HOW TO LINK YOUR MYOB ACCOUNTING DATA WHEN APPLYING FOR A NAB QuickBiz Loan



Follow this help guide to link your MYOB accounting data

How do I log into my MYOB Essentials package to apply for the NAB QuickBiz loan?

1. Select the MYOB icon in the financial data section of the application.



2. When the MYOB window appears, enter your email address and your MYOB password then select login and you're done.

myob Sign in to MYOB		
Email		
Password		
	Show	
Stay signed in for 12 hours ()		
Sign in		
Forgotten your password?		

How do I generate my financial reports from MYOB Essentials?

1. Log in to your MYOB Essentials account.



2. A dashboard page will then appear.

Dashboard	Sales v Purchases v Banking v Contacts v	Payroll	kbiz.loan@gmail> 🕐
Your profile is 0% complete	by completing your profile, you still need to	 Update your personal information Update your business information Update GST settings Enter opening balances for all your accounts Update your invoice and quote settings 	8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8
Money in	Money out	Banking	Set up bank feeds
Invoices	Expenses	Bank accounts	•
\$0 0 invoices	\$0 Owing to suppliers	\$654,306 In the bank	
\$0 0 invoices overdue	PAYG & Super	Credit cards	•
	<u>^</u>	¢0	

Make sure the account profile is set to the business that's applying for the loan by selecting the right business name on **My Businesses** at the top right hand side of the dashboard.

Your business trading accounts

1. Select **Reports** on the top of the page and then select **All reports**.

Dashboard Sales - Purchases	- Banking - Contacts -	Payroll Reports In tra	ay My businesses	nab.quickbiz.loan@gmail v 🛛 🔞
Your profile is 0% complete Get the most out of MYOB Essentials by completing your pr	ofile, you still need to	All reports Update yc Update yc Update gc Update G Enter ope Update your invoice and qu	accounts uote settings	8 8 8 8 8
Money in	Money out		Banking	Set up bank feeds
Invoices	Expenses		Bank accounts	
\$0 0 invoices	\$0 Owing to suppliers		\$654,306 In the bank	
\$0 O invoices overdue	PAYG & Super	•	Credit cards	•

2. Select General Ledger Details under the Business Reports section.

Reports

General ledger details report

Business reports	
Budgetmaagement	Create and edit budgets.
Balance sheet	Displays the balance of your MYOB Essentials asset, liability and equity accounts up to a certain date in a financial year.
Trial balance	Displays the activity of each account in the form of debits and credits for a specified month of a financial year, and also for the period from the beginning of the financial year up to that month.
Profit & loss	Displays a summary of your business performance as a report, bar chart and line graph. You can also compare the results to budgets and the previous year.
GST report for activity statement	Displays GST Business Activity Statement information from the transactions you have created.
GST detailed report	Displays detailed information that you can use to prepare your BAS.
Journals	Displays a list of all your transactions as journal entries.
Acco unts	Lists all or selected MYOB Essentials accounts, along with their balances as at a specific date.
Contacts	Lists all or selected contacts, along with their phone and email details.
General ledger details	Lists all the transactions that have been applied to an account for a specified period.

3. Set the date "**From**" date 365 days prior to today's date and "**To**" date to today's date. For example if today's date is 13 March 2017, the 'From' date should be 14 March 2016 and the 'To' date should be 13 March 2017.

Report options

Select accounts

XLS PDF

From: 01/07/2016 то: 13/03/2017 Update œ March 2016 32 Su Tu We Fr Sa Mo Th 4-120 2 4 5 3 Date Debit Credit Balance GST Amt 11 12 6 8 9 10 01/07/20 1,258.29 1,258.29 125.83 13 14 15 16 17 18 19 23 25 26 20 21 22 24 04/07/20 2,120.11 3,378.40 212.01 27 29 30 31 28 06/07/20 50.11 3,428.51 5.01 Today 09/07/20 228.29 3,656.80 22.83 Mny

4. Select the **Select Accounts** dropdown box, untick the Select/Unselect all. Make sure all business trading accounts are included by ticking them and selecting the accounts used to make ATO payments.

General ledger details report

							Report optio
From: 14	/03/2016		то: 13/03/2017	III Update			✓ Hide accounts
							Select/Unselect all Reduce the report size by selecting only the accounts needed
4-1200	ee income	9					Income
Date	Ref No	Туре	Description	Debit	Credit	Balance	4-1200 Fee income
	00000000		0500017		1050.00	1 050 00	4-16 00 Licensing income
J1/0//2016	DP000396	Receive	DEPOSIT		1,258.29	1,258.25	4-2400 Sales 1
		Miny					4-26 00 Sales 2
04/07/2016	DP000397	Receive	DEPOSIT		2,120.11	3,378.40	Other Income
		Mny					8-1000 Discount received
							8-1200 Interest income
06/07/2016	DP000398	Receive	DEPOSIT		50.11	3,428.5	8-1400 Other in come
		Mny					Cost of Sales

La banking
1-1000 Cheque account
🗷 1-1200 Petty cash
🛛 1-14 00 Savings account
Current Assets
1-16 00 ABN withholding credits
1-18 00 Accounts receivable
Fixed Assets
🔲 1-2000 Furniture & fittings
1-2200 Motor vehicles
🔲 1-2400 Office equipment & computers

5. To hide the dropdown box, scroll up and select Hide Accounts.

6. Select Update.

7. Select **XLS box** on the right side of the page and a window browser will appear. Select **Save File** to your preferred location and convert the excel file to a CSV file (to learn more about CSV files refer to the 'What is a CSV File' section below).



Your Balance Sheet

1. Select **Reports** on the top of the page and select **All Reports**.

Dashboard Sales - Purch	ases 🗸 🛛 Banking 🗸 Contacts 🗸	✓ Payroll ✓ Reports ✓ In tr	ay My businesses	nab.quickbiz.loan@gmail 🕥
Your profile is 0% complete Get the most out of MYOB Essentials by completing y	our profile, you still need to	Update yc Update yc Update yc Update g Update G Balance Sheet Update your invoice and gu	accounts	0 0 0 0 0
Money in	Money out		Banking	Set up bank feeds
Invoices	Expenses		Bank accounts	•
\$0 O invoices	\$0 Owing to suppliers		\$654,306 In the bank	
\$0 0 invoices overdue	PAYG & Super	•	Credit cards	•

2. Select **Balance Sheet** under the Business Reports section.

Reports

Business reports	
Budget management	Create and edit budgets.
Balance sheet	Displays the balance of your MYOB Essentials asset, liability and equity accounts up to a certain date in a financial year.
Trial balance	Displays the activity of each account in the form of debits and credits for a specified month of a financial year, and also for the period from the beginning of the financial year up to that month.
Profit & loss	Displays a summary of your business performance as a report, bar chart and line graph. You can also compare the results to budgets and the previous year.
GST report for activity statement	Displays GST Business Activity Statement information from the transactions you have created.
GST detailed report	Displays detailed information that you can use to prepare your BAS.

3. Ensure that the As at date is today's date. Select **Refresh**.

Balance sheet



4. Select **XLS** and a window browser will appear. **Select Save File** to your preferred location and convert the excel file to a CSV file (to learn more about CSV files refer to the 'What is a CSV File' section below).

Report optio	ns
XLS	
Opening BalanceSheet	Report xls
You have chosen to	open:
BalanceSheet	Report.xls
which is: Micro	osoft Excel 97-2003 Worksheet
from: https://e	ssentials.myob.com.au
What should Firefox	do with this file?
Open with	Microsoft Excel (default)
Save File	
🔲 Do this <u>a</u> utor	matically for files like this from now on.
	OK

Your Profit and Loss

1. Select **Reports** on the top of the page and select **All Reports**.

Dashboard Sales - Purchase	es 🗸 🛛 Banking 🗸 🛛 Contacts 🗸	Payroll	ay My businesses	nab.quickbiz.loan@gmail 🕐
Your profile is 0% complete	profile, you still need to	All reports Update yc Update yc Update ge Update G Balance Sheet Update your invoice and qu	accounts note settings	8 8 8 8 8
Money in	Money out		Banking	Set up bank feeds
Invoices	Expenses		Bank accounts	•
\$0 0 invoices	\$0 Owing to suppliers		\$654,306 In the bank	
\$0 O invoices overdue	PAYG & Super	•	Credit cards	•

2. Select **Profit & Loss** under the Business Reports section.

Reports

Business reports	
Budget management	Create and edit budgets.
Balance sheet	Displays the balance of your MYOB Essentials asset, liability and equity accounts up to a certain date in a financial year.
Trial balance	Displays the activity of each account in the form of debits and credits for a specified month of a financial year, and also for the period from the beginning of the financial year up to that month.
Profit & loss	Displays a summary of your business performance as a report, bar chart and line graph. You can also compare the results to budgets and the previous year.
GST report for activity statement	Displays GST Business Activity Statement information from the transactions you have created.
GST detailed report	Displays detailed information that you can use to prepare your BAS.

3. Set the date "**From**" date to 365 days prior to today's date and the "**To**" date to today's date. For example if today is 13 March 2017, the 'From' date should be 14 March 2016 and the 'To' date should be 13 March 2017.

Profit & loss

	From					То			Breakdown	ı	Con	npare to	
	14/03	3/2016	5			1	3/03/2)17 📰	Total	\$		Last Year	Budget
	«		Ma	arch 20	016		»						
14 N	Su	Мо	Tu	We	Th	Fr	Sa						
Acc	28	29	1	2	з	4	5						
	6	7	8	9	10	11	12						
	13	14	15	16	17	18	19		Total				
	20	21	22	23	24	25	26						
h	27	28	29	30	31	1	2						
	3	4	5	6	7	8	9		191,697.15				
				Today	,				4,949.75				
Т	otal In	come		-					196,646.90				

- 4. MYOB will produce the report using the 30 June financial year cut-off, which means you may need to generate two reports to have a full 365 day report.
- 5. Set the Breakdown at 'Total' and make sure the Compare To fields are unticked.



6. Select **Export** and then **Excel**.



7. A window browser will then appear. Select **Save File** to your preferred location and convert the excel file to a CSV file (to learn more about CSV files refer to the 'What is a CSV File' below).

pening profitLoss.xlsx
You have chosen to open:
Dispersive statements and the second
which is: Microsoft Excel Worksheet (4.7 KB) from: blob:
What should Firefox do with this file?
Open with Microsoft Excel (default)
Save File Save Fil
Do this <u>a</u> utomatically for files like this from now on.
OK Cancel

What is a CSV File?

A CSV file looks similar to an Excel file, however it doesn't include any formatting functions which reduces the file size and makes it easier to upload. This also allows us to quickly assess the information provided.

How to convert Excel to a CSV file?

- 1. Open the exported Excel file.
- 2. Select File in the top left hand side of the screen.
- 3. Select Save As.
- 4. A window will then open, locate the 'Save as Type' dropdown box at the bottom of the window and choose CSV (Comma Delimited) (*.csv).
- 5. Select Save.

MYOB ACCOUNTRIGHT

How do I generate my financial reports from the latest edition of MYOB AccountRight?

- 1. Open your MYOB AccountRight accounting package
- 2. The Welcome to AccountRight box will appear

AR Welcome to AccountRight		×
MYOB AccountRig	ht	
AccountRight 2016.3.0		
	Recently opened company files	
Open a company file	Clearwater_Premier_AU.myox [My Library] Clearwater_Plus_AU.myox [My Library]	
Create a company file		
Upgrade a company file		
Exit AccountRight		
<u>Explore a samp</u>	le company Restore a backup file Help Centre	myob

3. Select the **Business Name** that's applying for the loan

4. Enter in your **User ID** and **Password** and select **OK**

Sign-on	
AccountRight	myob
Sign on to company file: Clearwater_Premier_AU.myox	
User ID: Administrator	
Password:	
Change Password © 2016 MYOB Technology Pty Ltd	OK Cancel

5. The Command Centre page will appear

Your business trading accounts

1. Select the **Reports** menu (at the top of the AccountRight window) and select **Index to Reports**

AR Clearwater_Premier_A	AU.myox - MYOB AccountRigh	t - [Command Centre]			– 🗆 X
AR File Edit Lists	Command Centres Setup	Reports Window	Services Help		- @ ×
		Index to Reports	Ctrl+I		
Clear	rwater Pty Ltd				
		ন দ ব			2
			É IIII	26 431	
Acc	ounts Banking	Sales Time	Billing Purchases	Payroll Inventory	Card File
Acco	ounts				🕐 Help 🔻
	Send to Accountant	0	Accounts List	Prepare BAS	/IAS
			V		
	Transfer Money		Record Journal Entry	Company Data	Auditor
			0		
		0	Transaction Journal		
		•	Transaction Journal		
Тс	o Do List 💌 Find	Transactions 💌	Reports 💌	Sent Emails B	usiness Insights 💌
Press F1	to get Help.				🖵 Local (My Library) 🔻 🛒

- 2. Select **Banking** on the left hand side and select **Bank Register**
- 3. Under Filter Report, set the **"Dated from"** to be 365 prior to today's date. For example if today is 13 March 2017, the **"Dated from"** date is 14 March 2016 and **"To"** date is 13 March 2017
- 4. Select **Display Report**

Clearwater Pty Ltd - Ind	ex to Reports	- 🗆 X
Reports		? Help for this window
Accounts	Select Report	Bank Register
Banking	Cheques and Deposits	Displays every cheque, withdrawal, and deposit for the selected cheque account within a date range. A running balance is provided.
GST / Sales Tax	Bank Deposit Slip	
Sales	Undeposited Funds Electronic Payments Register	Filter Report
Time Billing	Unprocessed Electronic Payments	Dated From: 09/05/2016 15 To: 08/05/2017 15
Purchases	Reconciliation Report Statement of Cash Flow	Accounts: All
Payroll	 Transaction Journals 	
Inventory	Cash Disbursements Cash Receipts	
Card	 Recurring Transactions 	
My Custom Reports	Recurring Cheques Recurring Deposits Recurring Transaction List To Do List To Do List - Recurring Transactions	Display Report
		Advanced Filters Export to Excel
		Close

5. Select the blue dropdown box on the top left hand side. Go to ${\bf Export}$ and select ${\bf CSV}$

AR E	8	Clean	water Pty	/ Ltd ·	- Bank Regist	er report						-	[- [×
-							1								
- D>	Expo	rt 🔸	⇒∖∧	PDF Port	: able Docume	nt format	ZA	Accou	ints: All	9	Additiona	Recet			
=	Send	•	⇒⊾	Exc Mic	el rosoft Excel fo	ormat			Refinements		Filters	Filters			
	Save	as	→	XPS Ope	n XML Paper	Specification format	F							1	A
÷	Print		→ csv	CSV	uma Senarate	d Values format									
6	Exit		-5	TSV		•				Clea	arwater ²	Pty Ltd 5 Spring Street Blackburn			
			_				1			Email: in	ABN: 80 0	00 000 001 ater.com.au			
			ID No.	\$rc	Date	Memo/Payee	0	leposit	Withdrawal	Balan	се				
			136 136 111 152 122 123 134 141 108 109 110 111	000000000000000000000000000000000000000	11/05/2016 11/05/2016 17/05/2016 19/05/2016 19/05/2016 22/05/2016 22/05/2016 02/11/2016 07/03/2017 07/03/2017 07/03/2017	Metropolitan Electricity Metropolitan Electricity Donations - Red Cross RACV Ltd Telstra James Smith WLJ Real Estate Ultra Tune Chelsea Mosset Cash Sales A-Z Stationery Supplies	:	\$250.00	\$275.00 \$25.50 \$89.75 \$175.00 \$465.00 \$190.00 \$100.00 \$2,000.00 \$22.00 \$33.00	\$97,510. \$97,760. \$97,764. \$97,645. \$97,470. \$96,939. \$96,749. \$96,649. \$94,649. \$94,627. \$94,594.	34 34 84 09 59 59 59 59 59 59 59 59 59 59		_		III
		1-1190		Ele	ectronic Clear	ing Account		\$250.00	\$3,440.75				-	- 1	
			24 25 EP EP EP EP		10/05/2016 01/06/2016 05/06/2016 05/06/2016 05/06/2016 05/06/2016	Cash Purchases Clear & Bright Filters Jones, Mary Long, Alan Parker, Peter Smith, Sue			\$100.00 \$10.00 \$661.54 \$841.85 \$329.23 \$1,042.46	(\$29,069.7 (\$29,079.7 (\$29,741.3 (\$30,583.7 (\$30,912.4 (\$31,954.8	79) 79) 33) 18) 41) 37)		_		
								\$0.00	\$2,985.08				_	1	
					405.51									1	•
					100 %										

6. A window browser will then appear, select **Save**

Export report as								×
← → • ↑ <mark> </mark>	> This PC > Desktop > Bank				~ Ō	Search Bank		9
Organize 👻 New	w folder							?
Name	^	Date modified	Туре	Size				
		No it	tems match your search	n.				
i i i								
5								
ē 🗸								
File name:	Bank Register.txt							\sim
Save as type:	Comma Delimited File (*.txt)							\sim
						Save	Cancel	
 Hide Folders 						Save	Cancer	

Your Balance Sheet

1. Select Reports menu (at the top of the AccountRight window) and select Index to Reports

AR Clearwat	er_Premier_AU.myox - MYOB AccountRight	- [Command Centre]		-	□ ×
AR File I	Edit Lists Command Centres Setup	Reports Window Services I	Help		- 8 ×
		Index to Reports Ctrl+I			
	Clearwater Pty Ltd				
	Accounts Banking	Sales Time Billing	Purchases Payroll	Inventory Card File	
	Accounts			🕐 Help 🗸	
	Send to Accountant	Account	nts List	Prepare BAS/IAS	
			•		
	Transfer Money	Record Jou		Company Data Auditor	
	Transier Froncy	Record 500			
		C	2		
		Transactio	on Journal		
	To Do List 💌 Find	ransactions v Repo	orts 💌 Sent Ema	ils Business Insights 💌	
1	Press F1 to get Help.			📃 🛛 Local (My Libra	y) 🔹 .::

2. Select Accounts on the left hand side and select Balance Sheet under Balance Sheet



3. Ensure the "As of" date is today's date and the "Financial year" is the current financial year

4. Select Display Report and the file will appear

5. Make sure the **"Report Level"** is set at Level 4

	rwater Pty Ltd - Balance Sheet report				- 0	:
Filters	Print Preview Insert/Modify					
Qun Einanci	As of: 08/05/2017	Report Level: Display Transactions:	Level 4 Incluc	le Zero Balances d to Whole Dollar Ad	iditional Re	i set
port	Dates		Refinements		Filters Fil	ters
	Created: 08/05/2017 12:52 PM		Clearw	Vater Pty Ltd		
	Balance Sheet			Blackburn VIC, 3130		
	As of 08/05/2017		AB/ Email: info@	1: 80 000 000 001 clearwater.com.au		
	Assets Current Assets					
	General Cheque Account 1 General Cheque Account 2 Clearwater Provision Account Clearwater Investment Account Electronic Clearing Account		\$97,037.59 \$150,000.00 \$64,217.19 \$20,000.00 (\$31,954.87)			
	Payroll Cheque Account Inventory Trade Debtors		(\$14,953.48) \$21,996.92 \$8,396.19			
	Total Current Assets		\$314,7	39.54		
	Withholding Credits Voluntary Withholding Credits		\$560.00			
	Total Withholding Credits		\$5	60.00		
	F&F - At Cost		\$1,250.00			
	Total Furniture & Fittings		\$1,2	250.00		
	Total Assets			\$316,549.54		
	Liabilities Current Liabilities					
	Payroll Liabilities PAYG Withholdings Payable Superapopulation Payable		\$18,087.00 \$0,755.54			
	Total Pavroll Liabilities		\$27.842.54			
	Trade Creditors		\$31,308.75			
	Total Current Liabilities		\$59,1	151.29		
	GST Liabilities GST Collected		\$13,234.39			
	GST Paid Sales Tax Pavable		(\$7,687.74) \$257.51			
	Voluntary Withholdings Payable		\$391.00			
	ABN Withholding Payable		\$1,291.00 \$2,752.96			
	Total GST Liabilities		\$10,2	239.12		
	Total Liabilities			\$69,390.41		
	Net Assets			\$247,159.13		
	Equity					
	Retained Earnings		(\$2,8	46.28)		
	Current Earnings Historical Balancing Account		\$250.0	\$5.41)00.00		
	Total Equity		3530/5	\$247,159.13		

6. Select the blue dropdown box on the top left hand side. Go to ${\bf Export}$ and select ${\bf CSV}$

💽 🕞 🖶 🛛 Cleary	water Pty Ltd - Balance Sheet report			-		×
•						
Export •	PDF Portable Document format	ort Level:	Level 4 Include Zero Balance All Round to Whole Doll	s Addition	Reset	
≡ 🔁 Send 🔸	Excel Microsoft Excel format		Refinements	Filters	Filters	
Save as	YPS Open XML Paper Specification format					^
Print	CSV Comma Separated Values format		Clearwater Pty L	td		
Exit	→ TSV ▼		25 Spring S Black VIC, 1 ARN: 90 000 000	reet burn 1130		
		_	Email: info@clearwater.com	.au		
	Assets Current Assets General Cheque Account 1 General Cheque Account 2 Cleanwater Provision Account Cleanwater Investment Account Electronic Clearing Account Payroll Cheque Account Inventory		\$97,037.59 \$150,000 \$64,217.19 \$20,000.00 (\$1,954.87) (\$14,953.48) \$21,996.92			
	Trade Debtors		\$8,396.19	_		
	Total Current Assets Withholding Credits Voluntary Withholding Credits		\$314,739.54 \$560.00	_		
	Total Withholding Credits Furniture & Fittings F & F - At Cost		\$560.00 \$1,250.00	_		
	Total Furniture & Fittings		\$1,250.00	_		
	Total Assets Liabilities Current Liabilities Payroll Liabilities		\$316,54	9.54		
	Superannuation Payable Total Payroll Liabilities		\$18,087.00 \$9,755.54 \$27,842.54	-		
	Trade Creditors Total Current Liabilities		\$31,308.75 \$59,151.29			
	GST LidbillitleS GST Collected GST Paid Sales Tax Payable Voluntary Withholdings Payable ABN Withholding Payable		\$13,234.39 (\$7,687.74) \$257.51 \$391.00 \$1,291.00 \$27.52.96			
	Total GST Liabilities		\$10,239.12	- 1		
	Total Liabilities		\$69,39	0.41		
	Net Assets		\$247,15	9.13		
	Equity Retained Earnings Current Earnings Historical Balancian Account		(\$2,846.28) \$5.41 \$350.000			
	Total Equity		\$230,000.00 \$247,15	9.13		
	100 %			_ 1		•

7. A window browser will appear, select **Save**

🚾 Export report as								×
← → • ↑ 📙	> This PC > Desktop > Bank				~ Ū	Search Bank		9
Organize 👻 Ne	w folder							?
^ Name	^	Date modified	Туре	Size				
1		No it	tems match your searcl	n.				
4								
-								
E								
" _								
File name:	Balance Sheet.txt							~
Save as type:	Comma Delimited File (*.txt)							~
						Sava	Cancel	
 Hide Folders 						Save	Cancel	

Your Profit and Loss

1. Select Reports menu (at the top of the AccountRight window) and select Index to Reports

AR Clearwat	er_Premier_AU.myox - MYOB AccountRight	- [Command Centre]	- 0	×
AR File E	Edit Lists Command Centres Setup	Reports Window Services Help		- 8 ×
		Index to Reports Ctrl+I		
	Clearwater Pty Ltd			
	Accounts Banking	Sales Time Billing Purchases	Payroll Inventory Card File	
	Accounts		? Help 👻	
	Send to Accountant	Accounts List	Prepare BAS/IAS	
		6		
	Transfer Money	Record Journal Entry	Company Data Auditor	
		Ø		
		Transaction Journal		
	To Do List 💌 Find 1	ransactions V Reports V	Sent Emails Business Insights 💌	
	Press F1 to get Help.		Local (My Library)	•

2. Select Accounts on the left hand side and select Profit & Loss Statement under Profit & Loss

Clearwater Pty Ltd - Inde	ex to Reports		–
Reports			Help for this window
Accounts	Select Report		Profit & Loss Statement
Banking	 Accounts 	^	Using an accrual accounting method calculates income, cost of sales, expenses, other income and other expense values for the selected period(c)
	Accounts List [Summary]		income and other expense values for the selected period(s).
GST / Sales Tax	Accounts List [Detail]		
Sales	Account History	≡	Filter Report
Time Billing	- General Ledger [Summary]		Dated From: 01/07/2016 15 To: 08/05/2017 15
Burchasos	General Ledger [Detail]		Financial Year: This Year (FY 2017) 👻
Fulcilases	Trial Balance		
Payroll	Linked Accounts		
Inventory	Balance Sheet		
Card	Balance Sheet [Multi-Period]		
Caru	Balance Sheet [Multi-Period Budget]		
My Custom Reports	Balance Sheet [Last Year Analysis]		
	Balance Sheet [Budget Analysis]		
	✓ Profit & Loss		
	Profit & Loss Statement		
	Profit & Loss [Multi-Period]		Display Report
	Profit & Loss [Multi-Period Budget]		
	Profit & Loss [With Year to Date]		Advanced Filters
	Profit & Loss [With Last Year]	-	
			Close

- 3. MYOB will produce the report using the 30 June financial year cut-off, which means you may need to generate two reports
- 4. Ensure the **"From"** date is set at 01/07/YYYY (most recent year of 1 July) and **"To"** is today's date. For example if today is 13 March 2017, the date should be set at "From" 01/07/2016 "To" 13/03/2017
- 5. Select **Display Report** and the file will appear

6. Make sure the **"Report Level"** is set at Level 4

🔟 📄 📇 🛛 Clearwater Pty Ltd - Profit &	Loss Statement report				- 0 ×
Filters Print Preview Inse	ert/Modify				
Run Report Financial Year: This Year (FY 201 Dates	To: 08/05/2017	Report Level: T Display Transactions:	Level 4	 Include Zero Balances Round to Whole Dollar 	Additional Filters Filters
Created: 0 Profit 8 01/07/2010	8/05/2017 12:55 PM & Loss Statement 5 To 08/05/2017		Clearw ABN Email: info@	vater Pty Ltd ^{25 Spring Street Bicksburn VYC, 3130 1: 80 000 000 001 clearwater.com.au}	
Income Sales Inco Total Inco Cost Of S Purchase Equipm	ome Water Cooler ne s s sent		\$61.77 \$45.45	\$61.77	
Total Cost Gross Prof Expenses General Accour Total Exper	Of Sales t & Admin Expenses tting Fees tses		\$10.91	\$45.45 \$16.32 \$10.91	
Operating Total Othe Total Othe Net Profit/	Profit r Income r Expenses (Loss)			\$5.41 \$0.00 \$0.00 \$5.41	
100	0 %				

7. Select the blue dropdown box on the top left hand side. Go to ${\bf Export}$ and select ${\bf CSV}$

🚾 🕞 🖶 🛛 Clean	vater Pty Ltd - Profit & Loss Statement report	- C ×
Export +	PDF Portable Document format	Report Level: Level 4 Include Zero Balances All All Reset
≡ 🔁 Send 🕨	Microsoft Excel	Filters Filters Filters
Save as	XPS Open XML Paper Specification format	
Exit	Comma Separated Values format	Clearwater Pty Ltd 25 Spring Street Bieskborn VIC 3130 ABN: 80 000 000 101
	Income	Email: info@cleanvater.com.au
	Sales Income Sales - Water Cooler Total Income	\$61.77 \$61.77
	Purchases Purchases Equipment Total Cost Of Sales	\$45,45
	Gross Profit Expenses General & Admin Expenses Accounting Fees	\$16.32
	Total Expenses Operating Profit Total Other Income	\$10.91 \$5.41 \$0.00
	Total Other Expenses Net Profit/(Loss)	\$0.00 \$5.41
	100 %	

8. A window browser will then appear, select **Save** to your preferred location

🚾 🗄 🗄 Clean	vater Pty Ltd - Profit & Loss Statement report	- 0 ×
		
Sexport •	PDF Portable Document format	Report Level: Level 4 Report Level: Level 4 Report 4 Report Level 4 Report Level 4 Report Level 4 Report 4
		ort Display Transactions: All Additional Reset
≞∑ Send ►	Microsoft Excel format	Refinements
Save as	-XPS Open XML Paper Specification format	· · · · · · · · · · · · · · · · · · ·
Print	Comma Separated Values format	Clearwater Pty Ltd
📫 Exit	-x TSV	25 Spring Street Bickburn VIC 31 10
		ABN: 80 000 000 001
		Email: info@clearwater.com.au
	Income	
	Sales Income Sales - Water Cooler	\$61.77
	Total Income Cost Of Sales	\$61.77
	Purchases Equipment	\$45.45
	Total Cost Of Sales	\$45,45
	Gross Profit Expenses	\$16.32
	General & Admin Expenses Accounting Fees	\$10.91
	Total Expenses	\$10.91
	Operating Profit	\$5.41
	Total Other Expenses	\$0.00
	Net Profit/(Loss)	\$5.41
	100 %	

9. Repeat step 1-6 to generate a second report, setting the **"From"** date to be 365 days prior to today and the **"To"** date to be 30/06/YYYY (date of the last financial year). For example if today is 13 March 2017, the date should be set at "From" 14/03/2017 "To" 30/06/2016

If you've rolled over your transactions to this financial year, generate last year's transactions report by following these steps

- 1. Close the MYOB AccountRight software and then reopen it
- 2. Select Open your company file and your document browser will appear
- 3. This time, select on the last year's file for the business that is applying for the loan
- 4. Enter in your User ID and Password and select OK
- 5. The Command Centre page will appear
- 6. Select Reports on the top of the page and select Index to Reports
- 7. Select Bank Register under the Cheques and Deposit section

- 8. Select **Customise** on the middle bottom of the window. The Report Customisation Bank Register will then appear
- 9. Select the Accounts dropdown box and untick the blue tick box
- 10. Select all business trading accounts, including the ones used to make ATO payments. Select **OK**
- 11. Set the **"Dated from"** to be 365 days prior to today and the **"To"** date to be 30/06/YYYY (date of the last financial year). For example if today is 13 March 2017, the date should be set at "From" 14/03/2016 "To" 30/06/2016
- 12. Select **Display** on the right bottom window and the file will then appear
- 13. Select **Send to** and choose **Comma Separated Text File.** The file will then open.
- 14. Select **Save** to your preferred location

How do I generate my financial reports with the MYOB AccountRight V19 desktop version?

1. Open your MYOB AccountRight accounting package



2. Select **Open** your company file and your document browser will appear

😹 Open								×
← → → ↑ 🔒 → This PC → Local Disk (C:) → Plus19 →	Search Plus19			Q				
Organize 👻 New folder				?				
A Name Dat	te modified	Туре	Size					
BASlink 26/	09/2016 3:58 PM	File folder						
BusinessInsights 26/	09/2016 3:58 PM	File folder						
Custom 26/	09/2016 3:57 PM	File folder						
Forms 14/	/11/2016 12:21	File folder						
Help 26/	09/2016 3:58 PM	File folder						
ImportAssist 26/	09/2016 3:58 PM	File folder						
Letters 26/	09/2016 3:58 PM	File folder						
ODBCDirect10 26/	09/2016 3:58 PM	File folder						
OutlookSync 26/	09/2016 3:57 PM	File folder						
Spredsht 26/	09/2016 3:58 PM	File folder						
ToolsMenu 26/	09/2016 3:58 PM	File folder						
Tutorial 26/	09/2016 3:58 PM	File folder						
clearwtr.myo 05/	05/2017 4:42 PM	MYO File	4,064 KB					
1 () () () () () () () () () (
a								
-					AccountRight	Data (* M)	VO)	~
the name resultivity of				÷	riccountragine		,	
					Open	0	ancel	

- 3. Select on the file for the business that is applying for the loan
- 4. Enter in your User ID and Password and select **OK**

🔀 Sign-on	×
Enter your User ID and Password	
If this is the first time you are opening your file since upgrading, please type "Administrator" in the User ID field and enter your master password if you have one.	
User ID: Administrator Password:	
Change Password Cancel OK Help F1	

5. The Command Centre page will appear

Your business trading accounts

1. Select **Reports** on the top of the page and select **Index to Reports**

🔯 AccountRight Plu	is - [Clearwater Pty Ltd - Cor	mand Centre]	– 🗆 🗙
💹 File Edit Lists	Command Centres Setu	Reports Window Services Help	_ & ×
MYOB		Index to Reports Ctrl+1	2
		Report Batches	
	Accounts Banking	Sales Time Billing Purchases Payroll Inventory	
		Cards List Cards List Print <u>M</u> ailing Labels	
		Create Personalised Letters	
	To Do List 🔻	Find Transactions 🔻 Reports 💌 Analysis 💌	
Lists every report avail	able in AccountRight.	clearwtr.mvo	

2. Select **Banking**, then **Bank Register** under Cheques and Deposit section

🕺 Index to Reports						• ×
Accoun <u>t</u> s Banking GST/ Sales Time Sales Ta <u>x</u> Sales Billing	F	urchases	Payroll	In <u>v</u> entory	C <u>a</u> rd	Custo <u>m</u>
Name Cheques and Deposits Bank Register Bank Deposit Slip Undeposited Funds Electronic Payments Register Unprocessed Electronic Payments Reconciliation Report Statement of Cash Flow Cash Flow Analysis MYOB M-Powered bank statements Bank Statements Account Balances Transaction Enquiry	•	Displays (selecte	every chequ ed cheque a running b	e, withdrawal, a ccount within a palance is provid	and depos date rang ded.	sit for the ge. A
?. Image: Send To					<u>D</u> ispla Cl <u>o</u> se	y I

3. Select **Customise** on the middle bottom of the window. The Report Customisation – Bank Register will appear

😹 Report Customisation - Bank Register	×
Accounts: 📶 📃	
Advanced Filters <u>H</u> eport Fields <u>Finishing</u>	
Dated From: 01/05/2017 To: 08/05/2017	
?. 🛋 📭 🥘	C <u>a</u> ncel Display
Help F1 Print Send To Format	

4. Select the **Accounts** dropdown box and untick the blue tick box

æ	Select from List X									
	Select only:									
	1-1110	General Cheque Account 1	Asset	*						
~	1-1120	General Cheque Account 2	Asset							
~	1-1140	Petty Cash	Asset							
~	1-1150	Clearwater Provision Account	Asset							
~	1-1160	Clearwater Investment Account	Asset							
~	1-1180	Undeposited Funds	Asset							
~	1-1190	Electronic Clearing Account	Asset							
\sim	1-1200	Payroll Cheque Account	Asset							
-										
<u> </u>										
L										
-				_						
				Ψ.						
	2		ОК							
	/									
F	lelp F1		C <u>a</u> ncel							

- 5. Select all **business trading accounts**, including the ones you use to make ATO payments by selecting on the most left hand side of the cell. Select **OK**
- 6. If you haven't rolled over your transactions for this financial year, set the "Dated from" to be 365 days from today. For example if today is 13 May 2016, the date should be set at "From" 14/05/2015 "To" 13/05/2016

If you've rolled over your transactions for this financial year, set the "Dated from" to be 01/07/YYYY (most recent year for 1 July) and "To" is today's date. For example if today is 13 May 2016, the date should be set at "From" 01/07/2015 "To" 13/05/2016. See below for more instructions

😹 Report Customisation - Bank Register	×
Accounts: Selected	
Advanced Filters Benot Fields Finishing	n
Dated From: 09/05/2016 To: 08/05/2017	
? Image: Send To Format	C <u>a</u> ncel Displa <u>v</u>

7. Select **Display** on the right bottom window and the file will appear



8. Select **Send** and choose **Comma Separated Text File** and the file will be opened. Select **Save** to your preferred location

🛃 Acco	untRight Plus -	[Report Display]							—	×
🕖 File	Edit Lists (Command Cent	res S	etup Repor	ts Windov	v Services	Help				_ 8 >
Dated F	rom: 09/05/201	6 To: 08/05	5/2017		F	edisplay	View:	Print Preview	•		
					Clea 25	rwater Pt Spring Stro Blackburn VIC, 3130	y Ltd eet				
					Ba	nk Regis	ter				
					09/05/20	16 To 08	/05/20	17			1
	08/05/2017 1:24:10 DM	, I								Page 1	
		ID#	Src	Date	Mer	no/Payee		Deposit	Withdrawal	Balance	
	1-1110	General Che 16 19 24 92 93 48 102 79 94 86 87 37 53 80 SC300701 IE300701 95 96 97 CR000001 26 CASHSALE		ccount 1 11/07/2016 11/07/2016 15/07/2016 15/07/2016 15/07/2016 18/07/2016 19/07/2016 19/07/2016 21/07/2016 30/07/2016 30/07/2016 30/07/2016 30/07/2016 30/07/2016 30/07/2016 30/07/2016 01/08/2016 01/08/2016 01/08/2016 01/08/2016 01/08/2016	Metropolita Telstra WLJ Real I Clear & Bri Clear & Bri RACV Ltd Mojo Adver Cash Purc WLJ Real I Underwate Underwate J & J Jone: Cash Purc Bank Char Interest for Mountain S Clear & Bri Underwate The Motor WLJ Real I Cash Sale	In Electricity Estate ght Filters for ght Filters for tising for 000 Estate or Springs Pt r Springs Pt spring for 00 ges the month spring for 00 ght Filters for r Springs Pt Company fo Estate s	r 00 r 00 0000 y Ltd 0000 0000 0000 r 00 y Ltd r 00	\$14.35 \$350.00 \$10,000.00	\$250.35 \$167.50 \$465.00 \$854.75 \$1,464.99 \$350.00 \$187.00 \$1465.00 \$7,450.95 \$250.00 \$1,480.88 \$375.00 \$345.00 \$345.00 \$345.00 \$37.00 \$70.13 \$489.65 \$7,329.25 \$465.00	(\$250.35) (\$417.85) (\$822.85) (\$1,737.60) (\$3,202.59) (\$3,292.34) (\$3,642.34) (\$11,745.29) (\$11,945.29) (\$13,476.17) (\$14,299.37) (\$14,259.37) (\$14,280.20) (\$14,282.15) (\$14,352.15) (\$14,352.15) (\$14,841.80) (\$22,170.5) (\$22,286.05) (\$12,286.05)	
		-									
7 Help	F1 Print	Send To		Cus <u>t</u> o	mise	Save <u>A</u>	is	Cl <u>o</u> se			
Press F1	to get help.	Excel Email								clearwtr.myo	
		Fax PDF HTML Tab-Delimite Comma-Sepa Simple Text f	d Text I arated 1 File	File lext File						,	

Save As X						
$\leftarrow \rightarrow$	$\leftrightarrow \rightarrow \checkmark \uparrow$ \blacktriangleright > This PC > Local Disk (C:) > Plus19 > $\checkmark \circlearrowright$ Search Plus19 \land					
Organize	✓ New folder					::: • ?
^	Name	Date modified	Туре	Size		^
1	BASlink	26/09/2016 3:58 PM	File folder			
	BusinessInsights	26/09/2016 3:58 PM	File folder			
~	Custom	26/09/2016 3:57 PM	File folder			
	Forms	14/11/2016 12:21	File folder			
<u> </u>	Help	26/09/2016 3:58 PM	File folder			
	ImportAssist	26/09/2016 3:58 PM	File folder			
4	Letters	26/09/2016 3:58 PM	File folder			
J	ODBCDirect10	26/09/2016 3:58 PM	File folder			
	OutlookSync	26/09/2016 3:57 PM	File folder			
4	Spredsht	26/09/2016 3:58 PM	File folder			
	ToolsMenu	26/09/2016 3:58 PM	File folder			
	Tutorial	26/09/2016 3:58 PM	File folder			
8	BASlink.txt	02/02/2017 1:58 PM	Text Document	6 KB		
× •	ManiFX Disable.txt	10/05/2016 11:02	Text Document	1 KB		~
	File name: Bank Register.txt					~
Sav	ve as type: Text Files (*.TXT)					~
∧ Hide Fo	olders				Save	Cancel

Note: If you find the file is automatically saved as .TXT (text files) even after you choose CSV, don't worry. For MYOB AccountRight, you can upload TXT format for the assessment.

Your Balance Sheet

- 1. Ensure the MYOB business account is in the current financial year
- 2. Select Reports on the top of the page and select Index to Reports

🔯 AccountRight Plus -	[Clearwater Pty Ltd - Comm	and Centre]	– 🗆 🗙
File Edit Lists	Command Centres Setup	Reports Window Services Help	_ 8 ×
MYOB		Index to Reports Ctrl+1	~?
		Report Batches	
	Accounts Banking	Sales Time Billing Purchases Payroll Inventory	
		Cards List Cards List Print Mailing Labels	
		Create Personalised Letters	
	To Do List 🔻	Find Transactions 👻 Reports 👻 Analysis 👻	_
Lists every report availab	le in AccountRight.	clearwtr.myo	

3. Select Accounts, then Standard Balance Sheet under the Balance Sheet section

🕗 Index to	Reports									• ×
Accounts	<u>B</u> anking	GST/ Sales Ta <u>x</u>	Sales	Time Billing	P <u>u</u> ro	chases	Payroll	In <u>v</u> entory	C <u>a</u> rd	Custo <u>m</u>
Name Accounts Accounts List Summary Accounts List Detail Account Transactions [Accrual] Account History [OfficeLink] General Ledger [Summary] General Ledger [Detail] Trial Balance Linked Accounts Balance Sheet Multi-Period Spreadsheet Multi-Period Spreadsheet					Displays the balance of your Asset, Liability and Equity accounts as of the end of the selected period.					
∛ ⊻iew :	Sample Tiew Sample									
? Help F	1 Print	Send To							<u>D</u> ispla Cl <u>o</u> se	y I

- 4. Select **Customise** on the middle bottom of the window. The Report Customisation Standard Balance Sheet will then appear
- 5. The "As of" date should be set to today and the "Financial Year" should be set to the current financial year
- 6. Make sure the **"Report Level"** is set at Level 4

😹 Report Customisation - Standard Balance Sheet	×
Advanced Filters Beport Fields Einishing Selected Period: May Image: Comparison of the second	×
Image: Cancel Image: Cancel Display Help F1 Print Send To Format	

7. Select **Display** on the right bottom window and the Balance Sheet will then appear

8. Select **Send** and choose **Comma Separated Text File.** The file will then open. Select **Save** to your preferred location

🔀 Report Display	
As of: 08/05/2017 Redisplag View: Print Preview	
Clearwater Pty Ltd 25 Spring Street Blackburn VIC, 3130	
Balance Sheet	
As of 08/05/2017	
08/05/2017 1:31:46 PM	
Assets Current Assets General Cheque Account 1 \$88,073.34 General Cheque Account 2 \$150,000.00 Clearwater Investment Account \$64,217.19 Clearwater Investment Account \$20,000.00 Electronic Clearing Account \$31,057.10) Payroll Cheque Account \$15,620.71) Inventory \$22,242.37 Trade Debtors \$7,599.24 Total Current Assets \$305,254.33 Withholding Credits \$560.00 Faker \$560.00 Furniture & Fittings \$1,250.00 Total Furniture & Fittings \$1,250.00 Total Assets \$307,064.33	
Liabilities Current Liabilities PAYG Withholdings Payable Superannuation Payable Total Payroll Liabilities Trade Creditors Bank Loans (\$10,000.00)	.
	r
Image: Weight of the second secon	
Email Fax PDF HTML Tab-Delimited Text File Comma-Separated Text File Simple Text File	

Your Profit and Loss

- 1. Make sure the MYOB business account is in the current financial year
- 2. Select **Reports** at the top of the page and select **Index to Reports**

🔯 AccountRight Plus	- [Clearwater Pty Ltd - Comn	and Centre]	– 🗆 X
🐼 File Edit Lists	Command Centres Setup	Reports Window Services Help	_ & ×
MYOB		Index to Reports Ctrl+I	2
		Report Batches	
	Accounts Banking	Sales Time Billing Purchases Payrol Inventory	
		Cards List	
		Print <u>M</u> ailing Labels	
		Create Personalised Letters	
	To Do List 🔻	Find Transactions - Reports - Analysis -	
Lists every report availab	ble in AccountRight.	clearwtr.myo	

3. Select Accounts, then Profit & Loss (Accrual) under the Profit & Loss section

🛜 Index t	Reports								
Accoun <u>t</u>	<u>B</u> anking	GST/ Sales Ta <u>x</u>	Saļes	Time Billing	P <u>u</u> rchases	Payroll	In <u>v</u> entory	C <u>a</u> rd	Custo <u>m</u>
Ga Tr Lii Balan St M M La Ba Profit M M M	neral Ledger al Balance ked Accounts :e Sheet andard Balanc lti-Period Bud st Year Analys dget Analysis & Loss fit & Loss [Ac lti-Period Spre lti-Period Bud Sample	Name Detail] e Sheet eadsheet get Spreadshe is crual] eadsheet get Spreadshe	eet eet Cus <u>t</u> or	mise	Using income other	i an accrual a , cost of sale expense valu	accounting met is, expenses, ot ues for the selec	hod calcu her incon sted perio	ilates he and d(s).
2								<u>D</u> ispla	y 🔤
Help	F1 <u>P</u> rint	Se <u>n</u> d To						Cl <u>o</u> se	

- 4. Select **Customise** on the middle bottom of the window. The Report Customisation Profit & Loss (Accrual) will then appear.
- 5. MYOB produces the report using the 30 June financial year cut-off, which means you may need to generate two reports

- 6. Make sure the **"Dated From"** date is set at 01/07/YYYY (the most recent year for 1st of July) and the **"To"** is today's date. For example if today's date is 13 March 2017, the date should be set at "From" 01/07/2016 "To" 13/03/2017
- 7. Ensure the **"Financial Year"** is set to the current financial year

8. Set the "Report Level" at Level 4

😹 Report Customisation - Profit & Loss [Accrual]	×
Advanced Filters Report Fields Finishing	
Dated From: July ▼ To: May ▼ 01/07/2016 To: 31/05/2017	Report Level 2 Financial Year: This Year (FY 2017)
Image: Print Image: Print Image: Print Help F1 Print Send To Format	C <u>a</u> ncel Display

- 9. Select **Display** on the right bottom window and then the file will appear
- 10. Select **Send to** and choose **Comma Separated Text File.** The file will then open. Select **Save** to your preferred location

🕺 Report Display						• ×
Dated From: 01/07/2016 To: 3	1/05/2017	Redisplay	View: F	Print Preview	-	
	Clearwater 25 Spring S Blackbu VIC, 313	Pty Ltd ^{rn} 30				
	Profit & Loss S	Statement				
08/05/2017 1:33:44 PM	July 2016 throug	jh May 2017				
Income Sales Income Sales - Spring Water Sales - Carbonated Wate Sales - Water Cooler Sales - Vater Cooler Sales - Stands Sales - Other Equip Service Income Service - Coolers Service - Coolers Service - Coolers Service - Coolers Travelling Time Travelling Time Total Income Cost Of Sales Purchases	r	\$7,578,52 \$6,173,26 \$38,058,49 \$5,709,10 \$1,334,54 \$9,492,73 \$1,628,90 \$1,890,44 \$312,94		<u>\$72,178.92</u>		
Equipment Total Cost Of Sales		\$31,274.64		\$31,274.64		
Gross Profit				\$40,904.28		·
Help F1	Cus <u>t</u> omise	Save <u>A</u> s	3	Cl <u>o</u> se		
Excern Fax PDF HTML Tab-Deil Commas Simple	mited Text File Separated Text File ext File					

🔯 Save A	ls				×
$\leftarrow \rightarrow$	🕤 🛧 📙 🕨 This PC 🔹 Local Disk (C:) 🔹 Plu	s19 v Ö	Search Plus19		Q
Organize	e 🔻 New folder				?
^	Name	Date modified	Туре	Size	^
1 B	BASlink	26/09/2016 3:58 PM	File folder		
		26/09/2016 3:58 PM	File folder		
6		26/09/2016 3:57 PM	File folder		
	Forms	14/11/2016 12:21	File folder		
_		26/09/2016 3:58 PM	File folder		
	ImportAssist	26/09/2016 3:58 PM	File folder		
4	Letters	26/09/2016 3:58 PM	File folder		
J	ODBCDirect10	26/09/2016 3:58 PM	File folder		
		26/09/2016 3:57 PM	File folder		
4	Spredsht	26/09/2016 3:58 PM	File folder		
		26/09/2016 3:58 PM	File folder		
L ~		26/09/2016 3:58 PM	File folder		~
	File name: Profit & Loss [Accrual].txt				~
Sa	ave as type: Text Files (*.TXT)				~
∧ Hide F	Folders		Save	Cance	I

11. Repeat steps 1-9 to generate a second report, setting the **"From"** date 365 days prior to today and the "**To"** date to be 30/06/YYYY (date of the last financial year). For example, if today's date is 13 March 2017, the date should be set at "From" 14/03/20176 "To" 30/06/2016

MYOB ACCOUNTEDGE

How do I generate my financial reports from MYOB AccountEdge?

1. Open your MYOB AccountEdge accounting package



2. Select **Browse** and then your document browser will appear

0 0 •	Open	
	AccountEdge Pro v16 AU 🗘	Q Search
	Choose a company file	
Favorites All My Files Cloud Drive Applications Desktop Documents Downloads Movies Movies Movies AccountEdge Pro v16 AccountEdge Pro v16 AccountEdge NE v16 Shared Tags Red Orange	BASIink Clearwater.myo Custom Forms Custom Reports Graphics Letters OfficeLink Spreadsheets	See MB Modified May 2017 at 10:55 AM Add Tags
		Cancel Open

- 3. Select on the file for the business that's applying for the loan
- 4. Enter your **User ID** and **Password** and then select **OK**

Sign-on			
Enter your User ID and Password			
User ID Password	Administrator		
?	Change Password Cancel OK		

5. The Command Centre page will then appear

Your business trading accounts

1. Select Reports on the top of the page and select Index to Reports



2. Select Banking, then Bank Register under the Cheques and Deposit section

	Index to Reports										
	Accounts	Banking	GST/Sales Tax	Sales	Time	Billing	Purchases	Payroll	Inventory	Card File	Custom
			NAME			Disp	avs everv che	aue. withdr	awal, and der	osit for the s	elected
	Cheques a	nd Deposits	;			cheque	account withi	n a date ra	nge. A runnir	ig balance is	provided.
	Bank R	egister			1						
	Bank D	eposit Slip									
	Undep	osited Funds	5								
	Electro	nic Payment	s Register								
	Unprod	essed Electr	onic Payments								
	Recond	iliation Repo	ort								
	Statem	ent of Cash	Flow								
	Cash F	low Analysis						Щ			
	Transactio	n Journals									
	Cash D	isbursement	ts								
	Cash R	eceipts									
	Recurring	Transaction	s								
(View Sa	mple	Cus	tomise							
	? P	rint Se	end 🗸							Close	Display

3. Select **Customise** on the middle bottom of the window. The Report Customisation – Bank Register will appear

	Report	Customisation - Bank Registe	er		
Accounts	Selected				
Dated From	Advanced Filters	Report Fields Finishing	Variations		
? Print	Send 🗸 Format			Cancel	Display

4. Select the **Accounts** dropdown box and untick the blue tick box

Select from List										
Select only										
✓ 1-1110	General Cheque Account 1	Asset								
✓ 1-1120	General Cheque Account 2	Asset								
✓ 1-1140	Petty Cash	Asset								
✓ 1-1150	Clearwater Provision Account	Asset								
✓ 1-1160	Clearwater Investment Accou	Asset								
✓ 1-1180	Undeposited Funds	Asset								
✓ 1-1190	Electronic Clearing Account	Asset								
✓ 1-1200	Payroll Cheque Account	Asset								
✓ 1-1210	Escrow Account	Asset								
✓ 1-1220	Trust Account	Asset								
?		Cancel OK								

- 5. Select all **business trading accounts**, including the ones used to make ATO payments. Select **OK**
- 6. If you haven't rolled over your transactions for this financial year, set the **"Dated from"** to 365 days prior to today. For example if today's date is 13 March 2017, the date should be set at "From" 14/03/2015 "To" 13/05/2016
- 7. If you've rolled over your transactions for this financial year, set the **"Dated from"** to be 01/07/YYYY (most recent year for 1st of July) and **"To"** as today's date. For example if today's date is 13 March 2017, the date should be set at "From" 01/07/2016 "To" 13/03/2017. See below for more detail

Report Customisation - Bank Register								
Accounts	Selected							
	Advanced Filters R	eport Fields Finishing Variati	ons					
Dated From	9/05/2016 To 8/05/201	7						
? Print	Send Format		Cancel Display					

8. Select **Display** on the right bottom window and the file will then appear

9. Select **Send** and choose **Comma Separated Text File.** The file will then open. Select **Save** to your preferred location

•				Repo	rt Display				
ated From	n 9/05/2	016	To 8	3/05/2017		Redisplay	View	Print Preview	or or
				Clearwater Pty Lt 25 Spring Street Blackburn VIC, 3130	d				⊧d
				Bank Register					
8/05/2017				9/05/2016 To 8/05/20	17		Page 1		
15755 PM	l ID#	Sĸ	Date	Memo/Payee	Deposit	Withdrawal	Balance		
1-1110	General Ch 104 16 19 24	eque A CD CD CD CD	40000000000000000000000000000000000000	Voided; [CK] NO.104 Metropolitan Electricity Telstra WILPool Ectoto		\$0.00 \$250.35 \$167.50 \$465.00	\$0.00 -\$250.35 -\$417.85 Фяяр ал		
?	Print	Ser E) Er	nd 🗸 (cel mail		-	Custom	ise S	ave As	ose
		H	TML ab-Delim	ited Text File				Screen Shot 2 3.17.3	017-04-26 1 PM
		C	omma-S	eparated Text File					

		Save		
Save As:	Bank Register			~
Tags:				
Where:	📄 Desktop		\$	
			Cancel	Save

If you've rolled over your transactions to this financial year, generate last year's transactions report by following these steps

- 1. Close the MYOB AccountEdge software and then reopen it
- 2. Select **Open.** Your company file and your document browser will then appear
- 3. This time, select on the *last year's file* for the business that's applying for the loan
- 4. Enter in your User ID and Password and select OK
- 5. The Command Centre page will then appear
- 6. Select Reports on the top of the page and select Index to Reports
- 7. Select Bank Register under the Cheques and Deposit section
- 8. Select **Customise** on the middle bottom of the window. The Report Customisation Bank Register will then appear
- 9. Select the **Accounts** dropdown box and untick the blue tick box
- 10. Select all business trading accounts, including the ones used to make ATO payments. Select **OK**
- 11. Set the **"Dated from"** to 365 days prior to today's date and the **"To"** date to 30/06/YYYY (date of the last financial year). For example if today is 13 March 2017, the date should be set at "From" 14/03/2016 "To" 30/06/2016
- 12. Select **Display** on the right bottom window and the file will appear
- 13. Select **Send** to and choose **Comma Separated Text File.** The file will then open. Select **Save** to your preferred location

Your Balance Sheet

- 1. Ensure the MYOB business account is in the current financial year
- 2. Select **Reports** on the top of the page and select **Index to Reports**



3. Select Accounts, then Standard Balance Sheet under the Balance Sheet section

				Index to Re	ports				
Accounts	Banking	GST/Sales Tax	Sales	Time Billing	Purchases	Payroll	Inventory	Card File	Custom
		NAME		Displa	iys the balance	of your As	sset, Liability a	and Equity ac	counts as
Accounts					of th	ne end of t	he selected pe	eriod.	
Account	ts List Sumr	nary							
Account	ts List Detai	il							
Account	t Transactio	ns [Accrual]							
Account	t History [O	fficeLink]							
General	Ledger [Su	mmary]							
General	Ledger [De	tail]				Æ			
Trial Ba	lance								
Linked	Accounts					U.	4 9		
Balance She	et								
Standar	d Balance S	heet							
Multi-P	eriod Sprea	dsheet							
Multi-Y	ear Spreads	heet							
View Sar	nple	Cus	tomise						
? Pr	int Se	end 🗸						Close	Display

4. Select **Customise** on the middle bottom of the window. The Report Customisation – Standard Balance Sheet will then appear

Report Custo	omisation - Standard Balance	Sheet
Advanced Filters	Report Fields Finishing	Variations
Selected Period May As of 8/05/2017	0	
	Report Level	Level 4
	Financial Year	This Year (FY 2017)
? Print Send Format		Cancel Display

5. The "As of" date should be set to today's date and the "Financial Year" should be set to the current financial year

- 6. Set the "Report Level" to Level 4
- 7. Select **Display** on the right bottom window and the Balance Sheet will then appear

	Report	Display		
As of 8/05/2017		Redisplay	View Print Pr	eview ᅌ
8/05/2017 1:59-45 PM	Clearwater Pty Ltd 25 Spring Street Blackburn VIC, 3130 Balance Sheet As of 8/05/2017			I
Assets Current Assets General Cheque General Cheque	Account 1 \$ Account 2 \$ ician Account	\$65,120.65 102,098.35 \$64.917.19		
? Print Se E F H 1	end xcel mail PDF ITML Tab-Delimited Text File Comma-Separated Text File	Customis	e Save As Screen	Close Shot 2017-04-2 3.17.31 PM
Backup Clear	Simple Text File			

8. Select **Send** and choose **Comma Separated Text File.** The file will then open. Select **Save** to your preferred location

	Save	
Save As:	Standard Balance Sheet	~
Tags:		
Where:	🔲 Desktop	0
		Cancel Save

Your Profit and Loss

- 1. Make sure the MYOB business account is in the current financial year
- 2. Select **Reports** at the top of the page and select **Index to Reports**



3. Select Accounts, then Profit & Loss (Accrual) under the Profit & Loss section

•••				Index to Re	ports				
Accounts	Banking	GST/Sales Tax	Sales	Time Billing	Purchases	Payroll	Inventory	Card File	Custom
Balance Sh Standa Multi-F Multi-F Last Ye Budget Profit & Los Profit & Los Multi-F	Accounts Banking CST/Sales Tax Sales NAME Balance Sheet Multi-Period Spreadsheet Multi-Period Budget Spreadsheet Last Year Analysis Budget Analysis Profit & Loss Profit & Loss [Accrual] Multi-Period Spreadsheet			Usir sales	g an accrual a	ccounting ther income selected	method calcul e and other ex d period(s).	ates income, pense values	cost of for the
View Sa	o Date ar mple	Cus	stomise						
? P	rint Se	nd 🗸						Close	Display

4. Select **Customise** on the middle bottom of the window. The Report Customisation – Profit & Loss (Accrual) will then appear. MYOB produces the report using the 30 June financial year cut-off, which means you may need to generate two reports

Papart Customication - Profit & Loss [Asr	acual1
Advanced Filters Report Fields Finishing Dated From July © To May © 1/07/2016 To 31/05/2017	Variations
Report Level Financial Year	Level 4 C This Year (FY 2017) C
? Print Send Format	Cancel Display

- 5. Make sure the **"Dated From"** date is set at 01/07/YYYY (most recent year for 1st of July) and the **"To"** is today's date. For example if today's date is 13 March 2017, the date should be set at "From" 01/07/2016 "To" 13/03/2017
- 6. Ensure the "Financial Year" is set correctly to the current financial year
- 7. Set the "Report Level" at Level 4
- 8. Select **Display** on the right bottom window and then the file will appear

9. Select **Send to** and choose **Comma Separated Text File.** The file will then open. Select **Save** to your preferred location

	Report	Display		
Dated From 1/07/20	To 31/05/2017	Redisplay	View Print Preview	w ᅌ
Clearwater Pty Ltd 25 Spring Street Blackburn VIC, 3130 Profit & Loss Statement July 2016 through May 2017 8/05/2017 2:00:39 PM				
Income Sales Income Sales - Spring Sales - Carbon Sales - Water (Water sted Water Toolog	\$6,344.63 \$6,173.28 \$442.358.10		
? Print	Send Excel Email PDF	Customise	Save As	Close
Backup Clear	HTML Tab-Delimited Text File Comma-Separated Text File Simple Text File		Screen Sho 3.1	ot 2017-04-26 17.31 PM

10. Repeat steps 1-9 to generate the second report, setting the **"From"** date 365 days prior to today and the **"To"** date to 30/06/YYYY (date of last financial year). For example, if today's date is 13 March 2017, the date should be set at "From" 14/03/2017 "To" 30/06/2016