. You cannot name a new custom account group with an existing account group name under the same parent account group. An error message will be displayed if you attempt to do so.  
This is a mandatory field and cannot be blank.

---

5. Select the **Show detail accounts with custom group** checkbox, if required.

If this checkbox is selected, the custom group will be listed in reports as a heading with the detailed accounts that are included as part of the custom group, listed immediately below.

- 
6. Click **OK**.

The **Create New Custom Group** window closes and the new custom account group is created within the selected account group folder. The new custom account group is identified with an  icon in the **Account Group Details** tree.

7. Allocate individual accounts to the custom account group.

See “Allocating individual accounts” on page 497.

8. Click **OK**.

The custom account group and associated accounts are added to the **Account Group Details** tree. The **Account Group Details** tree updates to reflect the changes.

When financial reports are produced a single line entry will be displayed for these accounts that have been grouped.

### ***To edit a custom account group name***

1. Access the account groups for the client.

See “To access the client account group configuration” on page 490.

The **Statutory Reporter — Account Groups** window opens.

2. Select a custom account group folder in the **Account Group Details** tree.

A custom account group folder is identified by an icon.

3. Right-click on the selected custom account group and select **Edit Custom Group**.

The **Edit Custom Group** window opens.

4. Change the **Custom group name**.

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**Note:** The **Custom group name** must be unique. You cannot name a new custom account group with an existing account group name under the same parent account group. An error message will be displayed.  
This is a mandatory field and cannot be blank.

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5. Click **OK**.

The **Edit Custom Group** window closes and the name of the custom account group is changed.

### **Related topics**

[Allocating individual accounts](#)

[Allocating account ranges to account groups](#)

[Listing account allocations](#)

[Deleting account group allocations](#)

[Restoring default settings for account groups](#)

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## Listing account allocations

The **List Account Allocation** button is used to generate a text file which lists the account codes and account descriptions for all client or practice accounts and how they have been allocated. The **Account Allocation** list can be sorted by account or account group.

### *To list the account allocations*

1. Access the account groups for the practice or for a selected client.

See “Accessing account groups” on page 488.

If Account Groups are to be configured for the practice, then select the **Industry Type** and nominate a **Sample Client**.

See “To access the practice account group configuration” on page 488.

The **Statutory Reporter — Account Groups** window opens.

2. Click **List Account Allocation**.

The **List Account Allocation** window opens.

3. Select the sort order to list the account allocations.

Select either **Sort by Account** or **Sort by Account Group**.

4. Click **OK**.

A text file is generated which lists the account allocations.

If **Sort by Account** is selected, the text file lists each account, the account code and description and the account group to which it has been allocated.

If **Sort by Account Group** is selected, the text file lists each account group and the accounts, the account codes and descriptions, which have been allocated to the group.

## Related topics

[Account Group Details](#)

[Configuring account groups](#)

[Accessing account groups](#)

[Filtering the Chart of Accounts](#)

[Hiding or showing the Chart of Accounts](#)

[Allocating individual accounts](#)

[Searching the Chart of Accounts](#)

[Account Group Details tree right-click menu](#)

[Finding account groups in the Chart of Accounts](#)

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## Deleting account group allocations

Account group allocations can be deleted at a practice or client level. When you delete an account group allocation, the account is unallocated from the account group and returned to the **Chart of Accounts** table to be re-allocated to another account group.

At a practice level, a deleted account group allocation will affect all clients of a selected industry type. That is, the account group allocation is removed for all clients of that industry type. The **Account Groups** option must be accessed from the **Practice Report Settings** to delete account group allocations at a practice level. See “To access the practice account group configuration” on page 488.

At a client level, a deleted account group allocation will affect only the selected client. That is, the account group allocation is removed for the selected client only. The **Account Groups** option must be selected from the client’s Client Accounting > **Reports** tab to delete account group allocations at a client level. See “To access the client account group configuration” on page 490. You can also unallocate accounts that have been allocated to any custom account groups.

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**Note:** Pre-defined account groups cannot be deleted.

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### *To delete (or unallocate) account group allocations*

1. Access the account groups for the practice or for a selected client.  
See “Accessing account groups” on page 488.  
The **Statutory Reporter — Account Groups** window opens.
2. Find the account in the **Account Group Details** tree.
3. Right-click on the account and select **Delete**.  
A **Statutory Reporter** confirmation dialog is displayed.
4. Click **Yes** to delete the account allocation. Click **No** to cancel.  
If **Yes** is selected, the account allocation is removed from the account group folder in the **Account Group Details** tree and returned to the **Chart of Accounts** table where it can be re-allocated to the appropriate account group.

### *To delete (or unallocate) account group allocations to a custom group*

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**Note:** You cannot delete a custom account group that contains allocated accounts. To delete the custom account group, first unallocated the accounts then delete the custom account group.

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1. Access the custom account groups for the selected client.  
See “Accessing account groups” on page 488.  
The **Statutory Reporter — Account Groups** window opens.
2. Unallocate accounts from a selected custom account group.  
See “To delete (or unallocate) account group allocations to a custom group” on page 509.

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The account allocation is removed from the custom group folder in the **Account Group Details** tree and returned to the **Chart of Accounts** table.

3. Select the custom account group folder in the **Account Group Details** tree.
4. Right-click on the custom account group folder and select **Delete**.  
A **Statutory Reporter** confirmation dialog is displayed.
5. Click **Yes** to delete. Click **No** to cancel.  
If **Yes** is selected, the custom account group folder is removed from the account group folder in the **Account Group Details** tree.

### Related topics

[Accessing account groups](#)

[To access the practice account group configuration](#)

[To access the client account group configuration](#)

[Allocating individual accounts](#)

[Allocating account ranges to account groups](#)

[Restoring default settings for account groups](#)

### Restoring default settings for account groups

Any account group allocations that you have made in the **Statutory Reporter — Account Groups** window can be removed and the default master or practice account group configurations restored.

At a practice level, any customised practice level account group allocations can be removed and the master set of default account group allocations which come with Statutory Reporter can be restored.

At a client level, any customised client level account group allocations can be removed and the practice level account group allocations can be restored.

At the client level, if a custom account group is selected to be restored to the practice settings, then all accounts within the custom account group are removed and the custom group itself is deleted from the **Account Group Details** tree.

#### *To restore the master settings*

1. Access the account groups for the practice.  
See “To access the practice account group configuration” on page 488.  
The **Statutory Reporter — Account Groups** window opens.
2. Select the **Industry Type** from the drop-down.
3. Click the ellipse button located at the end of the **Sample Client** field to find a sample client.

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4. Find the account group in the **Account Group Details** tree for which the default master account group configuration is to be restored.

5. Right-click and select **Restore Master Settings**.

The **Statutory Reporter** confirmation dialog is displayed.

6. Click **Yes** to remove the practice level account group modifications for the selected account group. Click **No** to cancel.

The practice level account group allocations are removed for the selected account group. If the account group has sub-account groups, the practice level account group allocations are also removed for these. For example, if you select the Balance Sheet account group, the practice level account group allocations are also removed from the Assets and Liabilities and Equity account groups.

### ***To restore practice report settings***

1. Access the account groups for the client.

See “To access the client account group configuration” on page 490.

The **Statutory Reporter — Account Groups** window opens.

2. Select the account group in the **Account Group Details** tree for which the practice level account group configuration is to be restored.

3. Right-click and select **Restore Practice Report Settings**.

The **Statutory Reporter** confirmation dialog is displayed.

4. Click **Yes** to remove the client level account group allocations for the selected account group. Click **No** to cancel.

The client level account group allocations are removed for the selected account group. If the account group has sub-account groups, the client level account group allocations are also removed for these. For example, if you select the Balance Sheet account group, the client level account group allocations are also removed from Assets and Liabilities and Equity account groups.

### **Related topics**

[To access the practice account group configuration](#)

[To access the client account group configuration](#)

[Allocating individual accounts](#)

[Allocating account ranges to account groups](#)

[Deleting account group allocations](#)

# Non-transaction data

Non-Transaction Data s to client specific data values that are required for the financial statements but are not derived from account balances in the client ledger. For example, names and dates.

There are two types of non-transaction data that can be configured:

- Practice non-transaction data preferences.
- Client-specific data values.

## Related topics

[Practice non-transaction data preferences](#)

[Client non-transaction data](#)

## Practice non-transaction data preferences

There are three relationship types that are used to identify the signatories on the declaration report:

- directors for companies and trusts
- partners for partnerships
- trustees for trusts that do not have directors.

Practices that use the **Associations** feature in MYOB AE/AO to track the relationships between clients and partners, directors and trustees can choose to nominate the association types that represent these three relationships. For those clients with associations configured on the **Associated** tab, the partners, directors and trustees will automatically be added to the corresponding data category in the client's non-transaction data.

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**Note:** Non-transaction data preferences relies on the associations created on the **Associated** tab in MYOB AE/AO. Therefore, the non-transaction data preferences should only be set, if the Associate feature in MYOB AE/AO is used. See information on the [Associations feature](#).

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The non-transaction data preferences are configured on the **Practice Report Settings** tab.

### *To access the practice non-transaction data preferences*

1. Select Maintenance > Maintenance Map (AO) > Client Accounting > **Practice Report Settings**.  
The **Practice Report Settings** page opens.
2. Click **Non-Transaction Data** on the Tasks bar.  
The **Non-Transaction Data Preferences** window opens.

### *To configure the non-transaction data preferences*

1. Access the practice **Non-Transaction Data Preferences** window.
2. For each relationship type, select the association type that is used in your practice.





- 
- a. Select the director association type using the **Directors** drop-down.
  - b. Select the partner association type using the **Partners** drop-down.
  - c. Select the trustees association type using the **Trustees** drop-down.
3. Click **OK**.  
The **Non-Transaction Data Preferences** window closes.

## Related topics

[Client non-transaction data](#)

## Client non-transaction data

Non-transaction data s to client specific data values that are required for the financial statements but are not derived from account balances in the client ledger. Non-transaction data is organised into data fields and data categories which can be viewed and edited.

An  indicates that the data field is linked to the client's details in MYOB AE/AO. These linked fields can be edited in **Non-Transaction Data** in Statutory Reporter. Any changes made in Statutory Reporter **are not** updated to MYOB AE/AO. Click  to reset the changes to the field and return to the MYOB AE/AO data.

## Related topics

[Data categories and data fields](#)

[Accessing client non-transaction data](#)

[Searching for a data field](#)

[Editing client non-transaction data](#)

[Practice non-transaction data preferences](#)

## Data categories and data fields

Client non-transaction data is organised into:

- **Data Fields** — to the specific data values that are required for the financial statements. These include fields such as the client name and address.
- **Data Category** — data fields are grouped using Data Categories. These categories allow quick and easy searching of the data field to be viewed or edited.

## ***Available data fields***

The following table lists the data categories, the data fields which belong to each category, the data type of each field and a description of the field / what field it is linked to in MYOB AE/AO.

Data field	Data type	Description
<b>Data Category: Client Details</b>		
Client Name	Text	Linked to Main Name
(Australia) ABN	Number	Linked to ABN field on the <b>Main</b> tab.
(New Zealand) Company No.	Text	
(New Zealand) NZBN	Text	
(New Zealand) Nature of business	Text	
(New Zealand) Issued Capital	Text	
(New Zealand) Bankers	Text	
(New Zealand) Registered Office 1	Text	
(New Zealand) Registered Office 2	Text	
(New Zealand) Registered Office 3	Text	
(New Zealand) Solicitors	Text	
(New Zealand) Reporting Basis	List	
(New Zealand) Look through company?	Checkbox	
(New Zealand) Formation Date	Date	
(New Zealand) Registered for GST?	Checkbox	
<b>Data Category: Compilation Report</b>		
Firm Name	Text	Linked to name of the company on the <b>Responsibility</b> tab.
Firm Address - Line 1	Text	Linked to Address ( <b>Address</b> field 1) of the office on the <b>Responsibility</b> tab.

<b>Data field</b>	<b>Data type</b>	<b>Description</b>
Firm Address - Line 2	Text	Linked to Address ( <b>Address</b> field 2) of the office on the <b>Responsibility</b> tab.
Firm Address - Line 3	Text	Linked to Address ( <b>Address</b> field 3) of the office on the <b>Responsibility</b> tab.
Firm Address - Suburb	Text	Linked to Address ( <b>Town</b> field) of the office on the <b>Responsibility</b> tab.
Firm Address - State	Text	Linked to Address ( <b>County</b> field) of the office on the <b>Responsibility</b> tab.
Firm Address - Post Code	Number	Linked to Address ( <b>Postcode</b> field) of the office on the <b>Responsibility</b> tab.
Firm Address - Country	Text	Linked to Address ( <b>Country</b> field) of the office on the <b>Responsibility</b> tab.
Signed By	Text	Linked to latest Partner name on the <b>Responsibility</b> tab.
Signed Date	Date	
No. of Partners in Firm	Number	
(New Zealand) Independence	Text	
(New Zealand) Departure from Framework	Text	
<b>Data Category: Shareholders (New Zealand)</b>		
Shareholder's Name	Text	
Class of Shares	Text	
Number of Shares	Number	
Include?	Checkbox	
<b>Data Category: Declaration</b>		
Signed Date	Date	
<b>Data Category: Directors</b>		
<b>Entity Type: Company, Unit Trust, Other Trust</b>		

Data field	Data type	Description
Director's Name	Text	Linked to name of the Director from the <b>Associated</b> tab*.
Signatory	Checkbox	
(New Zealand) Director Sign Date	Date	
(New Zealand) Include?	Checkbox	

**Data Category: Directory**

Entity Type: Company, Partnership, Trust, Sole Trader  
(New Zealand)

NZBN	Number	
Company number	Number	Applies to Company
IRD number	Number	
Nature of business	Text	
Formation date	Date	Applies to Partnership, Trust, Sole Trader
Settlement date	Date	Applies to Trust
Settlor	Date	Applies to Trust
Incorporated date	Date	Applies to Company
Issued capital	Number	Applies to Company
Bankers	Text	
Solicitors	Text	
Registered office 1	Text	Applies to Company
Registered office 2	Text	Applies to Company
Registered office 3	Text	Applies to Company
Business address - line 1	Text	
Business address - line 2	Text	
Business address - line 3	Text	
Business address - suburb	Text	
Business address - postcode	Number	

Data field	Data type	Description
Auditors name	Text	
<b>Data Category: Partners</b>		
<b>Entity Type: Partnership</b>		
Partner's Name	Text	Linked to name of the Partner from the <b>Associated</b> tab*.
Signatory	Checkbox	
(New Zealand) Include?	Checkbox	
<b>Data Category: Trustees</b>		
Trustee's Name	Text	Linked to name of the Director from the <b>Associated</b> tab*.
Signatory	Checkbox	
(New Zealand) Include?	Checkbox	
<b>Data Category: Authorisation Date</b>		
Authorisation Date	Date	
<b>Data Category: Auditors (New Zealand)</b>		
Auditors Name	Text	
<b>Data Category: Notes - disclosures</b>		
<b>Entity type: Company, Partnership, Trust, Sole Trader (New Zealand)</b>		
Taxation Note - Tax rate	Text	
ICA- opening balance	Currency	
ICA - closing balance	Currency	
Securities Guarantees	Checkbox	
<b>Data Category: Notes - Related party</b>		
<b>Entity type: Company, Partnership, Trust, Sole Trader (New Zealand)</b>		
Name	Text	
Relationship	Text	
Type of Transaction	Text	
This Year	Currency	

Data field	Data type	Description
Last Year	Currency	

**Data Category: Notes - Borrowings**

**Entity type: Company, Partnership, Trust, Sole Trader  
(New Zealand)**

Description	Text	
Interest Rate	Number	
Term of the loan	Number	
Security	Number	

**Data Category: Accounting Policy - Depreciation Rates**

**Entity type: Company, Partnership, Trust, Sole Trader  
(New Zealand)**

Asset Class	Text	
Depreciation Rates	Number	
Depreciation Method	Text	

**Data Category: Income Statement Options**

**Entity type: Company, Association, Other Trusts, Unit Trusts**

Separate Appropriation Statement?	Checkbox	Prints the Appropriation ledger balances in a separate report (the 'Appropriations Statement Report'). Note that this is limited to Companies, Associations, Other Trusts, and Unit Trusts.
Change net profit description	Text	

**Data Category: Minutes of Meeting**

**Entity type: Company, Other Trust, Unit Trust**

Meeting Address	Text	Single line, free formatting
Meeting Date	Date	
Meeting Time	Date	
Trustee Type	Text	"Individual" or "Corporate"
Number of Directors	Number	
Client Audited	Checkbox	Unchecked by default

Data field	Data type	Description
Number of Auditors	Number	
Listed Entity	Checkbox	Unchecked by default
Remuneration Report Received	Checkbox	Unchecked by default
Distribution of Income	Text	"Minutes" or "Resolution"

**Data Category: Directors Table**

**Entity type: Company, Other Trust, Unit Trust**

Directors Name	Text	
Present	Checkbox	
Apology	Checkbox	
Chairperson	Checkbox	
Elected AGM	Checkbox	

**Data Category: Dividends**

**Entity type: Other Trust, Unit Trust**

Dividend Date	Date	
Franking Rate	Decimal	

**Data Category: Beneficiary Details**

**Entity type: Other Trust, Unit Trust**

Beneficiary Name	Text	
Net Income	Decimal	
Income Percentage	Decimal	
Capital Gain	Decimal	
Interest	Decimal	
Investment Amount	Decimal	
Remaining Amount	Decimal	
Percentage Disclosure	Decimal	



**Data Category: Trustee Table**

**Entity type: Other Trust, Unit Trust**

Trustee's Name		(see field above under "Trustees")
Trustee Company Name		

Data field	Data type	Description
Trustee Company ABN		
Trustee is Signatory		

\* - these fields are linked to the MYOB AE/AO fields only if the practice non-transaction data preferences have been configured and the Associations feature in MYOB AE/AO is used. See "Practice non-transaction data preferences" on page 512 for more information.

An  indicates that the data field is linked to the client's details in MYOB AE/AO. These linked fields can be edited in **Non-Transaction Data** in Statutory Reporter. The changes made in Statutory Reporter **are not** updated to MYOB AE/AO. Click  to reset the changes to the field and return to the MYOB AE/AO data.

Each data field is a certain data type. The data type controls the type of information that can be entered into the data field.

### Data types and parameters

Data Type	Parameters
Checkbox	Click to select or deselect.
(New Zealand) Currency	Enter the monetary value into this field.
Date	The format of the date reflects the computer settings. Select a date from the calendar popup.
(New Zealand) List	Select an option from the available list in the drop-down.
Number	Enter any numerical values into this field to a maximum of 13 characters.
Text	Text fields accept any standard keyboard characters.

### Related topics

[Accessing client non-transaction data](#)

[Searching for a data field](#)

[Editing client non-transaction data](#)

[Practice non-transaction data preferences](#)



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## Accessing client non-transaction data

Each client's non-transaction data fields can be edited. The client's non-transaction data is populated with information from MYOB AE/AO or it can be entered.

### ***To access the client non-transaction data***

1. Search and select the client whose non-transaction data is to be edited.
2. Open the client's Client Accounting > **Reports** tab.
3. Click **Non-Transaction Data** on the Tasks bar.

The **Statutory Reporter — Non-Transaction Data** window opens.

### **Related topics**

[Data categories and data fields](#)

[Searching for a data field](#)

[Editing client non-transaction data](#)

## Searching for a data field

Use the **Search** field at the top of the **Non-Transaction Data** window to search for and locate a specific data field.

### ***To search for a data field***

1. Access the client's non-transaction data.

See "Accessing client non-transaction data" on page 521.

The **Statutory Reporter — Non-Transaction Data** window opens.

2. Enter the search criteria in the **Search** field.

All or part of the data field name can be entered.

As text is entered, Data Categories and Data Fields filter dynamically to list the data categories which contain data fields that match the search criteria.

If more than one data category is listed, click each category until the data field is found.

### ***To clear the search***

1. Click .

The search criteria clears.

### **Related topics**

[Data categories and data fields](#)



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[Accessing client non-transaction data](#)

[Editing client non-transaction data](#)

## Editing client non-transaction data

Each client's non-transaction data fields can be edited. The client's non-transaction data is populated with information from MYOB AE/AO or it can be manually entered.

An  indicates that the data field is linked to the client's details in MYOB AE/AO. These linked fields can be edited in **Non-Transaction Data** of Statutory Reporter. The changes made in Statutory Reporter **are not** updated to MYOB AE/AO. Click  to reset the changes to the field and return to the MYOB AE/AO data.

Directors, Partners or Trustees cannot be added or removed in client non-transaction data if the Associations feature in MYOB AE/AO is used and if the practice Non-Transaction Data Preferences have been configured. To add or remove a Director, Partner or Trustee, the information must be edited on the **Associated** tab in MYOB AE/AO. See "Practice non-transaction data preferences" on page 512 and the [MYOB AE help](#) for more information.

### ***To edit the client's non-transaction data***

1. Access the client's non-transaction data.

See "Accessing client non-transaction data" on page 521.


The **Statutory Reporter — Non-Transaction Data** window opens.

2. Find the data field to be edited.

Use the **Search** field to search and locate the data field easily and quickly.

See "Searching for a data field" on page 521.

3. Edit the data fields as required.

On the MYOB AE/AO linked fields, click  to reset the changes made to the field and return to the MYOB AE/AO data.

4. Click **OK**.

The changes are saved.

### ***To edit directors, partners or trustees***

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**Note:** If the **Associations** feature in MYOB AE/AO is being used and the Practice Non-Transaction Data Preferences have been configured, then you will not be able to edit the Directors, Partners or Trustees in the client's non-transaction data. See "Practice non-transaction data preferences" on page 512 and the [MYOB AE help](#)[MYOB AO help](#)[MYOB AO help](#)[MYOB AE help](#) for more information.



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1. Access the client's non-transaction data.

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See “Accessing client non-transaction data” on page 521.

The **Statutory Reporter — Non-Transaction Data** window opens.

2. Select the **Directors / Partners / Trustees** data category.
3. To add a director, partner or trustee:
  - a. Click  to create a new record.
  - b. Enter the contact name and select whether the contact is a signatory.
4. To edit a director, partner or trustee:
  - a. Select the director / partner / trustee in the list.
  - b. Edit the contact name and /or whether the contact is a signatory.
5. To delete a director, partner or trustee:
  - a. Select the contact in the list.
  - b. Click  to remove the contact from the list.
6. Click **OK** to save the changes.

### **Related topics**

[Data categories and data fields](#)

[Accessing client non-transaction data](#)

[Searching for a data field](#)

[Practice non-transaction data preferences](#)

# Paragraphs

Statutory Reporter uses **Paragraphs** to define sections of text that are displayed in financial statements.

MYOB provides default paragraph content as part of the Master Level Report Definitions. The content and format of these default paragraphs can be modified for your entire practice or for an individual client.

The following can be defined:

- **Practice Paragraphs** — default paragraphs for all clients within the practice.
- **Client Paragraphs** — custom paragraphs for selected clients.

## Related topics

[Accessing practice paragraphs](#)

[Accessing client paragraphs](#)

[Paragraphs window](#)

[Editing paragraphs](#)

[Searching paragraphs](#)

[Paragraphs in the Report Preview window](#)

## Accessing practice paragraphs

To define default paragraphs for all clients within the practice, the **Paragraphs** option must be accessed from within **Practice Report Settings**. Any changes made to the paragraphs from within Practice Report Settings will apply to all reports for all clients.

The **Report Preview** window can also be used to view and edit the practice Paragraphs. See “Paragraphs in the Report Preview window” on page 538.

### *To access the practice paragraphs*

1. Select Maintenance > Maintenance Map (AO) > Client Accounting > **Practice Report Settings**.  
The **Practice Report Settings** page opens.
2. Click **Paragraphs** on the Tasks bar.  
The **Statutory Reporter — Paragraphs** window opens.

## Related topics

[Accessing client paragraphs](#)

[Paragraphs window](#)

[Editing paragraphs](#)

[Searching paragraphs](#)

[Paragraphs in the Report Preview window](#)

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## Accessing client paragraphs

To define custom paragraphs for selected clients, the **Paragraphs** option must be accessed from the client's Client Accounting > **Reports** tab. Any changes made to the client's paragraphs will only apply to the selected client.

The client paragraphs can also be viewed and edited from the **Report Preview** window. See "Paragraphs in the Report Preview window" on page 538.

### *To access client paragraphs*

1. Open the client's Client Accounting > **Reports** tab.
2. Click **Paragraphs** on the Tasks bar.  
The **Statutory Reporter — Paragraphs** window opens.

### **Related topics**

[Accessing practice paragraphs](#)

[Paragraphs window](#)

[Editing paragraphs](#)

[Searching paragraphs](#)

[Paragraphs in the Report Preview window](#)

## Paragraphs window

The **Paragraphs** window is divided into the following sections:

- **Search** — this field is used to find a specific paragraph or report.  
See "Searching paragraphs" on page 526.
- **Paragraphs list** — the Paragraphs list provides an index of all the reports and the paragraphs within each report. Double-click a paragraph to view and edit the paragraph content.  
See "Editing static text" on page 528 and "Inserting and editing variables" on page 529.
- **Toggle Groups** — change the view of the Paragraphs list. By default, the paragraphs are grouped by report. Click to display a list of paragraphs in alphabetical order.
- **Preferences button** — to display the cents for all currency values in the paragraph.
- **Edit Paragraph button** — view and edit paragraph content.  
See "Editing static text" on page 528 and "Inserting and editing variables" on page 529.

### **Related topics**

[Editing paragraphs](#)

[Editing static text](#)

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[Searching paragraphs](#)

[Inserting and editing variables](#)

[Paragraphs in the Report Preview window](#)

## Searching paragraphs

Use the **Search** field at the top of the **Paragraphs** window to search and locate a specific paragraph or report.


### *To search for a paragraph*

1. Access the practice or client's paragraphs.  
See "Accessing practice paragraphs" on page 524 or "Accessing client paragraphs" on page 525
2. Enter the search criteria for a paragraph in the **Search** field.  
All or part of the paragraph name can be searched.  
As text is entered, the **Paragraphs** list filters dynamically to show paragraphs that match the search criteria. The list shows the paragraphs and the reports in which the paragraphs are used.

### *To search for a report*

1. Access the practice or client's paragraphs.  
See "Accessing practice paragraphs" on page 524 or "Accessing client paragraphs" on page 525
2. Enter the search criteria for a report in the **Search** field.  
All or part of the report name can be searched.  
As text is entered, the **Paragraphs** list filters dynamically to show reports which match the search criteria. Also listed are those reports which share common paragraphs with the nominated report.  
This feature can be used to see the effects of editing a common paragraph. Editing a shared paragraph in one report will also affect the same paragraph in other reports.

### *To clear the search*

1. Click .  
The search criteria clears.

## Related topics

[Accessing practice paragraphs](#)

[Accessing client paragraphs](#)

[Paragraphs window](#)

[Editing paragraphs](#)

## Editing paragraphs

Practice Paragraphs — default paragraphs for all clients within the practice — and Client Paragraphs — custom paragraphs for selected clients, can be edited.

To edit Practice Paragraphs, access the **Paragraphs** option from the **Practice Report Settings**. See “Accessing practice paragraphs” on page 524.

To edit Client Paragraphs, search and select the client before accessing the **Paragraphs** option from the client’s Client Accounting > **Reports** tab. See “Accessing client paragraphs” on page 525.

Paragraphs can be composed of two types of text:

- **Static text** — is displayed on the report as it is entered when editing the paragraphs.
- **Variable text** — the value of variable text, that is the text that is displayed on the report, is provided by data recorded within Statutory Reporter. For example, a date variable may display the year start date, year end date or the date on which the report is printed. See “Editing static text” on page 528 and “Inserting and editing variables” on page 529.

### Related topics

[Accessing practice paragraphs](#)

[Accessing client paragraphs](#)

[Searching paragraphs](#)

[Paragraphs in the Report Preview window](#)

[Edit Paragraph Content window](#)

[Editing static text](#)

[Inserting and editing variables](#)

[Formatting paragraphs](#)

[Inserting logos into the Compilation Report](#)

[Restoring default content](#)

### Edit Paragraph Content window

The **Edit Paragraph Content** window enables the contents of a paragraph to be edited. Static text can be edited, variables can be inserted and edited, and the static and variable text in the paragraph can be formatted.

#### ***To access the Edit Paragraph Content window***

1. Access the practice or client’s paragraphs.  
See “Accessing practice paragraphs” on page 524 or “Accessing client paragraphs” on page 525.

- 
2. Find the paragraph to be edited.
  3. Click to select it.
  4. Click **Edit Paragraph**.  
The **Edit Paragraph Content** window opens.

### Related topics

[Paragraphs](#)

[Editing static text](#)

[Inserting and editing variables](#)

[Formatting paragraphs](#)

[Inserting logos into the Compilation Report](#)

[Restoring default content](#)

### Editing static text

Static text is displayed on the report as it is entered when editing the paragraph content. Use the formatting tools to change the text style, indent and to spell check the text.

#### *To edit static text*

1. Access the practice or client's paragraphs.  
See "Accessing practice paragraphs" on page 524 or "Accessing client paragraphs" on page 525.
2. Find the paragraph to be edited.
3. Click to select it.
4. Click **Edit Paragraph**.  
The **Edit Paragraph Content** window opens.
5. Edit the text as required in the **Paragraph Content** text area.  
Text can be inserted, edited or deleted. The text is displayed on the report as it is entered here.  
See "Inserting and editing variables" on page 529.  
Use the formatting tools to format and check the text. See "Formatting paragraphs" on page 535.
6. Click **OK**.  
To save the changes.

### Related topics

[Paragraphs](#)



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[Edit Paragraph Content window](#)

[Inserting and editing variables](#)

[Formatting paragraphs](#)

[Restoring default content](#)

## Inserting and editing variables

The value of variable text, that is the text that is displayed on the report, is provided by data recorded within Statutory Reporter.

There are 4 types of paragraph variables. The following table details each variable type and how the variable are displayed in the **Paragraph Content** text area.

Paragraph variable	Description
Account Group Value	The Account Group value variable displays the sum of values of all accounts which belong to a selected account group. There are 2 options: <ul style="list-style-type: none"><li>• this year (TY)</li><li>• last year (LY).</li></ul> See “Account groups” on page 488. <b>Format</b> <<AccountGroup>>
Conditional Text	Conditional Text variables enable you to provide alternate wording for a paragraph. <b>Format</b> ((condition1/condition2))
Date	Use the Date variable to insert the year start, year end for this year (TY) or last year (LY), or current date into the paragraph. There are number of pre-configured date formats from which to select. <b>Format</b> [(DateType as DateFormat)]
Non-Transaction Data	Non-Transaction Data s to client specific data values that are required for the financial statements but are not derived from account balances in the client ledger. See “Non-transaction data” on page 512. <b>Format</b> [[DataCategory.DataField]]

## Related topics

[Paragraphs](#)

[Edit Paragraph Content window](#)

[Formatting paragraphs](#)

[Inserting logos into the Compilation Report](#)

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[Restoring default content](#)

[Inserting an account group value in a paragraph](#)

[Inserting non-transaction data in a paragraph](#)

[Inserting conditional text in a paragraph](#)

[Inserting a date in a paragraph](#)

[Editing a variable](#)

Inserting an account group value in a paragraph

***To insert an account group value***

1. Access the practice or client's paragraphs.  
See "Accessing practice paragraphs" on page 524 or "Accessing client paragraphs" on page 525.
2. Find the paragraph to be edited.
3. Click to select it.
4. Click **Edit Paragraph**.  
The **Edit Paragraph Content** window opens.
5. In the **Paragraph Content** text area, click to place the cursor at the point where the Account Group Value variable is to be inserted.
6. Click **Account Group Value**.  
This is located on the **Insert** menu.  
You can insert an Account Group Value for this year (TY) or last year (LY).  
The **Insert Account Group Reference** window opens.
7. Select the **Account Group Value** to be inserted.
8. Click **OK**.  
The **Account Group Value** variable is displayed at the insertion point in the **Paragraph Content** text area.  
Use the formatting tools to format the variable as required. See "Formatting paragraphs" on page 535.
9. Click **OK**.  
To save the changes to the paragraph content.

**Related topics**

[Paragraphs](#)

[Edit Paragraph Content window](#)

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[Formatting paragraphs](#)

[Restoring default content](#)

[Inserting non-transaction data in a paragraph](#)

[Inserting conditional text in a paragraph](#)

[Inserting a date in a paragraph](#)

[Editing a variable](#)

## Inserting conditional text in a paragraph

### ***To insert conditional text***

1. Access the practice or client's paragraphs.  
See "Accessing practice paragraphs" on page 524 or "Accessing client paragraphs" on page 525.
2. Find the paragraph to be edited.
3. Click to select it.
4. Click **Edit Paragraph**.  
The **Edit Paragraph Content** window opens.
5. In the **Paragraph Content** text area, click to place the cursor at the point where the Conditional Text is to be inserted.
6. Click **Conditional Text**.  
This is located on the **Insert** menu.  
The **Insert Conditional Text** window opens.  
The conditional text variables are displayed on a drop-down menu. The **Summary** text area provides a brief description of each variable — what wording is used when certain conditions apply.
7. Select the **Conditional Text** variable on the drop-down.
8. Click **OK**.  
The Conditional Text variable is displayed at the insertion point in the **Paragraph Content** text area.  
Use the formatting tools to format the variable as required. See "Formatting paragraphs" on page 535.
9. Click **OK**.  
To save the changes to the paragraph content.

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## Related topics

[Paragraphs](#)

[Edit Paragraph Content window](#)

[Formatting paragraphs](#)

[Restoring default content](#)

[Inserting an account group value in a paragraph](#)

[Inserting non-transaction data in a paragraph](#)

[Inserting a date in a paragraph](#)

[Editing a variable](#)

## Inserting a date in a paragraph

### *To insert a date*

1. Access the practice or client's paragraphs.  
See "Accessing practice paragraphs" on page 524 or "Accessing client paragraphs" on page 525.
2. Find the paragraph to be edited.
3. Click to select it.
4. Click **Edit Paragraph**.  
The **Edit Paragraph Content** window opens.
5. In the **Paragraph Content** text area, click to place the cursor at the point where the Date is to be inserted.
6. Click **Date**.  
This is located on the **Insert** menu.  
The **Date Format** window opens.
7. Select the:
  - a. **Date** — select the date to be inserted from the drop-down. The available options are:
    - Year Start Date (TY)
    - Year Start Date (LY)
    - Year End Date (TY)
    - Year End Date (LY)
    - Today's Date - the date on which the report is produced
    - Period Type Start Date (TY)
    - Period Type Start Date (LY)

- 
- Period Type End Date (TY)
  - Period Type End Date (LY).
- b. **Format** — there are a number of pre-configured date formats which can be used. Select an appropriate format on the **Format** drop-down.

The **Sample** text field displays an example of the selected format.

8. Click **OK**.

The Date variable is displayed at the insertion point in the **Paragraph Content** text area.

Use the formatting tools to format the variable as required. See “Formatting paragraphs” on page 535.

9. Click **OK**.

To save the changes to the paragraph content.

## Related topics

[Paragraphs](#)

[Edit Paragraph Content window](#)

[Formatting paragraphs](#)

[Restoring default content](#)

[Inserting an account group value in a paragraph](#)

[Inserting non-transaction data in a paragraph](#)

[Inserting conditional text in a paragraph](#)

[Editing a variable](#)

## Inserting non-transaction data in a paragraph

### *To insert non-transaction data*

1. Access the practice or client’s paragraphs.  
See “Accessing practice paragraphs” on page 524 or “Accessing client paragraphs” on page 525.
2. Find the paragraph to be edited.
3. Click to select it.
4. Click **Edit Paragraph**.  
The **Edit Paragraph Content** window opens.
5. In the **Paragraph Content** text area, click to place the cursor at the point where the Non-Transaction field variable is to be inserted.

---

6. Click **Non-Transaction Data**.

This is located on the **Insert** menu.

The **Insert Non-Transaction Data Reference** window opens.

The data fields are grouped using Data Categories to enable quick and easy searching for the Non-Transaction Data field to be inserted.

7. Select the **Non-Transaction Data** field variable to be inserted.

8. Click **OK**.

The Non-Transaction Data variable is displayed at the insertion point in the **Paragraph Content** text area.

Use the formatting tools to format the variable as necessary. See “Formatting paragraphs” on page 535.

9. Click **OK**.

To save the changes to the paragraph content.

## Related topics

[Paragraphs](#)

[Edit Paragraph Content window](#)

[Formatting paragraphs](#)

[Restoring default content](#)

[Inserting an account group value in a paragraph](#)

[Inserting conditional text in a paragraph](#)

[Inserting a date in a paragraph](#)

[Editing a variable](#)

## Editing a variable

### *To edit a variable*

1. Access the practice or client’s paragraphs.

See “Accessing practice paragraphs” on page 524 or “Accessing client paragraphs” on page 525.

2. Find the paragraph to be edited.

3. Click to select it.

4. Click **Edit Paragraph**.

The **Edit Paragraph Content** window opens.

5. Locate the variable to be edited in the **Paragraph Content** text area.

- 
6. Double-click to select the variable.
  7. Insert a new variable or highlight the variable and use the formatting tools to format the variable as required.  
See “Formatting paragraphs” on page 535.
  8. Click **OK**.  
To save the changes.

### **Related topics**

[Paragraphs](#)

[Edit Paragraph Content window](#)

[Formatting paragraphs](#)

[Restoring default content](#)

[Inserting an account group value in a paragraph](#)

[Inserting non-transaction data in a paragraph](#)

[Inserting conditional text in a paragraph](#)

[Inserting a date in a paragraph](#)

[Editing a variable](#)

[Inserting logos into the Compilation Report](#)

### **Formatting paragraphs**

Use the options on the formatting tool bar to format the paragraph text.

#### ***To format a paragraph***

1. Access the practice or client’s paragraphs.  
See “Accessing practice paragraphs” on page 524 or “Accessing client paragraphs” on page 525.
2. Select the text.
3. Format the text using the available options as required.
4. Click **OK**.  
To save the changes made to the text.

### **Related topics**

[Edit Paragraph Content window](#)

[Editing static text](#)

[Inserting and editing variables](#)

[Inserting logos into the Compilation Report](#)

---

## [Restoring default content](#)

### Inserting logos into the Compilation Report

You can use the “Custom Paragraph - Compilation Report” paragraph, located in the Compilation Report paragraph section, to add a customised logo or additional content into the top margin of this report.

#### ***To add a header logo to the Compilation Report***

1. Access the practice’s paragraphs.  
See “Accessing practice paragraphs” on page 524 for more information.
2. In the Paragraphs window, select Compilation Report > **Custom Paragraph - Compilation Report**.
3. In the paragraph content window, copy and paste your desired logo image.

---

**Note:** Do not drag and drop the image into the window. The logo resolution should be no more than 199 pixels wide and 99 pixels high, and no more than 25 KB in size. Logos greater than 25 KB in size may result in an error when previewing the report. Using a compressed image format, such as JPEG or PNG, is recommended.

---

4. Click **OK** in the paragraph window, and then in Practice Report Settings, click **Save Settings** to save your changes.
5. Navigate to a client and click **Preview Reports** to verify that the logo is displayed correctly.

#### **Related topics**

[Edit Paragraph Content window](#)

[Editing static text](#)

[Inserting and editing variables](#)

[Formatting paragraphs](#)

[Restoring default content](#)

### Inserting a signature into the Compilation Report

An image of a signature can be inserted into the footer of Compilation Reports.

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**Note:** Adding a large number of images can increase the time it takes to generate the report.

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### ***To add a signature image to the Compilation Report***

1. Access the practice or client's paragraphs.  
See "Accessing practice paragraphs" on page 524 or "Accessing client paragraphs" on page 525.
2. In the Paragraphs window, select Compilation Report > **Compilation Report - Signed** and then click **Edit Paragraph**.
3. Copy and paste the image into the paragraph.

---

**Note:** Do not drag and drop the image into the window.

---

4. Click **OK** in the paragraph window, and then in Practice Report Settings, click **Save Settings** to save your changes.
5. Navigate to a client and click **Preview Reports** to verify that the logo is displayed correctly.

### **Related topics**

[Edit Paragraph Content window](#)

[Editing static text](#)

[Inserting and editing variables](#)

[Formatting paragraphs](#)

[Restoring default content](#)

### **Restoring default content**

At any time, a custom paragraph that has been defined for a selected client can be replaced with the default paragraph defined for the practice. If changes have been made to the client paragraphs, a **Restore Default Content** option is displayed at the bottom of the **Edit Paragraph Content** window. This can be used to restore the paragraph to the practice default.

### ***To restore default content***

1. Access the client's paragraphs.  
See "Accessing client paragraphs" on page 525.
2. Find the paragraph to be restored to the practice default.
3. Click to select it.
4. Click **Edit Paragraph**.  
The **Edit Paragraph Content** window opens.
5. Click **Restore Default Content**.

---

The paragraph content is restored to the default paragraph defined for the practice.

6. Click **OK**.

To save the changes to the paragraph content.

### **Related topics**

[Edit Paragraph Content window](#)

[Editing static text](#)

[Inserting and editing variables](#)

[Formatting paragraphs](#)

## Paragraphs in the Report Preview window

Paragraphs can be viewed and edited from the **Report Preview** window.

At a practice level, the **Preview Reports** option is used to check the default report settings that have been configured for each entity type. From the **Report Preview** window, the practice paragraphs can be viewed and edited. See “Selecting default practice reports” on page 468.

At a client level, the **Preview Reports** option is used to check the client’s reports before printing, exporting or emailing the financial statements. From the **Report Preview** window, the client paragraphs can be viewed and edited. See “Previewing financial statements” on page 551.

### ***To access the practice Report Preview window***

1. Select Maintenance > Maintenance Map (AO) > Client Accounting > **Practice Report Settings**.  
The **Practice Report Settings** page opens.
2. Select the **Entity Type** from the drop-down.
3. Click **Preview Reports**.  
The **Select Sample Client** window opens.
4. Click the ellipse button to search and select a sample client.  
The selected client’s data will be used to populate the preview report.

---

**Note:** A warning is displayed if the selected client does not have a financial data source configured. A financial data source must be configured for the selected client.

---

5. Click **OK**.

The **Report Preview** window opens.

The default report settings for the selected entity type are used to produce the report.

---

### ***To access the client Report Preview window***

1. Search and select a client.
2. Open the client's Client Accounting > **Reports** tab.
3. Select the financial period for the report on the **Period** drop-down.
4. Click **Preview Reports**.

---


**Note:** A warning is displayed if there are unallocated accounts, accounts which have not been allocated to an account group, or duplicated accounts, accounts which have been added to more than one account group. Click **Yes** to edit the account groups. See "Configuring account groups" on page 497. Click **No** to continue and preview the financial statements. Depending on your level of access you may not be able to preview the report.

---

The **Report Preview** window opens.

### ***To view and edit the paragraphs***

1. In the **Report Preview** window, place the cursor over a paragraph.

The pointer changes to .

2. Click the paragraph.

The **Edit Paragraph Content** window opens.

3. Edit the paragraph content in the **Paragraph Content** text area, as required.

See "Editing paragraphs" on page 527.

4. Click **OK** to save the changes or click **Cancel** to close the window.

If changes have been made, the financial statements will be regenerated. The **Report Preview** window closes and reopens showing the financial statements with the changes applied.

### **Related topics**

[Selecting default practice reports](#)

[Client's Reports tab](#)

[Configuring account groups](#)

[Paragraphs](#)

[Previewing financial statements](#)

[Editing paragraphs](#)

# Report options

**Report Options** is used to control the report style and page layout. Default report options can be set for all clients within the practice and custom report options can be specified for selected clients.

Report options enable configuration of:

- **Style Options** — modify how the headers, footers and balances are displayed in the report. Statutory Reporter has a number of pre-configured styles for selection.
- **Display Options** — control whether the report includes a cover page, a table of contents, page numbers, a company logo, watermarks and other details.
- **Page Margins** — configure the page layout by setting the top, bottom, left and right margins.

## Related topics

[Accessing report options](#)

[Configuring report options](#)

[Selecting style options](#)

[Setting display options](#)

[Setting display options](#)

## Accessing report options

Practice Report Options can be set using default report options for all clients within the practice. To set default Report Options for all clients within the practice you must access the **Report Options** from within **Practice Report Settings**. Any changes made to practice Report Options will apply to all reports for all clients.

Client Report Options can be specified using custom report options for selected clients. To set custom Report Options for selected clients you must access the **Report Options** from the client's Client Accounting > **Reports** tab. Any changes made to the client's Report Options will only apply to the selected client.

### *To access practice report options*

1. Select Maintenance > Maintenance Map (AO) > Client Accounting > **Practice Report Settings**.  
The **Practice Report Settings** page opens.
2. Click **Report Options** on the Tasks bar.  
The **Report Options** window opens.

### *To access client report options*

1. Search and select a client.
2. Open the client's Client Accounting > **Reports** tab.
3. Click **Report Options** on the Tasks bar.

---

The **Report Options** window opens.

### Related topics

[Client's Reports tab](#)

[Configuring report options](#)

[Selecting style options](#)

[Setting display options](#)

[Setting page margins](#)

## Configuring report options

**Report Options** can be used to control the report style and page layout. The default report options can be set for all clients within the practice and custom report options can be specified for selected clients.

The available options are:

- “Selecting style options” (see page 541)
- “Setting display options” (see page 542)
- “Setting page margins” (see page 549).

### Selecting style options

Styles can be used to set the font and configure how the headers, footers and balances are displayed in the financial statements.

The available options are:

- **Style Set** — pre-configured styles which determine how the headers, footers and balances are displayed in the financial statements.
- **Font** — select the font to use in the financial statements.

#### *To select the style options*

1. Access the practice or client's report options.  
See “Accessing report options” on page 540.  
The **Report Options** window opens.

2. Select the pre-configured style set on the **Style Set** drop-down.

---

**Note:** You can select either a master style sets or one of your custom practice style sets.

---

3. Select the font on the **Font** drop-down.

- 
4. Click **OK**.  
To save the changes.

### **To preview the style options**

1. Access the practice or client's report options.  
See "Accessing report options" on page 540.  
The **Report Options** window opens.
2. Click **Preview Style Options**.  
After selecting a style set and / or font on the **Report Options** window.  
The **Preview a style set** window opens.  
The style set and font can be changed and previewed from the **Preview a style set** window.
3. Select a new style set on the **Style set** drop-down
4. Select a font on the **Font** drop-down.  
The preview updates to show the style and font of the new selection.
5. Click **OK** to save any changes. Click **Cancel** to close the window without saving changes.

### **Related topics**

[Accessing report options](#)

[Setting display options](#)

[Setting page margins](#)

### Setting display options

**Display Options** are used to control whether the report includes a cover page, a table of contents, page numbers, a company logo, watermarks and other details.

---

**Note:** The first four options are disabled if the "Minutes" report set is selected. See [Client's Reports tab](#).

---

### **Available options**

<b>Option</b>	<b>Description</b>
Cover Page	To include a cover page at the beginning of the financial statements, click the <b>Display Cover Page</b> checkbox. The cover page details the client name and the financial period. See "Defining cover page settings" on page 544 for more information.

Option	Description
Table of Contents	To include a table of contents in the financial statements, click the <b>Display Table of Contents</b> checkbox.
Page Number	To include page numbers in the financial statements, click the <b>Display Page Numbers</b> checkbox. The page numbers are displayed in the format: Page 1, Page 2 etc.
Account Codes	To include account codes in the financial statements, click the <b>Display Account Codes</b> checkbox. If selected the account codes are displayed to the left of the account description in the financial statements.
Rounded Balances	Click the <b>Display Rounded Balances</b> checkbox to round detail and header accounts to the nearest dollar. Sub-totals and totals throughout the reports are set to the sums of these rounded balances. This may result in rounding errors. See “Specifying rounding accounts” on page 545 for information on how to adjust for rounding errors.
Image	To display an image such as a company logo on the financial statements, click the <b>Display Image</b> checkbox. Images are not included in Microsoft Word or Excel financial statements. The image file must be selected and the image properties configured. See “Defining image settings” on page 546.
Watermark	To display a watermark, such as Confidential, on the financial statements, click the <b>Display Watermark</b> checkbox. Watermarks are not included in Microsoft Word or Excel financial statements. The watermark must be selected and the watermark properties configured. See “Defining watermark settings” on page 548.
Column Header	To display one column header for the page(s) which contain multiple reports of the same type, click the <b>Display one column header for the page</b> checkbox. If the checkbox is selected then column headers, such as Year and \$ in the notes section of the financial statement, are only displayed once for the whole page. This option is selected by default for the practice.

Click **OK** to save any changes. Click **Cancel** to close the window without saving changes.

### Related topics

[Defining cover page settings](#)

[Specifying rounding accounts](#)

---

[Defining image settings](#)

[Defining watermark settings](#)

## Defining cover page settings

The **Display Cover Page** option enables you to include a cover page as part of the financial statements. You can then further define the formatting of the text included on the cover page.

### *To define the cover page settings*

1. Access the practice or client's report options.  
See "Accessing report options" on page 540.  
The **Report Options** window opens.
2. Click the **Display Cover Page** checkbox.  
This is located within the **Display Options** on the **Report Options** window.
3. Click **Define Cover Page Settings**.  
The **Define Cover Page Settings** window opens.
4. Enter the **Space Before** the paragraph text in millimetres.
5. Select the **Horizontal Alignment** of the paragraph text from the drop-down.  
The available options are:
  - Left
  - Right
  - Centre
  - Justify
6. Enter the paragraph **Indent** from the left hand side of the page, in millimetres.
7. Click **OK**.  
To save any changes and return to the **Report Options** window.
8. Click **OK**.  
Changes are saved to your report options and the **Report Options** window closes.

### *To restore the practice cover page default settings*

1. Access the practice or client's report options.  
See "Accessing report options" on page 540.  
The **Report Options** window opens.  
The **Display Cover Page** checkbox should already be selected.



- 
2. Click **Define Cover Page Settings**.

The **Define Cover Page Settings** window opens.

3. Click the **Restore Practice Defaults** button.

A message is displayed requesting confirmation to restore the practice cover page settings.

4. Click **Yes** on the message.

You will notice that the paragraph position options on the **Define Cover Page Settings** window have reverted to the default values.

5. Click **OK**.

You are returned to the **Report Options** window.

6. Click **OK**.

Changes are saved to your report options and the **Report Options** window closes.

## Related topics

[Specifying rounding accounts](#)

[Defining image settings](#)

[Defining watermark settings](#)

## Specifying rounding accounts

When the **Display Rounded Balances** option is selected, detail and header accounts are rounded to the nearest dollar. Sub-totals and totals throughout the reports are set to the sums of these rounded balances. This may result in rounding errors. For example, the Net Assets/Liabilities value in the Balance Sheet might not equal the total equity, putting the Balance Sheet out of balance; or the Net Profit/Loss value in the Profit and Loss Statement might not match the Current Year Earnings amount in the Balance Sheet.

Statutory Reporter can calculate the rounding error adjustments to bring the Balance Sheet back into balance and to correct the Net Profit/Loss value. These rounding error adjustments need to be allocated to specific accounts in the Balance Sheet and Profit and Loss Statement.

### *To specify the rounding accounts*

1. Access the practice or client's report options.

See "Accessing report options" on page 540.

The **Report Options** window opens.

2. Click the **Display Rounded Balances** checkbox.

This is located within the **Display Options** on the **Report Options** window.

3. Click **Specify Rounding Accounts**.

The **Specify Rounding Accounts** window opens.

- 
4. Click the **Calculate Rounding Error Adjustments** checkbox.
  5. Specify the accounts to which the rounding error adjustments are to be applied for each section:
    - **Profit and Loss Statement** — enter an account code into the **Profit and Loss Statement** field to which the rounding error adjustments are to be allocated in the Profit and Loss Statement report.
    - **Balance Sheet** — to apply all rounding error adjustments required for the Balance Sheet to one account:
      - a. Enter the account code into the **Balance Sheet** field to which the rounding error adjustments are to be allocated in the Balance Sheet report.
      - b. Leave the **Adjust the Equity section separately** deselected.
    - **Adjust the Equity section separately** — to apply rounding error adjustments for the Assets and Liabilities section separately to the Equity section in the Balance Sheet:
      - a. Click the **Adjust the Equity section separately** checkbox.
      - b. Enter the account code into the **Assets and Liabilities** field to which the rounding error adjustments are to be allocated for net assets.
      - c. Enter the account code into the **Equity** field to which the rounding error adjustments are to be allocated for the equity section.
  6. Click **OK** to save any changes.  
or  
Click **Cancel** to close the window without saving changes.
  7. Click **OK**.  
To save the Report Options and close the **Report Options** window.

## Related topics

[Setting display options](#)

[Defining cover page settings](#)

[Defining image settings](#)

[Defining watermark settings](#)

## Defining image settings

The **Display Image** option enables you to select how and where an image, such as a company logo, is displayed in the financial statements. The following image file types can be used: JPG, BMP, GIF or PNG. Images should be no more than 25 KB in size; images that are greater than this size may result in errors when previewing the report.

---

Before selecting the image ensure that it is set to your desired size and resolution, as it cannot be edited in Statutory Reporter. The image file is imported and stored in Statutory Reporter.

***To define the image settings***

1. Access the practice or client's report options.  
See "Accessing report options" on page 540.  
The **Report Options** window opens.
2. Click the **Display Image** checkbox.  
This is located within the **Display Options** on the **Report Options** window.
3. Click **Define Image Settings**.  
The **Define Image Settings** window opens.
4. Click the ellipse button at the end of the **Image File** field.
5. Navigate to the location of the image to be included.
6. Click **Open** to select the file.
7. In the **Position** section, set the placement of the image on the page:
  - a. Select the **Horizontal Alignment** on the drop-down.
  - b. Select the **Vertical Alignment** on the drop-down.
8. In the **Page Range** section, select how often the image will be displayed in the financial statements. The image can be displayed on:
  - All Pages**
  - Cover Page Only**
  - Pages.**
9. If configuring the Report Options for a selected client, click **Restore Practice Defaults** to remove any custom image settings for the client. The image settings will be restored to the image settings configured for the practice.
10. Click **OK** to save any changes.  
or  
Click **Cancel** to close the window without saving changes.
11. Click **OK**.  
To save the Report Options and close the **Report Options** window.

---

## Related topics

[Specifying rounding accounts](#)

[Setting display options](#)

[Defining cover page settings](#)

[Defining watermark settings](#)

### Defining watermark settings

The **Display Watermark** option enables you to include watermarked text, such as Draft or Confidential, in the financial statements.

#### *To define the watermark settings*

1. Access the practice or client's report options.  
See "Accessing report options" on page 540.  
The **Report Options** window opens.
2. Click the **Display Watermark** checkbox.  
This is located within the **Display Options** on the **Report Options** window.
3. Click **Define Watermark Settings**.  
The **Define Watermark Settings** window opens.
4. Select the text to be displayed as a watermark on **Watermark Text** drop-down.  
The pre-defined options are - DRAFT, CONFIDENTIAL or DO NOT COPY - or click and enter custom text in the **Watermark Text** field.
5. Select the font properties for the watermark in the **Font** section.
6. Select the position of the watermark on the page.  
This is done on the **Direction** drop-down in the **Position** section.
7. In the **Page Range** section, select how often the watermarked text will be displayed in the financial statements. The watermarked text can be displayed on:
  - **All Pages**
  - **First Page Only**
  - **Pages.**
8. If configuring the report options for a selected client, click **Restore Practice Defaults** to remove any custom watermark text settings for the client.  
The watermark text settings will be restored to the watermark text settings configured for the practice.
9. Click **OK** to save any changes.

---

or

Click **Cancel** to close the window without saving changes.

10. Click **OK**.

To save the Report Options and close the **Report Options** window.

### Related topics

[Accessing report options](#)

[Selecting style options](#)

[Setting page margins](#)

[Specifying rounding accounts](#)

[Defining cover page settings](#)

[Defining image settings](#)

[Setting display options](#)

### Setting page margins

**Page Margins** are the blank space around the edges of the page. The Top, Bottom, Left and Right page margins can be edited. These margins will be applied to all pages in the financial statements.

#### *To set the page margins*

1. Access the practice or client's report options.

See "Accessing report options" on page 540.

The **Report Options** window opens.

2. Edit the **Top**, **Bottom**, **Left** and **Right** page margin fields as necessary.

In each field, click the up / down arrows to increase / decrease the margin. Alternatively, click the field and enter a value or edit an existing value.

3. If configuring the report options for a selected client, click **Restore Practice Margins** to remove any custom page margins for the client.

The page margins will be restored to the page margins settings configured for the practice.

4. Click **OK** to save any changes.

or

Click **Cancel** to close the window without saving changes.

### Related topics

[Accessing report options](#)

[Selecting style options](#)

[Setting display options](#)

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## Defining the top margin of the Compilation Report

The three heading styles of the Compilation Report can be modified to add more space for additional content, such as a company letterhead. Changes can be made to these Compilation Report properties without affecting other reports.

### ***To update the top margin of the Compilation Report***

1. Create or modify a Practice Style set.  
See “Customising your practice styles” on page 474.
2. In the style set, select either **Page Header Compilation report 01**, **Page Header Compilation report 02**, or **Page Header Compilation report 03**.  
These control the style of three page header lines at the top of the Compilation Report, and can be modified without affecting any other report.
3. Increase the space of the margin by entering a value in the **Space Before (units)** property.  

---

**Note:** 1 unit is equal to 0.25mm.

---
4. Click **OK** to save your changes.

# Producing financial statements

Financial statements for each client will be generated at the end of each financial period.

To generate financial statements for a client, consider the following options:

- **Configure the client reports** — for each selected client configure which reports are to be included and their order in the financial statements.
- **Preview the reports** — preview the financial statements to ensure that they are correct. The financial statements must be previewed before they can be printed, exported or emailed.
- **Print, email, export or share the financial statements** — after the financial statements have been previewed, they can be printed, exported or emailed. If Document Manager is installed, the file can be imported into Document Manager.

There are a number of stages for producing financial statements for a client:

- “Selecting client reports” (see page 485)
- “Changing the order of client reports” (see page 485)
- “Previewing financial statements” (see page 551)
- “Producing periodic reports” (see page 556)
- “Exploring and editing financial statements” (see page 562)
- “Printing financial statements” (see page 570).

## Previewing financial statements

The **Preview Reports** option is used to preview the financial statements. From the **Preview Report** window, the financial statements can be printed, emailed, exported and imported to Document Manager.

Reports must be previewed before the financial statements can be printed, exported or emailed.

### *To preview the reports*

1. Open the client’s Client Accounting > **Reports** tab.
2. Select the list of reports to be included and modify the report order as necessary.  
See “Selecting client reports” on page 485 and “Changing the order of client reports” on page 485.
3. Select the financial reporting period.  
See “Producing periodic reports” on page 556.
4. Click **Preview Reports**.

---

**Note:** A warning is displayed if there are unallocated accounts (accounts which have not been allocated to an account group) or duplicated accounts (accounts which have been added to more than one account group).

---

---

A generating reports progress bar is displayed.

The **Report Preview** window opens.

## Related topics

[Selecting client reports](#)

[Changing the order of client reports](#)

[Exploring and editing financial statements](#)

[Printing financial statements](#)

[Producing periodic reports](#)

## Report Preview window

Financial statements are displayed in the **Report Preview** window. From this window the report can be previewed, checked for accuracy, some report options can be edited and the report can be shared by printing, emailing or exporting it.

The **Report Preview** window is divided into two main areas:

- **Toolbar** — use the buttons to print, email and export. For a full list of the toolbar options, see “Report Preview window toolbar options” on page 552.
- **Report Preview Area** — displays the report as it will be displayed when printed. Account balances can be investigated, paragraph content can be viewed and edited and value properties can be viewed. See “Exploring and editing financial statements” on page 562 and “Printing financial statements” on page 570.

## Related topics

[Selecting client reports](#)

[Changing the order of client reports](#)

[Exploring and editing financial statements](#)


[Printing financial statements](#)

[Report Preview window toolbar options](#)







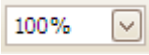

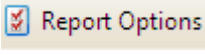

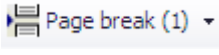

[Producing periodic reports](#)


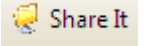
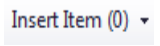
## Report Preview window toolbar options

The following table lists the options that are available on the **Report Preview** window toolbar.

Icon	Name	Function
	Print	Prints the report to the selected printer or to the MYOB PDF Manager if it is installed. See “Printing financial statements” on page 570.



Icon	Name	Function
	Document Map	Launches the Document Map pane which lists the contents of the financial statements. Click the heading to quickly navigate to a particular section in the financial statements.
	First page	Go to the first page of the financial statement.
	Previous page	Go to the previous page of the financial statement.
	Next page	Go to the next page of the financial statement.
	Last page	Go to the last page of the financial statement.
	Zoom out	Click to zoom out.
	Zoom	Select a pre-defined zoom ratio or view the entire page width, entire text width, the whole page or two pages.
	Zoom in	Select to zoom in.
	Report Options	Click to edit the Report Options. See “Configuring report options” on page 541.
	Refresh Preview	Click to regenerate the report. Changes made to the client’s balances or client configuration will be reflected in the report preview.
	Page break	Counts the number of manual page breaks inserted into a financial statement. You can also remove all manual page breaks. See “Adding and removing manual page breaks” on page 566.
	Export document	Export the financial statements as a PDF, Microsoft Word or Excel document. See “Exporting financial statements” on page 570.

Icon	Name	Function
	Send via email	Email the financial statements as a PDF, Microsoft Word or Excel file attachment. See “Emailing financial statements” on page 571.
	Share It	Export the financial statements to Document Manager as a PDF file or, if you don't have Document Manager, save the financial statement in your client's assigned folder. Directly publish the financial statement to your MYOB Portal by selecting the appropriate option. See “Adding financial statements to Document Manager” on page 572 and “Sharing financial statements” on page 554.
	Add item	Add a file to a report. See “Adding a file to a report” on page 567.

## Related topics

[Report Preview window](#)

[Configuring report options](#)

[Exploring and editing financial statements](#)

[Printing financial statements](#)

[Exporting financial statements](#)

[Emailing financial statements](#)

[Adding financial statements to Document Manager](#)

[Producing periodic reports](#)

## Sharing financial statements

The **Share It** feature enables you to easily save files to your client document folder and transfer files directly to your MYOB Portal.

Before you use Share It, ensure that you have:

- set the default folder where documents will be saved for your client  
You can do this in Maintenance > Maintenance Map (AO) > Documents > Mail Settings > **Document Startup Path**.
- created your client portals.

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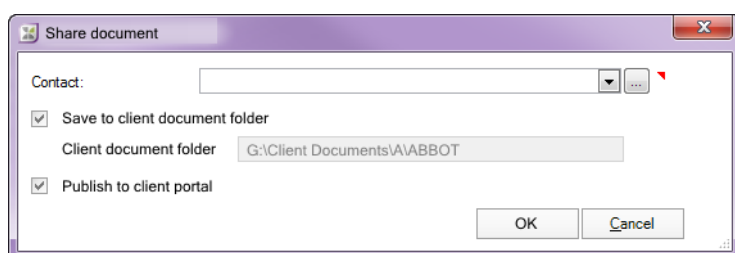
The **Share It** button is only available when you preview reports.

**To publish a statutory report to your MYOB Portal if you don't have Document Manager**

1. Open your Client > Client Accounting > **Reports** tab.
2. Select your reporting period.
3. Click **Preview Reports**.  
The report is generated in the **Report Preview** window.

4. Click  **Share It**.

The **Share document** dialog displays.



Your client's details are automatically filled in the **Contact** field.

The **Save to client document folder** checkbox is selected by default and the **Client document folder** field is a read-only field that displays the **Document Startup Path** previously set for each client in Maintenance > Maintenance Map (AO) > Documents > **Mail Settings**.

5. Select the **Publish to client portal** checkbox to publish the statutory report to your client portal.

---

**Tip:** This option will only be available if a client portal has been created for your client.

---

6. Click **OK**.

The document is saved to the client document folder and the **Publish to Client Portal Name portal** page in MYOB Accountants Enterprise/Accountants Office Live opens where *Client Portal Name* is the name of the client portal that you are publishing documents to.

See [MYOB AE Live help](#) for more information.

**To publish a statutory report to your MYOB Portal if you have Document Manager**

1. Click **ShareIt** from the toolbar of the preview window, you will receive the following message:  
*The document has been saved into Document Manager.  
Do you also want to publish it to the client portal?*

---

**Note:** This message will only appear if:

- the status of the document is Completed or Approved, and
  - you have created the client portal.
- 

If you click **No**, the document won't be published to the portal, but will be saved in Document Manager.

2. Click **Yes** to publish the document to the portal.

Your document will be saved into Document Manager and the **Publish to Client Portal Name portal** page in MYOB Accountants Enterprise/Accountants Office Live opens where *Client Portal Name* is the name of the client portal that you are publishing documents to.

## Related topics

[Previewing financial statements](#)

[Producing periodic reports](#)

[Printing financial statements](#)

[Exporting financial statements](#)

[Emailing financial statements](#)

[Adding financial statements to Document Manager](#)

## Producing periodic reports

### *Default period types*

Period type	Description
TY / LY	This Year / Last Year
YTD / LYTD	Year to Date / Last Year to Date
PTD / YTD	Period to Date / Year to Date
PTD / LYPTD	Period to Date / Last Year Period to Date
TY	This Year

### *To produce a report for the financial year*

When you produce a report for the financial year, you will be comparing this year's and last year's financial results.

1. Open the client's Client Accounting > **Reports** tab.  
See "Accessing Statutory Reporter" on page 461.
2. Select the list of reports to be included and modify the report order as necessary.

---

See “Selecting client reports” on page 485 and “Changing the order of client reports” on page 485.

3. For each report type, note or policy that is listed in the **Reports** table and that is to be included in the financial report, select the **Period Type** to be **TY/LY**.
4. Click **Preview Reports**.

---

**Note:** A warning is displayed if there are unallocated accounts (accounts which have not been allocated to an account group) or duplicated accounts (accounts which have been added to more than one account group).

---

A generating reports progress bar is displayed.

The **Report Preview** window opens.

5. Preview your report.

#### ***To produce a report for a selected period of the current financial year***

When you produce a report for a period of the current financial year, you can compare it with the same period in the previous financial year.

1. Open the client’s Client Accounting > **Reports** tab.  
See “Accessing Statutory Reporter” on page 461.
2. Select the list of reports to be included and modify the report order as necessary.  
See “Selecting client reports” on page 485 and “Changing the order of client reports” on page 485.
3. For each report type, note or policy that is listed in the **Reports** table and that is to be included in the financial report, select the **Period Type** to be **YTD/LYTD**.
4. From the **Period** selector, located at the bottom of the **Reports** tab, select the:
  - end month
  - financial year.

For example, to generate a report from the beginning of the financial year to December, select the end month to be December. The start month is ignored in this case. The report will then display the figures from the start of the financial year to December. A comparison column will be available in the generated report with the figures from the start of the previous financial year to the previous December.

5. Click **Preview Reports**.

---

**Note:** A warning is displayed if there are unallocated accounts (accounts which have not been allocated to an account group) or duplicated accounts (accounts which have been added to more than one account group).

---

---

A generating reports progress bar is displayed.

The **Report Preview** window opens.

6. Preview your report.

### ***To produce a report for a previous year***

You can generate reports for prior years beyond the previous year.

1. Open the client's Client Accounting > **Reports** tab.  
See "Accessing Statutory Reporter" on page 461.
2. Select the list of reports to be included and modify the report order as necessary.  
See "Selecting client reports" on page 485 and "Changing the order of client reports" on page 485.
3. From the **Period** selector, located at the bottom of the **Reports** tab, select the:
  - start month
  - end month
  - prior financial year.

For example, to generate a report for a 3-month period (a quarter), select the start month to be July and the end month to be September. The report will then display the figures for the quarter. A comparison column will be available in the generated report with the figures from the start of the financial year to the month of September.

4. Click **Preview Reports**.

---

**Note:** A warning is displayed if there are unallocated accounts (accounts which have not been allocated to an account group) or duplicated accounts (accounts which have been added to more than one account group).

---

A generating reports progress bar is displayed.

The **Report Preview** window opens.

5. Preview your report.

### ***To produce a quarterly report***

When you produce a quarterly report, you can compare the selected quarter's results with those of the current financial year up until the selected end month of the quarter.

1. Open the client's Client Accounting > **Reports** tab.  
See "Accessing Statutory Reporter" on page 461.
2. Select the list of reports to be included and modify the report order as necessary.

---

See “Selecting client reports” on page 485 and “Changing the order of client reports” on page 485.

3. For each report type, note or policy that is listed in the **Reports** table and that is to be included in the monthly financial report, select the **Period Type** to be **PTD/YTD**.

---

**Note:** The Balance Sheet will only generate year to date amounts.

---

4. From the **Period** selector, located at the bottom of the **Reports** tab, select the:

- start month
- end month
- financial year.

For example, to generate a report for a 3-month period (a quarter), select the start month to be July and the end month to be September. The report will then display the figures for the quarter. A comparison column will be available in the generated report with the figures from the start of the financial year to the month of September.

5. Click **Preview Reports**.

---

**Note:** A warning is displayed if there are unallocated accounts (accounts which have not been allocated to an account group) or duplicated accounts (accounts which have been added to more than one account group).

---

A generating reports progress bar is displayed.

The **Report Preview** window opens.

6. Preview your report.

### ***To produce a monthly report with a comparison of the current financial year***

When you produce a monthly report, you can compare the selected month’s results with those of the current financial year up until the selected end month.

1. Open the client’s Client Accounting > **Reports** tab.  
See “Accessing Statutory Reporter” on page 461.
2. Select the list of reports to be included and modify the report order as necessary.  
See “Selecting client reports” on page 485 and “Changing the order of client reports” on page 485.
3. For each report type, note or policy that is listed in the **Reports** table and that is to be included in the monthly financial report, select the **Period Type** to be **PTD/YTD**.

---

**Note:** The Balance Sheet will only generate year to date amounts.

---

---

4. From the **Period** selector, located at the bottom of the **Reports** tab, select the:

- start month
- end month
- financial year.

For example, to generate a report for the month of July, select the start month to be July and the end month to be July. The report will then display the figures for the month of July. A comparison column will be available in the generated report with the figures from the start of the financial year to the month of July.

5. Click **Preview Reports**.

---

**Note:** A warning is displayed if there are unallocated accounts (accounts which have not been allocated to an account group) or duplicated accounts (accounts which have been added to more than one account group).

---

A generating reports progress bar is displayed.

The **Report Preview** window opens.

6. Preview your report.

***To produce a monthly report with a comparison of the same month last year***

When you produce a monthly report, you can compare the selected month's results with those of the previous financial year period.

1. Open the client's Client Accounting > **Reports** tab.

See "Accessing Statutory Reporter" on page 461.

2. Select the list of reports to be included and modify the report order as necessary.

See "Selecting client reports" on page 485 and "Changing the order of client reports" on page 485.

3. For each report type, note or policy that is listed in the **Reports** table and that is to be included in the monthly financial report, select the **Period Type** to be **PTD/LYPTD**.

---

**Note:** The Balance Sheet will only generate year to date amounts.

---

4. From the **Period** selector, located at the bottom of the **Reports** tab, select the:

- start month
- end month
- financial year.

For example, to generate a report for the month of October, select the start month to be October and the end month to be October and the year to be 2013-2014. The report will then



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display the figures for the month of October for 2014. A comparison column will be available in the generated report with the figures for October 2012.

5. Click **Preview Reports**.

---

**Note:** A warning is displayed if there are unallocated accounts (accounts which have not been allocated to an account group) or duplicated accounts (accounts which have been added to more than one account group).

---

A generating reports progress bar is displayed.

The **Report Preview** window opens.

6. Preview your report.

### ***To produce a report for this year only***

You can produce a report for this year's results only.

1. Open the client's Client Accounting > **Reports** tab.  
See "Accessing Statutory Reporter" on page 461.
2. Select the list of reports to be included and modify the report order as necessary.  
See "Selecting client reports" on page 485 and "Changing the order of client reports" on page 485.
3. For each report type, note or policy that is listed in the **Reports** table and that is to be included in the financial report, set the **Period Type** to **TY**.
4. Click **Preview Reports**.

---

**Note:** A warning is displayed if there are unallocated accounts (accounts which have not been allocated to an account group) or duplicated accounts (accounts which have been added to more than one account group).

---

A generating reports progress bar is displayed.

The **Report Preview** window opens.

5. Preview your report.

### **Related topics**

[Report Preview window](#)

[Configuring report options](#)

[Exploring and editing financial statements](#)

[Printing financial statements](#)

[Exporting financial statements](#)

[Emailing financial statements](#)

## Exploring and editing financial statements

Various features of the financial statements can be viewed and edited from the **Report Preview** window. For example:


- “Drilling down on an account balance” (see page 562)
- “Viewing and editing paragraphs” (see page 563)
- “Viewing value properties” (see page 564)
- “Editing Report Options” (see page 565)
- “Adding and removing manual page breaks” on page 566
- “Adding a file to a report” (see page 567).

### Drilling down on an account balance

The **Drill Down** option is used to view a breakdown of the individual account balances which make up the selected value. It groups together individual account balances under the account groups to which they are allocated.

From the **Drill Down** window, one or more account codes can be reallocated to a different account group.

#### ***To drill down on an account balance***

1. Preview the financial statement for the client.  
See “Previewing financial statements” on page 551.  
The **Report Preview** window opens.
2. Find the paragraph to be viewed and edited.
3. Place the cursor over a balance.  
The pointer changes to .
4. Click the balance.  
The **Drill Down** window opens.
5. Expand any entries and view the balances.

#### ***To reallocate accounts***

1. Select the account to be reallocated in the list of the **Drill Down** window.
2. Click **Reallocate Accounts**.

---

The **Select Account Group** window opens.

3. Select the account group to which the account is to be reallocated.
4. Click **OK**.

The financial statements are regenerated. The **Report Preview** window updates showing the financial statements with the changes applied.

## Related topics

[Previewing practice reports](#)

[Printing financial statements](#)

[Previewing financial statements](#)

[Selecting client reports](#)

[Viewing and editing paragraphs](#)

[Viewing value properties](#)

[Editing Report Options](#)


[Adding and removing manual page breaks](#)

[Producing periodic reports](#)

## Viewing and editing paragraphs

Paragraphs are used to define sections of text that will be displayed in the financial statements. Paragraphs can be viewed and edited from the **Report Preview** window.

### *To view and edit the paragraphs*

1. Preview the financial statement for the client.  
See “Previewing financial statements” on page 551.  
The **Report Preview** window opens.
2. Find the paragraph to be viewed and edited.
3. Place the cursor over a paragraph.  
The pointer changes to .
4. Click the paragraph.  
The **Edit Paragraph Content** window opens.
5. Edit the paragraph content, in the Paragraph Content text area, as required.  
See “Editing paragraphs” on page 527.
6. Click **OK** to save the changes.  
or

---

Click **Cancel** to close the window.

If changes have been made, the financial statements are regenerated. The **Report Preview** window updates showing the financial statements with the applied changes.

## Related topics

[Previewing practice reports](#)

[Printing financial statements](#)

[Previewing financial statements](#)

[Selecting client reports](#)

[Drilling down on an account balance](#)

[Viewing value properties](#)

[Editing Report Options](#)


[Adding and removing manual page breaks](#)

[Editing paragraphs](#)

## Viewing value properties

The properties of report variables — account group balances and paragraph text — can be viewed in the **Value Properties** window. If the variable's inclusion in the report is conditional, the condition(s) which have been satisfied are also displayed.

### *To view the value properties*

1. Preview the financial statement for the client.  
See "Previewing financial statements" on page 551.  
The **Report Preview** window opens.
2. Find the variable for which properties are to be viewed.
3. Place the cursor over the value.  
The pointer changes to .
4. Right-click on the variable.  
The **Value Properties** window opens.

## Related topics

[Previewing practice reports](#)

[Printing financial statements](#)

[Previewing financial statements](#)

[Selecting client reports](#)

[Viewing and editing paragraphs](#)

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[Drilling down on an account balance](#)  
[Adding and removing manual page breaks](#)  
[Editing Report Options](#)

## Editing Report Options

Report Options can be used to control the report style and page layout. See “Configuring report options” on page 541.

### *To edit report options*

1. Preview the financial statement for the client.  
See “Previewing financial statements” on page 551.  
The **Report Preview** window opens.
2. Find the report whose options are to be edited.
3. Select the report.
4. Click **Report Options**.  
The **Report Options** window opens.
5. Change the **Style Options**, **Display Options** and /or **Page Margins** as required.  
See “Configuring report options” on page 541.
6. Click **OK**.  
The **Report Options** window closes and the financial statement is regenerated. The **Report Preview** window updates showing the financial statements with the applied changes.

### **Related topics**

[Previewing practice reports](#)  
[Printing financial statements](#)  
[Previewing financial statements](#)  
[Selecting client reports](#)  
[Accessing Statutory Reporter](#)  
[Viewing and editing paragraphs](#)  
[Drilling down on an account balance](#)  
[Viewing value properties](#)  
[Adding and removing manual page breaks](#)  
[Configuring report options](#)

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## Adding and removing manual page breaks

Sometimes when financial statements are generated, information that should be kept together is separated by page breaks. You can insert a manual page break to keep related information together. When you insert a manual page break, the financial statement is regenerated to include the page break.

You cannot remove any system-defined page breaks. Manual page breaks can only be inserted into a financial statement during preview. When the financial statement is closed, any manual page breaks that have been inserted are saved for future use.

You can remove all page breaks that were manually inserted using the **Remove All** toolbar option. You will revert to the original page settings. Manual page breaks that you have inserted can also be removed individually.

If you have already inserted a manual page break in a certain section of the financial statement, you cannot insert another manual page break at that location. The **Insert page break** right-click option is not available.

You cannot insert a manual page break in the following sections of a financial statement:

- cover page
- table of contents
- page header or footer
- the Declaration and Compilation Report.

### ***To add a manual page break***

1. Preview the financial statement for the client.

See “Previewing financial statements” on page 551.

The **Report Preview** window opens.

2. Decide where a page break should be inserted.

3. Place the cursor at the account header level of the paragraph or the title.

If you want to insert a manual page break in a Balance Sheet or Profit and Loss Statement, the page break will occur at the row where your cursor is placed.

If you want to insert a manual page break in the Accounting Policies or Other Notes section, the page break will occur from the header paragraph or note where your cursor is placed.

4. Right-click and select **Insert page break**.

A page break is inserted above the selected account header and the financial statement is regenerated to include the manual page break.

The **Page Break** icon on the toolbar keeps a tally of the number of page breaks you have inserted into the whole report.

---

### ***To remove a manual page break***

1. In the **Report Preview** window, select the section where the manual page break was inserted.
2. Right-click and select **Remove page break**.  
The page break is removed and the financial statement is regenerated.

### ***To remove all manual page breaks***

1. In the **Report Preview** window, click Page Break > **Remove All** on the toolbar.  
A **Statutory Reporter** message is displayed requesting that you confirm the removal of all manual page breaks.
2. Click **Yes**.  
All page breaks inserted by you are removed and the financial statement is regenerated. The Page break count on the toolbar reverts to zero.

### **Related topics**

[Previewing practice reports](#)

[Printing financial statements](#)

[Previewing financial statements](#)

[Selecting client reports](#)

[Accessing Statutory Reporter](#)

[Viewing and editing paragraphs](#)

[Drilling down on an account balance](#)

[Viewing value properties](#)

[Adding and removing manual page breaks](#)

[Configuring report options](#)

### **Adding a file to a report**

You can add a file or a Document Manager file (if you have Document Manager) to a report, including Word documents (.RTF or .DOCX), Excel spreadsheets, PDF files, and image files.

There is a constraint in the size of the file that can be added to a report. The file size of the Microsoft Word document is dependent on its content and on the inclusion of any graphics. So it is difficult to say exactly what the maximum file size is.

Microsoft Excel spreadsheets can also be added to a report if they are first converted to a Microsoft Word document.

You are able to select exactly where the file is inserted into the report.

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**Note:** When you add a file to a report, only a link to the file is saved within the report.

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**Tip:** When you add a file to a report, and the file is only located on your computer, then other people will not be able to view the added file. If you require other team members to be able to view the added file, then ensure that its location is accessible to all people that will need to view it.

---

### ***To add a file to a report***

1. Preview the financial statement for the client.  
See “Previewing financial statements” on page 551.  
The **Report Preview** window opens.
2. Click the **Insert Item** drop-down on the main menu and select the **From File** option.  
or  
Click the **Insert Item** option on the main menu.  
The **Open** window opens.
3. Browse and select the appropriate file.  
The **Insert Item** window opens.  
The **Title** field automatically displays the file name, although this can be changed if necessary.
4. Select whether to **Insert** the file **Before** or **After**.
5. Then from the drop-down, select the appropriate place in the report where to insert the file.
6. Select the appropriate **Page orientation** of the inserted file - **Portrait** or **Landscape**.
7. Click **OK**.  
The file is inserted into the report and the report is re-generated to include the inserted file.  
When you close the report you are previewing, you can choose to save the inserted document(s) in the report. All saved documents will be made available to all team members who have access to this report.

---

**Tip:** When you add a file to a report, and the file is only located on your computer, then other people will not be able to view the inserted file. If you require other team members to be able to view the inserted file, then ensure that its location is accessible to all people that will need to view it.

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### ***To add a Document Manager file to a report***

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**Note:** You will only be able to add a Document Manager file to a report if you have Document Manager installed.

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1. Preview the financial statement for the client.



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See “Previewing financial statements” on page 551.

The **Report Preview** window opens.

2. Click the **Insert Item** drop-down on the main menu and select the **Document Manager** option.  
The Document Manager **Search for a document** window opens.
3. Search and select the appropriate file.  
The **Insert Item** window opens.  
The **Title** field automatically displays the file name, although this can be changed if necessary.
4. Select whether to **Insert** the file **Before** or **After**.
5. Then from the drop-down, select the appropriate place in the report where to insert the file.
6. Select the appropriate **Page orientation** of the inserted file - **Portrait** or **Landscape**.
7. Click **OK**.

The Document Manager file is inserted into the report and the report is re-generated to include the inserted Document Manager file.

When you close the report you are previewing, you can choose to save the inserted document(s) in the report. All saved documents will be made available to all team members who have access to this report.

#### ***To remove an added file from a report***

1. Preview the financial statement for the client.  
See “Previewing financial statements” on page 551.  
The **Report Preview** window opens.
2. Click the **Insert Item** drop-down on the main menu and select the **Remove File** option.  
The **Remove Item** window opens listing the items that have been inserted into the report.
3. Click the checkbox for the appropriate file that is to be removed from the report.
4. Click **Remove**.

The inserted item is removed from the report and the report is re-generated and will no longer include the previously inserted file.

#### **Related topics**

[Previewing practice reports](#)

[Printing financial statements](#)

[Previewing financial statements](#)

[Selecting client reports](#)

[Accessing Statutory Reporter](#)

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[Viewing and editing paragraphs](#)  
[Drilling down on an account balance](#)  
[Viewing value properties](#)  
[Adding and removing manual page breaks](#)  
[Configuring report options](#)

## Printing financial statements

After previewing the financial statements, they can be printed, exported or emailed. If Document Manager is installed, the file can be imported into Document Manager.

The financial statements can be printed from the **Report Preview** window.

### *To print the financial statements*

1. Preview the financial statement for the client.  
See “Previewing financial statements” on page 551.  
The **Report Preview** window opens.
2. Click .  
This is located on the **Report Preview** window toolbar.  
The **Print** window opens.
3. Select the printer and edit the printing preferences as necessary.
4. Click **Print**.

### **Related topics**

[Previewing financial statements](#)  
[Exploring and editing financial statements](#)  
[Previewing financial statements](#)  
[Setting display options](#)  
[Exporting financial statements](#)  
[Emailing financial statements](#)  
[Adding financial statements to Document Manager](#)

## Exporting financial statements

From the **Report Preview** window, the financial statements can be exported to a PDF, Microsoft Word or Excel file.

---

### ***To export the financial statements***

1. Preview the financial statement for the client.

See “Previewing financial statements” on page 551.

The **Report Preview** window opens.

2. Click .


This is located on the **Report Preview** window toolbar.

The **Export Report** window opens. The file name indicates the client name and financial period of the financial statements.

3. Navigate to the location where the file is to be saved.

4. Click **Save**.

By default, the financial statements are exported as a PDF file. Files can be exported to a Microsoft

Word or Excel document by clicking the  drop-down and selecting Microsoft Word or Excel from the menu.

Watermarks and images are not included when exporting to Microsoft Word or Excel documents. See “Setting display options” on page 542.

### **Related topics**

[Previewing financial statements](#)

[Exploring and editing financial statements](#)

[Previewing financial statements](#)

[Setting display options](#)

[Printing financial statements](#)

[Emailing financial statements](#)

[Adding financial statements to Document Manager](#)

## **Emailing financial statements**

Financial statements can be emailed as a PDF, Microsoft Word or Excel attachment from the **Report Preview** window. Statutory Reporter allows you to edit the recipient, subject and email body before sending the email.

### ***To email the financial statements***

1. Preview the financial statement for the client.

See “Previewing financial statements” on page 551.

The **Report Preview** window opens.

- 
1. Click  .

This is located on the **Report Preview** window toolbar.


The email is opened in the associated email program.

2. Review and edit the email as necessary.

3. Click **Send**.

If an email address is defined for the client in MYOB AE/AO it will be automatically added to the **To** field. The **Subject** of the email identifies the client name and financial period for which the financial statements have been produced.

By default the financial statements are attached to the email as a PDF. The financial statements

can be sent as a Microsoft Word or Excel attachment by clicking the  drop-down and selecting Microsoft Word or Excel from the menu.

Watermarks and images are not included when emailing Microsoft Word or Excel attachments. See “Setting display options” on page 542.

## Related topics

[Previewing financial statements](#)

[Exploring and editing financial statements](#)

[Previewing financial statements](#)

[Setting display options](#)

[Printing financial statements](#)

[Exporting financial statements](#)

[Adding financial statements to Document Manager](#)

## Adding financial statements to Document Manager

If Document Manager is installed, then the financial statements can be added to Document Manager.

### *To add the financial statements to Document Manager*

1. Preview the financial statement for the client.

See “Previewing financial statements” on page 551.

The **Report Preview** window opens.

1. Click **Share it**.

This is located on the **Report Preview** window toolbar.

The **Create Document Wizard** opens.

2. On the **Details** tab, review and edit the information as required:

- 
- a. **Contact** — the contact associated with the financial statements is automatically selected.
  - b. **Title** — the title provides a short description which can be used to identify the document. The title indicates the client name and financial period the financial statements have been produced for.
  - c. **Author** — the username of the user currently logged in. Click the ellipse button to change the author.
  - d. **Status** — the status of the document.
  - e. **Document Type** — the type of document being imported into Document Manager. The default document type is PDF.
  - f. **Date Created** — the date the financial statements were created. To change the date, select a new date from the drop-down calendar.
  - g. **Source** — the **Outbound** option is used if the document is being sent from the practice and the **Inbound** option is used if it has been received.
3. Click **Next** to go to the **Profiling** tab.
  4. On the **Profiling** tab, review and edit the information as required:
    - a. **Filing Cabinet** — from the drop-down, select a **Filing Cabinet** in which to store the new document.
    - b. **Assignment** — if the selected **Filing Cabinet** has assignments, select an assignment from the drop-down. If the selected Filing Cabinet does not have assignments, the **Assignment** field will be inactive.
    - c. **Category** — Click the ellipse button to select **Category** fields for the PDF report. Enter the **Value** for each category.
  5. Click **Finish** to close the wizard.

The financial statements will be imported into Document Manager.

See the [Document Manager help](#) for more information on importing files into Document Manager.

## Related topics

[Previewing financial statements](#)

[Exploring and editing financial statements](#)

[Previewing financial statements](#)

[Setting display options](#)

# What version of Statutory Report do I have?

To find out what version of Statutory Reporter you have, use the **About** option on the **Practice Report Settings** page. You may require this information when requesting information or help from MYOB Support.

## *To find out your Statutory Reporter version*

1. Select Maintenance > Maintenance Map (AO) > Client Accounting > **Practice Report Settings**.  
The **Practice Report Settings** page opens.
2. Click **About** on the Tasks bar.  
The **About Statutory Reporter** window opens.  
The Statutory Reporter Version, Database Version, Report Definition Version and Application Mode are listed in the window.
3. Click **OK**.  
The **About Statutory Reporter** window closes.

## **Related topics**

[Statutory Reporter](#)

[Accessing Statutory Reporter](#)

[Configuring practice report settings](#)

[Configuring client report settings](#)

[Configuring client report settings](#)

[Producing financial statements](#)