

MYOB EXO BUSINESS WHITE PAPER

Subscriptions



MYOB ENTERPRISE SOLUTIONS

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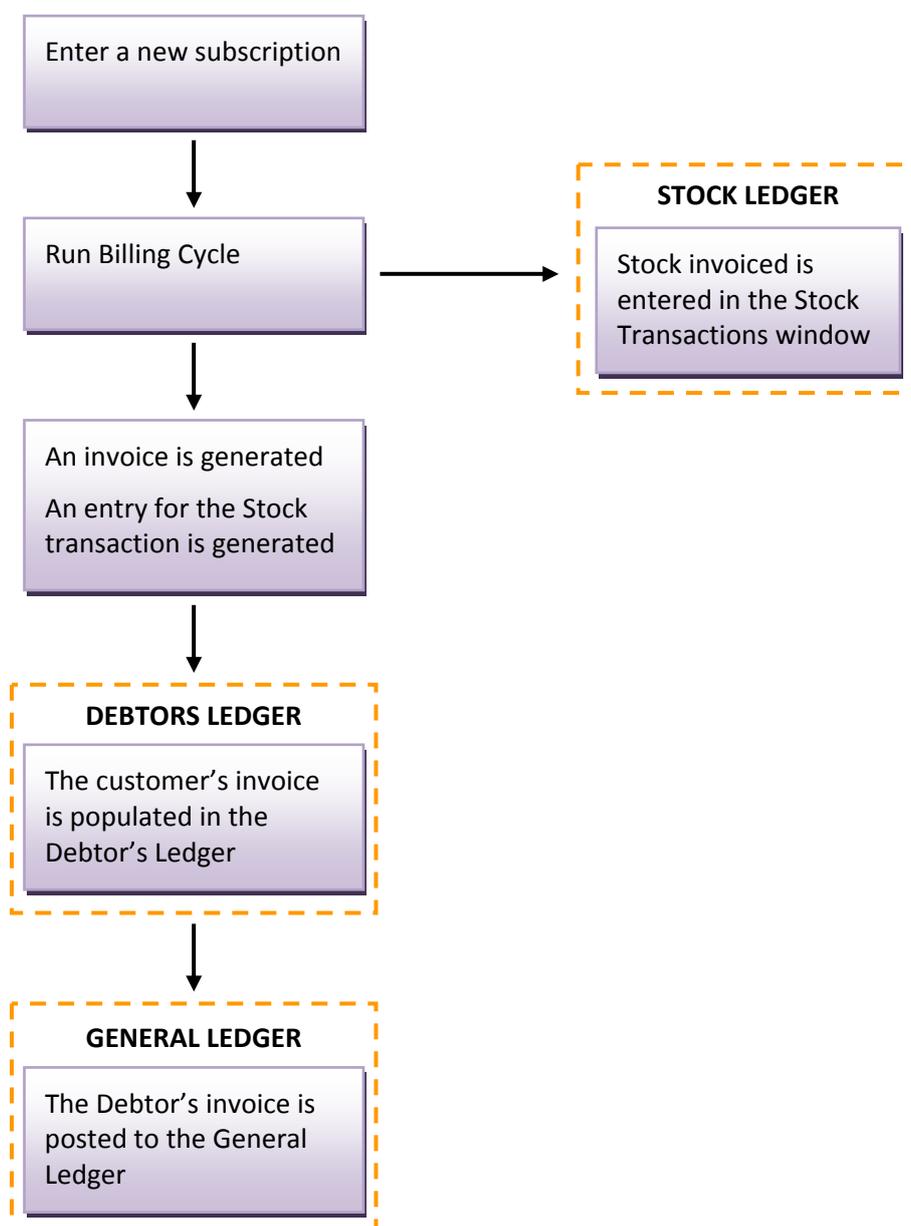
Introduction

The Subscription program is used to charge an annual maintenance or subscriptions fee to customers. It makes entries into the stock and debtors ledgers for sales. The billing cycle can be Weekly, Monthly, Quarterly or Yearly.

The User runs a bill cycle periodically, say once a month which will invoice the debtors for the subscriptions with the criteria selected by the user.

Note: The information in this White Paper is also available in the MYOB EXO Business online Help, under Additional Modules in the Table of Contents.

Subscription Process Flow

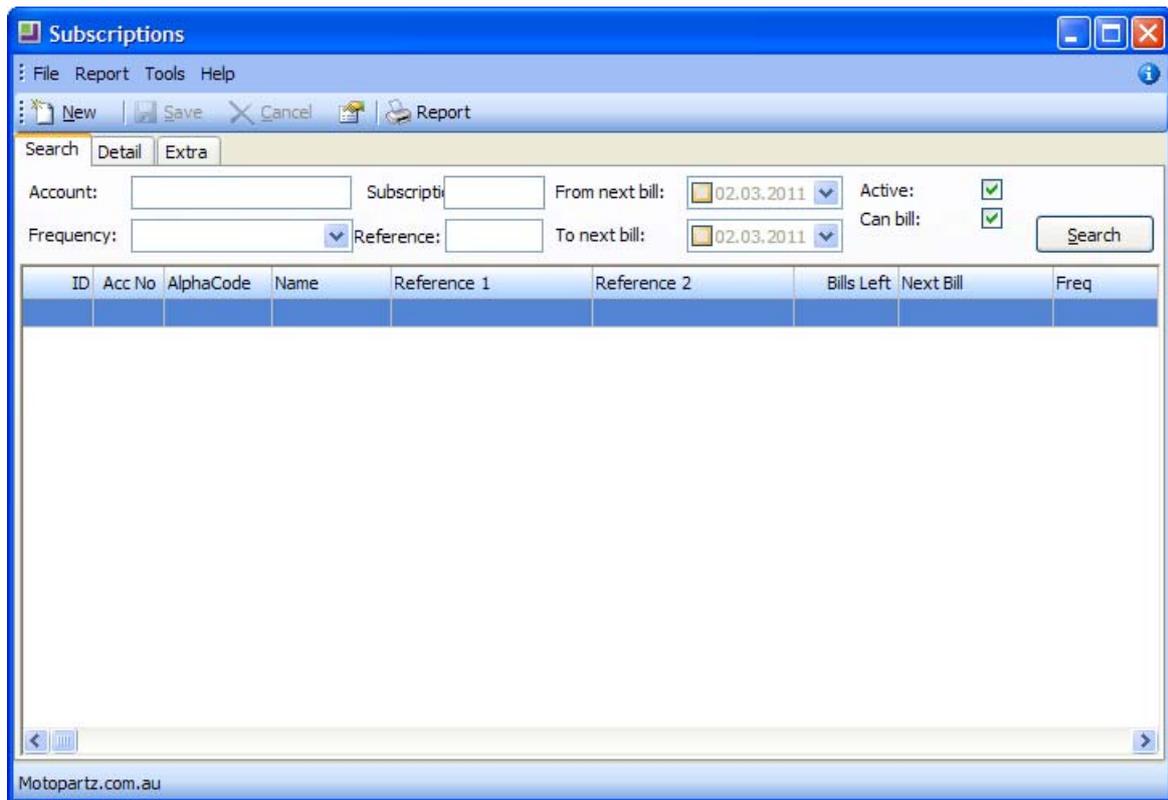


Adding and Editing Subscriptions

Subscriptions are added and edited on the Subscriptions window.

Open the EXO Subscriptions module by selecting MYOB EXO Subscriptions from the Windows Start menu > All Programs > MYOB EXO Business.

Select Subscriptions from the Account menu. The Subscriptions window opens:



Note: Clicking the **Report** button produces a report of subscription information for each subscription listed on the Search tab.

Adding New Subscriptions

To add a new subscription, click the **New** button on the Subscriptions window toolbar. Enter the following information on the Details tab:

Field	Description
Account	The debtor's account to be charged with the subscription
Start Date	Date that the subscription should begin
Frequency	Can be Weekly, Monthly, Quarterly or Yearly
Term	How many times the transaction will be invoiced.
Next Bill Date	When the next invoice is due to be issued
Active	Should this subscription be charged. If this is checked the invoice will be generated.
Ongoing	Check this box if the debtor is to be charged after the term has expired.

The grid is similar to a Standing Sales Order. Enter the stock items, quantities and prices. The unit price should be the periodic charge.

Note: Press CTRL+F2 for the periscope (as per Sales Orders) or F9 for Sales Messages.

The Extra tab contains fields for entering additional information:

Field	Description
Reference 1	The Ref1 field in the DR_TRANS table. This in a debtors invoice the Reference field.
Reference 2	The Ref2 field in the DR_TRANS table. This in a debtors invoice the Customers Order Number field.
Bank Account Number	The Bank Account Number used in conjunction with Direct Debits where the Bank Account Number on the Debtors account is not to be used.
Bank Account Name	The Bank Account Name used in conjunction with Direct Debits where the Bank Account Name on the Debtors account is not to be used.
Notes	Information that may be required by the users about this subscription

Once all information is entered, click **Save** to save the new subscription.

Editing Subscriptions

To edit an existing subscription, enter search terms on the Search tab of the Subscriptions window, then click the **Search** button.

All subscriptions matching the criteria are displayed. Select the subscription you want to edit and click the  button.

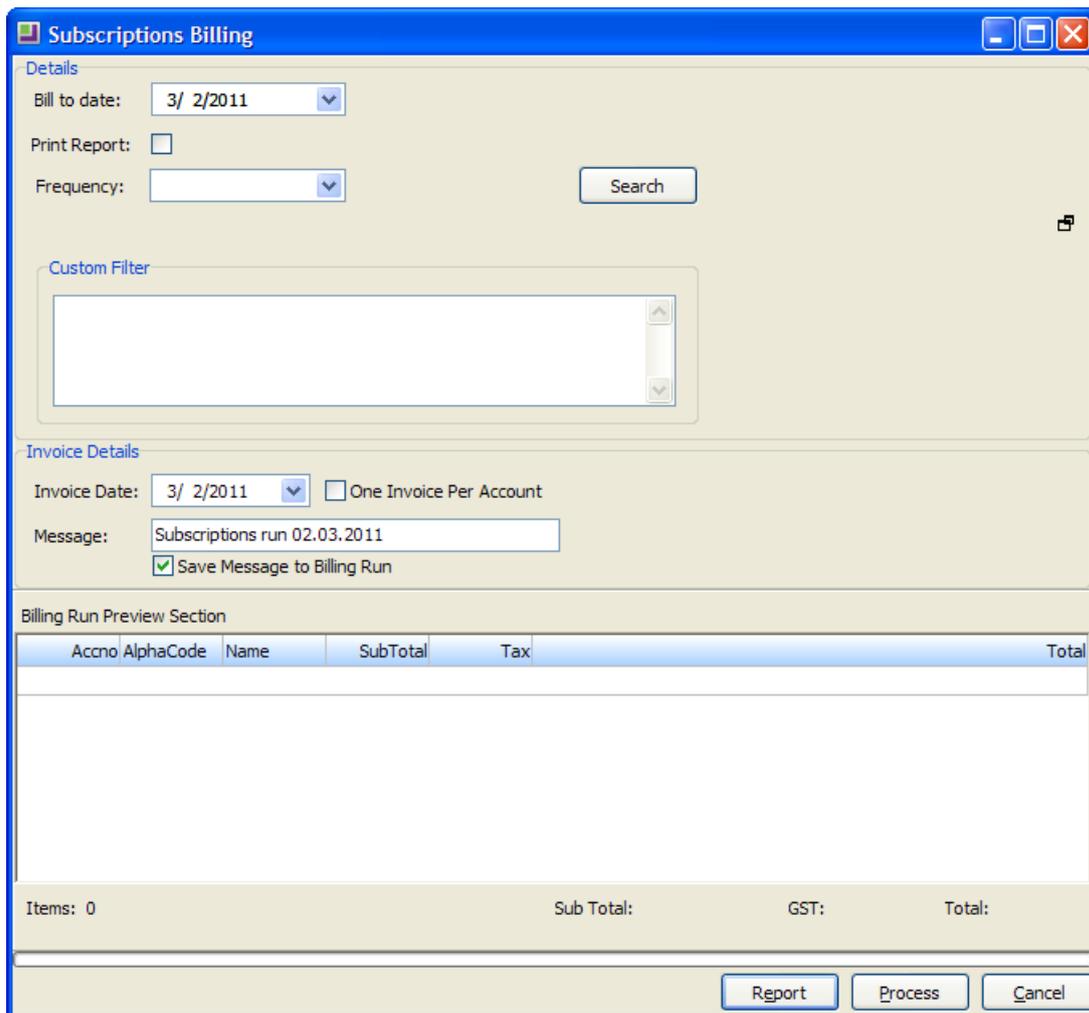
Note: To delete a subscription, select it and click the  button, then click **Delete Subscription**.

Creating Subscription Invoices

Subscriptions are invoiced on the Subscriptions Billing window.

Open the EXO Subscriptions module by selecting **MYOB EXO Subscriptions** from the Windows Start menu > All Programs > MYOB EXO Business.

Select **Billing** from the Account menu. The Subscriptions Billing window opens:



Subscriptions Billing

Details

Bill to date: 3/ 2/2011

Print Report:

Frequency: [dropdown] Search

Custom Filter

Invoice Details

Invoice Date: 3/ 2/2011 One Invoice Per Account

Message: Subscriptions run 02.03.2011 Save Message to Billing Run

Billing Run Preview Section

Accno	AlphaCode	Name	SubTotal	Tax	Total

Items: 0 Sub Total: GST: Total:

Report Process Cancel

Enter the following information in the Details section and click **Search** to populate the list of subscriptions to be invoiced.

Field	Description
Bill to Date	Select all subscriptions that are active and have a next bill date less than the date selected.
Print Report	Print a report of invoice after the run is complete.
Frequency	Select either Weekly, Monthly, Quarterly or Yearly.
Custom Filter	Click the <input type="checkbox"/> button to display this field, which allows you to enter a custom SQL string to filter subscriptions.

Enter the following information in the Invoice Details section:

Field	Description
Invoice Date	The date to appear on the invoice being generated.
One Invoice Per Account	This will consolidate subscriptions to a single invoice if a debtor has more than one subscription in the billing run.
Message	A message that will show on the invoice.
Save Message To Billing Run	Tick this box to save the message for subsequent runs.

Click **Report** to display a report on the subscriptions being invoiced.

Click **Process** to create invoices for all displayed subscriptions.

Once invoices have been processed to the Debtors Ledger, they can be batch printed by selecting **Debtors Invoice Batch Printing** from the Reports menu. Invoices are not printed at the time they are generated.

