

MYOB EXO Business

Release Notes

2015.4

Contents

Introduction	1
What's New in this Release?	1
Installation	2
Pre-Install Requirements.....	2
Database Server.....	2
Client Workstation	3
Other Requirements	3
Installing MYOB EXO Business	4
Post-Installation	11
Logging in to EXO Business	11
Installing EXO Business Services	12
Setting up the Services	15
New Features	17
Bank Feeds	17
Setting up Bank Feeds	17
Using Bank Feeds	21
Extra Fields on Works Orders	24
Creditors Payment Processor Sort Order	25
EXO Protocol Updates	25
Updates to Document Management.....	26
Document Drag and Drop.....	26
Documents on Purchase Orders	26
Source Documents on Creditors Invoices.....	27

Resolved Issues	28
EXO Business Core.....	28
EXO CRM	29
EXO Job Costing.....	30
Known Issues	31
Appendix 1: Profile Settings	33
Appendix 2: Applying for Bank Feeds	34

Introduction

What's New in this Release?

The 2015.4 release adds a Bank Feeds function to the EXO Finance module, which downloads bank statement transactions using an online service, and matches them to transactions in the EXO Business database. This streamlines the bank reconciliation process by pre-matching transactions before they are brought into the bank reconciliation.

Other changes in this release include enhancements to document management, the ability to set up Extra Fields on Works Orders, and fixes to a variety of issues identified in previous releases.

The purpose of this document is to provide essential information on the installation and use of this release:

- The **Installation** section provides an overview of the installation process, including pre-installation requirements and post installation steps.
- The **New Features** section describes all new features introduced in this release.
- The **Resolved Issues** section describes all issues that have been addressed by this release.
- The **Known Issues** section details any issues in this release that have been identified as requiring attention.
- The **New Profile Settings** appendix at the end of this document summarises all changes to EXO Business profile settings included in this release.

Installation

Pre-Install Requirements

Minimum system requirements for PCs running MYOB EXO Business components are detailed below. Full details of requirements and supported operating systems for MYOB EXO Business are available on the [Minimum System Requirements page on the MYOB website](#).

The performance of the EXO Business system is not assured if these requirements are not met. Similarly, performance cannot be assured if the EXO Business system is installed on a server that is already under load from other processes, or a RDBMS that is not suitable for the organization's volume of data (see "SQL Express" on page 3).

Database Server

Any server where an MYOB EXO Business database is installed should meet the following minimum requirements:

- Windows Server 2008, Windows Server 2012
- The latest Service Pack for the Windows operating system
- Intel Pentium® 4 2.4Ghz processor (or equivalent)
- 2 GB RAM
- 20 GB of hard disk space + 10 MB per user
- Microsoft Data Access Components (MDAC) 2.8 or later
- A supported version of Microsoft SQL Server:
 - Microsoft SQL Server 2008 R2/SQL 2008 R2 Express Edition
 - Microsoft SQL Server 2012/SQL 2012 Express Edition (however, see the Known Issue on page 32).
 - Microsoft SQL Server 2014/SQL 2014 Express Edition
- The latest Service Pack for the version of SQL Server you are using

MYOB EXO Business 2015.4 works best on Microsoft SQL Server 2014 (version 12.0.2495.0) Standard or Enterprise editions.

SQL Server

Microsoft SQL Server must be present on the EXO Business Database Server. If you want to use a specific edition of SQL Server, make sure it is installed before running the Installation Wizard. If SQL Server is not installed, the EXO Business Installation Wizard can install SQL Server 2008 R2 SP1 Express Edition (SQL Express) as part of the installation process (see page 7). Whichever version of SQL Server you use, it must be set up to use Mixed Mode authentication.

The blank and demo databases supplied with EXO Business have their compatibility levels set to “SQL Server 2008 (100)”. When upgrading from a previous version of EXO Business, database compatibility levels are updated automatically as follows:

- SQL Server 2008 and later databases are set to compatibility level 100.
- Older versions of SQL Server are not updated.

See the following web page for information on compatibility levels:

<http://msdn.microsoft.com/en-us/library/bb510680.aspx>

SQL Express

SQL Express may not be suitable for businesses with many users. SQL Express has limits on the amount of RAM and number of processors it can use, which affects the number of concurrent users that the EXO Business database can support. See the following MSDN article for more information:

<http://msdn.microsoft.com/en-us/library/cc645993.aspx>

Client Workstation

Any client workstation running the MYOB EXO Business application modules should meet the following minimum requirements:

- Windows 7 Enterprise, Windows 7 Professional, Windows 7 Ultimate, Windows 8
- The latest Service Pack for the Windows operating system
- Intel Pentium® 4 1.3 GHz processor (or equivalent)
- Hard disk space as required for the operating system
- 16-bit colour, 1024×768 screen resolution

Other Requirements

Certain features of MYOB EXO Business require one or more of the following:

- Internet access
- Microsoft Internet Explorer 7.0 or later
- Adobe® Acrobat Reader 7.0 or later

Microsoft Office connection requires Microsoft Word/Excel 2010 to 2013.

Contact synchronisation requires Microsoft Outlook 2010 to 2013.

MYOB EXO Business 2015.4 requires **ExonetLib.dll** version 2015.2.0 or later. Version 2015.2.0 is included with this release.

When installing manually on 64-bit operating systems, the file **RwEasyMAPI64.exe** must be copied from the **Supporting Files\RapWare** folder of the EXO Business DVD to the install directory. Register this file by running `RwEasyMAPI64.exe /regserver` from a command prompt.

Installing MYOB EXO Business

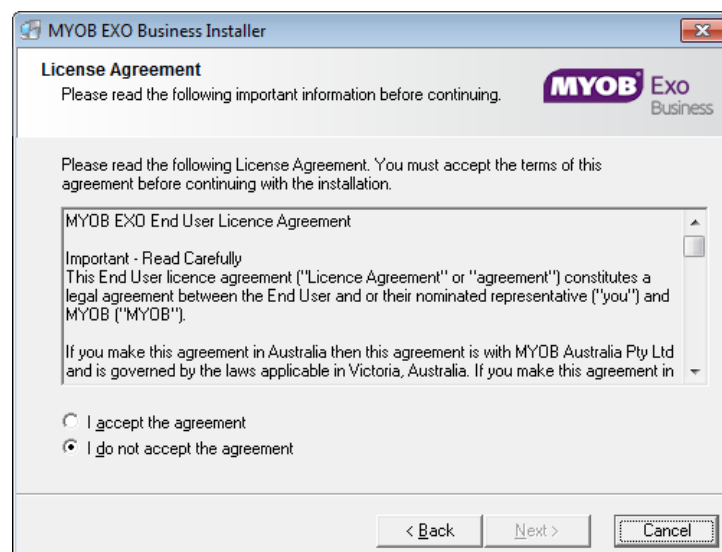
Note: Before you install this release, we recommend you take the precaution of backing up your data. Ensure there are no EXO Business modules running, locally or on your network.

To perform the installation:

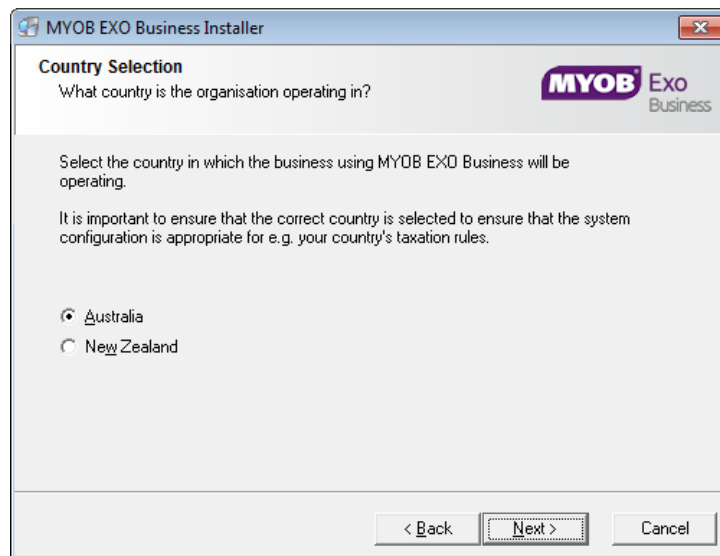
1. Insert the MYOB EXO Business CD and select **Install MYOB EXO Business** on the Install tab. If the install menu does not run automatically, run the **ExoBusinessInstaller.exe** program in the **Supporting Files** directory of the CD.
2. Click **Next** on the Welcome screen.



3. Read the licence agreement, then select **I accept the agreement** and click **Next**.



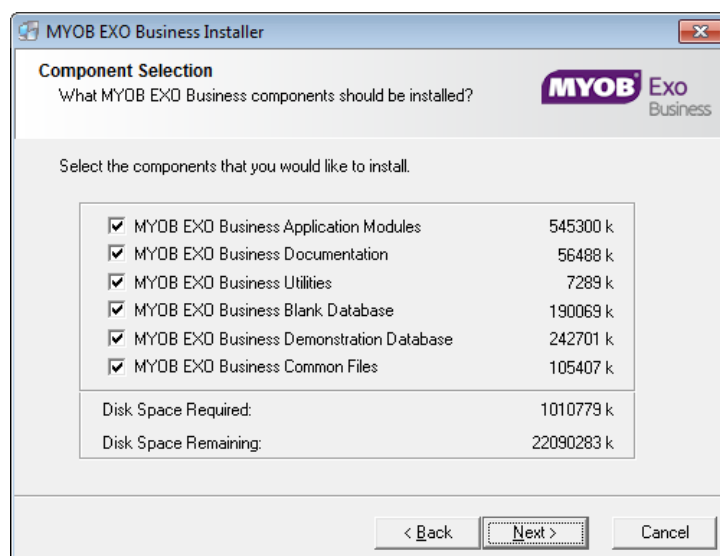
4. Select the country you are based in and click **Next**.



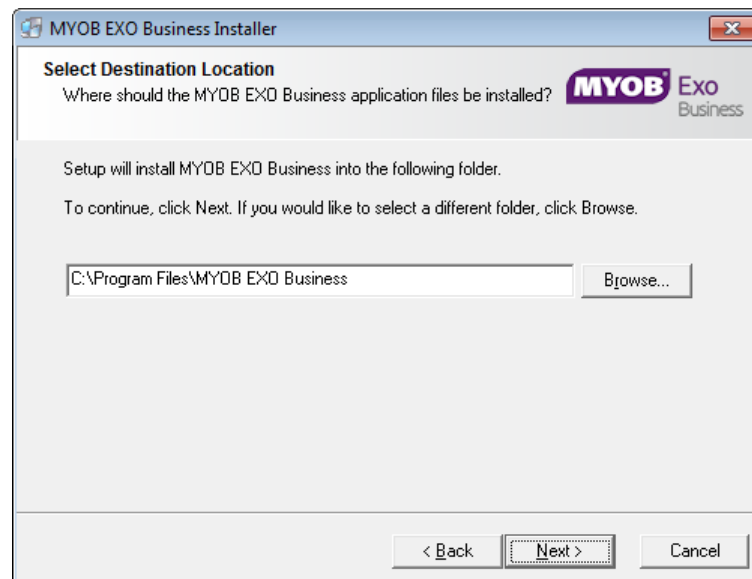
Note: Your selection here affects certain country-specific default settings that are set up during the install, e.g. tax rates and banks.

5. Select the components to install. Choose from:
 - MYOB EXO Business Application Modules
 - Documentation files
 - EXO Business utilities
 - A blank “live” MYOB EXO Business Database
 - A pre-configured demonstration database
 - EXO Business Common Files

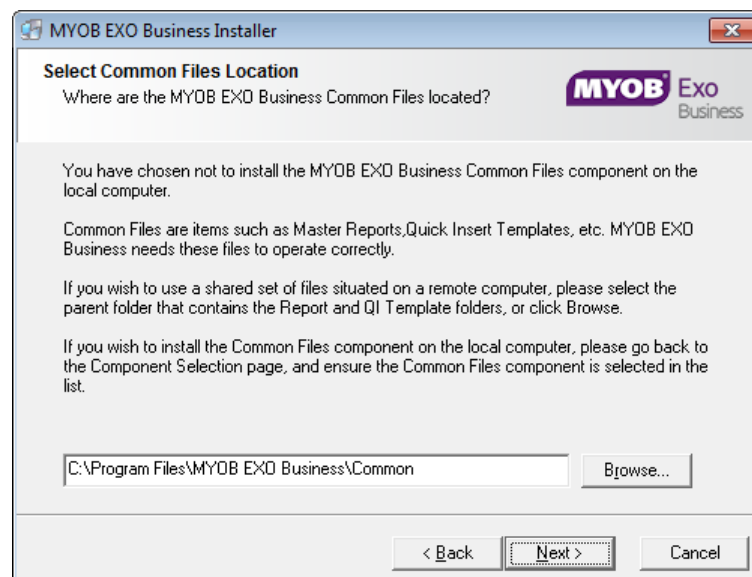
Click **Next** to continue.



6. If you chose to install the MYOB EXO Business Application Modules, click **Browse** to choose the directory where you want to install the program files, then click **Next**.



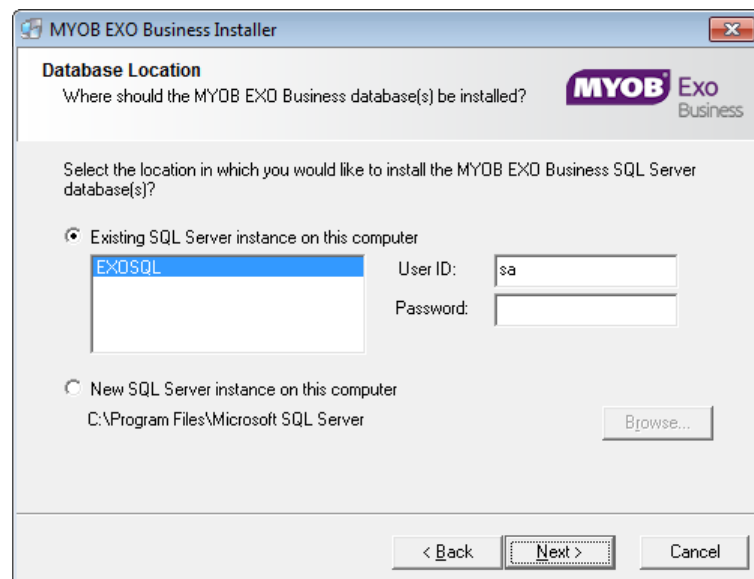
7. If the MYOB EXO Business Common Files are not installed on this PC, click **Browse** to choose the directory where the Common Files are located, then click **Next**.



8. If you chose to install the MYOB EXO Business Database components, you must specify where to install the database:
- To install on an existing SQL Server instance, select the instance and enter a user ID and password for that instance.
 - To create a new instance for the installation, select **New SQL Server instance on this computer**, then click **Browse** to choose the location of the new instance. This will install SQL Server 2008 Express Edition.

Note: See the Known Issues section on page 31 for information on the install prerequisites for SQL Server 2008 R2 SP1.

Click **Next**.



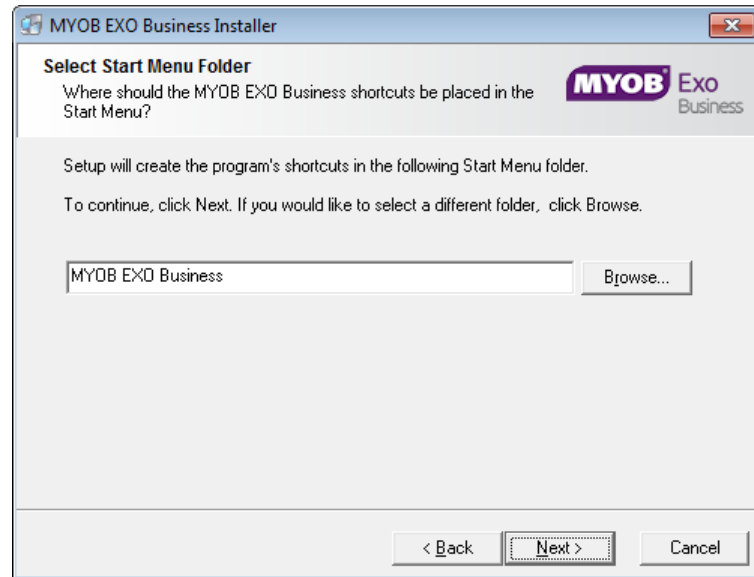
Note: The installer may appear unresponsive while it tries to detect SQL Server instances on the PC (this process may take a minute or more). Do not cancel the installer; simply wait until the detection operation is complete.

If you select to install a new instance of SQL Express, the logon details for the new instance will be:

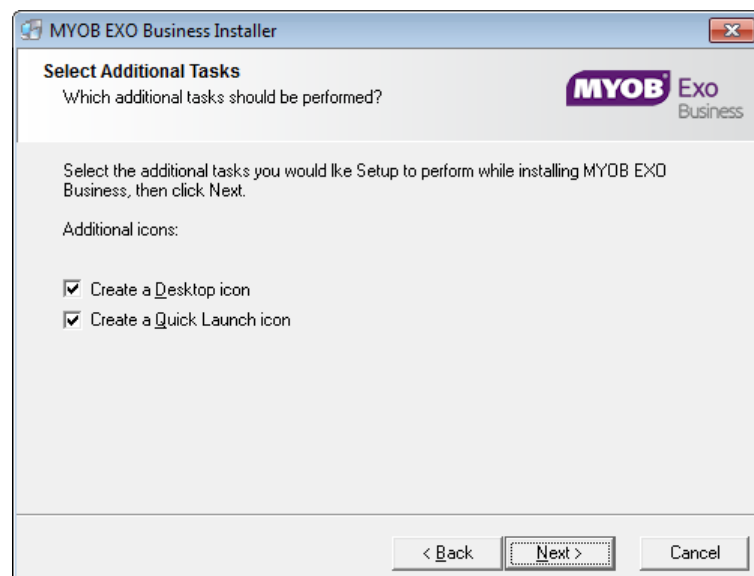
- Username: **sa**
- Password: **\$ExoAdmin7000**

You will need to supply these details when migrating data, or if you want to connect to the SQL Express instance for any other reason.

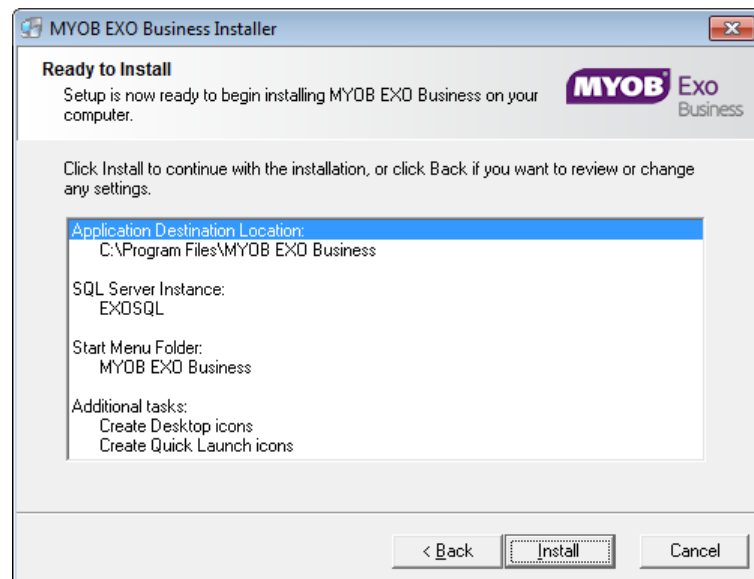
9. Click **Browse** to choose where the MYOB EXO Business shortcuts should be located in the Windows Start menu, then click **Next**.



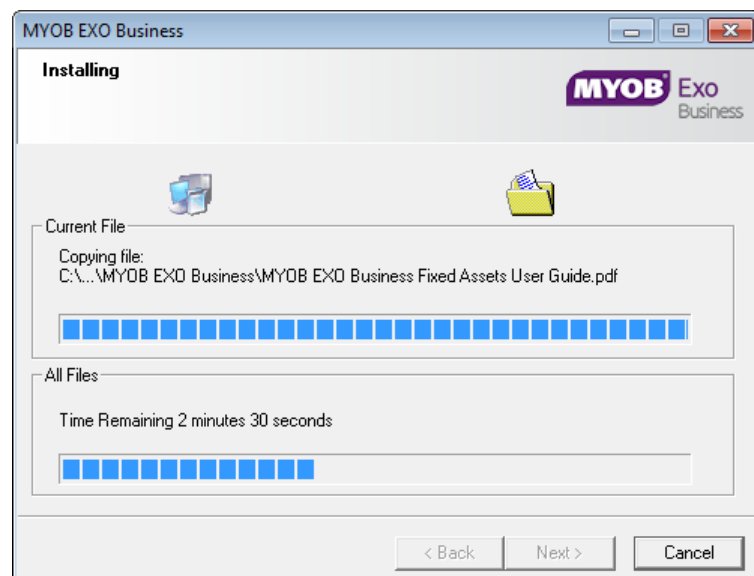
10. If you want to create a desktop icon or Quick Launch icon for MYOB EXO Business, tick the relevant box(es), then click **Next**.



11. The installation is ready to begin. Review the details and click **Install** to proceed. If you need to change any details, click **Back** to return to the previous screen and change your selections.



12. The installation progress is displayed.



Note: During installation, other windows may appear if SQL Express is being installed.

13. If you chose to install the application modules but not the database components on this PC, you must enter the details of the database once the installation has completed. Click **Test Connection** to check that the details you have entered work. If the test passes, click **Next**.

Note: Once a computer successfully connects to the database, a Computer profile is created for it in EXO Business Config.

14. The installation is now complete. Choose what to do next and click **Finish**:
 - Run MYOB EXO Business to explore the demonstration database.
 - Run the Configuration Assistant to set up your new MYOB EXO Business database.
 - Return to Windows.

Post-Installation

Once MYOB EXO Business software is installed, it must be configured for use. Optionally, data can be migrated into the EXO Business system from another MYOB product. The configuration and migration processes are detailed in the *MYOB EXO Business Implementation Guide*.

Logging in to EXO Business

New MYOB EXO Business databases are installed with one or more default user accounts. When logging in to EXO Business for the first time, you must supply the following login details.

For a new blank database (EXO_LIVE):

- Default admin user = ExoAdmin
- Default admin password = ExoAdmin

For the demonstration database (EXO_DEMO):

- Default admin user = ExoAdmin
- Default admin password = ExoAdmin
- Default demo user = demo
- Default demo password = DEMO

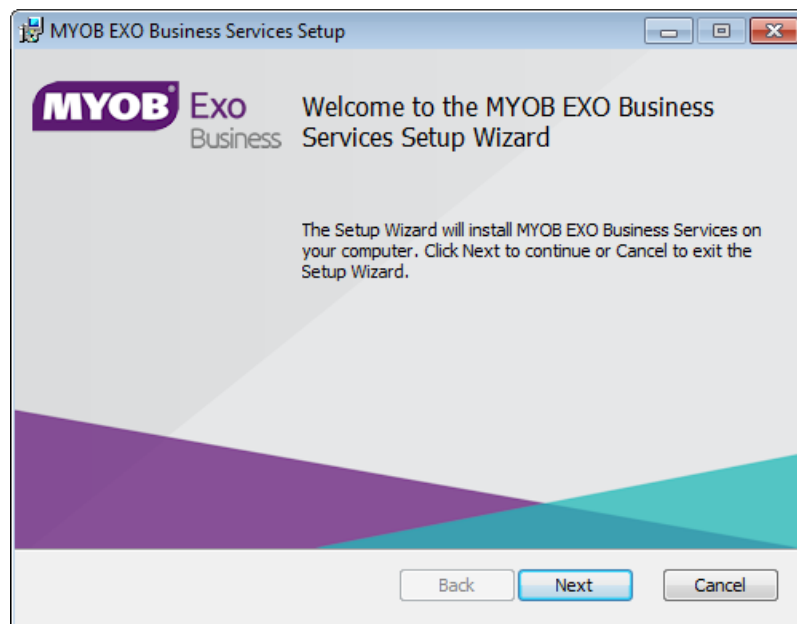
Note: Passwords are case-sensitive.

Installing EXO Business Services

Once the EXO Business system is set up, you can install supporting services for the EXO API and EXO Email Service using the EXO Business Service Setup Wizard, **EXO Business Services Installer.msi**. This installer is supplied with the main EXO Business installer. It must be run on a server that already has EXO Business installed on it, and must be run from an account with administrative permissions.

To perform the installation:

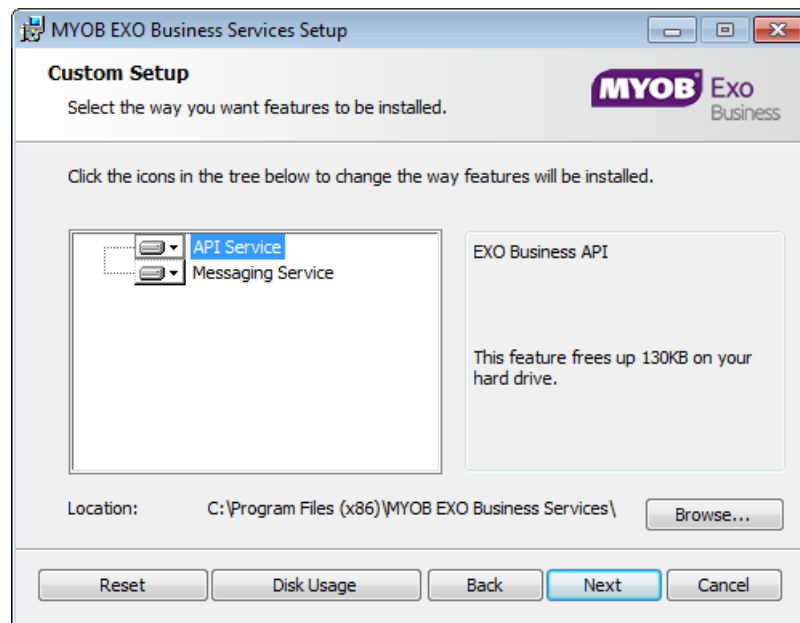
1. Double-click on the installer to run it. The welcome screen appears:



2. Click **Next**. The MYOB EXO End User Licence Agreement is displayed:



3. Tick **I accept the terms in the Licence Agreement** and click **Next** to continue.

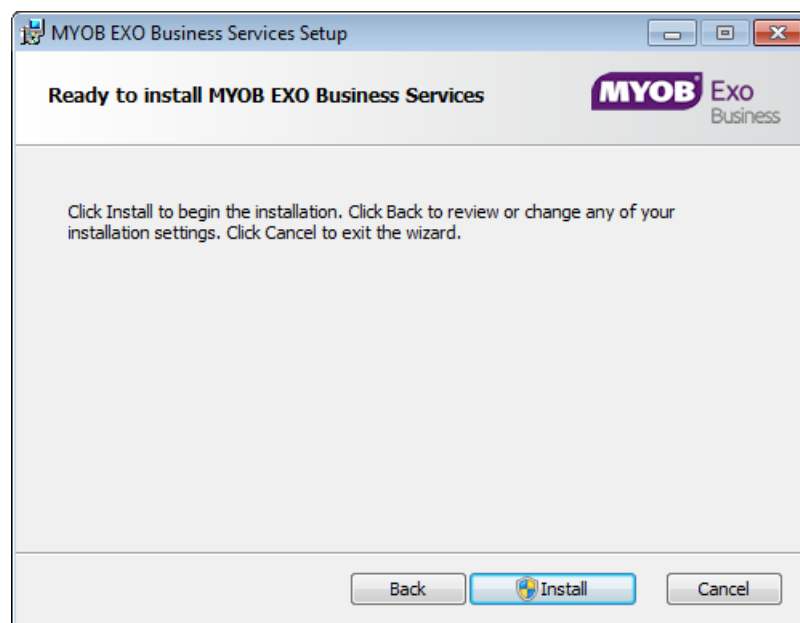


4. Select which components to install. Choose from:

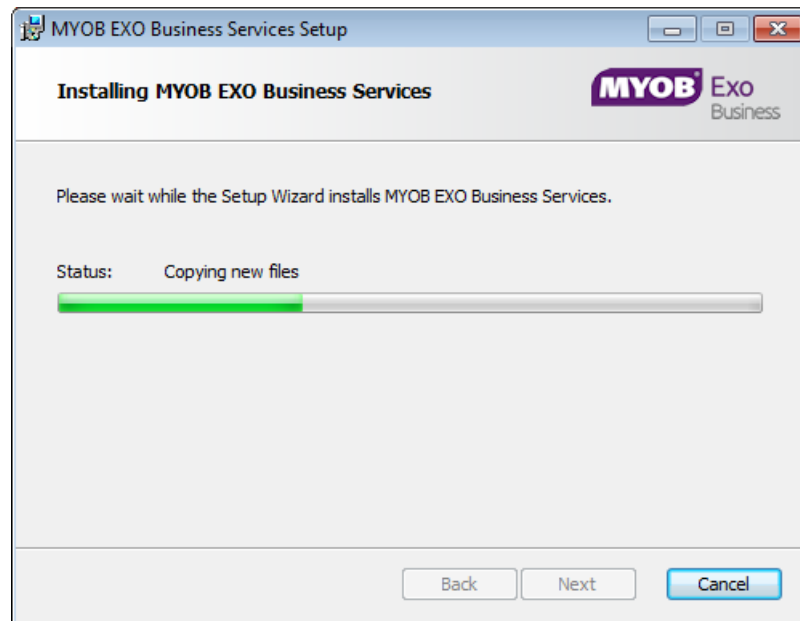
- The EXO API Service
- The EXO Messaging Service

Note: The API configuration utilities are always installed (see “Setting up the Services” on page 15).

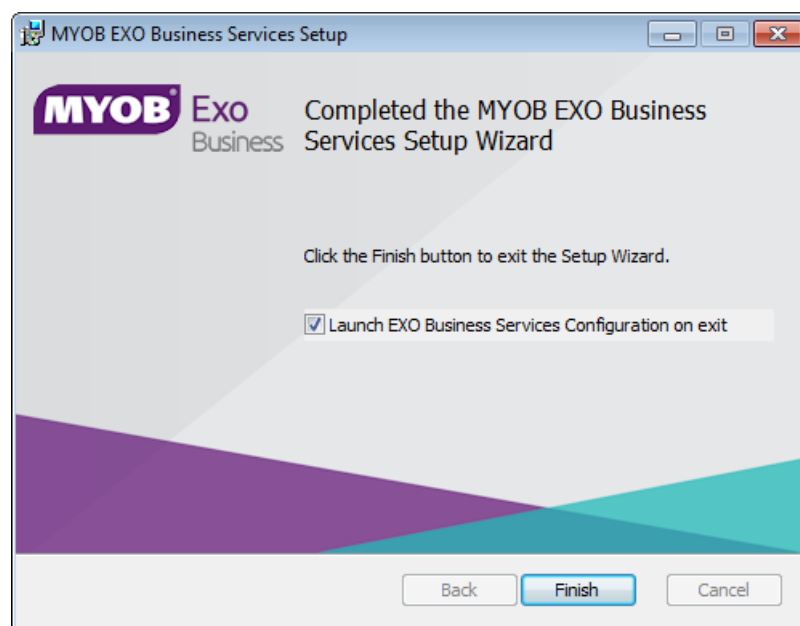
5. The install location is displayed at the bottom of the window. Click **Browse** to choose a different location if necessary.
6. Click **Next**. You are now ready to install the EXO Business services.



- Click **Install** to begin the installation. The progress of the installation is displayed:



- Once the installation is complete, click **Finish** to close the wizard. You can choose to open the EXO Business Service Configuration utility to set up details of the EXO API services.

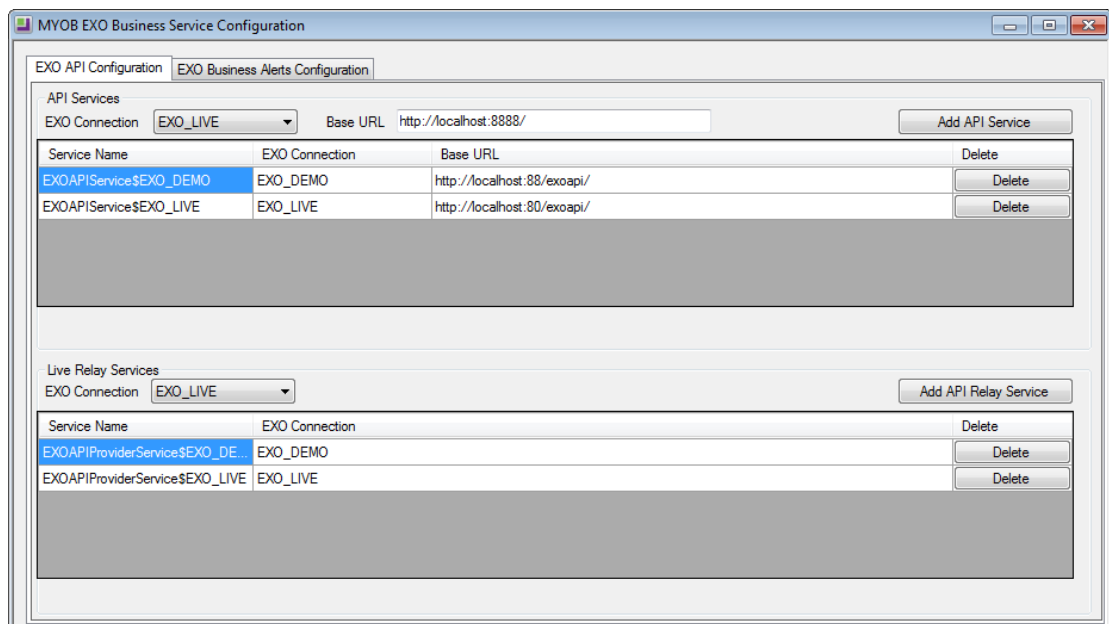


Note: The EXO Business Service Configuration utility is installed in the same location as the EXO API services. You can run the utility (**MYOB.ED.EXO.Cloud.ServiceConfig.exe**) from this location at any time.

Setting up the Services

The EXO Business services must be set up for each EXO Business database connection, using the MYOB EXO Business Service Configuration utility. This utility, **MYOB.ED.EXO.Cloud.ServiceConfig.exe**, can be run immediately after installation, or you can open it from the EXO services install directory at any time.

Note: All setup must be performed on the server that the EXO Business services are installed on, using an account with administrator privileges.



The utility displays configuration settings for the following services:

- EXO API Configuration
 - API Services – this is the main EXO API service.
 - API Provider Services – this service connects the EXO API to the online relay. This service is only needed this if you want to communicate with the EXO API remotely.
- EXO Business Alerts Configuration
 - Message Services – this is the EXO Business messaging (email) service.

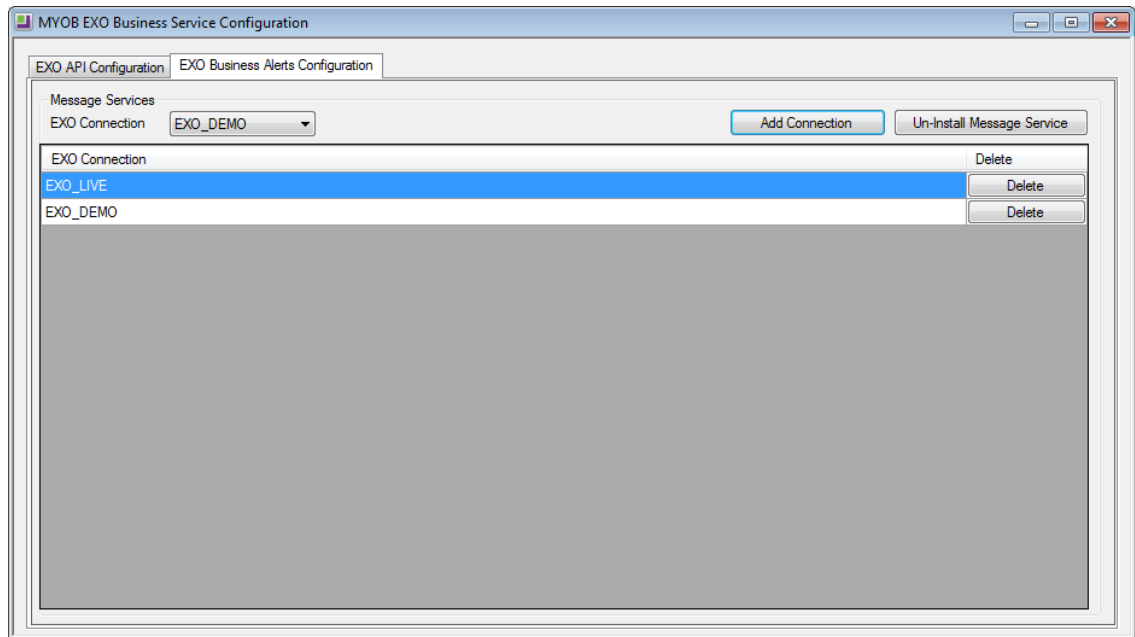
To configure an API service, select an EXO Business database connection, then click the relevant **Add Service** button. For the API Service, you must also enter a **Base URL**, which is the location and port the API is accessible on (the default should be suitable in most cases, unless you want to use a different directory and/or port).

Note: For local API access, ensure that your firewall is configured to allow the relevant ports, services and/or applications.

To validate that the EXO API has been successfully installed and set up, navigate to the Base URL in a web browser or REST client to see a list of available endpoints.

Installation

The configuration process for the messaging service is slightly different; where the API services create a separate instance for each EXO Business database connection, the messaging service has a single instance, which can have multiple connections to it.



To install the messaging service instance, select a database connection and click **Add Connection**. This adds the service and sets up a connection to the selected database. To add new connections, select them from the **EXO Connection** dropdown and click **Add Connection**.

New Features

Bank Feeds

This release introduces the Bank Feeds function, which is included in the EXO Finance module. Bank Feeds downloads bank statement transactions using an online service, and matches them to transactions in the EXO Business database. This streamlines the bank reconciliation process by pre-matching transactions before they are brought into the bank reconciliation.

Note: Fair use limits apply to Bank Feeds - an additional fee may be charged when processing large transaction volumes. Contact MYOB for more information.

Bank Feeds can be opened by selecting Bank Feeds from the Account menu in EXO Finance, or by opening the **Finance.exe** executable with the **BF** command line option.

Setting up Bank Feeds

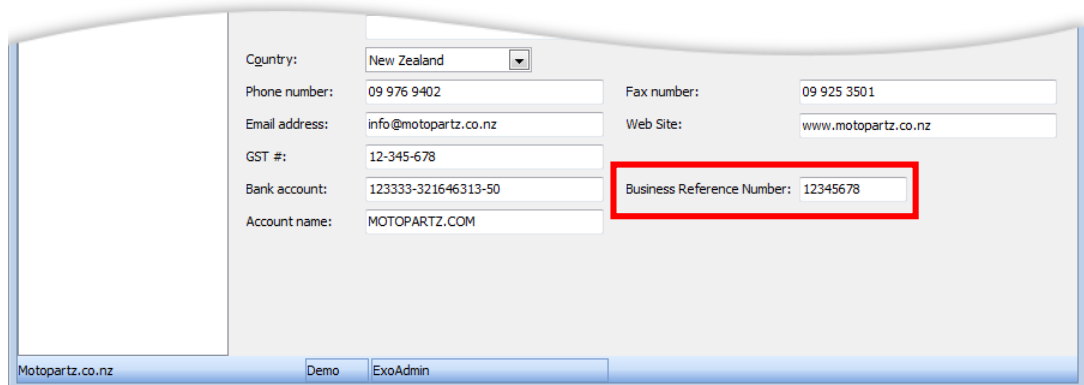
The following details are needed to connect to the Bank Feeds service:

- A my.MYOB account – your Business Partner will need to contact MYOB's administration team with your details to sign you up for an account.
- A Business Reference Number (BRN), which uniquely identifies an EXO Business database – contact your Business Partner for the BRN for your database (they will be given it after your my.MYOB account is created).

Note: See Appendix 2 on page 34 for a step-by-step walkthrough of the process of setting up bank feeds.

Company Details

When you sign up for bank feeds, you will be given login details for your bank feeds account; these will be needed once you begin using the Bank Feeds application. Before this, you must set up the EXO Business system for bank feeds by entering your MYOB customer reference number into the new **Business Reference Number** field on the Company > Company Details section of EXO Business Config:



The screenshot shows the 'Company Details' section of the EXO Business Config window. The fields are as follows:

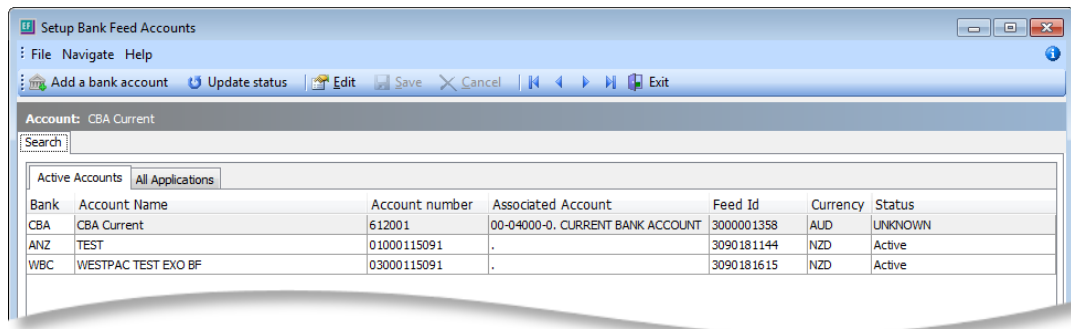
Country:	New Zealand	Fax number:	09 925 3501
Phone number:	09 976 9402	Web Site:	www.motopartz.co.nz
Email address:	info@motopartz.co.nz		
GST #:	12-345-678		
Bank account:	123333-321646313-50	Business Reference Number:	12345678
Account name:	MOTOPARTZ.COM		

The 'Business Reference Number' field is highlighted with a red box. The bottom of the window shows 'Motopartz.co.nz', 'Demo', and 'ExoAdmin' buttons.

Note: The MYOB customer reference is now displayed on the About window.

Account Details

You must add and set up the bank accounts that you are receiving bank feeds from. Open the Bank Feeds window and click **Manage Bank Accounts**. The first time you do this, you will be prompted to enter the login details for your my.MYOB account. For security reasons, this must be the specific login associated with this database—if you have another my.MYOB login not yet associated with this database, this will not work. After you log in, the Setup Bank Feeds Account window will appear, showing the details of any bank accounts that have already been added:

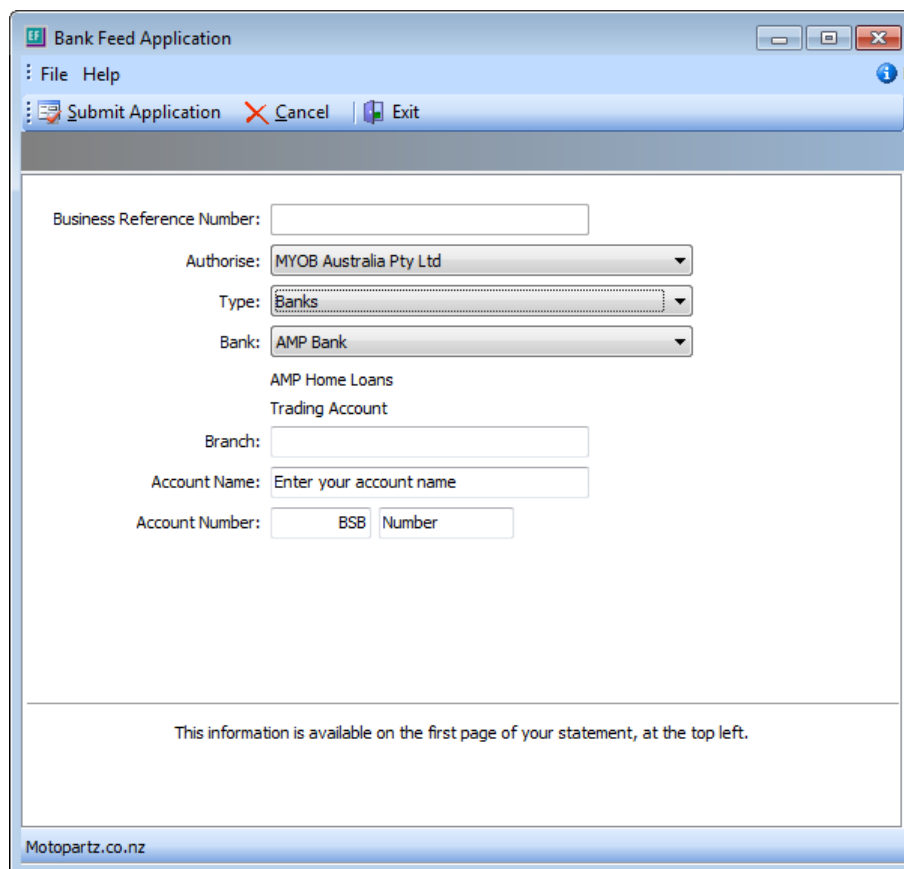


The screenshot shows the 'Setup Bank Feed Accounts' window with a menu bar (File, Navigate, Help) and a toolbar (Add a bank account, Update status, Edit, Save, Cancel, navigation icons, Exit). Below the toolbar is a search bar and tabs for 'Active Accounts' and 'All Applications'. The 'Active Accounts' tab is selected, displaying a table with the following data:

Bank	Account Name	Account number	Associated Account	Feed Id	Currency	Status
CBA	CBA Current	612001	00-04000-0. CURRENT BANK ACCOUNT	3000001358	AUD	UNKNOWN
ANZ	TEST	01000115091	.	3090181144	NZD	Active
WBC	WESTPAC TEST EXO BF	03000115091	.	3090181615	NZD	Active

Note: This screen is also available in EXO Business Config at **Admin > Banks > Bank Feeds (Setup Accounts)**.

To add a new account, click the **Add a bank account** button to open the Bank Feed Application window:



The screenshot shows the 'Bank Feed Application' window with a menu bar (File, Help) and a toolbar (Submit Application, Cancel, Exit). The form contains the following fields and options:

- Business Reference Number:
- Authorise:
- Type:
- Bank:
- AMP Home Loans
- Trading Account
- Branch:
- Account Name:
- Account Number:

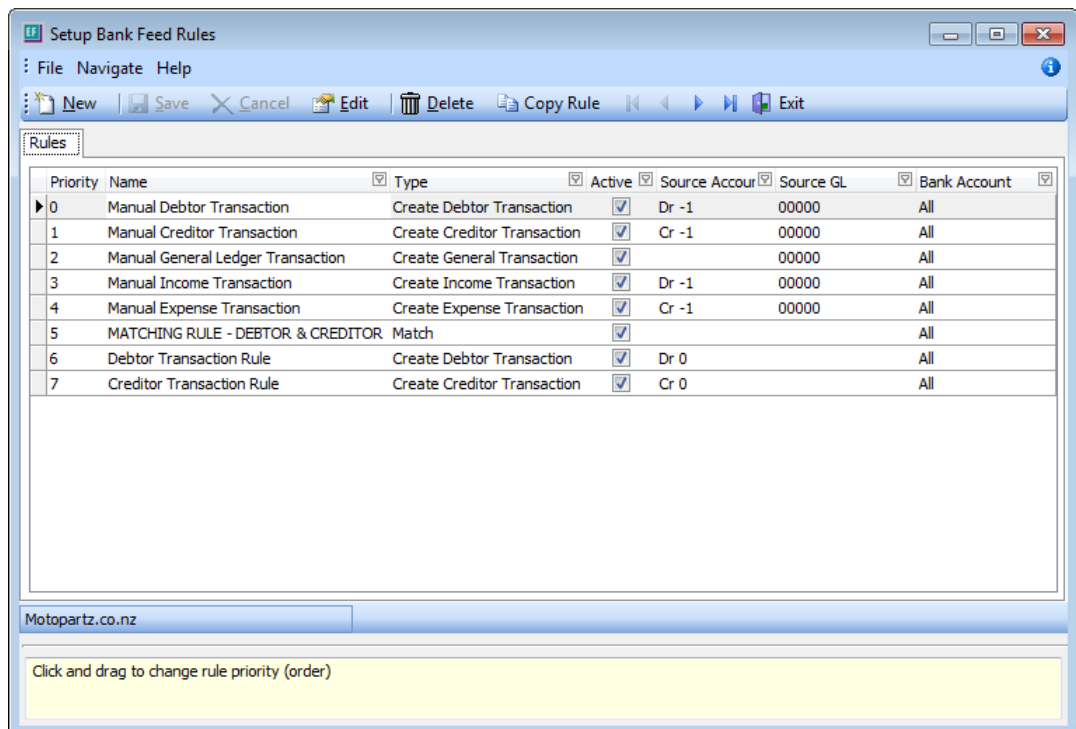
At the bottom of the form, there is a note: "This information is available on the first page of your statement, at the top left." The footer of the window displays "Motopartz.co.nz".

Enter the details of the account and click Submit Application. Your application will be submitted and the system will generate a Client Authority Form as a PDF document. You will need to date and sign this form, and return it to the address at the top of the form so that your application can be processed. Any accounts that are pending activation are displayed on the All Applications tab, where you can view their status.

All active bank accounts must be linked with a General Ledger account in EXO Business. To assign a GL account to a bank account, double-click on a bank account, or select it and click **Edit**. The Details tab appears, where you can enter the GL account to assign to the bank account and save.

Bank Feed Rules

By default, Bank Feeds attempts to match transactions based on their date and amount. You can set up your own rules for matching transactions or creating new EXO Business transactions based on transactions from bank feeds. Set up rules for bank feeds by clicking the **Setup Rules** button in the Bank feeds module, or configure them in EXO Business Config at **Admin > Banks > Bank Feed Rules**.



The Setup Bank Feed Rules window lists all rules that have been set up. Rules are listed in priority order—this is the order in which they will be applied to the bank feed transactions. Rules can be re-ordered by dragging and dropping the rule you want to move.

Note: Matching rules (including the default “date and amount” matching rule) are always applied before transaction creation rules; the priority order applies to rules of the same type.

A number of default rules are installed with Bank Feeds; to create a new rule, click **New**, or select an existing rule and click **Copy**.

Details

Rule Type: Create Expense Transaction Active ☒

Apply to Bank Account: All Manual ☐

Name: Cheque Fees

Creditor Account: 0. MISC PURCHASES

GL Account: 00-03150-00. BANK FEES

Payment Type: OTHER

Analysis Codes:

GST Rate: AUTO SELECT RATE

Rule Conditions:

Match Field	Match Operator	Match Value	Link Operator	Invert
[BankFeedTransaction.Text]	Contains	CHQ CLEARANCE FEE		<input type="checkbox"/>

Action Conditions:

Destination	Action	Source Value
[ExoCashbookTransaction.Details]	Put	[BankFeedTransaction.TransCode]

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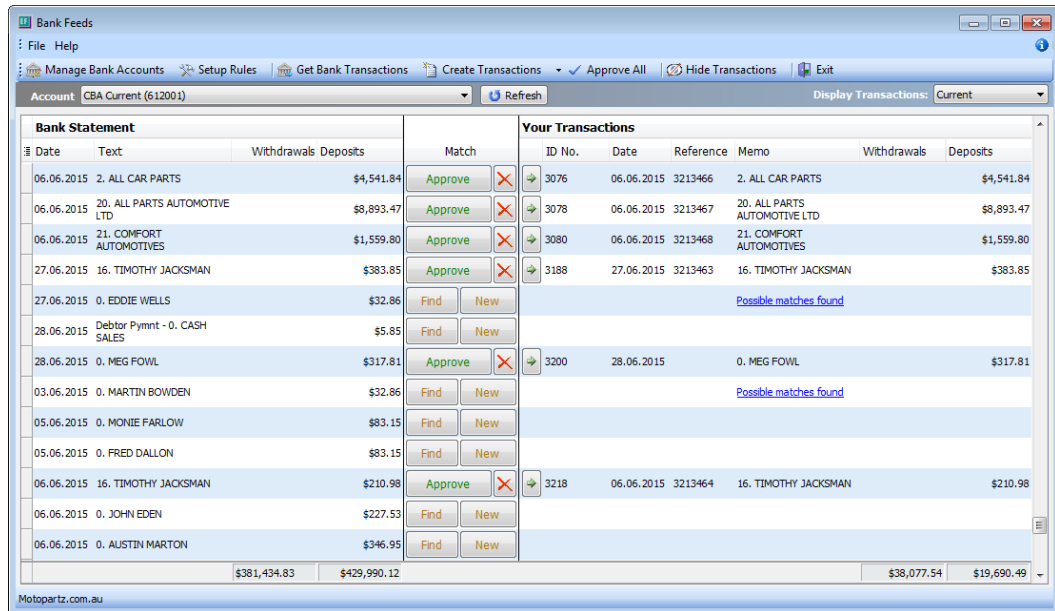
You can set up rules for matching bank feed transactions to existing EXO Business transactions. The **Rule Conditions** will be used to find bank feed transactions, then the **Action Conditions** will be used to find EXO Business transactions to match them to.

You can also set up rules to create new EXO Business transactions to match to bank feed transactions. The **Rule Conditions** will be used to find bank feed transactions, then the **Action Conditions** will be used to populate the new EXO Business transactions that are created for them. Separate rule types are available for each type of transaction: Debtor, Creditor, Expense, Income or General Ledger.

Transaction creation rules have a Manual option – if this option is ticked, the rule won't be used to create transactions automatically; instead it will be an available option when creating transactions manually on the main Bank Feeds window (see "Creating Transactions" on page 23).

Using Bank Feeds

To begin matching transactions using Bank Feeds, click the **Get Bank Transactions** toolbar button to download the latest transactions, then select a bank account from the **Accounts** dropdown to view the transactions for that account:




New transactions are matched using a default matching rule (transactions are matched if they have the same date and amount) and any custom rules you have set up. Rules are applied in the following order:

1. Custom matching rules (rules with the rule type "Match") are applied in order of their priority on the Setup Bank Feed Rules window.
2. Any unmatched transactions are matched according to their date and amount.
3. Custom transaction creation rules (rules with any of the "Create ... Transaction" rule types) are applied to any unmatched transactions in order of their priority on the Setup Bank Feed Rules window.
4. Any remaining unmatched transactions must be matched manually.

Each match must be approved, or you can click **Approve All** on the main toolbar to approve all matches. Approved transactions will be removed from the list the next time you refresh it. You can see all transactions that have been approved by selecting "Approved" from the **Display Transactions** dropdown.

If a rule matches multiple EXO Business transactions to one bank feed transaction, a **Possible matches found** link will appear in the Your Transactions section. Click this link to display all transactions and select one to match the bank feed transaction to.

Details of matched transactions appear in the Your Transactions section of the main Bank Feeds window next to the bank feed transactions they were matched to. You can click **Undo** to un-approve the match and unlink the EXO Business transaction from the bank feed transaction if necessary. Clicking the  icon opens the GL Batch Transactions window, showing the GL transactions that relate to the transaction.

The following options are available for manually matching any transactions that were not matched automatically:

- Click **Find** to find an existing EXO Business transaction to match the bank feed transaction to.
- Click **New** to create a new EXO Business transaction to match the bank feed transaction to.
- Select multiple transactions and click **Create Transactions** on the main toolbar to create new EXO Business transactions to match all of the selected the bank feed transaction to.

Note: If there are any transactions in the list that don't need to be matched, you can hide them by selecting them and clicking **Hide Transactions**. You can see the hidden transactions by selecting "Hidden" from the **Display Transactions** dropdown.

Finding Transactions

Clicking the **Find** button next to an unmatched bank feed transaction opens the Find a Matching Transaction window:

Find a matching transaction

File Help

Match Cancel

Bank transaction details:

11.06.2015 SALARY CHQ CLEARANCE FEE / 0007 CHQS \$1.25

Search criteria:

Amount From: \$1.15 To: \$1.35

Dated From: 01.06.2015 To: 21.06.2015 Update

Unmatched transactions for:

Src	Id No.	Date	Description	Reference	Withdrawal
GL		11.06.2015			-\$1.20
GL		11.06.2015			-\$1.20
GL		11.06.2015			-\$1.20
GL		11.06.2015			-\$1.25
GL		11.06.2015			-\$1.25

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By default, this window searches for all unmatched EXO Business transactions that are within 10 cents of the bank feed transaction's amount and within one month of its date. You can narrow or broaden these filters to find more or fewer transactions. Once you have located the EXO Business transaction that you want to match the bank feed transaction to, select it and click **Match**.

Creating Transactions

To create a new transaction to match a bank feed transaction against, click the **New** button next to an unmatched bank feed transaction, or select multiple unmatched transactions and clicking **Create Transactions**.

Select the type of transaction to create from the dropdown menu that appears. Available options depend on the kind of transactions it is—for transactions with a Withdrawal amount, you can create a Creditor, General Ledger or Expense transaction; for transactions with a Deposit amount, you can create a Debtor, General Ledger or Income transaction.

Once you have selected a transaction type, the Bank Feeds Transaction Entry window opens. This window functions the same as the Integrated Cashbook window.

Lr	A/c	Name	Details	Subledger Account	Type	Chq/Ref	Date	\$ Expense	\$ Income	GST	Ans
GL			BANK			025883	24.04.2015	3995.00			
GL			BANK			003658	21.10.2014	3500.00			
GL			BANK			144852	24.04.2015	3750.00			
GL			CURRENT BANK ACCOI				25.07.2014		50000.01		
GL			CURRENT BANK ACCOI				25.07.2014		19881.15		

Bank Feed Information for selected transaction:						
Rule	Date	Text	Other Party	Particulars	Reference	Amount
Manual General Ledger Transac	24.04.2015	BANK	BANK		13213	025883 3995.00

Opening Bal: 52648.05 - Expenses: 11245.00 + Income: 69881.16 = Closing Bal: 111284.21

Press G, D, C, X or I for G)eneral Ledger, D)ebtors Ledger, C)reditors Ledger, e(X)pense or I)ncome

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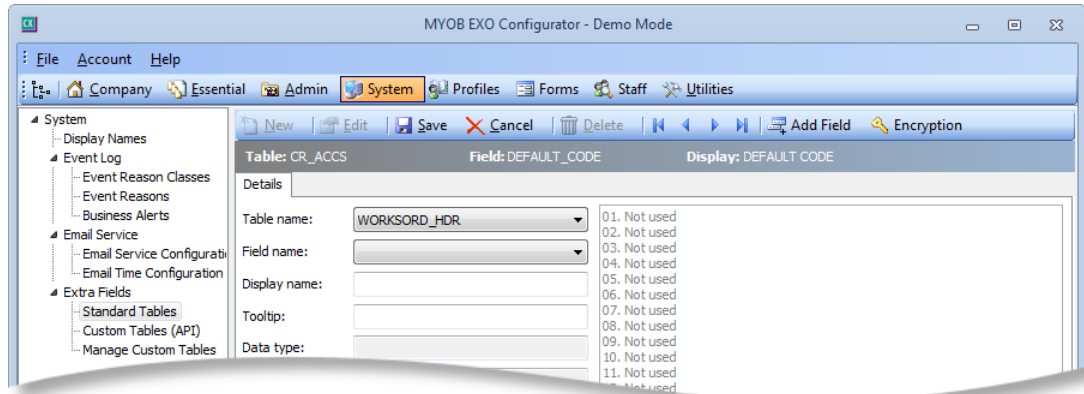
Information from the selected transaction(s) is copied to the grid. Enter all other details and save. The new transaction(s) are created and matched to the selected bank transaction(s).

Invoice Search

If you're not sure what a transaction relates to, you can right-click on one of its columns and select **Lookup Invoice**. This copies the text of that column to a new window, where you can select the relevant portion of it to use in an invoice search. Locating the invoice that relates to a transaction can help you determine how the transaction should be matched.

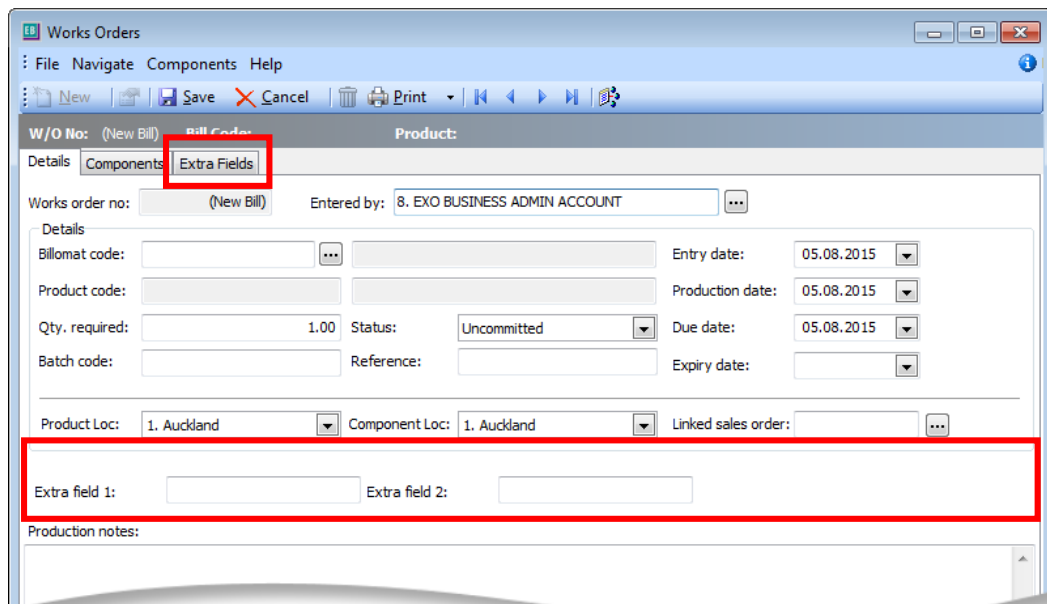
Extra Fields on Works Orders

Extra Fields can now be set up for Works Order headers. The WORKSORD_HDR table is available for selection in the **Table name** dropdown when adding Extra Fields in EXO Business Config:



A new **Extra Work Order Search Fields** profile setting is available to add search fields (including Extra Fields) to the Works Order search window. This profile setting functions in the same way as the existing **Extra ... Search Fields** settings.

Extra Fields in positions 1 – 12 appear on the Details tab of the Works Order window, above the production notes, while fields in positions 13 – 24 appear on the new Extra Fields tab:



Creditors Payment Processor Sort Order

This release adds the ability to process transactions from the Creditors Payment Processor in order of Account Number, Account Name or Alpha Code—a new **Sort By:** dropdown is available on the Creditors Payment Processor window:



The new **Default cheque printing order** Company-level profile setting determines the default selection for this dropdown.

EXO Protocol Updates

The following improvements have been made to the `exo://` protocol:

- When specifying a connection name as part of an `exo://` URL, the connection name is no longer case sensitive.
- When an `exo://` URL starts a new instance of EXO Business for a specific connection, that connection is now pre-selected on the login window.

Updates to Document Management

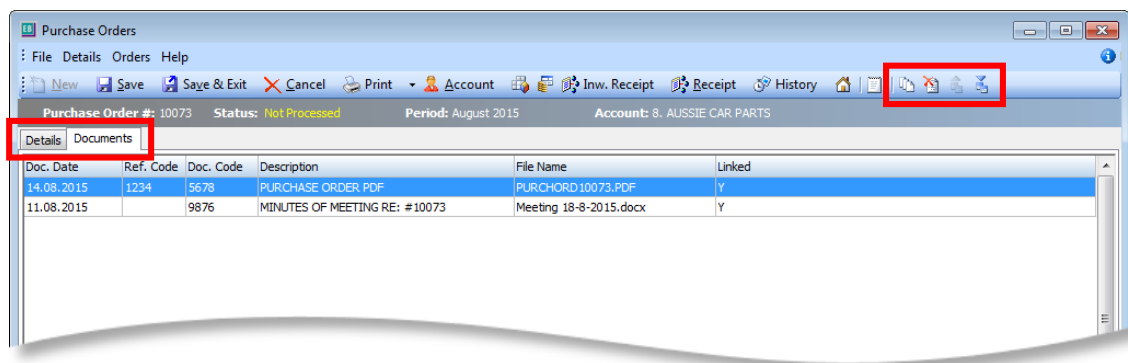
Document Drag and Drop

EXO Business now supports dragging and dropping any document file onto a record's Documents tab, in the same way that emails could be drag-and-dropped in previous versions. Dragging a file gives the option to save a link to the document, or to save the document to the database, then opens the Document Manager window where information about the document can be entered.

All records that have a Documents tab support drag-and-drop, including the new Documents tabs on Purchase Orders and Creditor Invoices (see below).

Documents on Purchase Orders

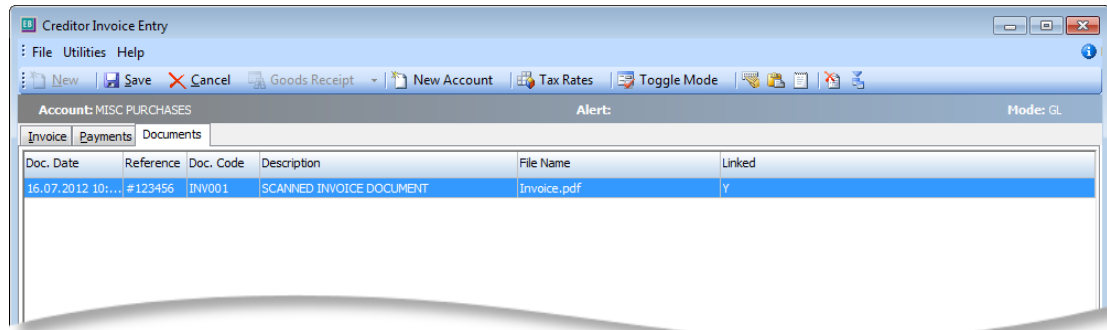
A Documents tab is now available on the Purchase Order window:



This tab functions in the same way as the Documents tabs that are available on other records. You can add, edit and delete documents relating to the Purchase Order using the standard Document Manager functions.

Source Documents on Creditors Invoices

This release adds the ability to attach documents to Creditor Invoices. A new Documents tab is available on the Creditor Invoice Entry window; you can add a document by dragging the file onto this tab, as in other tabs.



After an invoice has been added, you can attach a document to it by right-clicking on the invoice on the Transactions tab of the Creditor Account Details window and selecting the new **Attach Document** option.

Note: Only one document can be attached to each Creditor Invoice. Adding a document to an invoice that already has one attached will result in the new document replacing the existing one.

To view the document attached to an invoice, right-click on it on the Transactions tab of the Creditor Account Details window and select the **View Scanned Original** option.

To remove the document attached to an invoice, right-click on it on the Transactions tab of the Creditor Account Details window and select the **Unattach Document** option.

Two new Company-level profile settings affect the process of adding documents to Creditor Invoices:

- **Default creditor transaction document source folder** – specifies the folder to open by default when adding a document
- **Last used creditor transaction document source folder** – specifies the last folder that a Creditor Invoice document was opened from.

The last used folder has priority; the default folder is only used if the former is blank.

Resolved Issues

EXO Business Core

Service Request ID	Description
11895000602 12430790502 12430790345 12430790308 12430790301 12430790264 12430790157 12430789960 12430789952 12430789925 12430789828 12430789821 12430631592 12430648572 12430648475 12419559341 11893807171	This release adds the ability to process transactions from the Creditor Payment Processor in order of Account Number, Account Name or Alpha Code—see page 25 for details.
12782287538 116995864254 116995864231 112443305461 112324732671 112234335391 111900828661 110673409599 15845366801 15323532421 14234780341 13721546621 13313872741 12658283928	<p>Unrealised foreign exchange gains and losses could be incorrectly stated following the End of Period process, as the posting process always produced auto-reversing journal entries for unrealised FX gains and losses, but did not reverse them.</p> <p>This issue has been addressed; the new profile setting Create unrealized foreign exchange gains and loss journal entries during the end of period process determines whether or not entries for unrealised FX gains should be created. The setting has three values: “Prompt” (the default), “Yes” or “No”.</p> <p>Note: The new setting applies to the End of Period process; during the End of Year process, the user will always be prompted to create journal entries.</p>
15023552333 14762260529 114984607793 112432938811 15005905505 15005905501 15005905491 14984545511 14589742271	This release adds the ability to set up Extra Fields to Works Order headers—see page 24 for details.
117742071299 117818923941 117792529621 117440667811	When duplicating an invoice on the Transactions tab of the Debtor Account Details window, the Unit Cost from the old invoice is copied to the new invoice instead of the correct current average cost price. This has been resolved.
13850808042 13766549421 11661513591	Transactions posted via the Integrated Cashbook Entry window always posted to the default Debtors or Creditors branch, even if a different branch had been specified on the transaction. This has been resolved.
19545794804 19545560315	An access violation error could occur when clicking on a dropdown menu after disconnecting a monitor, e.g. by removing a laptop from a docking station, or unplugging a monitor on a dual monitor system. This has been resolved.

Resolved Issues

19484727701 19475646372	When setting up a drop-down Extra Field, if the Key field and Display field were set to the same field, errors would occur when accessing screens that use the Extra Field. This has been resolved.
12765421236 12739896131	Editing the Analysis age limit or Default posting page settings on the Current Period section of EXO Business Config asked the user if they wanted to repopulate the PERIOD_STATUS table; however, doing so would result in corrupted transaction data. This has been resolved; the prompt to repopulate PERIOD_STATUS no longer appears.
19565073670 19001790701	Business Alert emails did not include the correct Assigned To email address for alerts on the Save Opportunity event, unless the Assigned to Staff section of the alert was edited. This has been resolved.
19841241407 19774494421	When processing a Works Order, if a system prompt asked the user if they wanted to continue (e.g. if a Qty had been left at zero), and they clicked No , the Works Order would still be processed. This has been resolved.
16738478575 16673804411	When allocating a FX variance to a transaction in previous year, the variance amount would be doubled in the retained earnings. This has been resolved.
-	<p>The following changes have been made to the Integrated Cashbook to make it function more consistently with the rest of the system:</p> <ul style="list-style-type: none"> The default code for a non-specified Cashbook default stock item is now "@" rather than "PPDISC". In an upgrade, if the Integrated cashbook default stock code profile setting (CASHBOOKDEFAULTSTOCKITEM) is blank, it is updated to "@". It is no longer possible to select a sub-account if the selected account is a child account (i.e. has a parent).
-	When running a Mailshot process from the Creditors Payment Processor, the entire Creditors Ledger would be locked for the duration of the Mailshot. This has been resolved.
-	Clicking the Sequential button on a serial number selection window resulted in errors. This has been resolved.
-	Over time, the Documents tab on some records could become slow or unresponsive when opening documents. This has been resolved.

EXO CRM

Service Request ID	Description
12904723428 117883964101 12855655101	When using a Non Account on an Opportunity Quote, the system did not observe the tax rate hierarchy; quote lines always used the default Debtor GST rate specified in EXO Config, and were never overridden by GST rates on stock items. This has been resolved.

EXO Job Costing

Service Request ID	Description
119893140379 121017134561 121171548231 121160687861 120624385041 119454546271	After invoicing a job, it was not possible to select a status other than "Finished" or no change; selecting any other status resulted in an error message and the status field would be left blank and the job could not be saved. This has been resolved.
117775415683 117437421934	When crediting a job, you are asked for the job's status; however, the selected status was not being saved to the job. This has been resolved.

Known Issues

The following issues have been identified as requiring end-user attention in this release.

Installation/Upgrade Issues

- If you are using the MYOB EXO Business Installation Wizard to install an instance of SQL Express, the following must be present on the PC:
 - .NET Framework 3.5 SP1 – you can download this from:
<http://go.microsoft.com/fwlink/?LinkId=120550>
 - Windows Installer 4.5 – you can download this from:
<http://go.microsoft.com/fwlink/?LinkId=123422>
 - Windows PowerShell 1.0 – you can download this from:
<http://go.microsoft.com/fwlink/?LinkId=120552>
- Due to security settings imposed by Windows, CHM Help files cannot be viewed from a remote location—this means that you can only view the EXO Business CHM Help files if they have been installed on the local PC. See [Microsoft Knowledge Base article 892675](#) for more information on this issue and suggested workarounds. (This issue does not apply if you are viewing online Help files on the EXO Business Education Centre.)

Demo Data Issues

The stored procedure SP_DEMO_DATA_DATE_UPDATER, which updates the data in demo databases to the current date, was updated in EXO Business 8.4. This stored procedure is only available in the EXO_DEMO database, which means that any existing demonstration databases used by partners will not be able roll their demo data forward; these databases will need to be re-created based on the updated EXO_DEMO database in order to use the updated SP_DEMO_DATA_DATE_UPDATER procedure.

Job Costing Resource Issues

When a resource allocation is created, an Activity for the relevant staff member is automatically created in the EXO Business system; however, if the resource is not associated with a staff member, the Activity will not appear on the Activity Search widget on the Task Scheduler tab.

As a workaround, a dummy staff account can be created to associate non-staff Resources with.

SQL Server 2012 Issues

All versions of SQL server 2012 exhibited a subtle, but now well-known change in default behaviour with regard to identity or auto number sequences. In MYOB EXO Business, this would be experienced as an unexpected anomaly where number sequences could apparently spontaneously jump by increments of 1000 if the SQL server was restarted.

This behaviour was reversed in SQL server 2014, but no known solution exists for completely preventing this behaviour in any versions of SQL server 2012, other than to upgrade to SQL server 2014 to completely eliminate the potential for this issue to occur.

SQL Server 2008 R2 prior to SP3

MYOB EXO Business uses a SQL Server feature called Common Language Runtime Integration. This feature was disabled by default in versions of SQL Server 2008 R2 prior to Service Pack 3. If this feature is not enabled, users may encounter the following error during the upgrade process:

Updating server configuration: 'clr enabled'

Appendix 1: Profile Settings

The following profile settings have been added or modified in this release.

Name	Profile Name	Level	Description	Default	Refer
Default cheque printing order	CHEQUE_PRINT_ORDER	Company	Determines the default Sort By order for processing payments from the Creditors Payment Processor.	"Account Number"	page 25
Default creditor transaction document source folder	CRTRANS_DOCSOURCE	Company	Specifies the folder to open by default when attaching a document to a Creditor Invoice.	blank	page 27
Create unrealized foreign exchange gains and loss journal entries during the end of period process	EOP_FX_UNREALISED	Company	Determines whether or not entries for unrealised FX gains should be created as part of the End of Period process.	"Prompt"	page 28
Extra Work Order Search Fields	EXTRA_WK_SEARCHFIELDS	User	Lets you add fields, including Extra Fields, to the Works Order search window. Functions in the same way as the existing Extra ... Search Fields profile settings.	blank	page 24
Last used creditor transaction document source folder	CRTRANS_LASTDOCSOURCE	Company	Specifies the last folder that a Creditor Invoice document was opened from.	blank	page 27

Appendix 2: Applying for Bank Feeds

At present, there is no way to register EXO Business electronically for bank feed services through the my.MYOB portal. In the first instance, the EXO Business Partner will need to contact MYOB Enterprise Client Services to register a client's database(s) for bank feeds services.

The typical workflow would be:

1. Client contacts Partner to request 2015.4 upgrade and Bank Feeds services.
2. Partner performs the upgrade to 2015.4.
3. Client appoints an MYOB web services administrator (my.MYOB identity) and provides a contact email address.
4. Partner establishes whether the client already has an existing my.MYOB identity, as this could be re-used.
5. Partner establishes whether the client has existing bank feeds to another MYOB product.
6. Partner contacts MYOB Enterprise Client Services (exoservices@myob.com in NZ and exo.servicesau@myob.com in AU) to register the services for all of the client's databases and provides the administrator contact details supplied by the client in step 3.
7. MYOB Client Services provides a Business Reference Number (BRN) for each client database.
8. MYOB Client Services sends an email inviting the client to set the password for their my.MYOB login.
9. Partner enters the BRN into the company details section of each database.
10. Partner adds the Bank Feeds option to appropriate menus.
11. Client opens Bank Feeds and click **Manage Bank Accounts** to set up new bank feed accounts, entering the my.MYOB credentials when prompted. You can set up bank accounts, credit cards or building society feeds.

Note: For credit cards, only the last four digits should be entered.

12. For each bank feed account being set up, when the client submits a valid application, they will receive a client Application Form. The client must sign this form and forward it to the address on the form.
13. The Setup Bank Feeds Account window in the Bank Feeds application shows the status of any applications up to the point at which they become active.