MYOB Exo Business

Release Notes

2021.2

myob

Contents

Introduction

What's New in this Release?

The 2021.2 release updates the NZ GST Return to automatically retrieve information from the IRD. This release also updates the system's handling of deposits on Sales Orders to better support changing debtors on a Sales Order with a deposit and allocating deposits to multiple invoices.

Several Exo Business modules now support High DPI scaling, which improves the user experience on scaled displays, and the email encryption options have been updated. In addition, this release addresses 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. See the Minimum System Requirements page on the Exo Business Education Centre for details about the requirements and supported operating systems for MYOB Exo Business.

The performance of the Exo Business system is not assured if these requirements are not met. MYOB cannot assure performance 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 an organization's volume of data.

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 2016.

Contact synchronisation requires Microsoft Outlook 2016.

This release of MYOB Exo Business requires **ExonetLib.dll** version 2020.2, which is installed with the application.

When installing manually with 64-bit Outlook integration, you must copy the file **RwEasyMAPI64.exe** from the **Supporting Files\RapWare** folder of the Exo Business DVD to the install directory. Register this file by running the following from a command prompt:

```
RwEasyMAPI64.exe /regserver
```

> **Note:** The client installer does this automatically.

Installing MYOB Exo Business

Information on installing and upgrading MYOB Exo Business is available on the MYOB Exo Business Education Centre—see the following pages:

- Installing Exo Business
- Installing Exo Business Services

Post-Installation

Once you've installed MYOB Exo Business, you must configure it for use. You can optionally migrate data into Exo Business 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, but login names aren't.

Updating the Exo Business Database

If you are upgrading from 2020.2 or later, the database upgrade process is trivial as nearly all of the changes are to the user interface.

If however, you are upgrading from a version of MYOB Exo Business before release 2019.4.1, the database conversion process makes extensive changes to align with new database technologies. In Exo Business 2019.4.1, we added Unicode support to the Exo Business user interface which involved changing the database to support Unicode.

You'll need to run the database update utility to apply the changes. While the process to update Exo Business hasn't changed, there is an additional step to convert columns in the database to their Unicode equivalents.

Before updating client databases, partners **must** read the MYOB Exo Business 2019.4.1 Upgrade - Unicode Database Conversion whitepaper. The whitepaper details steps that you must carry out before performing the update.

> **Note:** Prior to updating to Exo Business 2020.3, you must backup the database. The changes that the update makes to the database schema cannot be undone.

New Features

Payment Times Reporting

The Payment Times Reporting Scheme (PTRS) is a method of reporting to the Australian Government Department of Industry, Science, Energy, and Resources (DISER) based on the time taken for a large business to make a payment to their small business suppliers. This release adds features to MYOB Exo Business to support Payment Times Reporting.

> **Note:** For more information, see <u>**"Payment Times Reporting Scheme" on the DISER website**</u>.

Who Needs to Report Payment Times?

Only Large Businesses need to perform this reporting, and only on bills they have received from the Small Businesses they deal with. A Large Business is defined as a business that:

- earns over $100m in revenue for the last financial year, or;
- is part of a group that has earned over $100m for the last financial year, and this company earns more than $10m, and;
- is registered to operate in Australia.

A Small Business is defined as a business that:

- has annual revenue <$10mil, and;
- is registered to operate in Australia, and;
- is registered on the DISER tool for small businesses.

The Payment Times Reporting Scheme commenced on 1 January 2021. It requires businesses to submit a report on their payment terms and practices. Reports are due each six months of an income year, within three months of the end of the reporting period. The first reporting period is therefore **1 January 2021 – 30 June 2021**, with the first report due by **30 September 2021**.

PTRS reports are uploaded to the <u>Payment Times Reporting Portal website</u>. You will need a myGovID to log in to the portal. The PTRS report consists of two files:

- The *PTR Template*, which is a CSV file containing data on all of your payment information. Exo Business produces this file—see "Generating the Payment Times Report" on page 6.
- The *Responsible Member Declaration Template*, which is a Word document containing signatures and associated declarations. The template for this document can be downloaded from the Payment Times Reporting Portal website—look for the **Download PTR Responsible Member Declaration Template** link on the home page.

See the page <u>"How to report"</u> for information on how to log in and complete the PTRS report.

Enabling Payment Times Reporting

If you qualify as a Large Business, you must activate the PTRS features in MYOB Exo Configurator at Company > Company Settings. Tick the **Required to Report under PTRS** box if you are a Large Business who is required to report payment times.


Setting up Creditors for Payment Times Reporting

Once PTRS features have been enabled, you can set PTRS options on Creditor accounts. A new **PTRS Small Business** option is available on the Details 2 tab of the Creditor Account Details window. Tick this box if the Creditor qualifies as a Small Business under PTRS.

You can tick this box manually if the Creditor qualifies as a Small Business, or it can be set automatically by the Payment Times Reporting tool—see "Generating the Payment Times Report" on page 6.
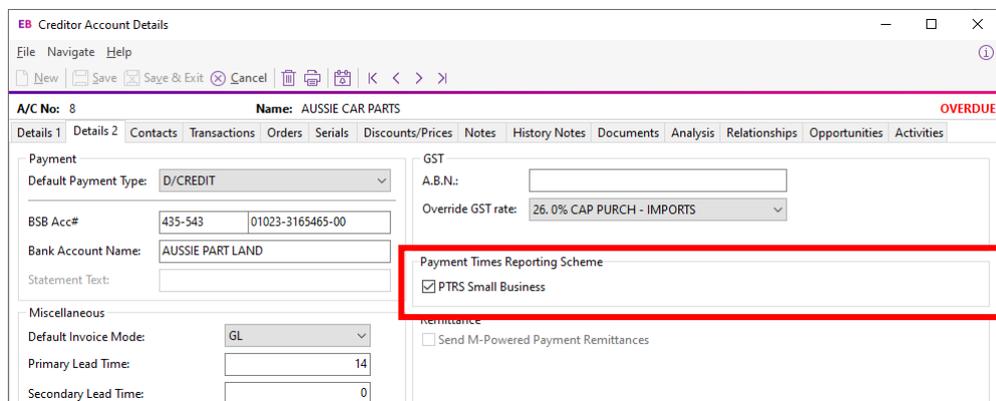
Note: To be included in PTRS reports, Creditor accounts must have an ABN recorded. Before generating PTRS reports, review your Creditor accounts and ensure that they have ABNs.

Effects on Creditor Invoices

A new **Invoice Received** field is available on the Creditor Invoice Entry window, so you can record when you received the invoice for PTRS reporting. This field defaults to the invoice date, but you can edit it if necessary. The field is always available, even if PTRS features have not been enabled.

> **Note:** It is your responsibility to ensure that all invoice dates are entered correctly.

Generating the Payment Times Report

A new Payment Times Reporting utility is available—you can add this utility to a dropdown menu using MYOB Exo Configurator. The utility lets you enter the necessary details and generate a PTRS report file, which can then be uploaded to the Payment Times Reporting Portal website.

The utility also lets you verify and update which Creditor accounts count as Small Businesses for PTRS.

The basic workflow for using the utility is:

1. Open the Payment Times Reporting utility and click **Export** to generate a CSV file containing the ABNs entered for all Creditor accounts in your system.
2. Upload this file to the Small Business Identification tool on the Payment Times Reporting Portal website.
3. The Small Business Identification tool will return a CSV file containing only those ABNs from your export file belonging to businesses that count as Small Businesses under PTRS. Return to the Payment Times Reporting utility and click **Import** to import this file into Exo Business. This will automatically tick the **PTRS Small Business** setting of all Creditor accounts whose ABNs are included in the import file.
4. Enter all required details into the tabs of the Payment Times Reporting utility (see the sections below), then click **Calculate** to generate the PTRS report CSV file.

5. Upload this file and the Responsible Member Declaration Template file to the Payment Times Reporting Portal.

Details on the Payment Times Reporting utility are divided across four tabs:

- Company Details
- Payment Details
- Arrangements
- Reporting

Most of the details you enter will stay the same from reporting period to reporting period, so a **Save** button is available to save the contents of each tab for future use.

Company Details

This tab contains details of your company (defaults are taken from the Company Details screen in MYOB Exo Configurator), and details of the corporation or group that it belongs to, if any.

> **Note:** The **Business Industry Code** is the Australian and New Zealand Standard Industrial Classification (ANZSIC) code for your company. To find your ANZSIC code, see the **Business industry code tool on the ATO website**.

Payment Details

This tab contains information on the standard, shortest and longest paying periods offered for inclusion in your contracts with your Small Business Creditors.

> **Note:** If any of these values change from one reporting period to the next, you **must** include information on the change(s) in the relevant **Details of Change** field.

Arrangements

This tab contains descriptions of the invoicing arrangements you have with your Small Business suppliers. The PTRS report takes into account any supply chain finance agreements, i.e. discounts for prompt payment of invoices, you have with any of your suppliers. Fields are available here to describe your supply chain arrangements (if any).

Report

This tab contains the details of the people submitting the PTRS report and the dates that the report covers.

The report start and end dates, the Submitter details and the Approver details are all required before the report can be generated.

Note: Saving the report saves all details on this tab except for the report start and end dates—these must always be entered manually before generating the report.

Updates to Extra Fields

Extra Fields on Sales Order Types

This release adds the ability to change the Extra Fields available on a Sales Order depending on the order's type. When adding an Extra Field for the SALESORD_HDR, a new Apply to order types field is available, which allows you to select the Sales Order types that the field will be available for:
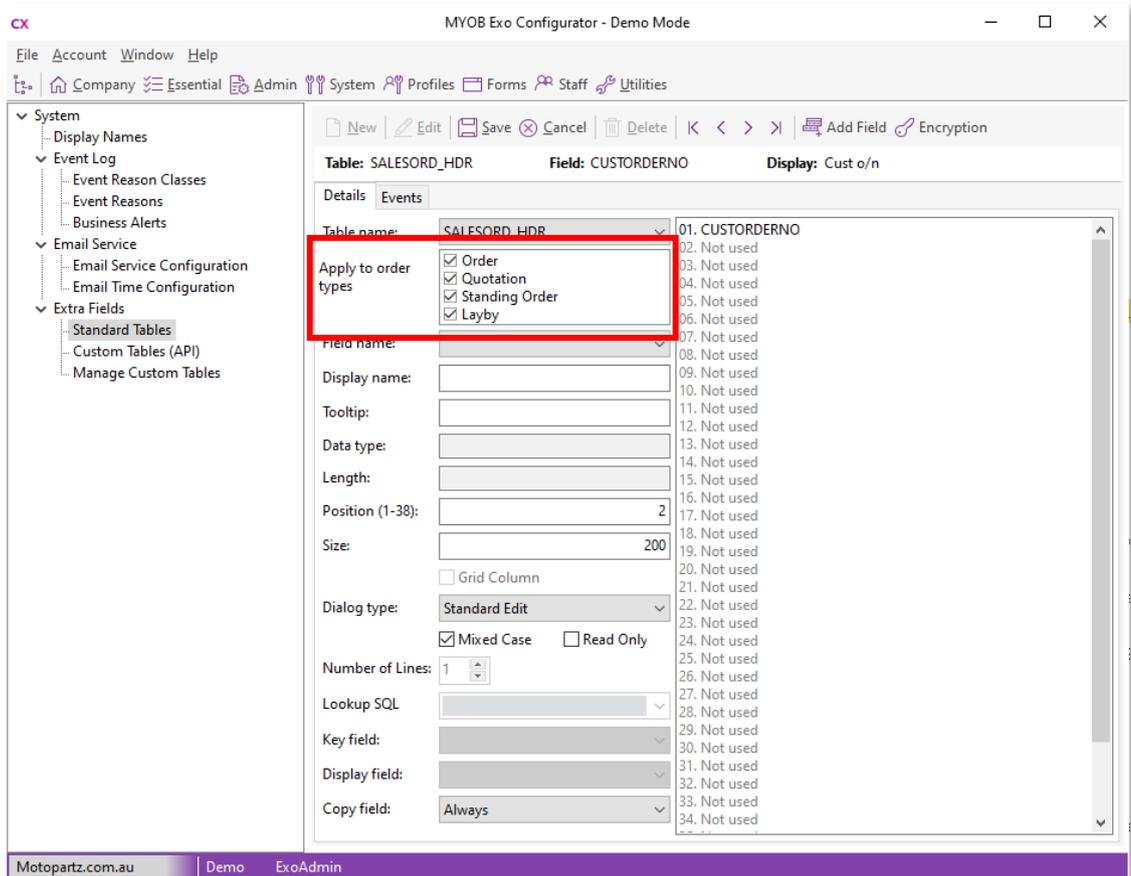
Note: In most cases, two Extra Fields on the same table cannot have the same **Position** number—for the SALESORD_HDR table, fields can have duplicate positions as long as they do not apply to the same order type(s).

New Supported Tables

This release adds the ability to set up Extra Fields on the following records.

Opportunity History Notes

Extra Fields can be set up on the OPPORTUNITY_HIST table. These fields appear on the Opportunity History Notes window:

Inwards Goods

Extra Fields can now be set up on the SHIPMENT_HDR, INWARDS_GOODS and INWARDS_GOODS_LINES and tables. These fields appear in on the Inwards Goods Receipt window:

Stock Location Information

Extra Fields can now be set up on the STOCK_LOC_INFO table. These fields appear on the Stock Location Information tab/window:

Interface Updates

Hiding Tabs

This release adds the ability to hide unneeded tabs on the following windows:

- Contacts
- Creditor Account Details
- Debtor Account Details
- General Ledger Account Details
- Stock Item Details
- Serviceable Units

The visibility of tabs on these windows is now controlled by new **Hide tabs in … screen** User-level profile settings. Clicking the editing button on one of these settings opens a window where you can select the tabs to hide:
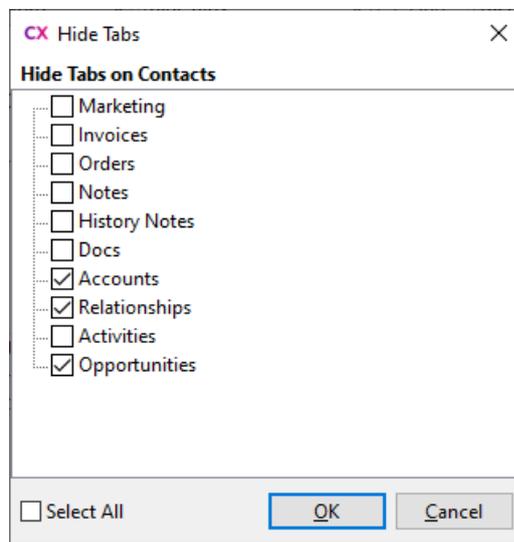
Ticking the box next to a tab means that that tab will not appear on the relevant window. (By default, all boxes are unticked, preserving the functionality of previous releases.) For example, the selections in the screenshot above will result in the Accounts, Relationships and Opportunities tabs being hidden on the Contacts window:
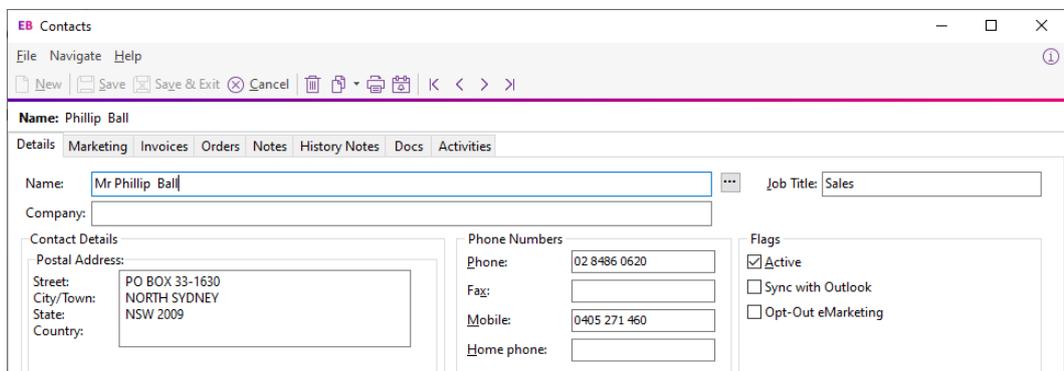
Job Costing Right-Click Options

This release adds the ability to customise the right-click menu on Exo Job Costing records. You can now show or hide right-click options using the new **Job Costing right click options** User-level profile settings—one setting is available for the each of the Quote/Budget, Timesheets, Costs, Purchases and Invoice tabs on the Job Details window. Clicking the editing button one of these settings opens a window where you can select the options to show or hide:
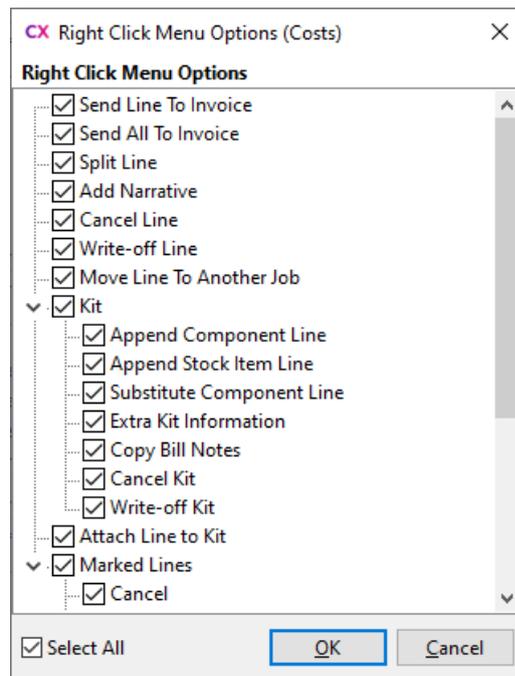
Ticking the box next to an option means that that option will appear on the right-click menu of the relevant tab. (By default, all boxes are ticked, preserving the functionality of previous releases.)

Added Support for High DPI

The following modules and functions now support High DPI scaling as per the Display settings for each monitor:

- Exo Finance
- Creditors Payment Processor
- Bank Reconciliation
- Bank Feeds

This improves the user experience on scaled monitors, e.g. many laptop screens.

History Notes on Processed Sales Orders

History notes can now be added to Sales Orders that are in the "Fully Processed" status. This means that notes can be added to orders that have shipped, e.g. to record tracking information or client communications.

Overriding GST on Creditor Invoices

A new profile setting is available to control whether or not users can override the GST amount on Creditor Invoices. When the **Allow override of tax amount for Creditor invoice lines** profile setting is unticked, users can override GST amounts as in previous versions. When the setting is ticked, the **GST** column on the main table of Creditor Invoice Entry window and the **GST value** field on the Invoice Line Periscope become read-only. By default, the setting is unticked, preserving the functionality from previous versions.

> **Note:** To contrast with the new setting, the existing **Allow override of tax amount for invoice lines** profile setting has been renamed to **Allow override of tax amount for Debtor invoice lines**.

Business Alerts on Inwards Goods

This release adds the ability to set up Business Alerts on inwards goods records. Two new events have been added for Business Alerts: **Save Inwards Goods Receipt** and **Save Inwards Goods Costing**:
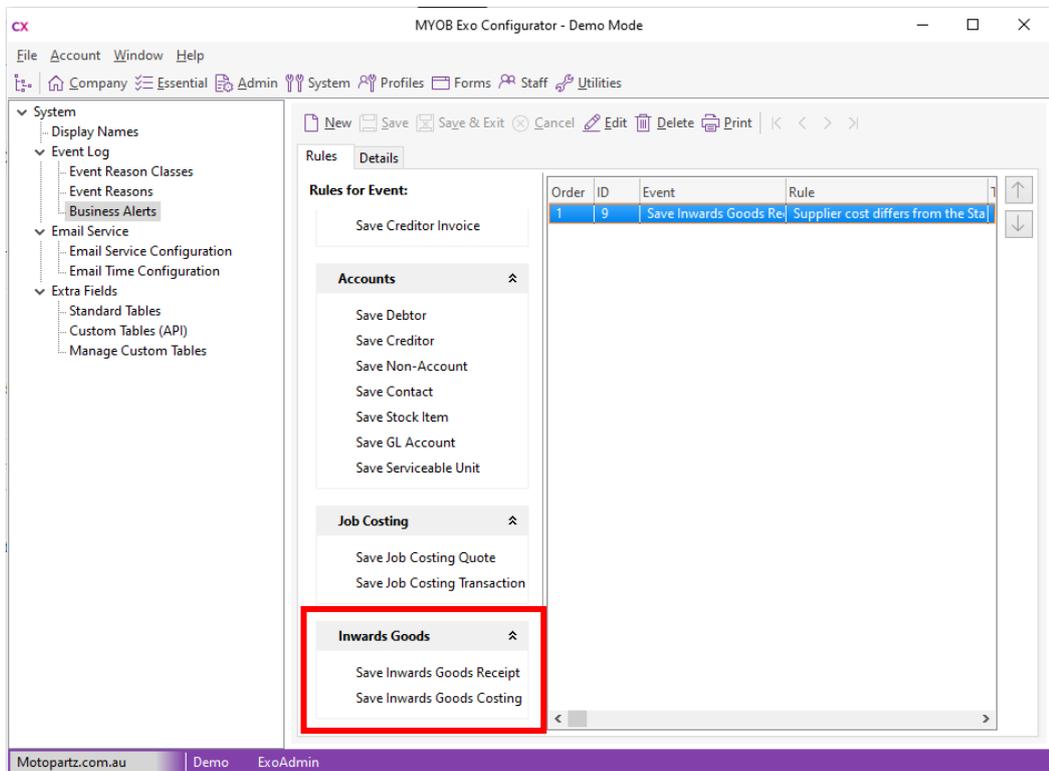
When setting up an alert for either of these events, you can choose to run the events against the INWARDS_GOODS_LINES, INWARDS_GOODS or SHIPMENT_HDR tables:
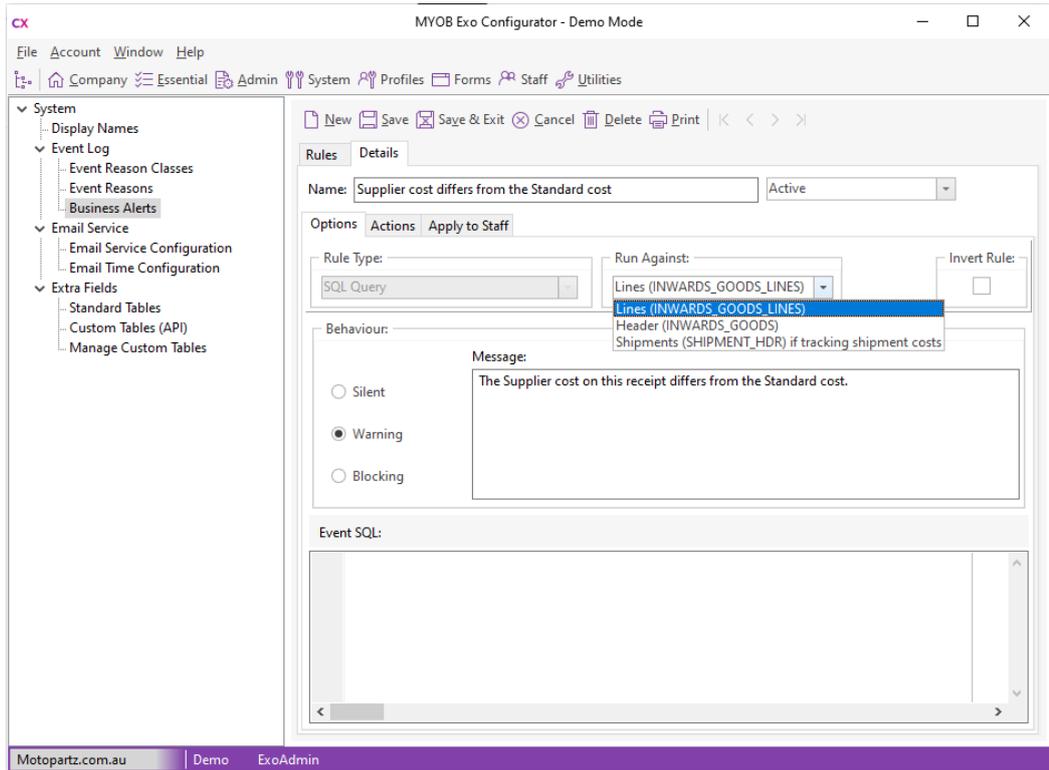
Update to User Licensing

To aid in the process of setting up Exo Business, when a user logs in to an Exo module using the ExoAdmin account for the first time, the ExoAdmin account will not be included in the user count. (The next time the ExoAdmin account logs in to a module, ExoAdmin will be included in the user count.)

Resolved Issues

Exo Business Core

Service Request ID	Description
CE00011862 CE00011855 CE00012082 CE00014242 CE00014629 CE00015549	The percentage labels on the Margin Pie Chart were incorrect and did not represent the actual percentages of the invoice. This has been resolved.
CE00006980 CE00000812 CE00000813 CE00010307 CE00011732	The Transactions tab of the GL Account Details window showed incorrect opening balances when filtered by sub-accounts. This has been resolved.
CE00015690 CE00013737 CE00015578 CE00015596 CE00016302	This release resolves issues that could cause serial numbers to be allocated to incorrect Sales Order lines.
CE00013050 CE00013048 CE00015153	The release includes performance enhancements that improve the performance of the Debtor Allocation, Creditor Allocation and Inwards Goods Receipts functions.
CE00011943 CE00011930 CE00013939	Income or expenses entered directly into the cashbook to a foreign currency bank account were incorrectly converted to local currency, resulting in incorrect amounts on tax reports. This has been resolved.
CE00015827 CE00015804 CE00016039	The **Discount %** column was not visible on the Debtor Invoice Entry window. This has been resolved.
CE00016893 CE00016703 CE00016878	If a Deposit Allocation was posted without posting a Receipt, then the Deposit Receipt could never be posted. This has been resolved.
CE00012671 CE00012667 **125346892842** 155484796921 155484796921	Incorrect journals could be created when a non-posted batch was reversed. This has been resolved.
CE00011245 CE00011218	Cashbook entry of line type 'I' or 'X' that the GST manually adjusted were not appearing on the Tax Variance report. This has been resolved.
CE00012196 CE00012162	Clicking Supply All for a Sales Order with a backordered item caused the order of the items on the Sales Order to change. This has been resolved.
CE00012659 CE00012330	Importing stock take data from a file failed if any of the stockcodes included Unicode characters. This has been resolved.
CE00009593 CE00009387	The error message "Duplicates not allowed" could appear when opening a Sales Order from the Sales Order search window. This has been resolved.
CE00012154 CE00012153	It was not possible to use the Backspace key to delete characters in the **Receipt No.** field of the Inwards Goods Receipt search window. This has been resolved.
CE00014574 CE00014538	An error could occur when duplicating a Creditor Invoice where the GST for a line had been updated to 0.00. This has been resolved.

Service Request ID	Description
CE00014533 CE00014529	If a Debtor or Creditor allocation was out of balance, if the user attempted to save, a warning message would appear and all selections made for the allocation would be lost. This has been resolved; following an out of balance warning, the selections are retained.
CE00014208 CE00014203	The Period Sales and Period Work Days bars on the Sales Summary widget were coloured incorrectly, so that the data could not be seen. This has been resolved.
CE00012002 CE00010002	After manually entering the landed cost on an Inwards Goods Receipt and then selecting Process, if the supplier was a foreign supplier, the FX Cost would not be updated. This has been resolved.
CE00014517 CE00014423	When using the geolocation features to verify a delivery address, if the profile **Geo coding address format for Australia** was set to use Delivery Address 6, that line was always blank. This has been resolved.
126756944090 126697261091	When two people were logged in at the same time, it was possible to save an invoice that had already been posted to the General Ledger, which could cause duplicate GL entries. This has been resolved.
CE00016700 CE00016685	In some cases, the Creditors Payment Processor did not display values in the **Invoice No**, **Ref 1** and **Ref 2** columns. This has been resolved.
173733720221	This release resolves issues with Direct Debits where a Debtor's total could be updated with the Direct Debit batch total.

Exo Job Costing

Service Request ID	Description
CE00011430 CE00011371	If a user generated a credit note for a job, then immediately wrote off the lines, all line writeoffs were inserted without a period (i.e. the period seqno was set to -1). This has been resolved.
CE00015007 CE00014966	The Analysis tab on the Job Details window was not displaying results. This has been resolved.
CE00014437 CE00014420	Extra Fields on the Job Details window were arranged into a single column, which meant that if there were many fields, they would not fit in the window. This has been resolved; Extra Fields are now arranged into multiple columns.

Exo CRM

Service Request ID	Description
CE00014232 CE00014226 **CE00015527** CE00015961 **CE00016231** CE00016299	Extra Fields on the Opportunity, Campaign an Non Account windows were arranged into a single column, which meant that if there were many fields, they would not fit in the window. This has been resolved; Extra Fields are now arranged into multiple columns.

Service Request ID	Description
CE00009886 CE00009868 CE00011351 CE00011475 CE00013465	An error occurred when attempting to set up a custom view on the Opportunity Search widget, if multiple stages were selected for the view. This has been resolved.
CE00013127 CE00013119	The Opportunity search grid initially searched all opportunities assigned to the user, instead of using the last used custom view. This has been resolved.
CE00014817 CE00014814	It was not possible to assign a Contact to an Opportunity, if the account associated with the Opportunity was Non Account. This has been resolved.
CE00015664 CE00015548	Searching for a Contact from an Opportunity did not show correct results unless **Search All Contacts** was ticked. This has been resolved.

Exo Clarity Reports

Service Request ID	Description
CE00009645 CE00009034 CE00012997	If any report parameters were unticked before previewing a report, the parameters would still be available. If the user then clicked the **Refresh** button before exporting the report, the unticked parameters would be applied to the report. This has been resolved.
CE00015119 CE00014905 CE00015163	The ShellExecute command caused access violation errors in newer versions. This has been resolved.
CE00013387 CE00012900 CE00014142	Reports that included date parameters could not be displayed in the Exo OnTheGo mobile app. This has been resolved.
CE00014962 CE00014938	If a check box parameter was not selected in Exo Clarity by default, it would always be disabled and could not be selected when running the report. This has been resolved.

Exo Fixed Assets

Service Request ID	Description
CE00015413 CE00015377	In some cases, assets' depreciation method would be changed automatically from "Dim Value" to "Straight". This has been resolved.
-	When disposing of a parent asset, the Child Assets window appeared but contained no data. This has been resolved.

Exo POS

Service Request ID	Description
CE00014503 CE00014501	The **Print** button on the Sales Orders screen did not include the Order, List, List (Clarity), Proforma, Backorder and Print History dropdown options. This has been resolved.

Exo Business Configurator

Service Request ID	Description
CE00014773 CE00014714	When upgrading from an older version with the SQL Server compatibility level set to 150, the upgrade would fail on the Exo Fixed Assets module. This has been resolved.
CE00016335 CE00016324	When editing widgets, an error message appeared if the user clicked the **New Node** or **New Subnode** buttons. This has been resolved.
-	After upgrading Exo Business, it could become impossible to open the Configuration Assistant, as the message "Please run ExoConfig to update Exo Configuration Assistant to version 2021.1.0.0 or higher." would appear. This has been resolved.

Known Issues

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

Issue with Large Budget Reports in CRM

If you have a budget report with thousands of lines, the error message "Insufficient memory for this operation" appears when you open Exo CRM.

To prevent this error, you must either delete or disable the budget.

Potential Unicode Issue with Barcodes on Clarity Forms

The error message "Invalid Codeword" appears when you print a label for a fixed asset with an asset code containing Unicode characters.

The error occurs because the PDF barcode format used by Exo Business does not support Unicode. You can get around this problem by changing the barcode type to QR code, or by stripping Unicode characters before barcode creation—which solution works best for you will depend on the exact context of your business.

To change to QR codes:

1. In Clarity Report Designer, open the asset label report
2. In the report's properties, change the barcode type to **QR Code**.
3. Under **QRCodeSettings** change the **CharEncoding** option to **bceUTF8**.
4. Save your changes.

> **Note:** If you plan to scan the labels, you need scanner software that can read QR codes.

Print window display issue in High DPI

In High DPI mode, some of the caption text on the new Print window for reports (see page **Error! Bookmark not defined.**) is cut off.

Appendix 1: Profile Settings

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

Name	Profile Name	Level	Description	Default
Allow override of tax amount for Creditor invoice lines	CRTAX_OVERRIDE	User	This new setting controls whether or not users can edit GST values on the Creditors Invoice window—see page 16.	Ticked
Allow override of tax amount for Debtor invoice lines	DRTAX_OVERRIDE	User	This setting has been renamed to avoid conflict with the new **Allow override of tax amount for Creditor invoice lines** setting.	Ticked
Hide tabs in … screen	CONTACTS_HIDE_TABS CREDITORS_HIDE_TABS DEBTORS_HIDE_TABS GL_HIDE_TABS PROSPECTS_HIDE_TABS STOCK_HIDE_TABS SU_HIDE_TABS	User	These new settings let you hide selected tabs on the Contacts, Creditor, Account Details, Debtor Account Details, General Ledger Account Details, Stock Item Details and Serviceable Units windows—see page 14.	All tabs unticked
Job Costing right click options	JC_COST_MENU_OPTIONS JC_INVOICE_MENU_OPTIONS JC_PURCHASE_MENU_OPTIONS JC_QUOTE_MENU_OPTIONS JC_TIMESHEET_MENU_OPTIONS	User	These new settings let you customise the contents of the right-click menu on the Quote/Budget, Timesheets, Costs, Purchases and Invoice tabs of the Job Details window—see page 15.	All options ticked