

## MYOB Advanced: 2021.2 Hidden Feature – Customising Menu Buttons

## Overview

There have been a number of clients mentioning that the new menus in the MYOB Advanced 2021.2 release are hidden and they no longer have easy access to certain buttons. However, this can be solved by customising what buttons you'd like to show directly on your screen.

## How to fix this

Click on the three dots:

## Invoices and Memos

Invoice 001636 - Clothing Company

RELEASE

Type:	Invoice	Customer:	CLOTHING - Clothing Company		Detail Total:	400.00
Reference Nbr.:	001636	* Location:	RBYTEMAIN - Primary Location		Discount Total:	0.00
Status:	Balanced	* Currency:	AUD 1.00 VIEW BASE		GST Taxable T...:	400.00
* Date:	27/07/2022	* Terms:	CASHONLY - Cash Only		GST Exempt T...:	0.00
* Post Period:	01-2023	* Due Date:	27/07/2022	<input type="checkbox"/> Apply Retainage	Tax Total:	40.00
Customer Ord...:		* Prompt Payme...:	27/07/2022		Balance:	440.00
Description:		* Project/Contract:	X - Non-Project Code.		Rounding Diff.:	0.00
					Prompt Payme...:	0.00

Select your favourite items by clicking on the star.

>

RELEASE

...

-- Clothing Company

N - Primary Location

1.00

VIEW BA

7 - Cash Only

☐ Apply Retainage

Project Code.

DISCOUNTS

APPROVALS

Partnership

Processing

Remove Hold

Hold

Release

Pay

Release Retainage

Corrections

Reverse

Reverse and Apply to Memo

Write Off

Reclassify GL Batch

Intercompany

Generate AP Document

Approval

Remove Credit Hold

Credit Hold

Printing and Emailing

Print

Email

Mark as Do not Email

Other

Add to Schedule

Recalculate Prices

Send Email

Related Documents

SO Invoice

Pro Forma

Inquiries

Customer Details

Project Transactions

Reports

AR Edit Detailed

AR Register Detailed

★ Send Email

They will then show directly on the screen.