

New Features

MYOB Premier Accounting 2009



Overview

The following new features and enhancements have been included in this release:

Features	Description	See
Print preview forms	<ul style="list-style-type: none">You can now preview forms, such as checks and invoices, before printing them.	page 4
Prior year reporting of payroll information	<ul style="list-style-type: none">Retain prior year paycheck informationView prior year payroll reports.	page 5
Enhanced transaction editing	<ul style="list-style-type: none">Edit vendor bill payments and customer payment transactions.	page 7
Enhanced list searching	<ul style="list-style-type: none">Search lists more easily with new filter options.	page 8
New form and report options	<ul style="list-style-type: none">Filter customer statements by statement dateSave more filter settings for customized reportsNew names for preprinted forms.	page 9
New security features	<ul style="list-style-type: none">Hide credit card numbers when recording customer payments and vendor refundsRestrict access to employee information and the Undo Bank Reconciliation function.	page 10
New spell-check feature	<ul style="list-style-type: none">Check spelling in your sales, purchases, and item informationSet spelling preferences.	page 12
Online help	<ul style="list-style-type: none">It is now faster and easier to use online help.	page 16

Show Me How new feature demonstration movies

Show Me How tutorial movies demonstrate how to use the new features. The Show Me How movies run between one and four minutes.

The movies in this release show you how to:

- edit vendor bill payments and customer payment transactions
- filter your list searches with a range of new fields
- retain prior year paychecks
- check spelling in your sales, purchases, and item information.

To view Show Me How movies

- 1 Go to the **Help** menu, choose **What's New in this Release** and then choose **New Feature Movies**. The list of available movies appears.
- 2 Click the movie you want to view.

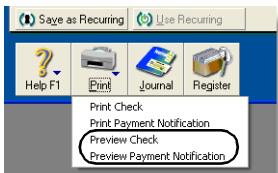
Print preview forms

The print preview feature enables you to check the details of your forms before printing. Previously, you could only view forms with sample data.

The following table lists the forms you can preview.

Window	Form
Sales (all layouts except Miscellaneous)	<ul style="list-style-type: none">• Quote• Order• Invoice
Purchases (all layouts except Miscellaneous)	<ul style="list-style-type: none">• Quote• Order• Bill
Spend Money	<ul style="list-style-type: none">• Check• Payment notification
Pay Bills	<ul style="list-style-type: none">• Check• Payment notification
Pay Employee	<ul style="list-style-type: none">• Check• Pay stub

When you enter a transaction and are ready to print a form, you can preview the form by clicking **Print** and choosing a preview option. Note that the transaction will be recorded before you preview the form.



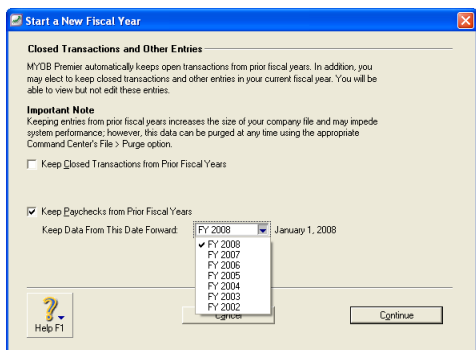
Prior year reporting of payroll information

You can now retain and report prior year payroll information.

Retain prior year paycheck information

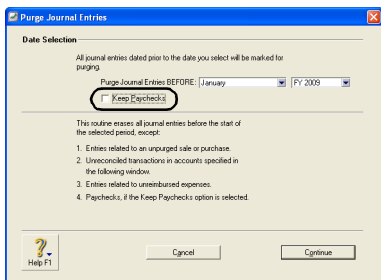
When you start a new fiscal year, you can now select an option to retain paycheck information from prior years.

In the **Closed Transactions and Other Entries** window of the **Start a New Fiscal Year Assistant**, select the **Keep Paychecks from Prior Fiscal Years** option and then select the fiscal year from when you want to keep paychecks in your company file. For example, if you're closing the 2008 fiscal year, and you want to retain all paycheck data for that year, select **FY 2008**.



After you have saved paycheck details from a fiscal year, you can view payroll reports containing information for the saved periods. For more information, see [‘View prior year payroll reports’ on page 6](#).

Purging paycheck information If you want to purge paychecks at a later date, you can do this when you purge journal entries at the end of a period or as part of your company file maintenance. In the **Purge Journal Entries** window, deselect the **Keep Paychecks** option and purge journal entries as you normally would.



NOTE: Show Me How movie If you want, you can view a movie demonstrating this feature. For more information, see [‘Show Me How new feature demonstration movies’ on page 3](#).

For more information about purging data or starting a new fiscal year, see your user guide or online help.

View prior year payroll reports

When you start a new fiscal year, you can now select an option to keep prior year paycheck information. This option also enables you to view saved payroll details in the following reports:

- Payroll Register Summary
- Payroll Register Detail
- Accrual Balance Summary
- Accrual Balance Detail.

For more information about viewing payroll information, see your user guide or online help.

Enhanced transaction editing

Previously, you could not edit vendor bill payments or customer payment transactions after they were recorded. You can now edit some fields in the **Pay Bills** and **Receive Payments** transaction windows—for example, you can change the account from which a payment was made.

You can now edit the following fields.

Transaction type	Editable fields
Pay Bills	<ul style="list-style-type: none">• Account• Check #• Date• Memo
Receive Payments	<ul style="list-style-type: none">• Account• ID #• Date• Memo

Before you can edit these transactions, make sure that:

- the transaction can be edited. You can do this by deselecting the **Transactions CAN'T be Changed; They Must Be Reversed** option in the **Security** tab of the **Preferences** window.
- the transaction is not recorded in a locked period. If it is, you can unlock the period by deselecting the **Lock Period: Disallow Entries Prior To** option in the **Security** tab of the **Preferences** window.

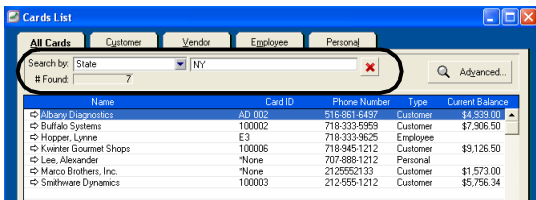
NOTE: Show Me How movie If you want, you can view a movie demonstrating this feature. For more information, see '[Show Me How new feature demonstration movies](#)' on page 3.

Enhanced list searching

You now have more options for searching list records. You can now use filters to search your cards, activities, items, locations, and recurring transactions lists. These are the new filters you can use:

List	Search by filter
Cards	<ul style="list-style-type: none">• First Name• Last Name/Co. Name• Card ID• Phone Number• Email• Address• City• State• Zip• Country
Activities	<ul style="list-style-type: none">• Activity ID• Activity Name• Description
Items	<ul style="list-style-type: none">• Item Number• Item Name• Description• Primary Vendor• Vendor Item Number
Locations	<ul style="list-style-type: none">• Location ID• Location Name
Recurring Transactions	<ul style="list-style-type: none">• Transaction Name• Amount• Next Due

To search in these lists, select a **Search by** filter, enter a search term in the search field and then press TAB. The list displays only records that match your search criteria.



To reset the list, click the reset icon (✖) in the search field.

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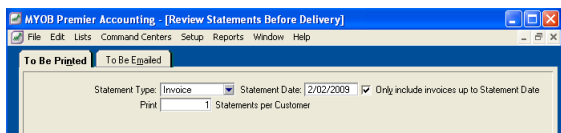
New form and report options

Filter customer statements by statement date

You can now prepare customer statements that include only invoices and transactions recorded up to a specified statement date. Previously, customer statements included all transactions recorded up to the current system date by default, regardless of the statement period specified.

To filter a customer statement by statement date

- 1 Go to the **Sales** command center and click **Print/Email Statements**. The **Review Statements Before Delivery** window appears.
- 2 Select the **Only include invoices up to Statement Date** option.



Note that this option can also be selected in the **Advanced Filters** window.

- 3 Enter a date in the **Statement Date** field.
- 4 Select the customers you want to send statements to and click **Print** (or **Send Email**).

Save more filter settings for customized reports

When you create or use a customized report, the **Advanced Filters** settings and **Finishing** settings you select are now saved, in addition to the **Report Fields** settings. Note that you will need to re-enter the report date range the next time you generate the report.

New MYOB checks and forms

The MYOB software compatible checks and forms that are supplied with your software have been fully updated and improved. You will notice new item numbers and names for the forms when you use this version of your software. Note that you can still customize and print the forms as you have previously done. To find out more about MYOB software compatible checks and forms, call us at 800 878 3070, fax us at 800 261 1499 or visit the website at myobchecksandforms.com

New security features

Credit card numbers now kept more secure

If you have set up MYOB Business Services to process customer credit card payments, the credit card details of your customers are now even more secure.

When you enter a credit card number for a new payment, enter credit card payment details in a card, or when you view or edit the payment details of recorded payments, only the last group of card digits will be visible in the credit card number field. The full card number details cannot be viewed again.

You can still edit the credit card number, but it will remain partially hidden and you will need to enter the full card number to edit the details. Previously, you could view the full credit card details if you clicked back in the field.

These changes have been made to comply with the Payment Card Industry (PCI) Data Security Standard (DSS), which aims to minimize the potential for security breaches.

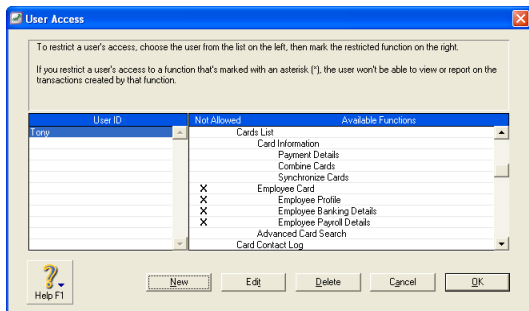
For more information about MYOB Business Services, see your user guide or online help.

Restrict access to employee information and the Undo Bank Reconciliation function

You can now restrict user access to:

- employee information, such as employee payroll and billing details, employee contact logs, and employee reports
- the Undo Bank Reconciliation function.

The following example shows how to restrict user access to employee information.



Restrict access to all employee information If you want to prevent a user from viewing all employee information, you should also restrict their access to reports that contain employee information.

New spell-check feature

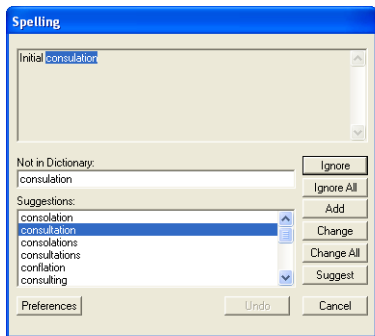
Check the spelling in your sales, purchases, and item information

When entering sale, purchase or item information, you can now check the spelling in the following fields:

Window	Field
Sales	<ul style="list-style-type: none">• Description (for Service, Professional, Item, and Miscellaneous layouts)• Notes (for Time Billing layout).
Purchase	<ul style="list-style-type: none">• Description (all layouts)
Item Information	<ul style="list-style-type: none">• Name (Item Profile tab)• Description (Item Details tab).

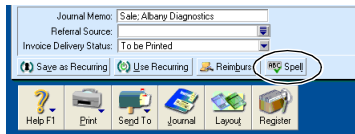
You can choose to set a preference to automatically check spelling or manually check spelling. For more information, see [‘Set spelling preferences’ on page 14](#).

When you choose to automatically check spelling and attempt to record a transaction with a misspelled word, the **Spelling** window appears.



The **Spelling** window displays the misspelled word and suggests a replacement. You can choose to change the misspelled word to the suggested replacement, add it to your dictionary or set the spell-check feature to ignore it.

You can also open the **Spelling** window by clicking the **Spell** button.

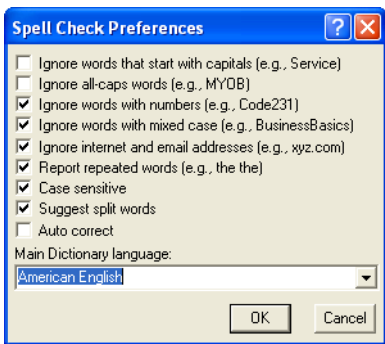


Set spelling preferences

If you want, you can customize your spelling preferences. For example, you can change the main dictionary language and choose a preference to ignore words that include numbers.

To set spelling preferences

- 1 Go to the **Setup** menu and choose **Preferences**. The **Preferences** window appears.
- 2 Click the **Windows** tab.
- 3 If you want to automatically check spelling select the **Automatically Check Spelling in Text Fields Before Recording Transactions** option.
- 4 Click the **Spelling** button. The **Spell Check Preferences** window opens.



- 5 Set the preferences you want and click **OK**.

Spelling preferences options

Select	to...
Ignore words that start with capitals	Ignore words with initial capitals, such as proper names, place names, company names, and product names.
Ignore all-caps words	Ignore words entered in capitals, including acronyms (e.g., IRS, MYOB, PC).
Ignore words with numbers	Ignore combinations of words (or letters) and numbers (e.g., P35, Code231).
Ignore words with mixed case	Ignore words with a mixture of upper and lower case letters (e.g., BusinessBasics, iMac).
Ignore internet and email addresses	Ignore combinations of words, letters, numbers, and characters typical of website and email addresses (e.g., www.myob-us.com, customer.service@myob-us.com).
Report repeated words	Report instances of two or more repeated words (e.g., the the, itit).
Case sensitive	Check different cases of the same word (e.g., 'Service' and 'service' are treated as two separate words).
Suggest split words	Suggest two replacement words for a single joined word (e.g., 'it is' for 'itis').
Auto correct	Automatically replace common misspellings (e.g., 'teh' is replaced with 'the').
Main dictionary language	Set the main dictionary language used by the spell-check feature (e.g., British English, American English).

NOTE: Show Me How movie If you want, you can view a movie demonstrating this feature. For more information, see ['Show Me How new feature demonstration movies'](#) on page 3.

Updated online help

Online help has been updated to make searching for information faster and easier. To find online topics:

- click a topic heading in the left side of the window. A list of topics grouped under this heading appears.
- click **Index** at the top of the window. An index of topics appears.
- enter a term in the search field and click **Search**. A list of topics that match your search appears. Click on a heading to open the topic.

