

## ENTERING DISBURSEMENTS VIA INDIVIDUAL EMPLOYEES

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If you want to enter disbursements via individual employee names and not via Practice Disbursements.

1. Select the drop-down menu under the **Timesheet** icon.
2. Select **Open ▶ Disbursement sheet** (which will create the sheet dated today).


If you wish to create a sheet for a different day then select the drop-down menu under the **Timesheet** icon ▶ **Create New ▶ Disbursement Sheet** to create a disbursement sheet for a different date.

Refer to section explaining the data entry fields for full details.

## ENTERING A DISBURSEMENT SHEET FOR ANOTHER EMPLOYEE

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1. Select **Employee** under the drop down menu under the Contacts Icon.
2. Search for the relevant Employee.
3. Highlight the relevant employee and select **Open Disbursement** from the Task Bar.
4. The disbursement sheet will open at today's date. To change the date, click on the up or

down arrows  next to the date or click on

the Calendar .

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# ACCOUNTANTS OFFICE DISBURSEMENTS

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## Quick Reference Guide



**MYOB**<sup>®</sup>

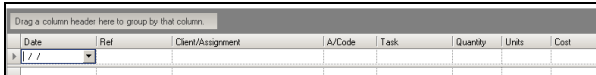
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## CREATING A NEW DISBURSEMENT SHEET

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1. Select the drop-down menu under the **Timesheet** icon.
2. Select Open Practice Disbursement Sheet.
3. Enter the disbursements.



Drag a column header here to group by that column.							
Date	Ref	Client/Assignment	Ar/Code	Task	Quantity	Units	Cost
7/7							

## DATA ENTRY FIELDS

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The data entry fields are as follows:

**Date** - Enter over this date as the system picks up the disbursement sheet end date for the transactions.

**Ref** - You can enter this field but details cannot be seen on the Prebill or WIP Enquiry windows.

**Client/Job**- Select client/Job.

**Year** – Will prefill automatically if only 1 job for the client. If the client has more than 1 job the system will prefill with the most recent year and you can select a different year from the drop down list if required.

**Task** – Select relevant disbursement code.

**Quantity** – Enter past this field if the disbursement does not require a quantity eg courier.

**Units** – The system will prefill this column.

**Cost** – The system will prefill automatically if the disbursement has been set up to have a cost per

quantity, if not then enter cost to the practice if required.

**Charge** – The system will prefill automatically if the disbursement has been set up to have a charge per quantity, if not then enter the charge amount to be charged to the client.

**Comments** – Enter any comment you wish to display in a Prebill report or Billing wizard and enter past this field.

## OPENING AN EXISTING DISBURSEMENT SHEET

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Open today's disbursements sheet and use your down arrow or calendar to pull up the disbursement sheet required.

## EDITING AN EXISTING DISBURSEMENT SHEET

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1. Open the disbursement sheet.
2. Make the required changes directly into the Disbursement window.

Click the X Button to close the disbursement sheet and select Yes to Save the changes.

A disbursement sheet cannot be corrected in a closed lock off period or closed accounting period.

Items in red are partially or fully billed so cannot be changed.

Fields available to edit:

Date, Ref, Quantity, Cost, Charge, Comment

## CHANGING THE CLIENT/JOB OR DISBURSEMENT CODE

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### Changing the client/job

As you cannot edit the Client/Job code in a saved disbursement sheet you can either:

- Move the entry via **Timesheet ▶ WIP Transfer**.
- Or in that disbursement sheet (if still within a current accounting period or timesheet lock date is not enabled for that date, enter a negative entry line for the incorrect client/job or disbursement code and a positive entry line for the client/job or disbursement code to which you wish to move it.