

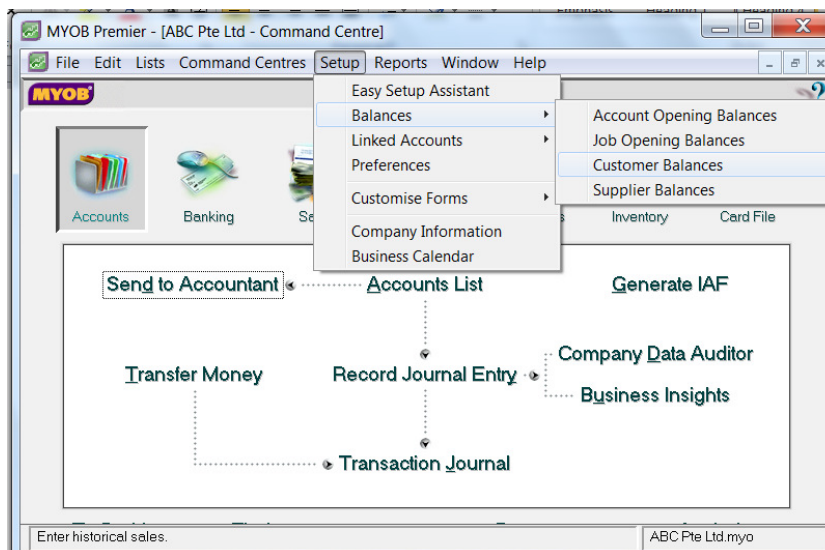
## HOW TO INPUT HISTORICAL SALES & PURCHASES FROM PREVIOUS FINANCIAL YEAR?

When you first start using MYOB Accounting / Premier, to bring in your Opening Balances, go to Setup -> Balances -> Account Opening Balances. When you migrate from another accounting system to MYOB Premier, you would need to input outstanding sales & purchases that have not been paid in full as of the first day of your conversion month.

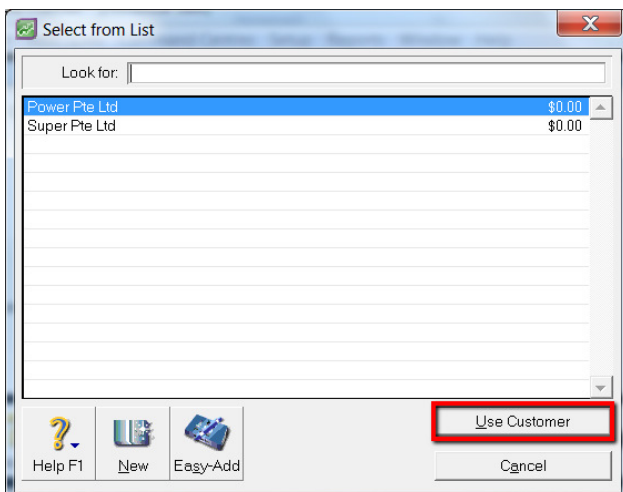
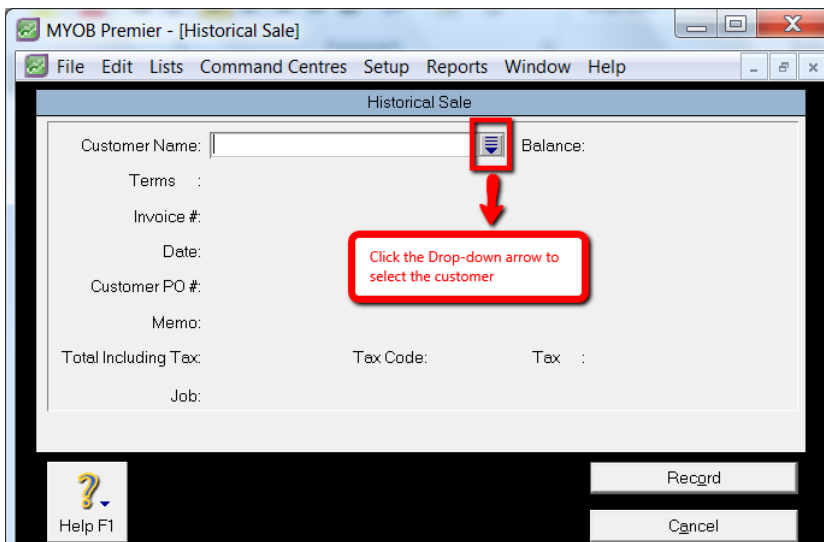
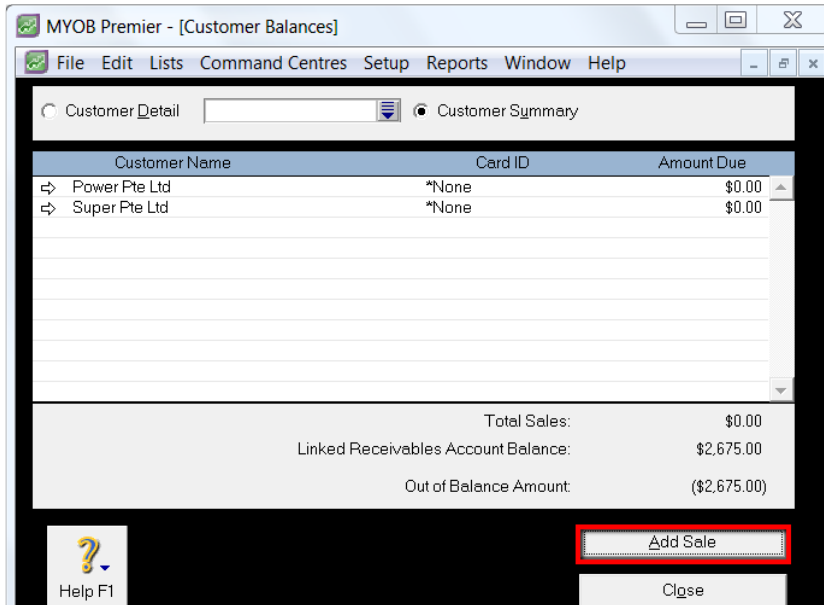
Assume that my company is GST-registered and the first day of the conversion month is 1<sup>st</sup> Jan 2014. I have already created my customers' cards and input the account opening balances. These are the outstanding invoices from previous financial year.

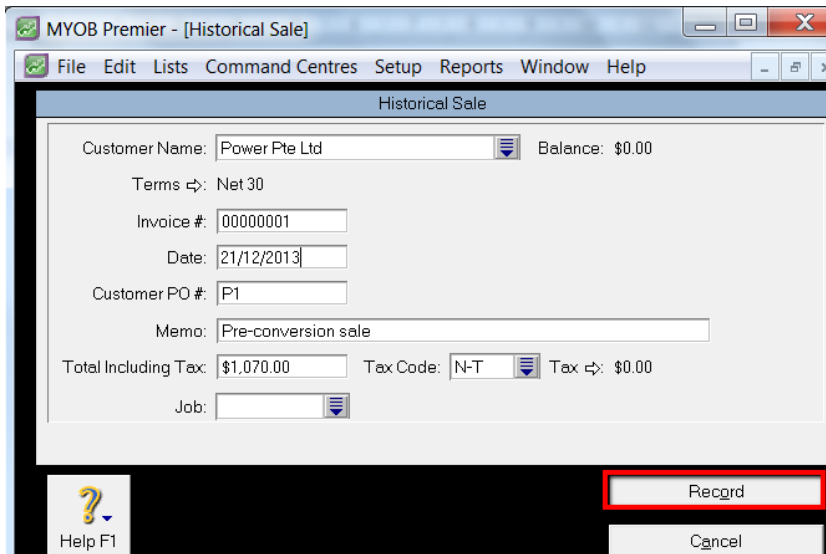
Customer	Invoice Date	Invoice No	Cust PO#	Credit Terms	Invoice Amt
Power Pte Ltd	21/12/2013	00000001	P1	Net 30	\$1070
Power Pte Ltd	22/12/2013	00000002	P2	Net 30	\$535
Super Pte Ltd	26/12/2013	00000003	S35	Net 30	\$1070

1. Go to Menu Bar -> Setup -> Balances -> Customer Balances.



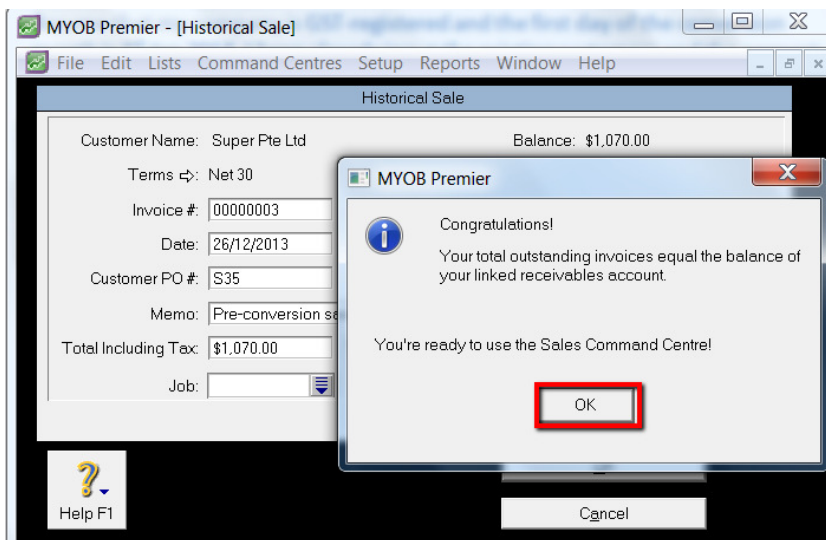
2. Click Add Sale button.

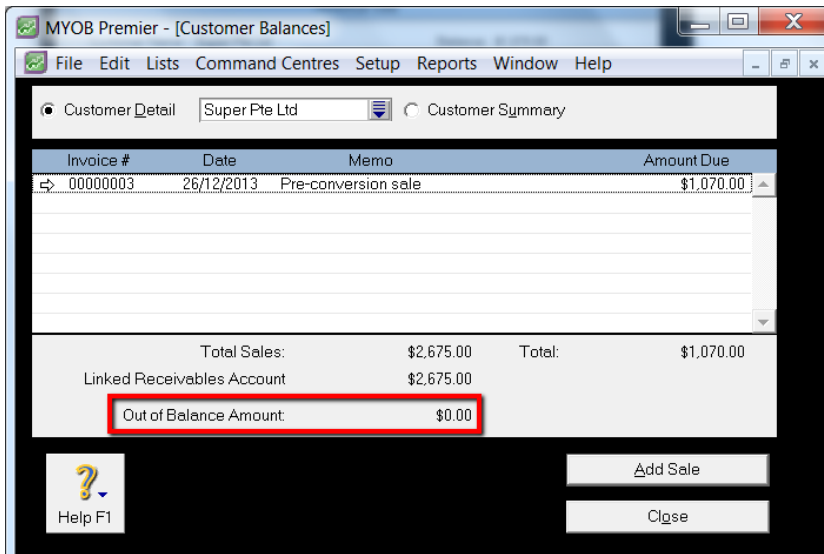




~ Note: Regardless of GST-registered company or not, input the tax code as N-T (Non-Taxable)

3. Continue to add the rest of the sales invoices. When the out of balance amount is zero, you will see the following printscreen.





4. To input outstanding bills, go to Menu Bar -> Setup -> Balances -> Supplier Balances.

