

MYOB EXO BUSINESS WHITE PAPER

M-Powered Services



MYOB ENTERPRISE SOLUTIONS

Contents

M-Powered Services	3
Before Setting up M-Powered Services	3
Installer Files	3
Company Name.....	3
M-Powered Invoices	4
Setting up M-Powered Invoices	5
Setting up Debtors for M-Powered Invoices.....	6
Using M-Powered Invoices	6
Importing Customer Payments	6
Manually Entering Customer Payments	9
M-Powered Payments.....	10
Setting up M-Powered Payments	10
Setting up Creditors for M-Powered Payments.....	11
Making Payments.....	12
Appendix: M-Powered Profile Settings.....	14
M-Powered Invoices	14
M-Powered Payments.....	14

M-Powered Services

MYOB M-Powered Services is a powerful suite of electronic services that works from within the security of your MYOB software to handle important but tedious tasks that every business faces—bank reconciliations, tax payments and invoicing. MYOB EXO Business offers support for two of these services: M-Powered Invoices and M-Powered Payments.

The M-Powered Invoices service is available in MYOB EXO Business versions 6.188 Build 4 (6.188h) and later. Enhancements to the system, which simplify the configuration process, were added in version 7.1.

The M-Powered Payments service is available in MYOB EXO Business versions 7.1 and later.

These services are only available in Australia.

Go to myob.com.au to find out more.

Before Setting up M-Powered Services

The following points should be taken into consideration before setting up your MYOB EXO Business system for M-Powered Services.

Installer Files

It is highly recommended that you use the latest EXO Business Installer to set up program files. If you just copy the executables manually, it is easy to miss out the following files, which are necessary to connect to the M-Powered services database:

- MYOBMSCD.dll
- MYOBMSC.dll
- Xerces2.dll
- PrnEng.dll
- MYOBMSC.jar
- MYOBMSC.exe

If you run the EXO Business Installer, these files will be copied to the right location automatically.

Company Name

The registered company name in the EXO Business Configurator cannot contain any characters that Windows would not allow for a filename, i.e. \ / : * ? , " |

The reason for this is that the first time an M-Powered Services database is created from EXO Business, it will create a .box file to hold the M-Powered database. This box file will have a name

that matches the **Company Name** recorded in the EXO Business Configurator at **Company > Company Details**.

If you need to change your company name, contact the MYOB licensing department for new EXO Business registration codes and also contact the M-Powered Services team for the new licensing and user login codes.

M-Powered Invoices

MYOB M-Powered Invoices is an invoicing tool that lets you access a variety of customer-friendly payment options. Using M-Powered Invoices, your debtors can pay you via BPAY®, credit card online or by phone, or any Australia Post outlet.

You can print and email M-Powered Invoices straight from your MYOB EXO Business software. You can import the payment details into your company file and quickly update your accounts.

Give your customers more payment options

By offering your customers their preferred payment methods, it's easier for them to pay you—and to pay you on time.

Customers can pay your M-Powered Invoices and statements using any one of the following methods:

- **BPAY®** using phone or internet banking (from cheque or savings accounts)
- **Credit card by phone**, via an easy to use telephone credit card payment system that's automated and personalised for your business (using Bankcard, MasterCard or VISA)
- **Credit card by Internet**, using a secure web page personalised for your business (using Bankcard, MasterCard or VISA)
- **In person** at any Australia Post outlet (by cash or EFTPOS)

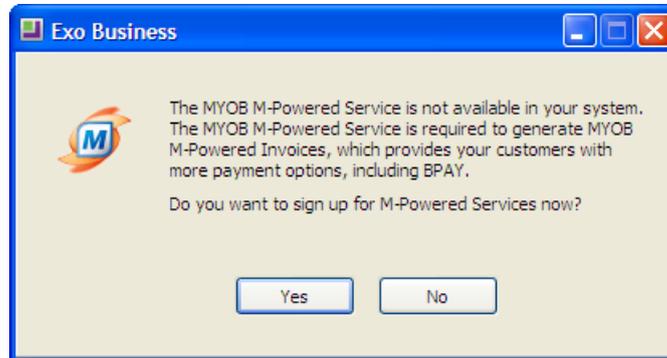
Make these options available and you're far more likely to get paid while they're making their other payments—often outside normal business hours.

More professional-looking (and effective) invoices

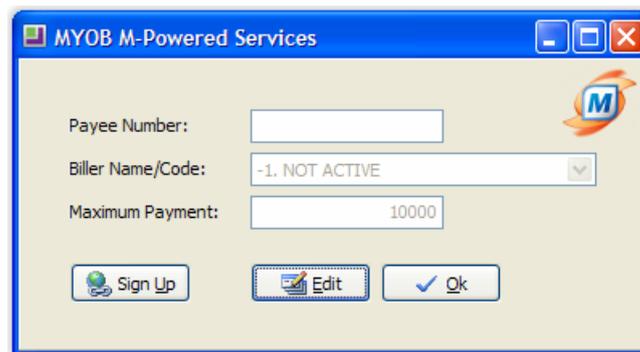
Everything your customers need to know, including your BPAY details and the Australia Post barcode, are automatically printed in the “How to pay” section of your M-Powered Invoices, so your invoices will look as professional as the invoices that your customers receive from other large service and utility providers.

Setting up M-Powered Invoices

Contact MYOB to sign up for the M-Powered Invoices service. If you are not signed up yet, attempting to use the M-Powered Invoices service opens a window that gives you the option to sign up online:



Once signed up, you can set up details of the system by selecting the **M-Powered Details** option from the EXO Business Setup menu:



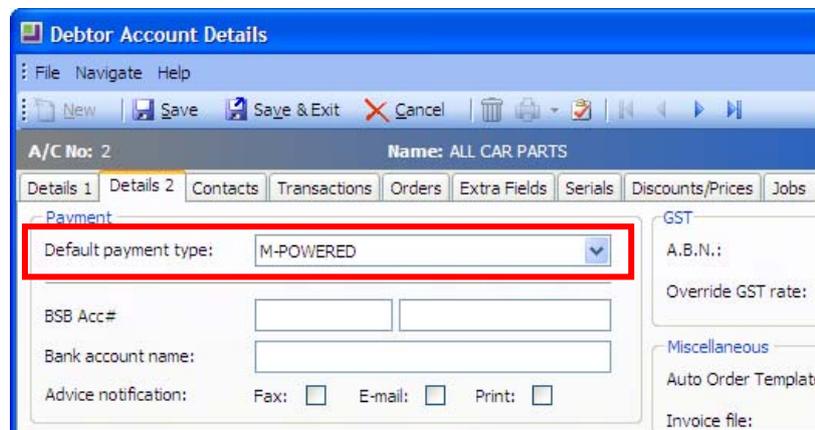
Note: If the M-Powered Details menu option is not available, you will need to add it using the Drop Down Menu Designer.

This window lets you enter the Payee Number that is assigned to you when you sign up, a Biller Code that will be displayed on your M-Powered Invoices, and an optional maximum payment limit for credit card payments.

If you are not signed up for M-Powered Invoices, the window also has a **Sign Up** button that take you to the signup web page.

Setting up Debtors for M-Powered Invoices

In order to send M-Powered Invoices to a debtor, select the “M-POWERED” option for the **Default payment type** property on the Details 2 tab of the Debtor Account Details window:



Using M-Powered Invoices

Once the M-Powered Invoices service is set up, Debtor Invoices are generated in the usual way. When an invoice is generated for a debtor who is set to use M-Powered Invoices, a separate “How to pay” section is added to the bottom of the invoice:



Importing Customer Payments

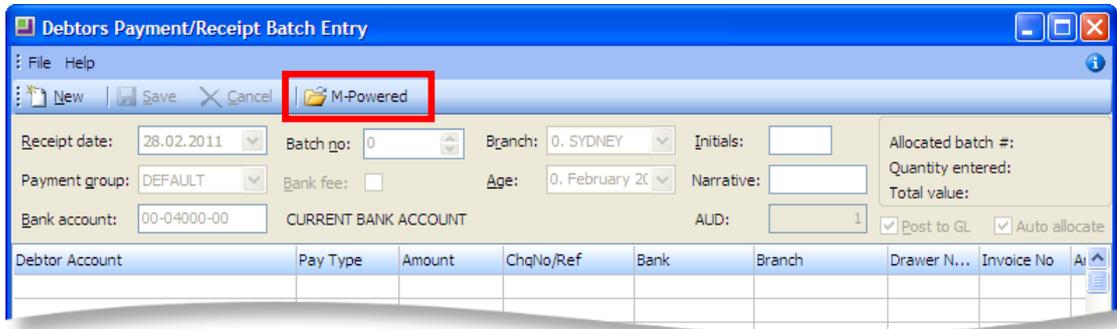
You will be notified that you have received customer payments by e-mail. The e-mail will have two attachments: a .MYC file and a PDF file.

There are two ways you can update your MYOB EXO Business database with customer payments information:

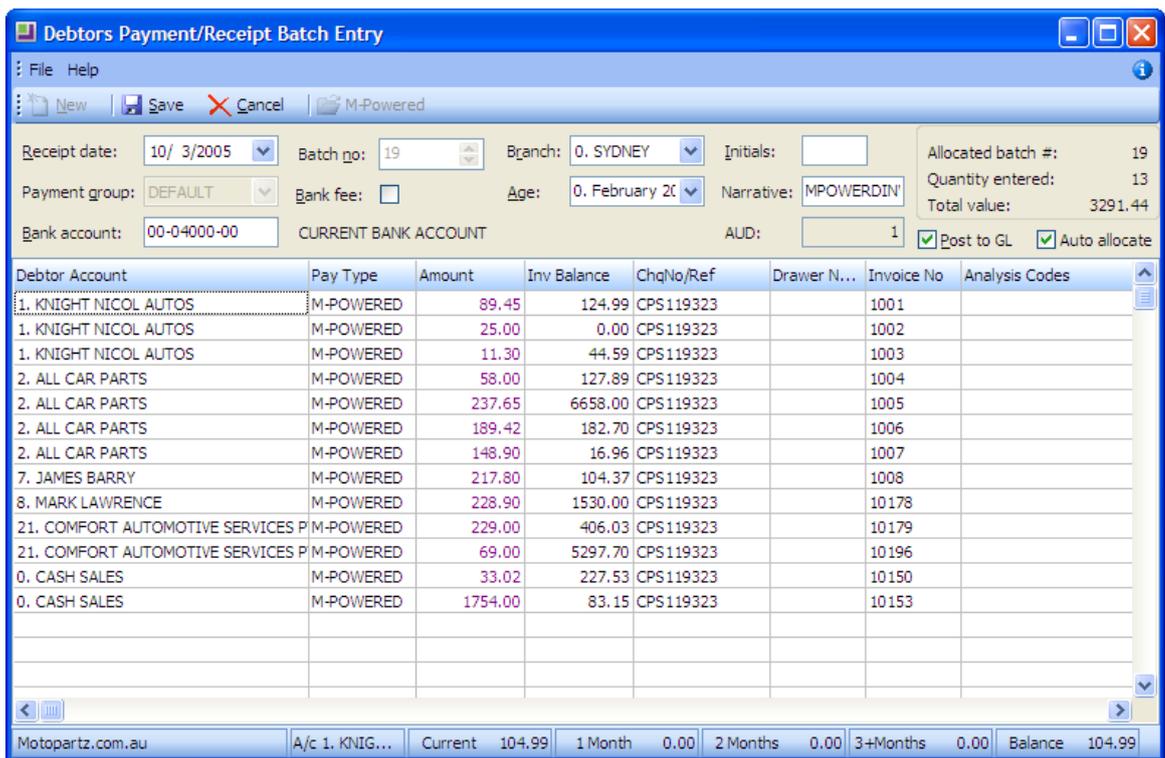
- By importing the .MYC file into EXO Business. Your EXO Business database will be automatically updated with your customer payments information, invoice numbers being resolved against the matching account numbers in EXO Business.
- By manual entry from the PDF file. This method is intended for backup or troubleshooting purposes.

To import customer payments:

1. Go to your customer payments email and save the attached files to your computer.
2. Open the Debtors Payment/Receipt Batch Entry window (*Transactions > Debtors Receipts > Debtors Receipt Batch Entry*).



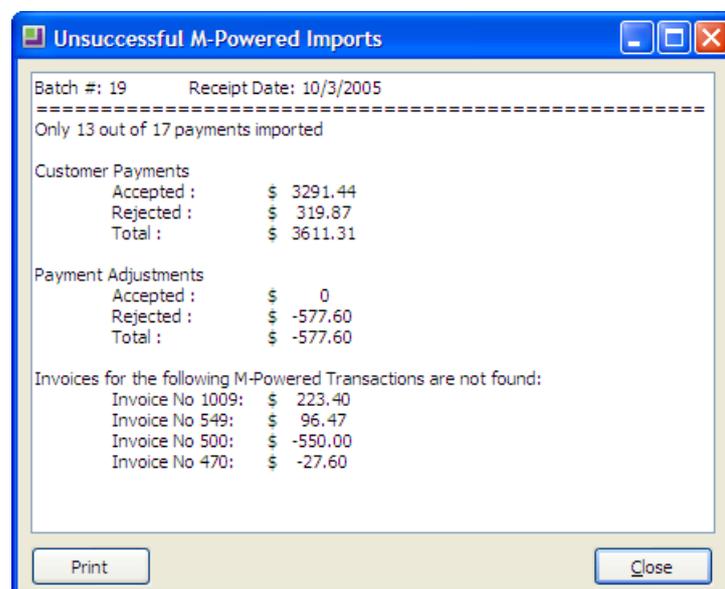
3. Click the **M-Powered** button. An Open window appears listing any .MYC files you have received.
4. Locate and open the .MYC file you want to import and click **Open**. EXO Business automatically imports transactions it considers valid and populates the grid.



Note the following in this window:

- Unnecessary columns (such as Bank & Branch) have been hidden to make room for an additional Inv Balance column. This allows you to compare the imported payment in the Amount column with the outstanding balance of the invoice.
- A mismatched payment amount will show in purple.
- An account on Stop Credit will be background shaded red.
- For audit purposes the Narrative is set to MPOWERED.
- The Cheque/Ref (which appears in Ref2 in the Debtor account transaction details) is set to the Lodgement Reference provided in the imported file.

If an invoice number in the .MYC file is not found by the import function, an additional dialogue will appear. (This is unlikely to happen as the EXO Business database originally issued the bar-coded invoice.)



5. Click the **Print** button to produce a hard copy for your records, and then click the **Close** button to continue with the accepted transactions. If you want to reject the entire import, then click the **Cancel** button in the main window.
6. Change the General Ledger code of the **Bank Account** if you need to. This will have defaulted to the GL code specified in the payment group that Payment Type = MPOWERED belongs to (see separate white paper on payment types).
7. Check the **Post to GL** checkbox if you want to post the transactions to the GL when you save this batch, or leave it clear to post the transactions to the Debtors Ledger only now, and defer the posting to GL.
8. Check the **Auto Allocate** checkbox to automatically allocate payments which match by value. Payments that do not match by value will popup the allocation dialog.
9. Click **Save** to save the batch.

Manually Entering Customer Payments

Manual entry of customer payments is similar to entering cheques received in the mail. When you import customer payments information into MYOB EXO Business, the invoice numbers are automatically matched to the debtor accounts. You need to do this manually when entering customer payments from the PDF received with the email.

There are two ways to do this:

- Printing out the PDF file and manually pre-coding the printout using the Invoice Number Search menu function.
 - Searching for the Invoice number from the Invoice column of the grid (uses same Invoice Number Search function interactively).
1. Click the **New** button to create a new batch. The focus will be in the Debtor Account column.
 2. Enter the customer payments from the PDF.
 - If you have pre-determined the Debtor accounts, then enter the payment details as per a mailed cheque, from left to right.
 - If you haven't pre-determined the Debtor accounts, follow these steps:
 - a. Select the *Invoice No* column.
 - b. Enter a "?" character and press TAB to launch the invoice number search.
 - c. Enter the invoice number in the search dialogue and click the **Search** button. Typically a single row (invoice) will appear.
 - d. Click the **Select & Close** button.

Note: Only invoices with an unallocated balance will be found by the search window.

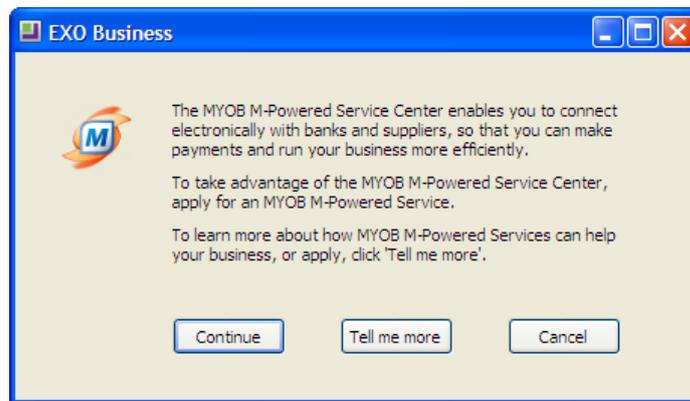
3. Click **Save** to save the batch when completed.

M-Powered Payments

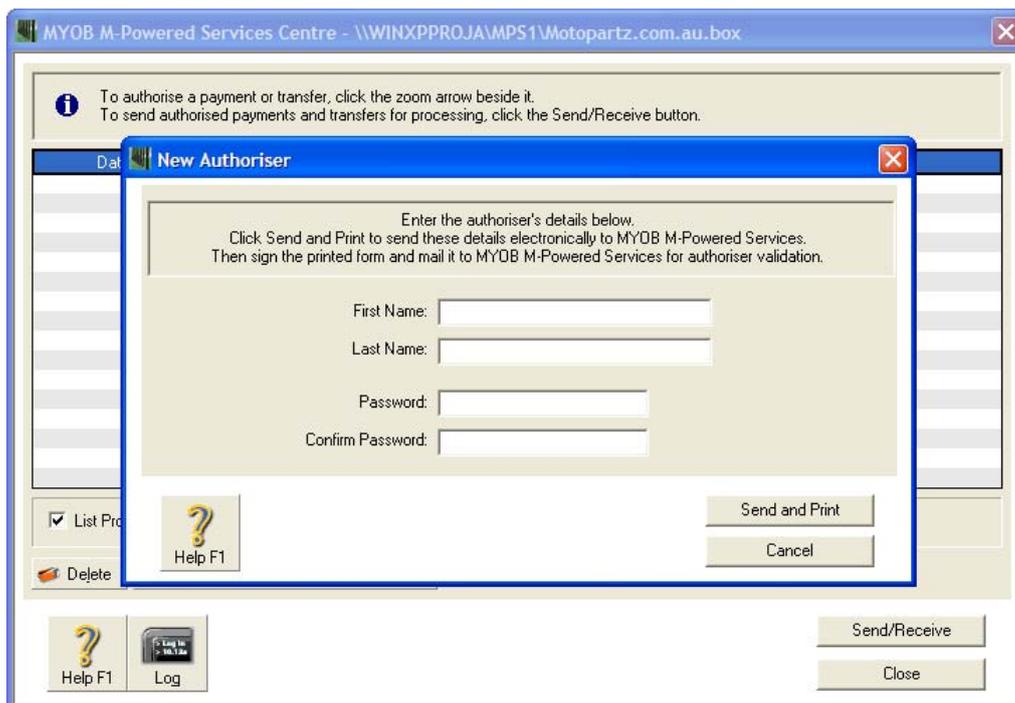
The MYOB M-Powered Payments service lets you pay your suppliers electronically and send them remittance advices in one easy process, directly from the MYOB EXO Business software.

Setting up M-Powered Payments

The M-Powered Payments service must be activated before it can be used. Selecting the **M-Powered Service Centre** menu option opens the following window the first time it is used:



Clicking the **Tell me more** button goes to the MYOB web site, displaying information about M-Powered Payments. Clicking the **Continue** button opens the MYOB M-Powered Services Centre. To activate M-Powered Payments, click the **Send/Receive** button on this window. You can also set up the details of the people who will authorise payments before they are sent to MYOB.



Note: The M-Powered Payments service supports the scenario where a single M-Powered database is accessed by multiple users. To enable this, you must specify the location of the database on all PCs that will be used to access it by configuring the **Directory location for M-Powered Database** Computer-level profile setting.

Setting up Creditors for M-Powered Payments

In order to make M-Powered Payments to a creditor, select the “M-POWERED” option for the **Default payment type** property on the Details 2 tab of the Creditor Account Details window.

Selecting this option enables the Remittance section on the Details 2 tab. Tick the **Send M-Powered Payment Remittances** box to automatically send remittance advice to creditors when a payment is made via M-Powered Payments. Select an option for the **Remittance Method** property to determine whether remittance is sent via e-mail or fax.

The screenshot shows the 'Creditor Account Details' window for 'FWP AUTOMOTIVE'. The 'Details 2' tab is active. In the 'Payment' section, the 'Default payment type' dropdown is set to 'M-POWERED'. In the 'Remittance' section, the 'Send M-Powered Payment Remittances' checkbox is checked, and the 'Remittance Method' dropdown is set to 'E-Mail'. The 'E-Mail' field contains the address 'SALES@FWPAUTO.COM.AU'. Other fields include 'BSB Acc#' (123-432, 6546-6549879-00), 'Bank account name' (FWP AUTOMOTIVE), 'A.B.N.', 'Override GST rate' (-1, AUTO SELECT RATE), 'Default Invoice Mode' (GL), 'Primary Lead Time' (0), 'Secondary Lead Time' (0), and 'Prompt payment discount (%)'.

Making Payments

Payments are made in the usual way, and can be entered one at a time or in batches. When entering a single payment on the Creditor Payment Entry window, select the “M-POWERED” option for the **Type**. This enables properties specific to M-Powered Payments:

Creditor Payment Entry

Account: 4. FWP AUTOMOTIVE

Date: 2/28/2011 Period: 0, February 2011 Age: Current

Type: M-POWERED Amount: 0.00 AUD: 1

Chq/Ref: Bank: ANZ Your Statement Text: PAYMENT

Invoice no: Their Statement Text: FROM Motopartz.com

Bank A/c: 00-04000-00, CURRENT BANK ACCOUNT Analysis Codes:

Aged Balances:
Current: 4433.28
1 month: 0.00
2 months: 0.00
3+ months: 0.00
Balance: 4433.28

Motopartz.com.au

Once these details are filled in, the payment is saved as normal.

When entering payment batches using the Creditors Payment Processor, an M-Powered option is available under **Pay by** (this option is only available if the M-Powered Payments service has been activated). Selecting this option populates the grid with all creditors awaiting payment who are set up to be paid via M-Powered Payments.

Creditors Payment Processor

Payment date: 01.03.2011

Process M-Powered

Find Invoices

Creditor: A/c group: All A/c list: No list Extended search: Search

Credit status: All Due by: 01.03.2011 Ignore zero balances: Ignore zero value transactions:

Pay By

Cheque Direct credit M-Powered Bank account number: 04000-00, CURRENT BANK ACCOUNT

Acc No	Name	No Invs	Released	Total	To Pay	Curr
8	AUSSIE CAR PARTS	1	0	0.00	N	0, AUD
11	AUTOBITS UK CAR PARTS	1	0	0.00	N	3, GBP

Motopartz.com.au \$ 0.00 a/v Bal: \$ 52648.05

You can select which payments you want to make in the usual way, then click the **Process M-Powered** button to process all payments. ANZ

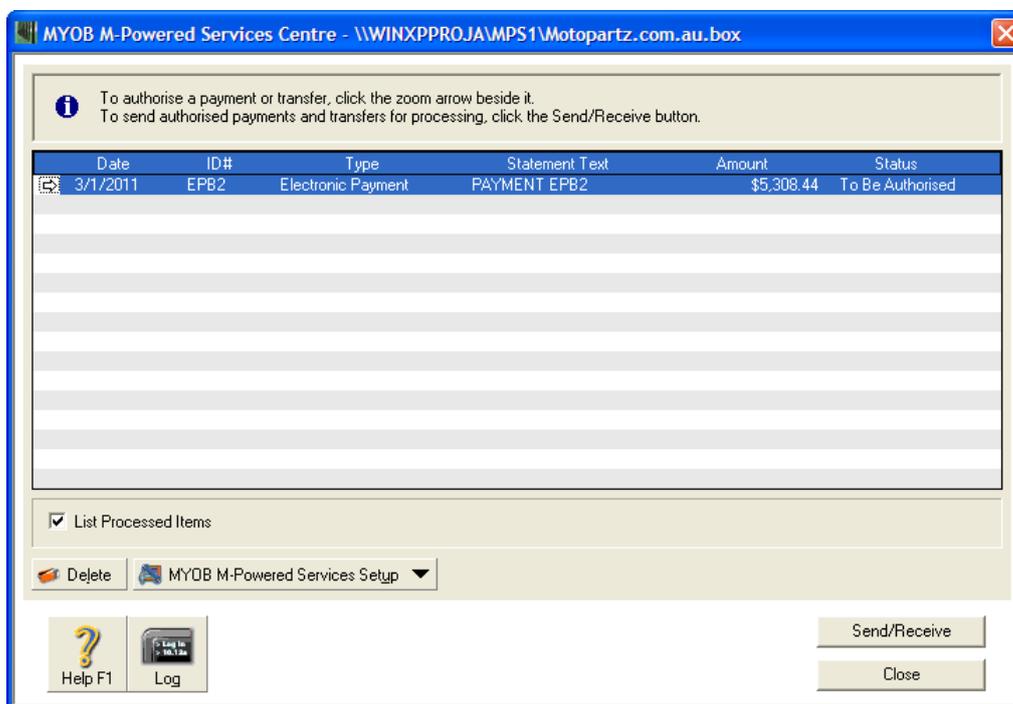
You are required to enter the following details, then click **OK** to process the payments:



The 'Select Bank' dialog box contains the following information:

- Processing Date: 01-03-2011
- Statement Text: PAYMENT EPB2
- Bank: 1. ANZ
- Use Default Bank
- Buttons: OK, Cancel

Once payments have been entered, they must be authorised before they are sent to MYOB M-Powered Services for processing. Payments are authorised on the MYOB M-Powered Services Centre. This application lists all payments awaiting authorisation:



The 'MYOB M-Powered Services Centre' window displays the following table:

Date	ID#	Type	Statement Text	Amount	Status
3/1/2011	EPB2	Electronic Payment	PAYMENT EPB2	\$5,308.44	To Be Authorised

Additional window details:

- Message: To authorise a payment or transfer, click the zoom arrow beside it. To send authorised payments and transfers for processing, click the Send/Receive button.
- Checkbox: List Processed Items
- Buttons: Delete, MYOB M-Powered Services Setup, Send/Receive, Close
- Help: Help F1, Log

Double-click on a payment (or click the arrow icon next to it) to view the payment's details and authorise it. Once all payments are authorised, click **Send/Receive** on the main window to send the authorised payments to MYOB M-Powered Services for processing. Payments that are still waiting to be authorised will not be sent.

Once payments are sent to MYOB M-Powered Services and processed, EXO Business is updated with the details of the payments. Remittance advice is sent to creditors, as specified by the remittance options selected for each creditor.

Appendix: M-Powered Profile Settings

The following profile settings can be configured in the EXO Business Configuration Assistant to customise M-Powered Services.

M-Powered Invoices

Enable MYOB M-Powered invoice as the default invoice type for all accounts (Company profile) – If this option is ticked, all Debtor accounts have their Invoice Type set to “M-POWERED”.

Default payment type for import of M-Powered Invoice data (User profile) – Select the default Payment Type for payments that are imported as Customer Payments.

M-Powered Payments

Directory location for M-Powered Database (Computer profile) – Use to specify the location of the M-Powered database. This profile must be configured on all PCs if you use a single M-Powered database that is accessed by multiple users.