MYOB EXO BUSINESS

User Guide

EXO BUSINESS

MYOB ENTERPRISE SOLUTIONS

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Getting Started

MYOB EXO Business Overview

MYOB EXO Business is more than just an accounting solution. It is a complete business system allowing a company to centralize virtually all business information into one completely integrated solution. It eliminates the need for separate marketing databases through advanced contact management features and integrates a powerful document manager with Microsoft Office applications including email.

The software is designed for small to medium sized companies and is a completely integrated solution with all core modules in one package. Since it is an open system it is possible to integrate third party software applications to extend MYOB EXO Business's functionality.

Technical Overview

MYOB EXO Business is a seamlessly integrated suite of business management, relationships management and accounting software applications developed for the needs of growing and ever changing small and medium businesses. It features a 32-bit, multi-tiered, SQL Windows system written using Borland Delphi. Data is stored in a readily accessible industry standard format making it available to the majority of popular SQL-based business intelligence tools and productivity tools such as Microsoft Office products. The data is protected by comprehensive database and application security protocols.

Features of the System

Some of the important features of MYOB EXO Business are listed here.

Built on Industry Standard Platform

MYOB EXO Business is built on the advanced and popular industry standard network operating system, Microsoft Windows.

Offers Reliability and Data Integrity

The client/server SQL technology that MYOB EXO Business uses avoids the common causes of data corruption. This results in data security, data integrity, scalability, reliability and performance.

Provides High Scalability

The system can work well with up to 400 concurrent users. Its scalability is only dependent on the hardware that it runs on.

Allows Customisation

The software is highly adaptable and can fit into many different situations. Tools such as Menu Designer, Report Writer and User Defined Forms allow customisation to suit your business needs.

Contains Easy-to-Use Interface

The MYOB EXO Business design is clear and simple. This makes the system easy to learn and operate.

Integrates with Other MYOB Products

MYOB EXO Business integrates with the MYOB EXO Payroll product so that payroll data can be posted to the EXO Business General Ledger, and pay information sourced from the EXO Job Costing timesheet data can be posted to EXO Payroll.

Note: Information on setting up EXO Business to integrate with EXO Payroll is available in the Help for the EXO Job Costing module.

Integrates with Third Party Tools

MYOB EXO Business supports Microsoft SQL Server, which is an industry standard system. It also has the facility to store documents against Debtor or Creditor accounts. Thus documents such as quotes and account follow-up letters can be safely stored.

MYOB EXO Business Utilities

MYOB EXO Business offers many utilities to facilitate processing of transactions. The following summarises their function and how to locate them for further evaluation.

Debtors

Invoice Number Search

Utilities > Debtors Utilities > Invoice number search

Searches for either Debtor or Creditor invoices, and allows viewing and reprinting

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Prompt Payment Discount Calculation

Utilities > Debtors Utilities > Prompt Pay Discount Calculation

Manages the discount mechanism for debtor prompt payments

Price Policies and Price Rules

Utilities > Debtors Utilities > Setup Price Policies

Sets up pricing policies for stock items or stock groups, and applies then to accounts or account groups

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Invoice Batch Printing

Reports > Debtors Reports > Debtor Invoice Batch Printing

Allows batch printing of invoices, for example after warehouse order supply

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Statement Batch Printing

Reports > Debtors Reports > Debtor Statements

Performs debtor statement printing

Creditors

Remittance Batch Printing

Reports > Creditor Reports > Creditor Remittances

Allows batch printing of remittance advices

Sales Orders/Purchase Orders

Archive Sales Orders / Purchase Orders

Utilities > Sales Order Utilities > Archive Sales Orders

Used to archive old sales order and purchase order transactions (see page 13) to help maintain an efficient system. Normally these records are no longer required once invoices have been created.

Stock

Price Change Scheduler

Utilities > Stock Utilities > Price Change Scheduler

Allows new prices to be preloaded, ready to be instigated at a later date. This function should be compared with *Price Policies* which can also support time-bound pricing.

Price Update Utility

Utilities > Stock Utilities > Price Update Utility

Allows pricing structures to be updated by formula, including rounding

---

Setup Stock Serial

Utilities > Stock Utilities > Setup Stock Serial Numbers

Used to initially set up serial numbers and check and edit if needed. Serial number tracking is an optional feature that can be enabled.

Serial Stock Batch Codes

Utilities > Stock Utilities > Setup Stock Batch Codes

Used to initially set up batch numbers, and check and edit if needed. Batch number tracking is an optional feature that can be enabled.

Serial Number Tracking

Utilities > Stock Utilities > Serial Number Tracking

Serial numbers can be tracked directly on the stock item master, (**Account> Stock> [search for item]> Serial Nos**), or accessed from its own **Serial Number Tracking** menu. This gives the ability to show how and when the stock item came into the system (e.g. creditor/ purchase order/ inwards goods reference), and how and when it left the system (e.g. Debtor/ Sales order), and internally (e.g. works order), depending on the level of tracking detail selected for the stock item.

General Ledger

GL Batch Review

Utilities > General Ledger > GL Batch Review

Allows GL batches to be reviewed (see page 287) by account range, period, dates or staff, and printed as necessary.

Reconcile GL Account

Utilities > General Ledger > Reconcile Account

Allows transactions in a GL account to be reviewed and marked as reconciled.

System

Data Verification

Utilities > Data Verification

Performs various tests on transactions (see page 57) to highlight issues.

Email Sender

Utilities > Send E-mail

Manages the user setup for the built in email sender (see page 47), which works with in-house mail servers.

Menu Designer

Setup > Setup Menus

Used to manage user menus (see page 77). Normally reserved for the system administration or implementer

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Document Manager

Utilities > Document Manager

Manages the storing and attaching of documents (see page 527) to Debtors and other accounts.

Basic Keyboard Navigation

MYOB EXO Business can be navigated by keyboard or mouse, however it's normal to use a combination of both options. Both standard Windows and MYOB EXO Business-specific keyboard conventions are used.

Standard Windows keyboard conventions:

Key	Use
TAB	Moves from field to field, column to column
SHIFT+TAB	Moves backwards from field to field, column to column
ENTER	On open windows, automatically selects the **OK** button.
ARROW KEYS	Moves around a grid (see page 10), or up and down a list
PgUp, PgDn	Moves between the 'sections' of some windows, such as moving from the invoice header, to the body, to the end

MYOB EXO Business-specific keyboard conventions

Key	Use
F1	Help
F3	Debtor Search
F4	Sales order search window
F6	Debtors invoice entry
F7	Debtors Invoice reprint window
F5/F10	Window specific functions

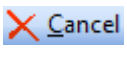
Advanced Keyboard Navigation

MYOB EXO Business can be navigated by keyboard or mouse, commonly both options are used. Both advanced Windows and MYOB EXO Business-specific keyboard conventions are used.

Advanced Windows keyboard shortcuts

Key	Use
CTRL+TAB	Moves though Tabs from left to right.
SHIFT+ CTRL+TAB	Moves through Tabs from right to left.
ALT+F4	Closes current MYOB EXO Business window.
ARROW KEYS	Moves around a grid, or up and down a list.
PgUp, PgDn	Moves between the 'sections' of some windows, such as moving from the invoice header, to the body, to the end.

MYOB EXO Business main screen keyboard shortcuts

Key	Use
ALT+(underlined letter)	Executes assigned function of that control. Normally field labels with underlined letters indicate that letter + ALT key will activate that control box's or button's function. For example, pressing ALT+C will result in the same action as clicking the  button.
F3	Opens the Debtor Search window.
F4	Opens the Sales order search window.
F6	Opens the Debtors Invoice Entry window.
F7	Opens the Debtors Invoice reprint window.

Debtors Invoicing window keyboard shortcuts

Key	Use
F5	Opens the Debtor Account Details window.
F6	Opens a second Debtors Invoice Entry window.
F7	Opens the Debtors Invoice reprint window.
F9	Opens the Sales Messages window.
F10	Opens the Extra Delivery Addresses window.
F11	Opens the default Delivery Address window.
Insert	Inserts a blank line.
CTRL+O	When a line item is selected, creates a One Off Stock Item.
CTRL+L	When a line item is selected, opens the Stock Level Enquiry window.
CTRL+N	When a line item is selected, creates a new Narrative.
CTRL+'	When in a Narrative window, opens the list of Common Phrases.

Creditors Invoicing window keyboard shortcuts

Key	Use
F5	Opens the Creditor Account Details window.
F10	Opens the Goods Receipt Search window.
F11	Toggles between GL and STOCK mode.
CTRL+F2	When a line item is selected, opens the Invoice Line Periscope.

Sales Order Entry window keyboard shortcuts

Key	Use
F4	Opens the Sales Order Search window.
F5	When account details are is selected, opens the Debtor Account Details window. When a line item is selected, opens the Stock Account Details window.
F10	Opens the Extra Delivery Addresses window.
Insert	Inserts a blank line.
CTRL+F2	When a line item is selected, opens the Sales Order Line Periscope.

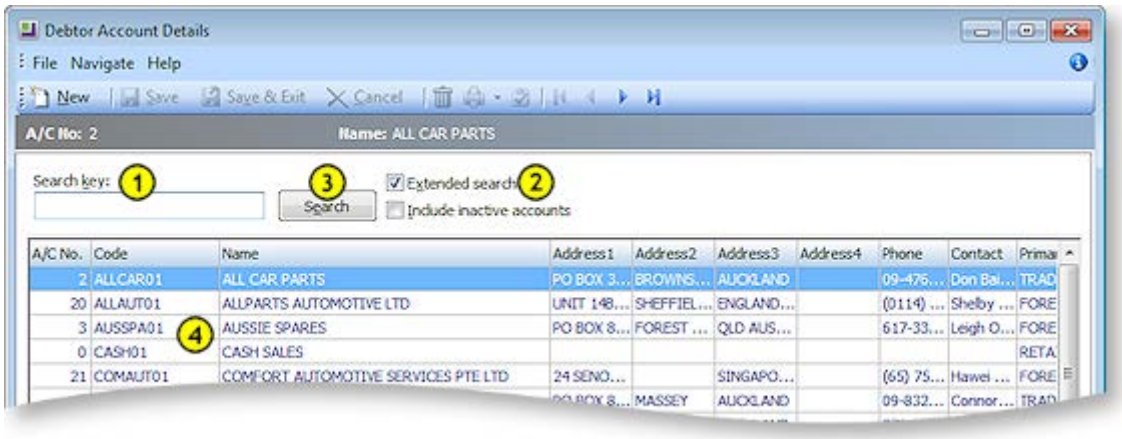
CTRL+O	When a line item is selected, creates a One Off Stock Item.
CTRL+L	When a line item is selected, opens the Stock Level Enquiry window.
CTRL+N	When a line item is selected, creates a new Narrative.
CTRL+'	When in a Narrative window, opens the list of Common Phrases.

Purchase Order Entry window keyboard shortcuts

Key	Use
F5	When account details are is selected, opens the Creditor Account Details window. When a line item is selected, opens the Stock Account Details window.
F10	Opens the Extra Delivery Addresses window.
Insert	Inserts a blank line.
CTRL+F2	When a line item is selected, opens the Purchase Order Line Periscope.
CTRL+O	When a line item is selected, creates a One Off Stock Item.
CTRL+L	When a line item is selected, opens the Stock Level Enquiry window.
CTRL+N	When a line item is selected, creates a new Narrative.
CTRL+'	When in a Narrative window, opens the list of Common Phrases.

Searching

Search windows follow a common style, regardless of what is being located. This includes search windows for debtors, creditors, general ledger and stock accounts, as well as sales orders, purchase orders, bills of materials, contacts, works orders, and inwards goods processes.



1. To narrow the search, enter part of the name in the **Search Key**. Alternatively other related details may be entered into the **Search Key** field, (such as the account number or the Alphacode in an account search). You can search on:
    - Account number, Code and Name
    - Any part of the debtor address
    - Phone number
    - Contact name
    - Balance

    Note: you cannot search by Primary Group in this search.
2. Check any options relevant to the search. For example, **Extended *search*** searches more fields (such as address, or extra search fields (see page 10)), however it is slower. If **Extended *search*** is not checked, only basic fields are searched such as the account name and number. Check the **Include inactive accounts** checkbox to include both active and inactive accounts in your search.
3. Click **Search**. This provides a list of items that match the search criteria.
4. To select an item and view more detail, use the Up and Down arrow keys and press Enter, or Double-Click on the item using the mouse.

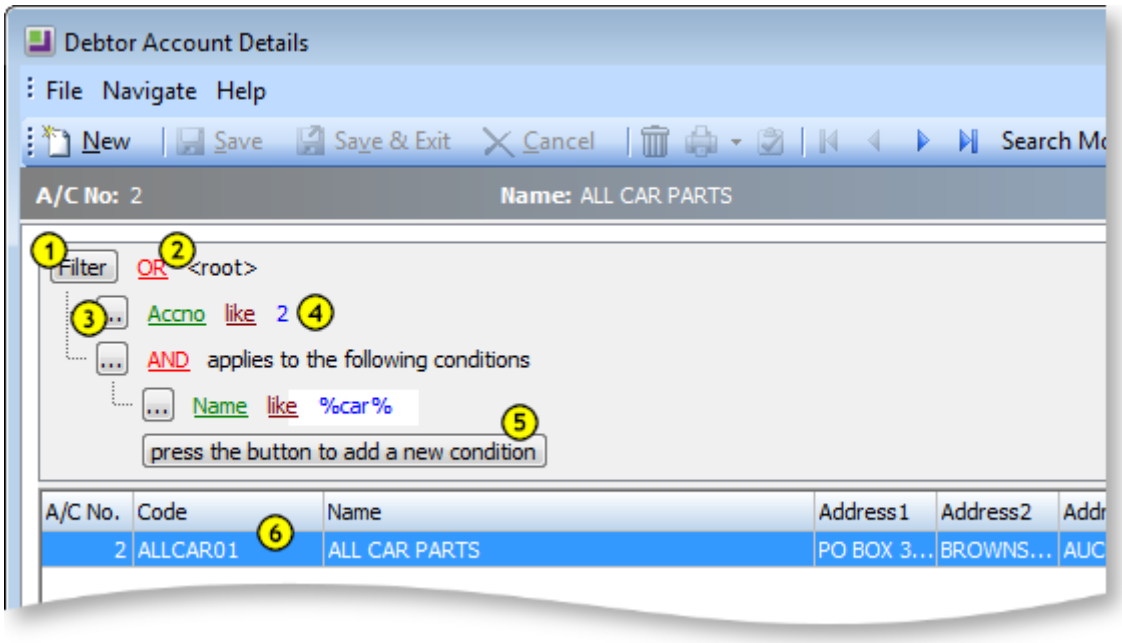
When inside a transaction entry grid, and an item such as an account or stock item needs to be found, enter a question mark '?' and press **TAB** to return all the items in a search list. A partial search is also possible in place of the question mark, e.g. enter 'FISH' and press **TAB** to return all items starting with FISH.

Note: Stock Item Search supports three methods: Exact Phrase, All Words and At Least One.

Advanced Search

The advanced search feature is available on several windows; in some cases it is immediately available, and in others it can be accessed by selecting **Advanced Search** from the **Search Mode** control or from the File menu to replace the standard search functions with the advanced functions.

Note: As its name implies, this is an advanced search function - it will take some experimentation before you are familiar with the complex options available. If you have a large customer base, we recommend you familiarise yourself with this tool; used correctly, it can significantly refine search results.



1. To begin configuring the search parameters, click on the **Filter** button to add a condition or a group, or click **press the button to add a new condition**. The **Filter** button also provides a means to clear all the search parameters from its popup menu.
2. The red items are boolean functions. Using the "AND" operator between terms retrieves documents containing both terms. "OR" retrieves documents containing either term. "NOT" excludes the retrieval of terms from your search. Click on this to choose the function from the popup menu.
3. The ellipsis button is used to add a condition, add a group or remove a row.
4. The green, maroon and blue text items define the search parameter. The green and maroon items are interactive and will open a popup menu when clicked. The green item is the actual field definition, the maroon is a conditional argument and the blue text is a user-defined variable. The blue text can be compared to the **Search Key** field in the standard search window.

   Note: When using the "like" argument, the percent character (%) is used as a wildcard. For example, to search for all Debtors whose names begin with "A", enter "Name like A%".
5. Add additional filter criteria by clicking the button at the bottom of list.
6. The search result is displayed below - note how this has isolated the result to only one item in this example, as the search was well defined.

Tip: The best way to get familiar with this advanced search is to experiment with a few search parameters. Searching will not have any impact on EXO Business, and if you can find the time to become initially proficient with this search method, it could save you valuable time when a fast result is required.

Adding Search Fields

Profile settings can be used to add fields to search windows. A variety of **Extra ... search fields** profile settings are available in the EXO Business Configurator, e.g. **Extra creditor account search fields**, **Extra stock items search fields**, **Extra debtor account transactions search fields**, etc. To add extra search fields, enter text into these settings in the format Field=Caption=SearchBehaviour, where:

- Field is the name of the database field you want to add
- Caption is the name to appear for the field on the search window
- SearchBehaviour is a string of characters that determines how to search on the field. Available characters are:
    - G = show this field as an optional visible column in the search grid.
    - S = add this field as part of the select statement.
    - W = make this field value a condition in the WHERE clause.
    - U = force a character to uppercase for comparison. (String Fields)
    - E= use Exact match (=) in the where clause rather than LIKE. (String Fields)

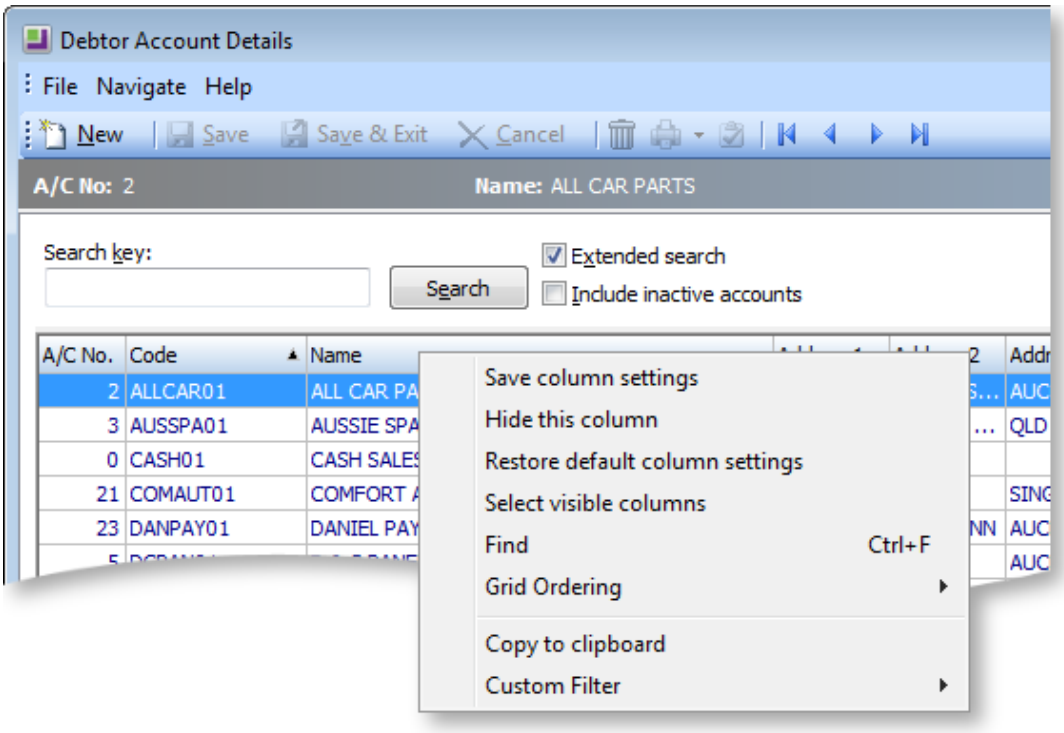
Multiple search fields can be specified, separated by commas. The =Caption and =SearchBehaviour values are optional; if no =SearchBehaviour option is specified, the default behaviour is GSWU.

For example, entering "FAX=Fax Number, EMAIL=Email Address" into the **Extra debtor account transactions search fields** setting will add fields for fax number and email address to the Debtor search window.

Note: Extra search fields added to search windows in this way are searched on when **Extended search** is ticked. They are also available for selection when building a query on the advanced search interface.

Grids

Exogrids are used in many parts of MYOB EXO Business. They simplify and standardise the way information is displayed, and control the columns that are visible and how they are sorted. The depth of functionality may vary by grid.



Clicking on a column header name will sort the grid by that column (**Code** in the example above). Dragging and dropping a column name header will re-order the grid (e.g. you can move **Name** to be the first column in the grid).

Right-clicking anywhere on the column headers opens a popup menu containing the following options:

- **Save column settings** – retains the current settings for this grid on the workstation.
- **Hide this column** - as the function implies, the hides the selected column. This is useful for hiding information that is not relevant to this list. Individual columns can be reactivated by using the Select visible columns command.
- **Restore default column settings** – resets all changes back to the 'factory default'.
- **Select visible columns** – determines the columns to display in the grid. Some optional columns are not enabled by default, as they may not suit all users.
- **Find** – prompts for search text, and searches the grid for a matching entry.
- **Grid ordering** – provides two options, to 'Lock Grid Ordering' or to 'Revert to Natural Order'. This prevents automatic reordering when keying-in transactions.
- **Copy to clipboard** – copies the contents of the grid to the Windows clipboard, to be pasted into a spreadsheet or similar application (using the **Edit > Paste** menu in most applications).
- **Custom filter** – advanced option to apply custom SQL statements to the grid.

To set column widths, place the cursor directly over a column boundary and the cursor will change to the  icon. You can drag the column boundary to the appropriate width then release the mouse button to set it. To set this width as default, you will need to save your settings.

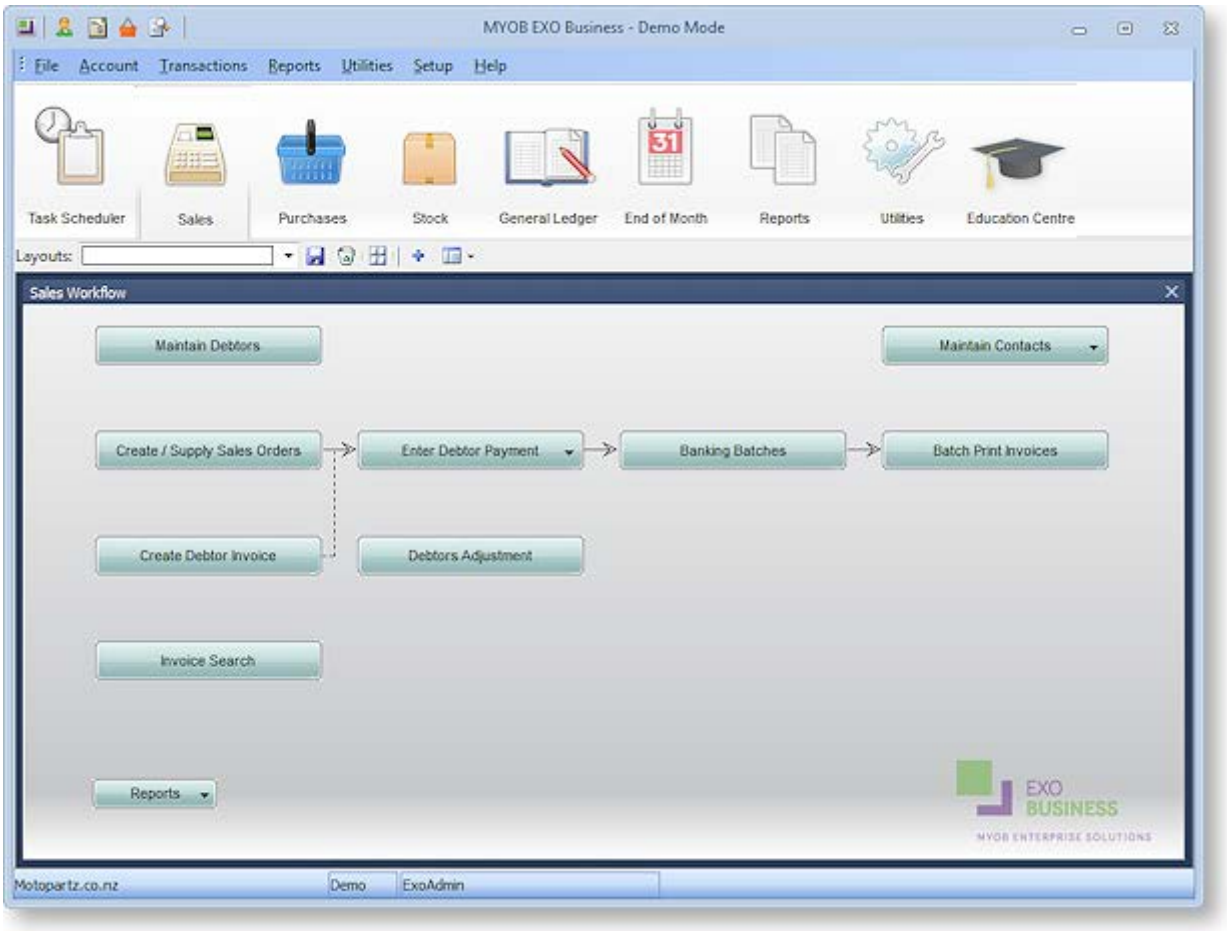
Double-clicking an item on the grid body will usually open the item.

Notes

- Clicking on a column name will sort the grid by that column (in ascending order). Clicking on the column a second time will reverse sort (descending order).
- Holding down the SHIFT key while clicking on a second column allows multiple sorts (e.g. sort by Primary Group, then by Name)
- Custom filters are saved in the computer's registry so are unique to a workstation login.
- Not all windows use Exogrids, but most search grids an some transaction entry windows do.
- Grid settings, e.g. column widths and ordering, are specific to each computer. However, they can be saved to the EXO Business database (see page 44), then restored or replicated on other computers.

Business Flow Menus

On opening MYOB EXO Business, you are presented with this business flow menu. This menu has buttons, menus and links to user defined functions, as well as graphical elements providing a custom look and feel of the interface. Business Flow Menus are optional - if no Business Flow Menu is specified, the EXO Business interface will contain only the main dropdown menu.



Default Business Flow Menus

Business flow menus can be created and customised using EXO Business Config (see page 80). A range of default menus are supplied with EXO Business - these menus are designed to suit the needs of staff members at various levels in your organisation. Menus are assigned to user in the Configuration Assistant at **Staff > Users**.

The default menus contain a various options and sub-menus, which are divided across the following tabs:

- **Task Scheduler** - contains the Task Scheduler function that allows you assign activities to EXO Business users.
- **Sales** - contains options and reports relating to Debtors and the Sales Cycle.
- **Purchases** - contains options and reports relating to Creditors and the Sales Cycle.
- **Stock** - contains options and reports relating to Stock items, including stocktaking and Bills of Materials.
- **General Ledger** - contains options and reports relating to the General Ledger.
- **End of Month** - contains a series of functions that should be performed to carry out the End of Month process.
- **Reports** - contains links to EXO Business reports and Dashboards.

- **Utilities** - contains helpful utilities and setup functions for each major area of the EXO Business system.
- **Education Centre** - displays the Education Centre website, which provides a central point of access to all EXO Business documentation.

The exact combination of available tabs and options depends on the role of the staff member that each default menu is designed for.

Archiving Data

Archiving functions are used to remove all unwanted records and help maintain an efficient organisation of data. Archived records are taken away from the primary database tables and stored in separate archived database tables. Archiving functions provide the following benefits:

- Maintains a fast and efficient data structure, making data retrieval easy.
- Provides a more sophisticated search selection, ensuring correct extraction of records to be archived.
- Marks records as deleted, thereby eliminating unwanted records.

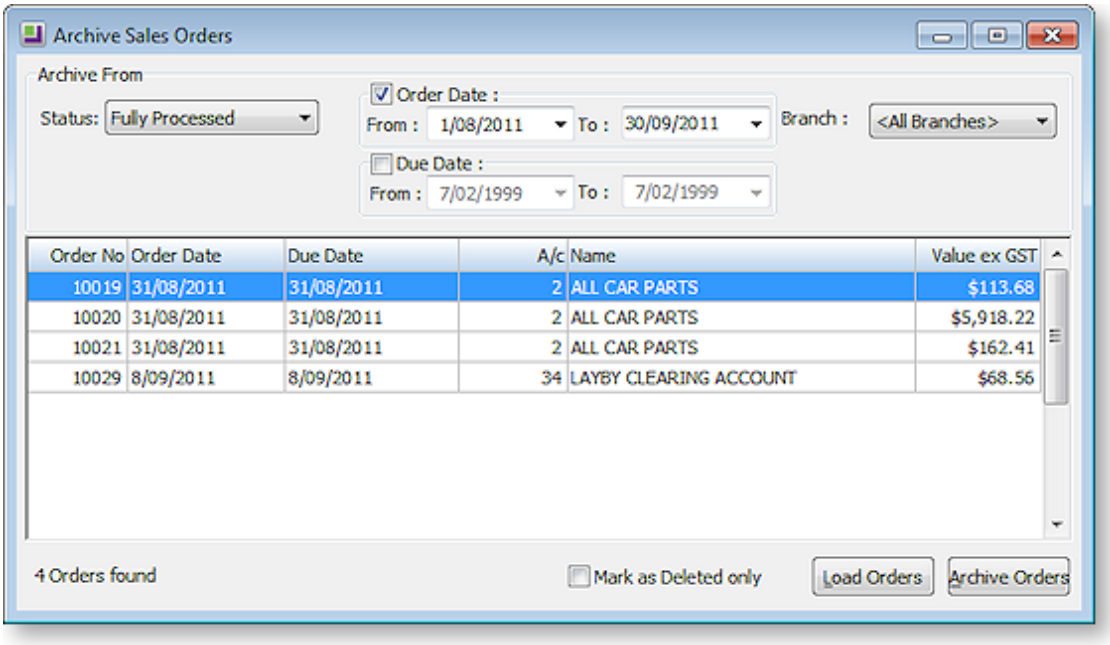
Sales Orders, Purchase Orders and Stock Transfer Requests (Distribution Advantage) have archiving functions designed in a similar fashion.

The General Ledger has its own archive functionality, which works differently.

Tip: As the archived records are stored in separate archive tables, they can be retrieved by creating a simple Clarity report using the fields from archive tables and view the archived records from Clarity.

Archiving Sales Orders

Utilities > Sales Order Utilities > Archive Sales Orders



Select options to search by, then click **Load Orders** to display all Sales Orders that match the search criteria.

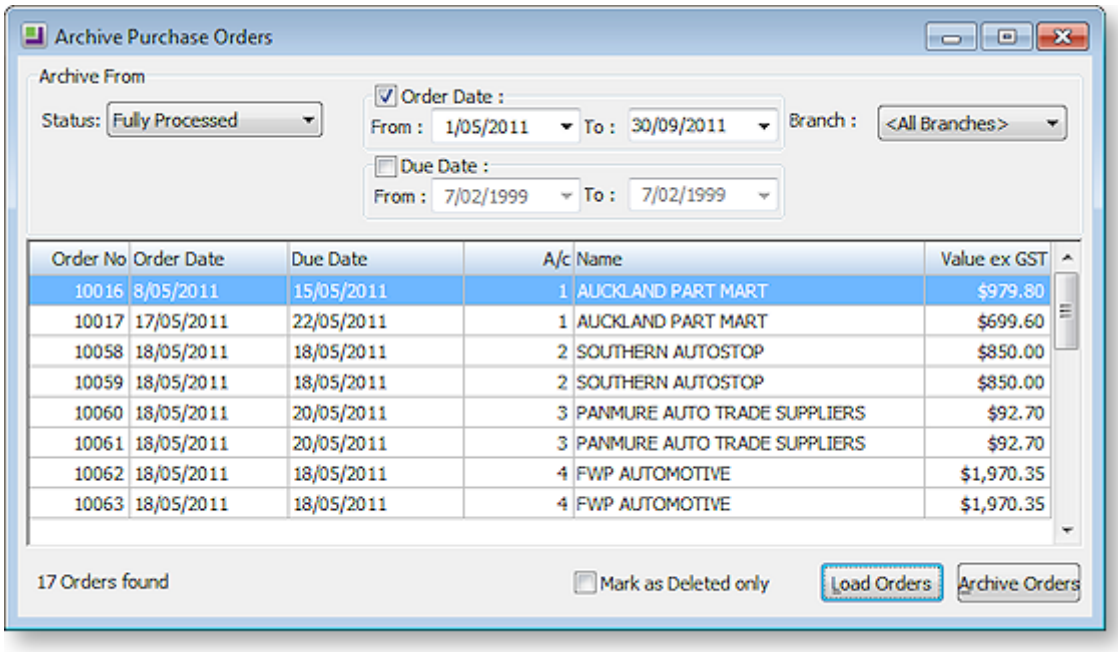
Click **Archive Orders** to archive all Sales Orders listed. You are asked to confirm the operation. Click **Yes**.

Note: Archived records are stored in the separate database tables that were set up for storing the archive records. Archived Sales Orders are stored in SALESORD_HDR_ARCHIVE and SALESORD_LINES_ARCHIVE.

Ticking the **Mark as Deleted only** option means that the listed Sales Orders will not be archived to a separate table; instead they are stored in the primary database table (SALESORD_HDR) and are identified by the value 1 coded for the Process Finalisation field. This signifies that the record is marked as deleted and will not appear in any EXO Business grids.

Archiving Purchase Orders

Utilities > Purchase Order Utilities > Archive Purchase Orders



Select options to search by, then click **Load Orders** to display all Purchase Orders that match the search criteria.

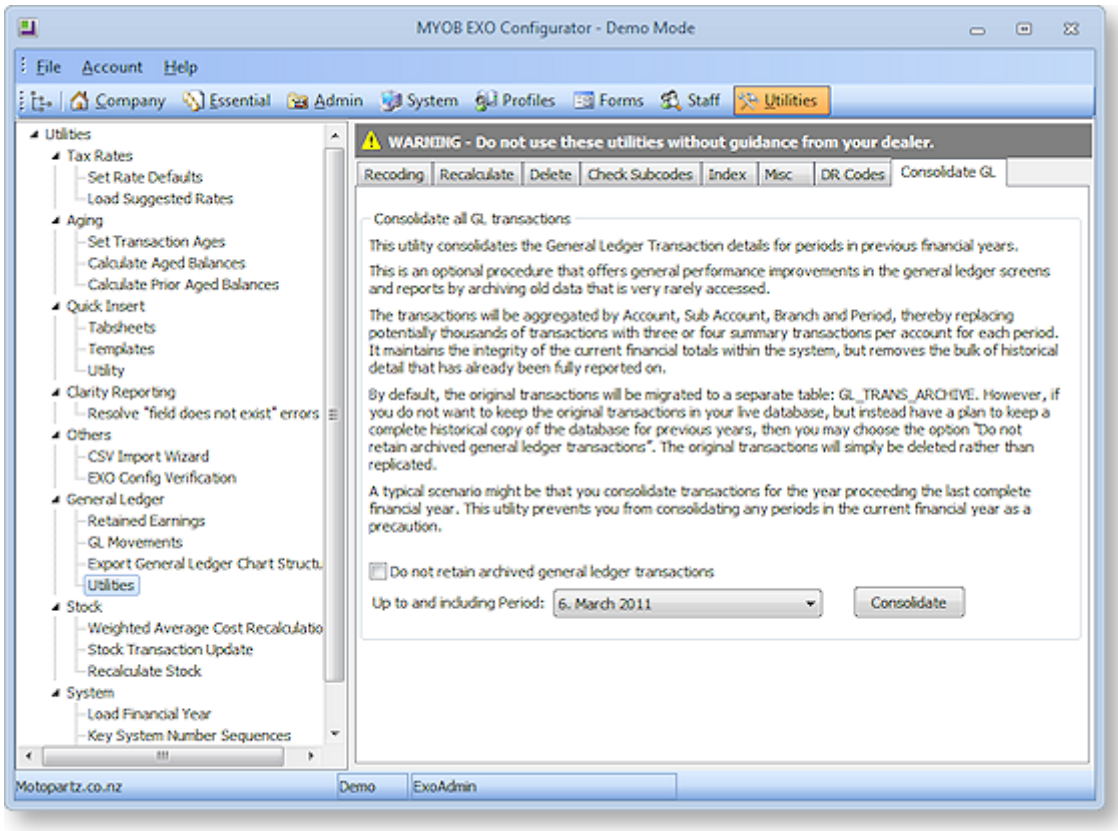
Click **Archive Orders** to archive all Purchase Orders listed. You are asked to confirm the operation. Click **Yes**.

Note: Archived records are stored in the separate database tables that were set up for storing the archive records. Archived Purchase Orders are stored in PURCHORD_HDR_ARCHIVE and PURCHORD_LINES_ARCHIVE.

Ticking the **Mark as Deleted only** option means that the listed Purchase Orders will not be archived to a separate table; instead they are stored in the primary database table (PURCHORD_HDR) and are identified by the value 1 coded for the Process Finalisation field. This signifies that the record is marked as deleted and will not appear in any EXO Business grids.

General Ledger Archives

EXO Business Configurator > Utilities > General Ledger > Utilities > Consolidate GL tab



Select the period to consolidate up to, then click the **Consolidate** button. You are asked to confirm the operation. Click **Yes**.

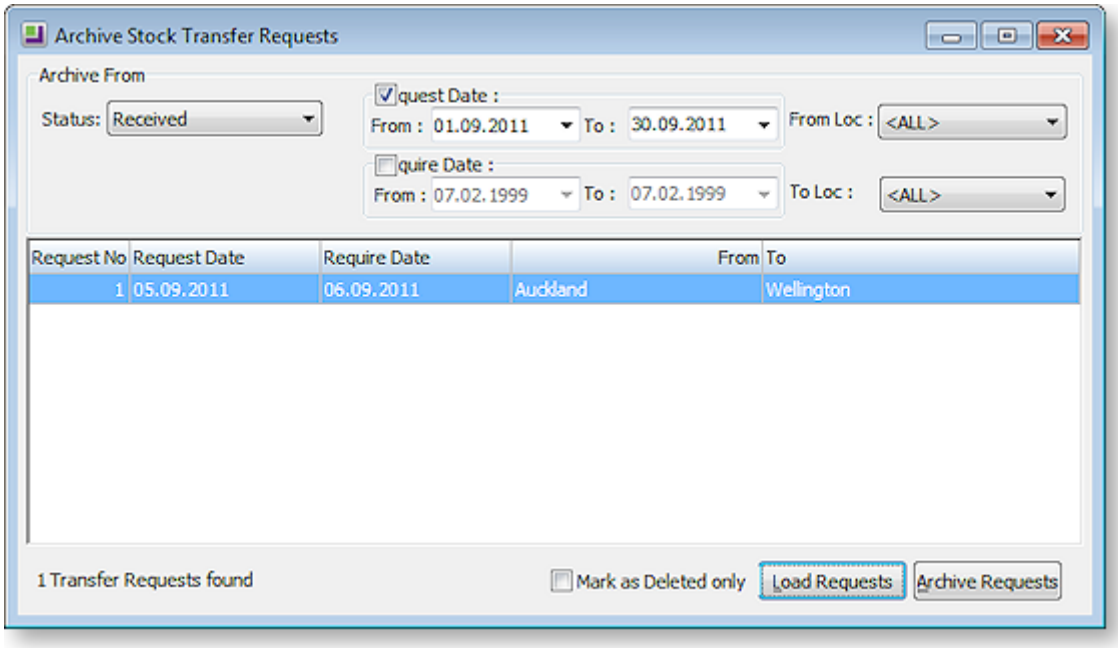
The consolidated GL Transactions are stored in table GL_TRANS_ARCHIVE.

Note: The Delete tab on this screen contains another function to delete the GL consolidates. This function differs from the Consolidate function by completely deleting the records from the system, making them non-retrievable, whereas the Consolidate function stores the consolidated records in a different GL archive table.

Archiving Stock Transfer Requests (DA)

EXO Business Distribution Advantage > Utilities > Archive Stock Transfer Requests

Stock Transfer Requests are a feature of the MYOB EXO Business Distribution Advantage module. They can be archived in the same way as Sales Orders and Purchase Orders.



Select options to search by, then click **Load Requests** to display all Stock Transfer Requests that match the search criteria.

Click **Archive Requests** to archive all Stock Transfer Requests listed. You are asked to confirm the operation. Click **Yes**.

> **Note:** Archived records are stored in the separate database tables setup for storing the archive records. Archived Stock Transfer Requests are stored in STOCK_REQUESTS_ARCHIVE and STOCK_REQUESTLINES_ARCHIVE.

Ticking the **Mark as Deleted only** option means that the listed Stock Transfer Requests will not be archived to a separate table; instead they are stored in the primary database table (STOCK_REQUESTS) and are marked as deleted, so they will not appear in any EXO Business grids.

Help Functions

MYOB EXO Business provides several online help functions, in addition the written white papers and user manuals:

- On-line help. This can be accessed by selecting the **Help > On-line Manual** menu option or by pressing F1.
- Tool Tips are shown when hovering over an icon, a section, an option or a setting.
- Window help at the bottom of most windows can be accessed by clicking the button on the top right of the window.

Additional Reading

For more in-depth understanding of key areas, detailed white papers and manuals are available, including:

- Bank Reconciliation
- BOMs and Stock code Enhancements
- Debtors Banking Batches
- GL Movements and Period Handling
- GL Report Batches
- GL Report Writer
- Inwards Goods Receipting/Costing
- Key window Controls
- One-off Stock Items
- Payment Processor
- Payment Types and EFTPOS Integration
- Period Handling and Transaction Aging
- Pricing and Discount Policies
- Shortcut Keys in MYOB EXO Business
- Stock Integration
- Stock Serial Numbers
- Stock Take
- Stock Valuation
- Taxation Features

Users Manuals are also available for MYOB EXO Business add-on modules, including Fixed Assets, Distribution Advantage, Clarity, Job Costing and POS.

Reading Menu Paths in Topics

When a topic refers to a window it will begin with a Menu Path navigation ribbon. Some windows require a number of mouse clicks, and / or actions before they can be accessed, hence the need to include to ribbon to easily locate the window details in this topic. This also eliminates the need to write up a lengthy procedure in each topic, therefore please take the time to understand the terminology here.

Reading this ribbon is detailed below:

Example:

Account > General Ledger > [Search] > {double click on the Account} > (Details Tab) > 

Command	Action	Description
Account > Stock	Menu Commands	The **>** is a separator between menu commands. In this case, click Account then choose Stock from the list.
> [Search]	Click button	After following the menu commands a window should open, there are any number of commands that can be executed from this window, square brackets **[ ]** indicates that a button with this name needs to be clicked.
> {double click on the Account}	Procedure	Sometime there are no buttons but actions that need to take place to get further into this menu path. These actions are designated by the curly brackets **{ }**. This action designates double clicking an account name.
> (Details Tab)	Click a TAB	Many windows in MYOB EXO Business have two or more tabs, the brackets **( )** indicate the tab name to select.
> 	Click an icon	Icon, this simply designates an Icon to click.

Note: These actions aren't necessarily listed in the same order as illustrated in this example.

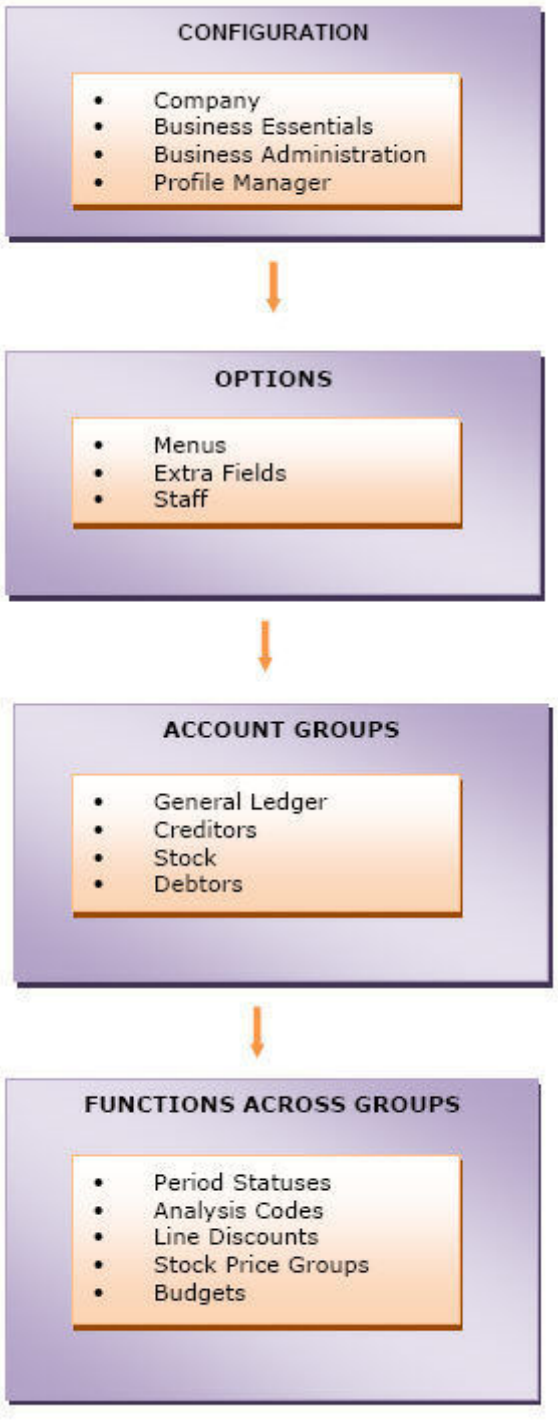
Setting Up

System Setup

This chapter presents an overview of the MYOB EXO Business setup and may be useful to help the understanding of a 'super user', but would not normally be relevant to most users.

> **Note:** Setup is normally performed by a certified EXO Business implementation partner. The following information is provided as optional reading to gain an understanding of MYOB EXO Business's key building blocks.

The following diagram presents an overview of the EXO Business setup:



Configuring MYOB EXO Business

Once you have installed EXO Business for the first time on your computer and/or network, it needs to be configured based on the requirements of your business. The EXO Business configuration is carried out by your partner who will ascertain your business needs and accordingly set up the system.

Once the system is configured you need to start the EXO Business program and log in as the administrator, using the name and password given to you by your partner. Logins to EXO Business are related to Staff Setup. The login to the database is defined and stored in the database connection setup which is established by your partner.

For more information related to the configuration of your system contact your EXO Business partner.

Setting up Options

You can set additional menus in EXO Business using the Menu Designer. The Extra Fields option allows you to set and customize some fields.

Refer: Setup Menus (see page 77) for details on setting up menus.

For more information related to the setting up of menus and extra fields, contact your EXO Business partner.

Setting up Account Groups

You need to set up account groups for each of the main functions in EXO Business – General Ledger, Creditors, Stock and Debtors.

Refer: General Ledger (see page 278), Creditors, Stock and Debtors (see page 90) topics in this help for more information on the setup of each account group.

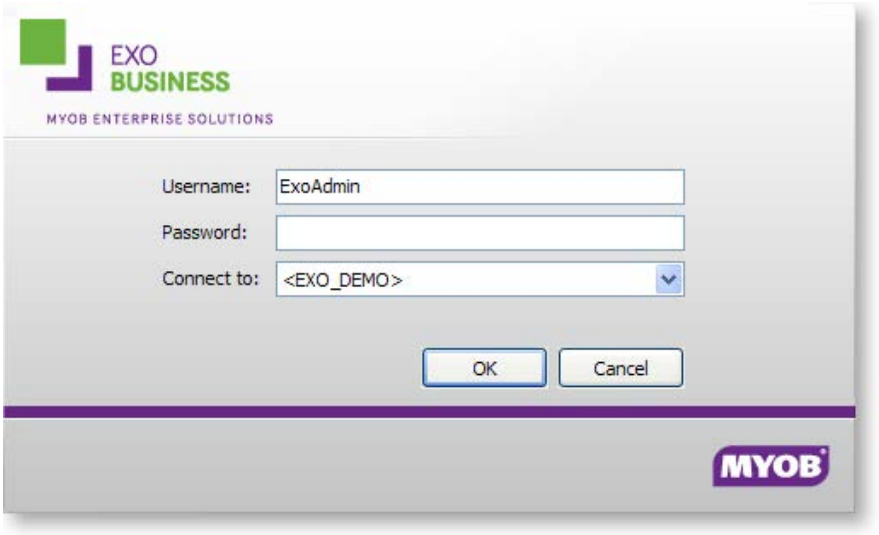
Functions Across Groups

Some setup functions are common to all groups. These can be set up through the setup menu in EXO Business or through the EXO Business Configuration Assistant.

Refer: Setting up Menus and Options in the following section for more information on setting up these groups.

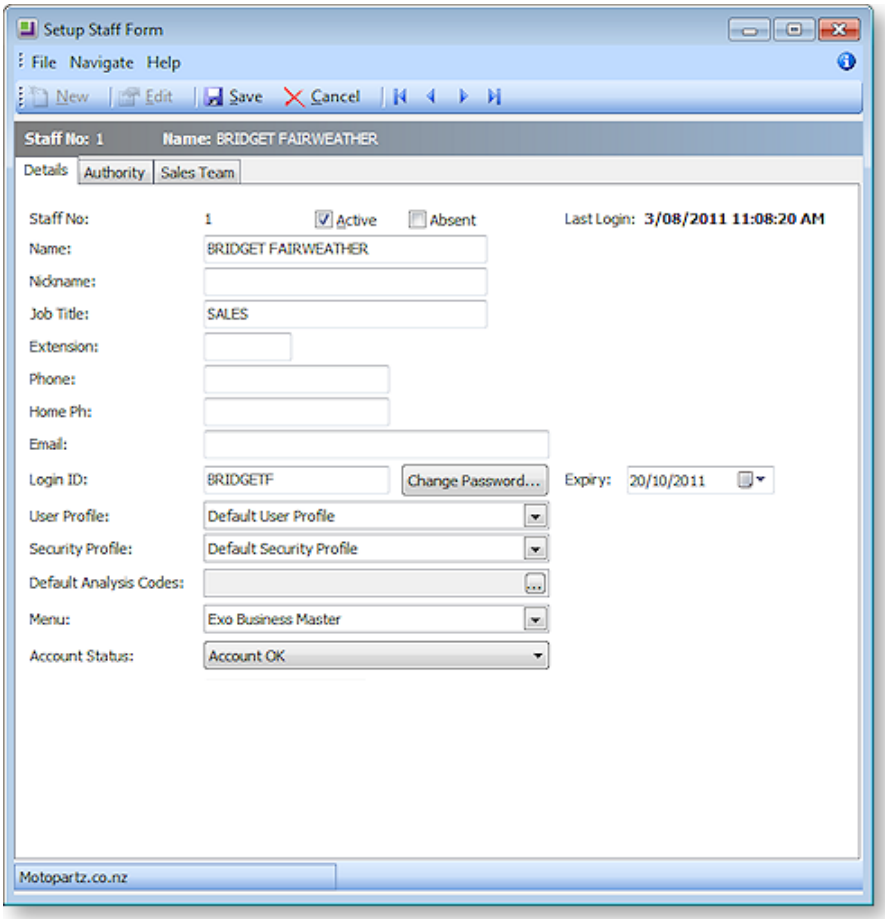
Staff and Logging In

When starting an MYOB EXO Business module, users must first log on and select an EXO Business database to connect to:



MYOB EXO Business manages the staff login process, with each staff member having their own log in name, menu assignment and their user profile. To set up a new user:

1. Open the Setup Staff window, either by selecting **Setup > Staff** from the EXO Business menu, or by going to the **Staff > Profile Assignment > Staff** section of EXO Business Config (see page 55).
2. Click **New** on the Setup Staff window. The Setup Staff Form opens:



The staff number is automatically assigned.

3. Check the **Active** box to ensure that this staff member is on the active staff list.

   Note: Once entered on the MYOB EXO Business system, a staff member cannot be deleted. Uncheck the box to cancel a staff member from the list.

4. Fill out the staff information, such as the staff member's name and contact details.
5. Enter any staff-specific authorisation limits in the authority tab.
6. Manage the account security, and assign the staff member specific profiles and a menu.

   Note: The Login ID can differ to the actual staff name.

7. To change the password of the staff member:
   a. Click the **Change Password** button. The Change Password window appears.
   b. Type a new password and click **OK**.
8. In the Setup Staff Form, click **Save**.

A new staff member is created and added to the list.

Default Users

Default user profiles are installed with EXO Business. The first time you log on to an EXO Business database, you will need to supply these details to log in.

For a new blank database:

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

For the demonstration database (Motorpartz):

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

Note: User names and passwords are case-sensitive.

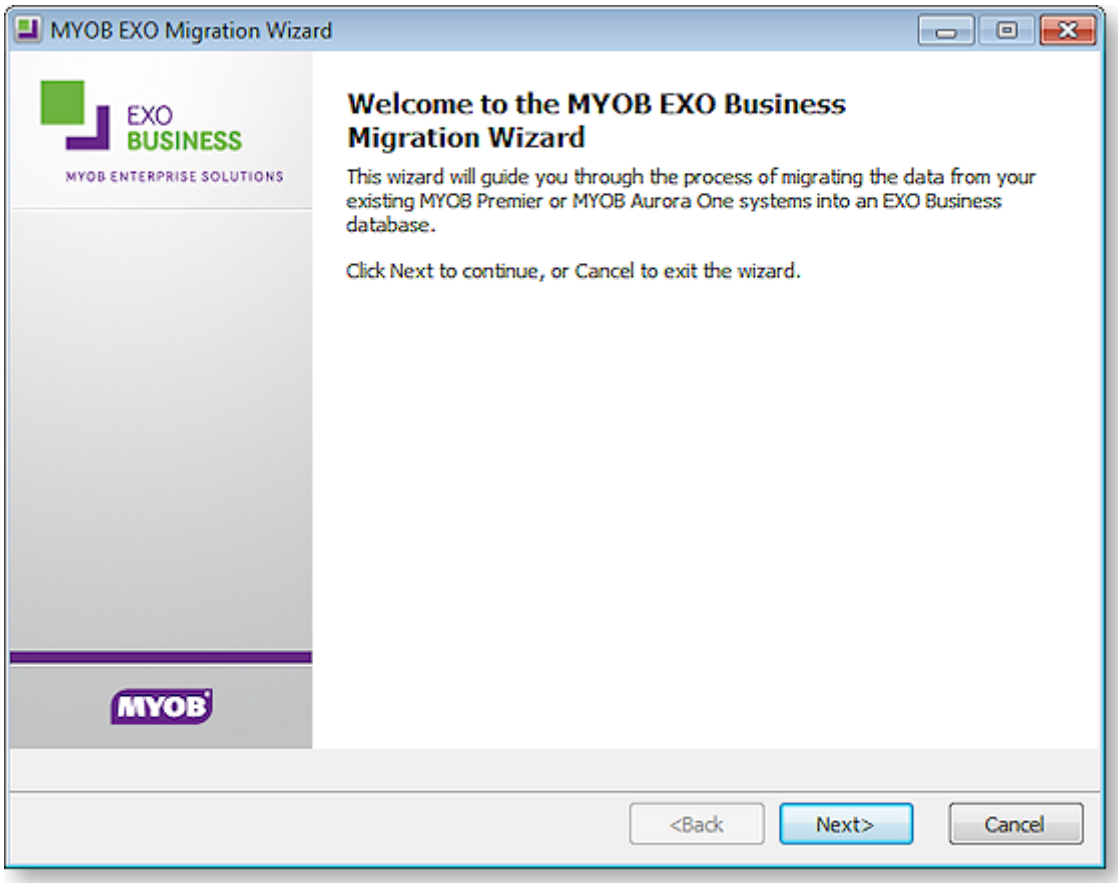
Migrating Data to EXO Business

The MYOB EXO Business Migration Wizard allows you to migrate data from an existing MYOB Premier or MYOB Aurora One system into a new EXO Business system. The following data sources are supported:

- MYOB Premier 10 (New Zealand & Australian versions)
- MYOB Premier 11 (New Zealand & Australian versions)
- MYOB Premier 12 (New Zealand & Australian versions)
- MYOB Aurora One 16

The Migration Wizard, **EXOMigrationWizard.exe**, is available on the EXO Business CD in the **Supporting Files\Migration Wizard** folder. Copy the Migration Wizard executable to the PC running the EXO Business database and double-click on it to start it.

Note: ODBC drivers for the system that you are importing data from must be present before running the Migration Wizard. Installers for these drivers are also available on the EXO Business CD in the **Supporting Files\Migration Wizard** folder.



The wizard gathers all relevant information, migrates data from the source company file into EXO Business and reports the results of the migration.

See the *MYOB EXO Business Implementation Guide* for information on how to perform a migration of data to the EXO Business system. These details include important pre- and post-migration steps, as well as the operation of the Migration Wizard itself.

Extra Fields

To allow the capture of customised information, MYOB EXO Business supports Extra Fields. These are flexible points of data entry that can be defined at implementation time. They are used to collect information at time of data entry, to appear on forms or to be analysed and reported.

Examples of use of Extra Fields are many and varied, but could include:

- Capturing demographic information at the point of sale.
- Custom personal information about customers, such as birth dates or anniversaries.
- Recording specific information on stock items, such as warranty terms or links to images.

Extra fields can be created in various areas of MYOB EXO Business, including:

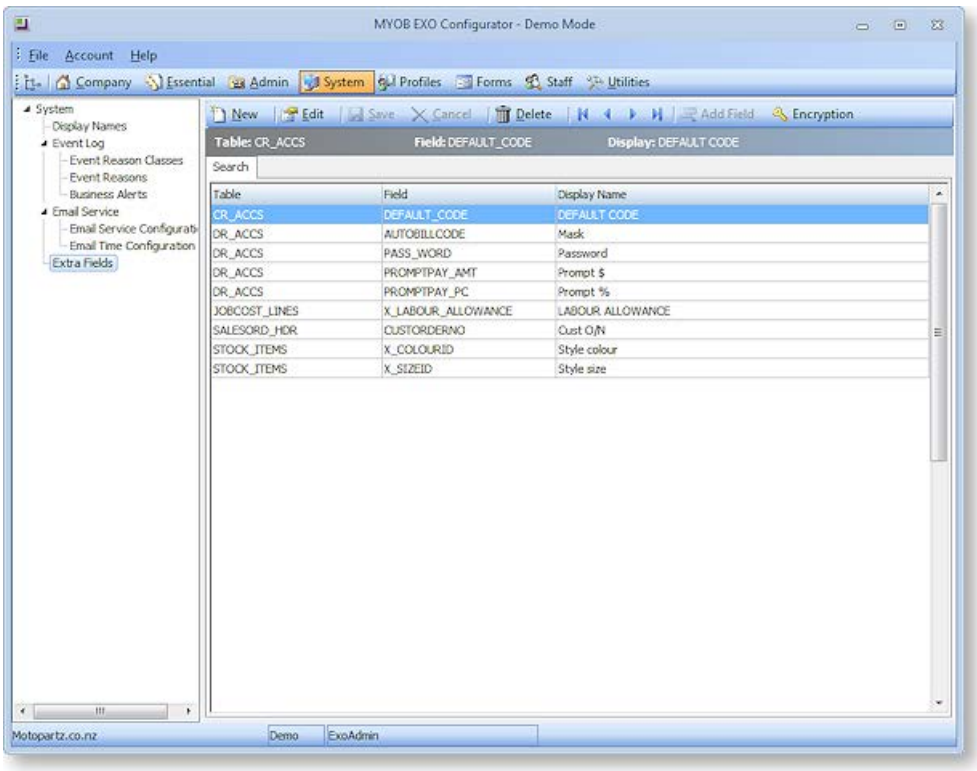
- Sales Orders
- Purchase Orders
- Debtor, Creditor and GL accounts
- Contacts
- Stock items
- Activities
- Invoices

Extra fields can be displayed on the Details 1 tab or Extra Fields tab of an account window. On transaction windows, they appear on the header or line periscope windows.

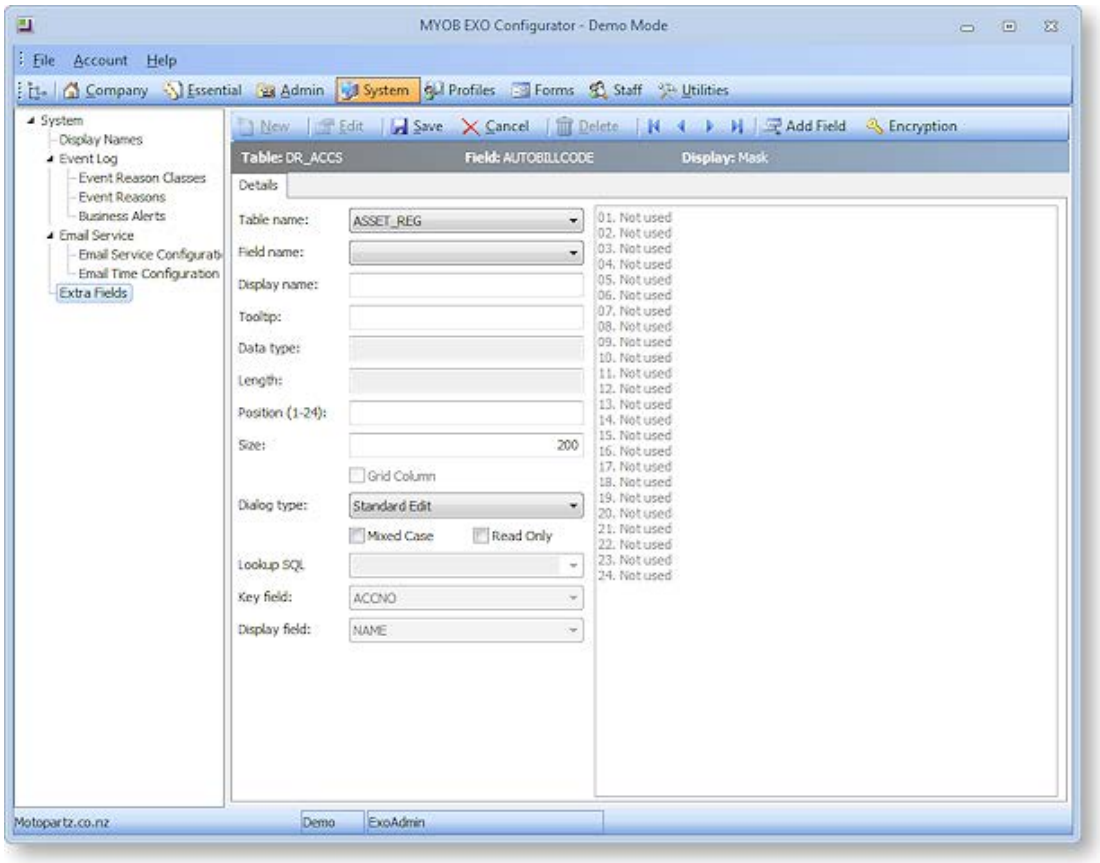
Creating Extra Fields

EXO Business Config > [System] > Extra Fields

MYOB EXO Business allows users to create Extra Fields on various tables to hold vital information needed on the system.



1. Open EXO Business Config and go to the **System > Extra Fields** section.
2. All currently defined Extra Fields are listed on the right panel. Double-click on a record to drill down and check details.
3. Click **New** to create a new Extra Field.



4. For the **Table name** field, specify the table in the EXO Business database that you want to add a field to or display a field from.
5. For the **Field name** field, select the field from the database table you selected above that you want to display as an Extra Field. If the field you want to display does not already exist, click the **Add Field** toolbar button to add a field to the selected table. The system will automatically add a prefix of X_ if not entered by the user. Enter the correct data type and default value if necessary. No spaces are permitted in this name; use an underscore to insert spaces (_), e.g. International_Number.
6. Enter a **Display name** - this is the label that will be displayed next to the Extra Field when it appears on screens.
7. Enter the **Position** and **Size** of the Extra Field. The position must be unique across Extra Fields on this table - used and unused positions are displayed on the right side panel of the window.
8. The **Grid Column** option applies to Extra Fields on Sales Orders, Jobs and Opportunities. If it is enabled, the Extra Field will be available as a column on the main grid of the relevant window. (Once set up, you must enable the column using the **Select visible columns** right-click menu option on the grid.)

   Note: For header tables, the **Grid Column** option is always unticked and for line tables it is always ticked. The only exception is the SALESORD_LINES table, where the option can be changed—if it is ticked, Extra Fields will appear in the grid; if it is not, they will appear in the line periscope.

9. Select the correct **Dialog Type** based on the chosen field, e.g. choose “Date Picker” for dates, “Standard Edit” for varchars, “Check Box” for char(1), etc.

10. If the OPPORTUNITY or OPPORTUNITY_QUOTE table was specified for the **Table name** field, a **Copy field** option becomes available. This field determines what will happen to the Extra Field when an Opportunity is copied. Choose from:
    - Always - the Extra Field will not appear on the Copy Opportunity window; it will always be copied when an Opportunity is copied.
    - Never - the Extra Field will not appear on the Copy Opportunity window; it will never be copied when an Opportunity is copied.
    - Prompt for value (OPPORTUNITY table only) - the Extra Field will appear in the Extra Fields section of the Copy Opportunity window, where the user can choose to keep the original value or enter a new one.

Dialog Types

Selection Controls

If you set the **Dialog Type** to "Drop-Down Edit", "Drop-Down Selection" or "Drop-Down SQL Selection", the combo boxes for **Lookup SQL**, **Key field** and **Display field** are activated.

The **Lookup SQL** can contain:

- A table name, in which case the **Key field** and **Display field** combo boxes contain all fields for the specified table.
- A SQL select statement that specifies which fields the Extra Field will use, in which case the **Key field** and **Display field** combo boxes contain only the fields specified by the SQL statement.

If you are using a Drop-Down Edit or Drop-Down Selection control, the **Key field** and **Display field** are concatenated together into a single string, e.g. "1. ACCOUNTNAME". This means that the **Data type** for the Extra Field must be CHARACTER, so that it can record the concatenated string.

If you are using a Drop-Down SQL Selection control, only the **Key field** is recorded, which means that the **Data type** should match the data type of the selected key field.

URL Controls

There are two available dialog types for displaying URLs: "URL or Shortcut" and "URL Lablel".

The URL or Shortcut type displays a raw URL as clickable text, e.g. http://myob.com.

The URL Label type can display a user-friendly HTML label that links to a URL, e.g. a field that was populated with:

```
<a href="http://myob.com">MYOB website</a>
```

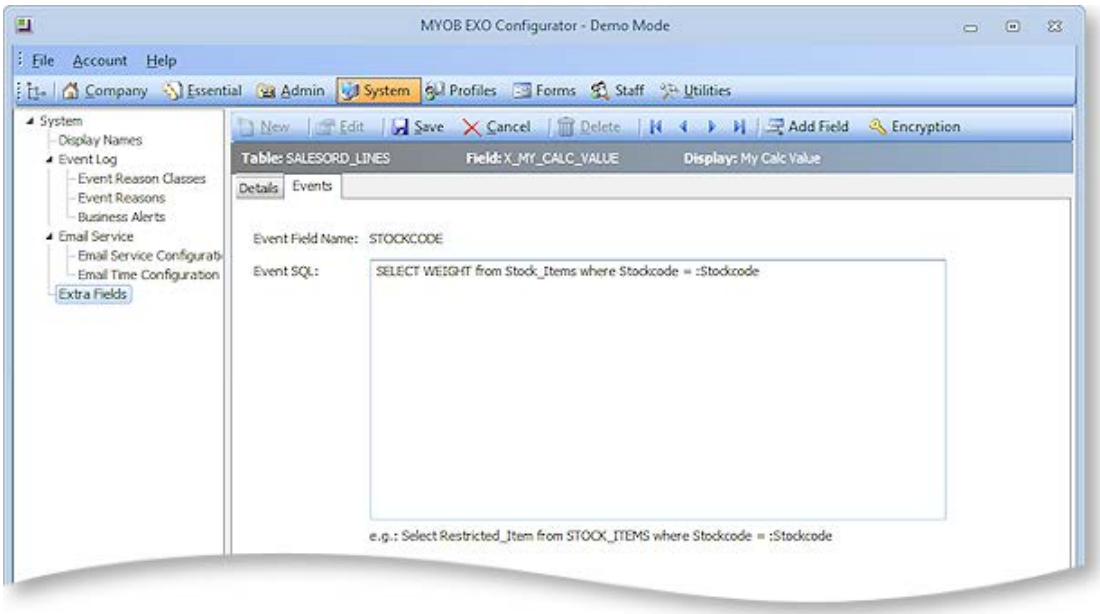
would appear as MYOB website, and link to http://myob.com when clicked on.

Extra Field Events

Some Extra Fields can be configured to update their values whenever the relevant field on the record type is changed, e.g. Extra Fields on a Sales Order can update when the Debtor account is changed.

When one of the following are selected for the **Table name** field, an Events tab becomes available:

- JOB_TRANSACTIONS
- JOBCOST_HDR
- JOBCOST_LINES
- OPPORTUNITY
- OPPORTUNITY_QUOTE
- SALESORD_HDR
- SALESORD_LINES



The **Event Field Name** field displays the field that will trigger the Extra Field update. For Extra Fields on header records, this is ACCNO; for Extra Fields on lines, it is STOCKCODE.

The **Event SQL** field contains the SQL statement that will be used to update the Extra Field when the relevant Sales Order field is changed. Parameters can be used to pass in information:

Record Type	Supported Parameters
Job header	:Accno :Current_User
Job quote line	:Stockcode :Current_User
Job transaction line	:Stockcode :Jobno :MasterJobno :Accno :Current_User

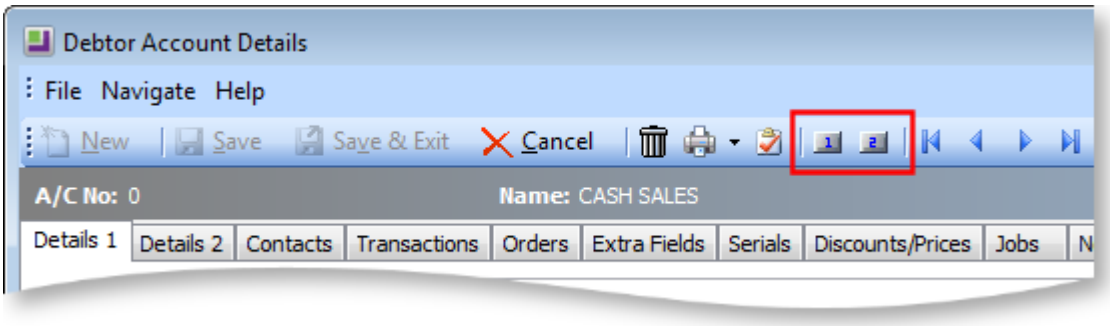
Opportunity header	:Accno :Company_Type_Int :Company _Type_Char :Company _Id
Opportunity quote line	:Stockcode :Opportunity_Seqno
Sales Order header	:Accno
Sales Order line	:Stockcode

In the example above, an Extra Field on SALESORD_LINES has been set up to display the WEIGHT value for the selected Stock item. This value will be updated whenever the STOCKCODE on a Sales Order line is changed.

Note: Extra Field events override default values - if a default value is specified for an Extra Field that is populated by events, it will be ignored.

Custom Buttons

MYOB EXO Business allows you to add user-defined buttons to the toolbars of certain windows:



These buttons can be used to add functionality to the relevant windows, for example, to launch an external application or run a Clarity report. It is possible to pass parameters from the current window to the application or report launched by the custom button.

The following EXO Business windows support custom buttons:

- Contacts
- Creditor Account Details
- Debtor Account Details
- Opportunities
- Purchase Orders
- Sales Orders
- Stock Item Details
- Works Orders

Note: The EXO Business Job Costing and POS modules also support custom buttons, as does the Stock Requests feature of the Distribution Advantage module.

Setting up Custom Buttons

Custom buttons are controlled by User-level profile settings (see page 73), which are set up in EXO Business Config.

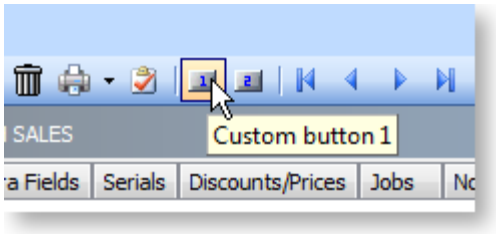
Each button has two profile settings: one that specifies the caption for the button and one that specifies the command that should be run when the button is clicked. For example, to add a custom button to the Debtors window, configure the settings:

- Debtor custom button 1 caption
- Debtor custom button 1 command line

Both settings must be configured; if either setting is blank, the custom button will not appear on the window's toolbar.

Caption Setting

The text entered for the "caption" profile setting of a custom button appears when the mouse pointer is hovered over the custom button:



Command Line Setting

The text entered for the "command line" profile setting of a custom button specifies the command that will run when the button is clicked.

To run an external program, enter:

"MyProg.EXE <LOGIN> <CURRENT>"

Where <LOGIN> passes the database connection details and <CURRENT> passes out the key field identifier (most commonly the SEQNO) of the current record that you have loaded on the screen at the time that you press the button.

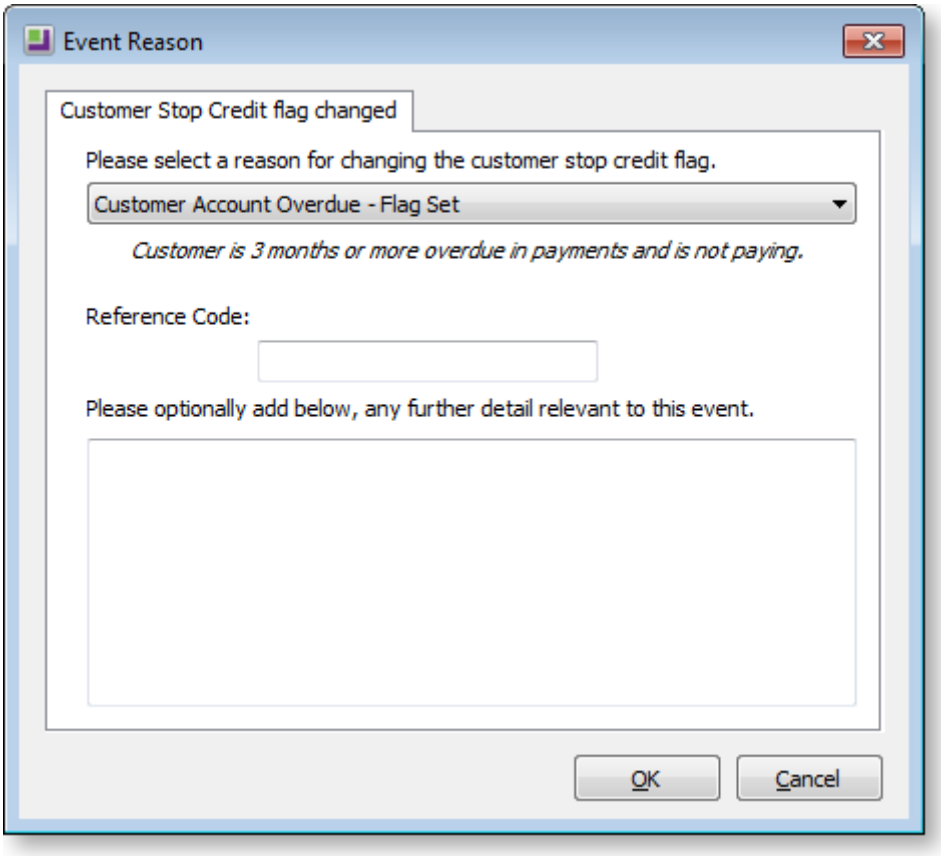
Any parameter entered with the extension .CLR will assume that you want to run a clarity report and will call Clarity directly. It is not necessary that Clarity.EXE exist to do this, for example:

"MYREPORT.CLR /S=SEQNO=<CURRENT>"

Event Log

MYOB EXO Business includes the ability to maintain an audit log of key events that you may want to track. For certain events in EXO Business, you can identify the event, and record the reason and time of the event, as well as who performed it. Audit events can occur in multiple places throughout the software. The event types are referred to as Event Reason Classes and are hooks in the system provided by EXO Business. Tracking of each class is optional. You can set up a list of valid reasons within each class to be chosen at run time. An additional comment may be entered by the user for each event instance should a "covering note" be required.

For example, if you activate the Event Reason Class corresponding to a Debtor's Stop Credit flag being changed, the following window appears whenever you change the Stop Credit field on a Debtor account:



Multiple reasons are available for selection, and additional comments can be entered if necessary. If the event is activated, but set to "Silent", this window will not appear; the event will be logged, but the user will not be alerted.

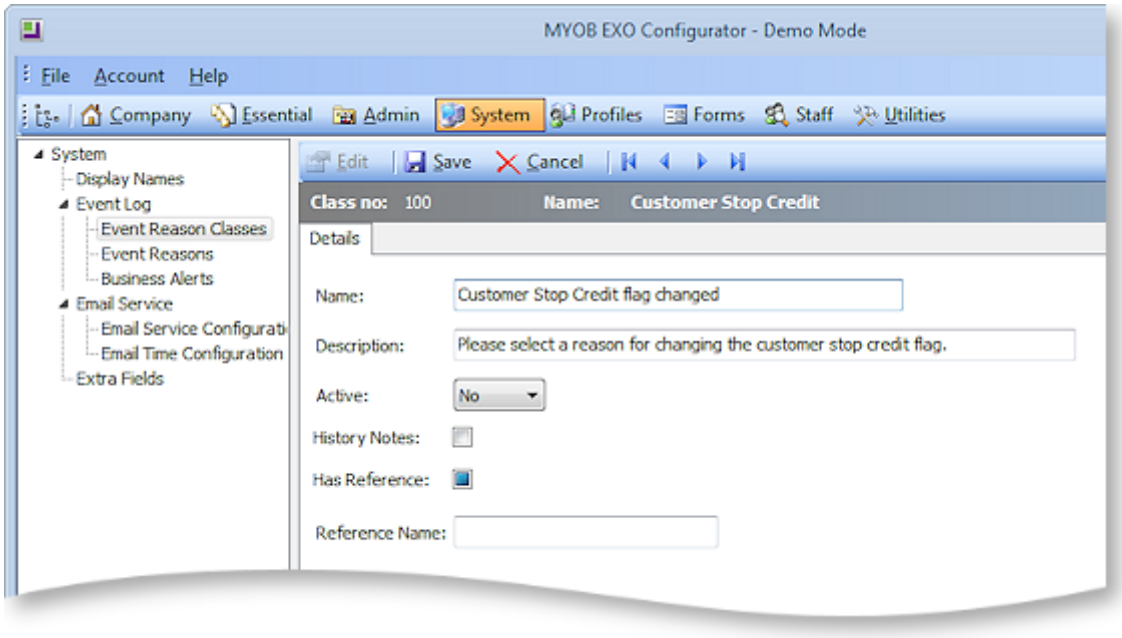
Event Reason Classes

EXO Business provides a list of Event Reason Classes that tie in with business events (usually exceptions) throughout the application suite. These are usually security-related, such as monitoring changes to stop credit settings of Debtor and Creditor accounts.

Event Reason Classes are defined by EXO Business and cannot be created by the user. By default, most Event Reason Classes are set to inactive, the exceptions being the classes for Ledger Lock and Record Lock. The users can elect to activate a reason class either silently or interactively. When the class is interactive the user is required to configure a list of reasons to be selected at run time.

Event Reason Classes are maintained at EXO Business Config > System > Event Log > Event Reason Classes.

Double click a class to edit it:



The fields on this screen are:

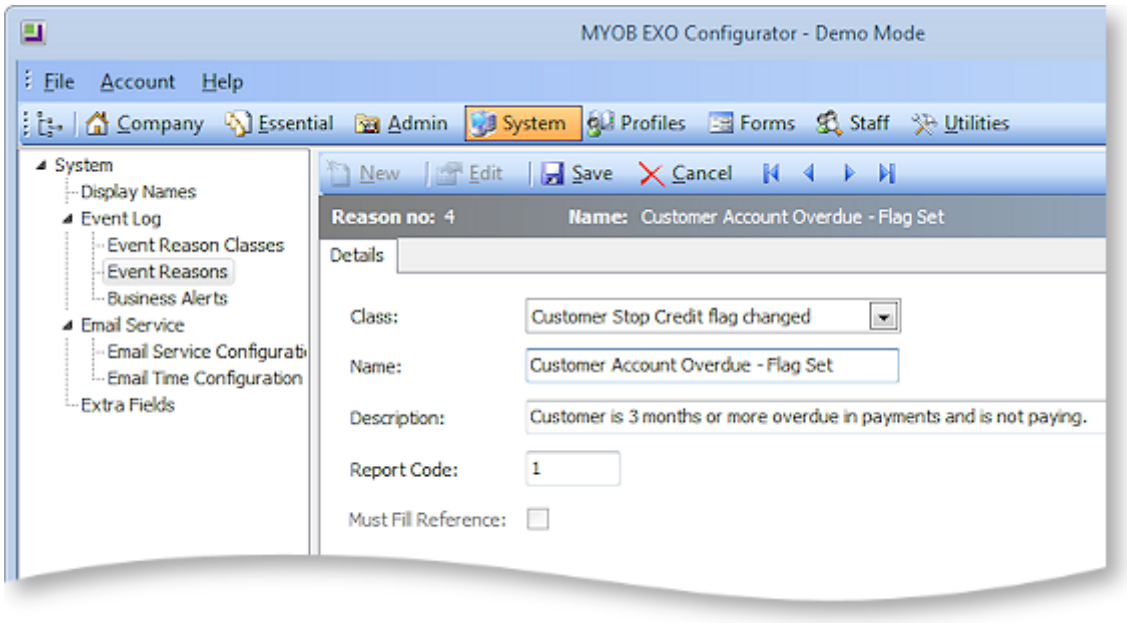
Field	Description
Name	This will be the caption of the window requesting a reason for the logged activity.
Description	This displays a more explicit description to indicate circumstances of use to the user
Active	This field has 3 possible settings: • **No** - An audit log will not be maintained for this Reason Class. • **Yes** - A window will be displayed requesting the user choose a reason for this event. • **Silent** - No window will be displayed; instead an event log entry will be created silently. **Note:** You must set up Event Reasons for any class that is set to "Yes" or "Silent".
History Notes	Ticking this option will also create an entry in the History Notes of the primary entity (Debtor, Creditor, Stock item, Job).
Has Reference	When this option is ticked, an extra field is available on the Event Reason window, allowing users to record a reference with the logged Event. If this option is ticked, you must also set a **Reference Name**.
Reference Name	This specifies the label for the reference field on the Event Reason window, e.g. "Voucher" for a discount override.

Event Reasons

Event Reasons within an Event Reason Class form a list of reasons that can be chosen at run time when an event is logged. With the exception of the ledger and record lock reason classes, which cannot be deactivated, EXO Business does not automatically set up any reasons. You must establish at least one reason for each class you want to activate.

Event Reasons are maintained at EXO Business Config > System > Event log > Event Reasons.

Click **New** to create a new Event Reason:



The fields on this screen are:

Field	Description
Class	This is the Event Reason Class that the reason belongs to.
Name	This is the name of the reason that will be selectable in the list when an event for the class occurs.
Description	This is a short description to indicate to the user the circumstances when this reason should be used.
Report Code	Determines the sequence reasons appear in the list within a reason class.
Must Fill Reference	This option is available if **Has Reference** is ticked for the reason's class. Ticking this option will prevent the reference from being left blank when an event is logged for this reason.

Reporting

EXO Business provides the Clarity report **ReasonReportbyClass.CLR** (Audit Report) to list the audit log. You can add this report to your menu (see page 77).

Customisation

All logged events are recorded in the database table REASON_EVENTS. As this table has no dependencies, it is a good candidate for your implementer to add custom triggers if your business process requires this.

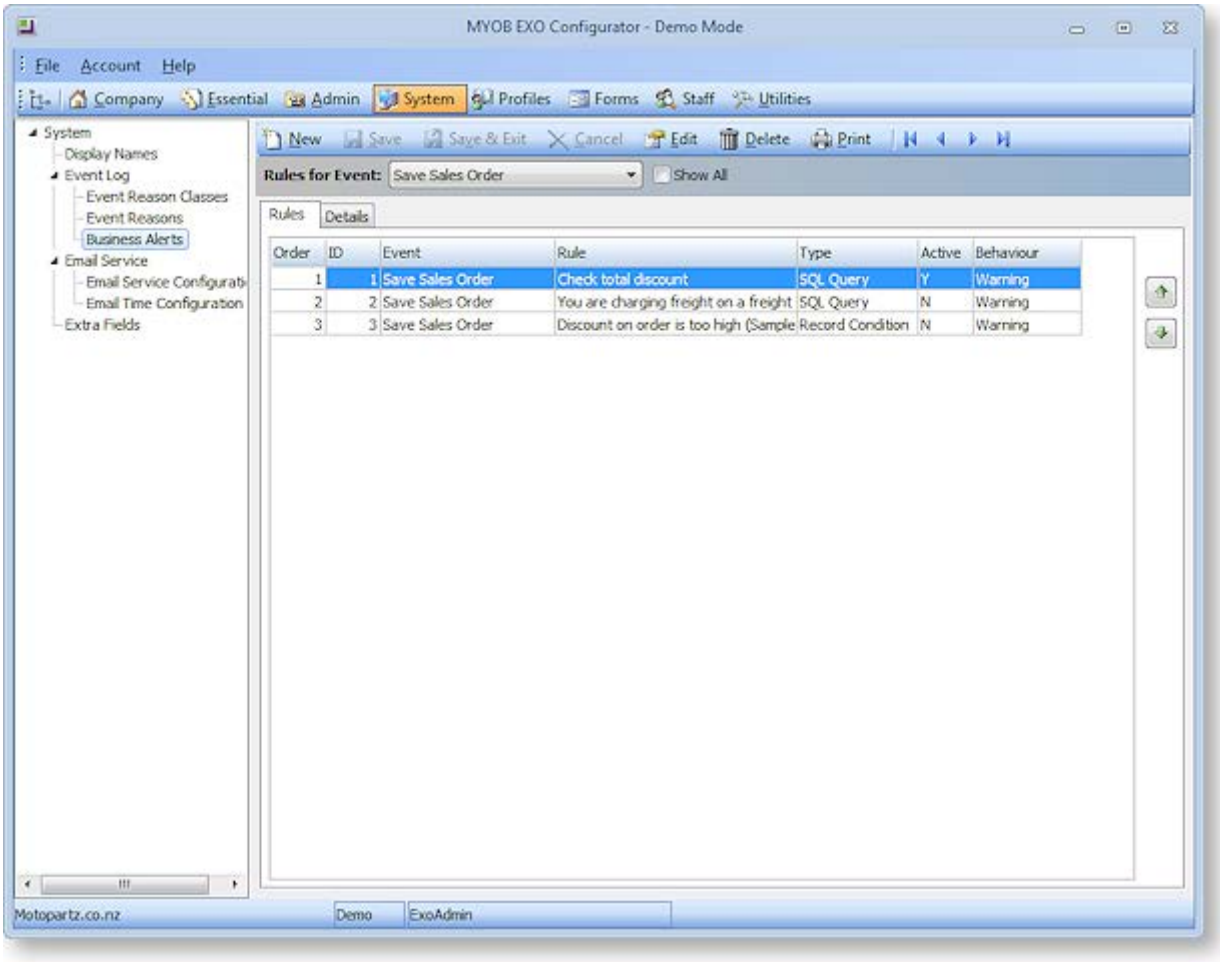
Business Alerts

You can set up custom business rules and notifications for various events in the EXO Business system. Rules using custom conditions can be attached to a defined list of system events; when a rule's conditions are met, a message can be displayed to the user and a notification email can optionally be sent to one or more addresses. Custom rules are triggered when one of the following events occur:

- A Sales Order is saved
- A Sales Order is supplied
- A Purchase Order is saved
- An Opportunity Quote is saved
- A Debtor Invoice is saved
- A Creditor Invoice is saved
- A Job Quote is saved
- A Job Transaction is saved

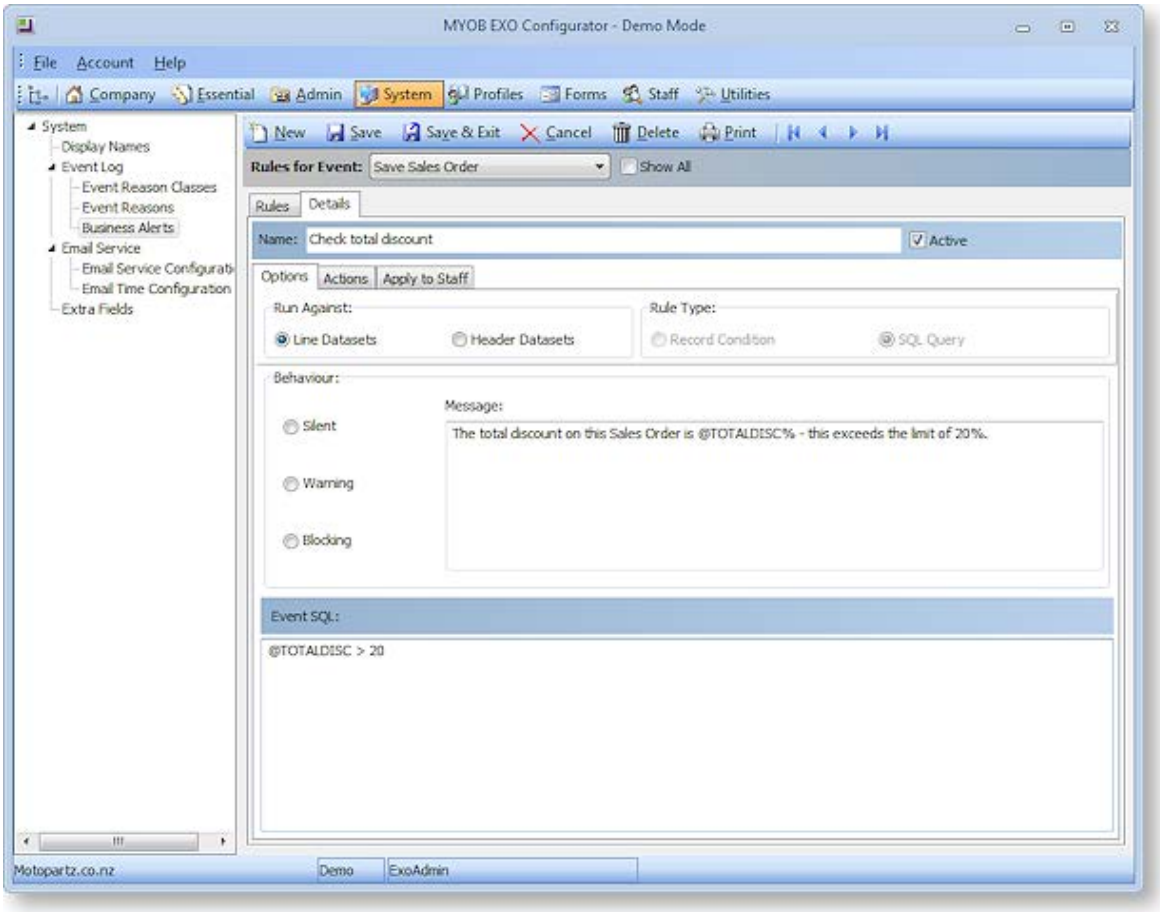
Note: Alerts on Debtor and Creditor Invoices are only triggered from Invoice Entry screens, e.g. the Creditor Invoice Entry screen or the Invoice Entry screen in EXO Job Costing. They are not triggered when creating the invoice from another screen, e.g. when creating a Debtor Invoice from a Sales Order. Similarly, creating an Opportunity by copying an existing one will not trigger alerts on Opportunities.

Business Alerts are set up in the EXO Business Configurator at **System > Event Log > Business Alerts**:



The Rules tab displays all rules defined in the system for the selected event; alternatively you can tick the **Show all** box to display all rules for all events. Rules are listed in order of priority—to change priorities, move rules up or down using the up and down arrow buttons.

Double-click on a rule to edit it or click **New** to create a new rule for the selected event (the **New** button is disabled when the **Show All** box is ticked). When adding or editing a rule, the Details tab appears. The Options sub-tab displays the conditions that must be met for the rule to be activated.



The **Run Against** option determine whether the rule should be applied to all lines related to the record, or to the record header.

The **Rule Type** option determines how the rule's conditions will be applied. Choose from:

- Record Condition – applies simple filter conditions against the record.
- SQL Query – applies a SQL query to each line individually.

Once the rule is saved, this property cannot be changed.

The **Behaviour** section specifies what should happen in the EXO Business interface when the rule is triggered:

- Silent – no message is displayed to the user, although the fact that the rule was triggered is still logged.
- Warning – a warning message is displayed to the user with **Yes** and **No** options. The user can click **Yes** to proceed with the action or **No** to cancel.
- Blocking – a message is displayed to the user indicating that the action cannot proceed.

For "Warning" or "Blocking" rules, enter the message to display to the user in the section below. This message can contain the same parameters that are used to build rule conditions—see below.

Rule Conditions

The bottom section of the Details tab is where you enter the conditions that must be met to trigger the rule.

Rules with the type “Record Condition” are entered in the form of a filter that can include the parameters detailed below.

Rules with the type “SQL Query” are entered in the form of a SQL statement to run against the EXO Business database. The parameters below can also be used in SQL statements.

Parameter	Meaning
General (available for all rules)	
@CURRENT_USER	The ID number of the logged on user.
@STAFFNAME	The name of the logged on user.
@NOW	The current date and time.
@TODAY	The current date.
@EXOLINK	A formatted exo:// protocol hyperlink (see page 41) to the transaction, e.g. exo://saleorder(10001). Can be used in notification emails.
Sales Orders (saving or supplying)	
@ACCNO	The ID number of the Debtor account on the Sales Order.
@ACCOUNTNAME	The name of the Debtor account on the Sales Order.
@ORDERNO	The ID number of the Sales Order.
@SALESNO	The ID number of the salesperson on the Sales Order.
@SUBTOTAL	The Sub Total amount on the Sales Order.
@TAXTOTAL	The GST Total amount on the Sales Order.
@TOTALDISC	The total discount on the Sales Order.
@UNDISCOUNTED	The undiscounted total of the Sales Order.
@H	A specified field from the SALESORD_HDR table, e.g. @H.DUEDATE.
@L	A specified field from the SALESORD_LINES table, e.g. @L.STOCKCODE.

Purchase Orders	
@PURCHORDNO	The ID number of the Purchase Order.
@ACCNO	The ID number of the Creditor account on the Sales Order.
@ACCOUNTNAME	The name of the Creditor account on the Sales Order.
@SALESPERSON	The ID number of the staff member in the Purchase Order's Ordered by field.
@H	A specified field from the PURCHORD_HDR table, e.g. @H.ORDERDATE.
@L	A specified field from the PURCHORD_LINES table, e.g. @L.UNITPRICE.
Debtor Invoices	
@SEQNO	The ID number of the invoice.
@ACCNO	The ID number of the Debtor account on the invoice.
@ACCOUNTNAME	The name of the Debtor account on the invoice.
@H	A specified field from the DR_TRANS table, e.g. @H.SUBTOTAL.
@L	A specified field from the DR_INVLINES table, e.g. @L.DISCOUNT.
Creditor Invoices	
@SEQNO	The ID number of the invoice.
@ACCNO	The ID number of the Creditor account on the invoice.
@ACCOUNTNAME	The name of the Creditor account on the invoice.
@H	A specified field from the CR_TRANS table, e.g. @H.TRANSDATE.
@L	A specified field from the CR_INVLINES table, e.g. @L.TAXRATE.
Jobs	
@ACCNO	The ID number of the Debtor account on the job.
@ACCOUNTNAME	The name of the Debtor account on the job.

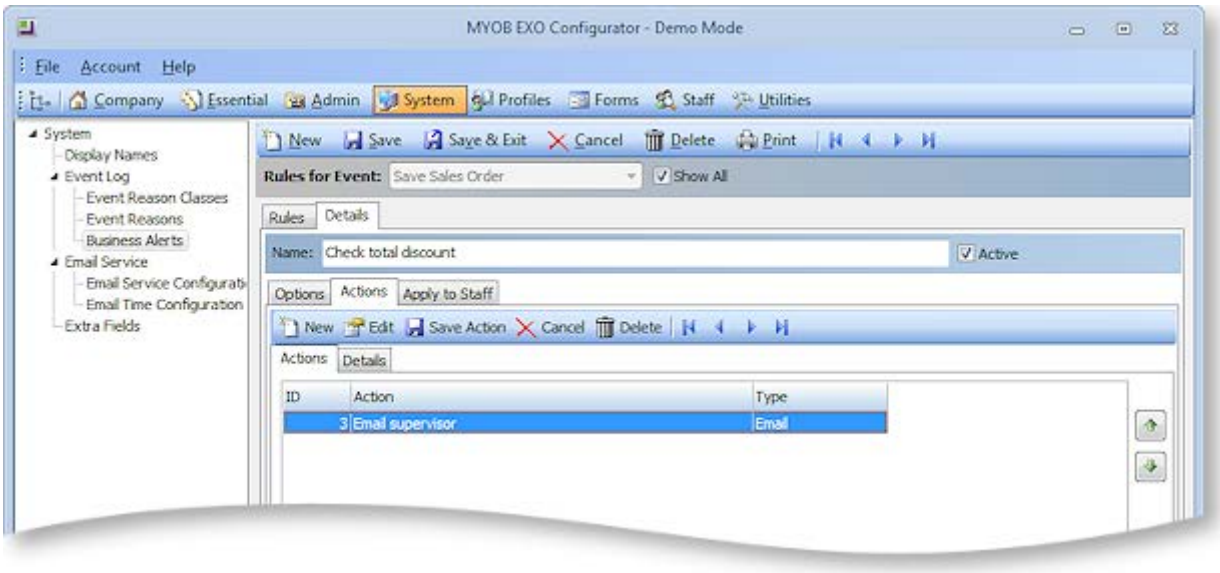
@JOBNO	The job number.
@H	A specified field from the JOBCOST_HDR table, e.g. @H.STATUS.
@F	A specified field from the JOBCOST_FLAGS table, e.g. @F.ISACTIVE.
@Q	A specified field from the JOBCOST_LINES table, e.g. @Q.STOCKCODE.
@T	A specified field from the JOB_TRANSACTIONS table, e.g. @T.QUANTITY.
Opportunities	
@ACCNO	The ID number of the company account on the opportunity.
@ACCOUNTNAME	The name of the company account on the opportunity.
@OPPORTUNITYID	The ID number of the opportunity, or “New” if it has not been saved yet.
@CONTACTID	The ID number of the contact associated with the opportunity.
@CONTACTNAME	The name of the contact associated with the opportunity.
@H	A specified field from the OPPORTUNITY table, e.g. @H.PROBABILITY.
@L	A specified field from the OPPORTUNITY_QUOTE table, e.g. @L.QUANTITY.

The alias parameters that give access to the fields of a table (@H, L@, etc) can be used to access Extra Fields; however, computed fields are not supported in Business Alerts.

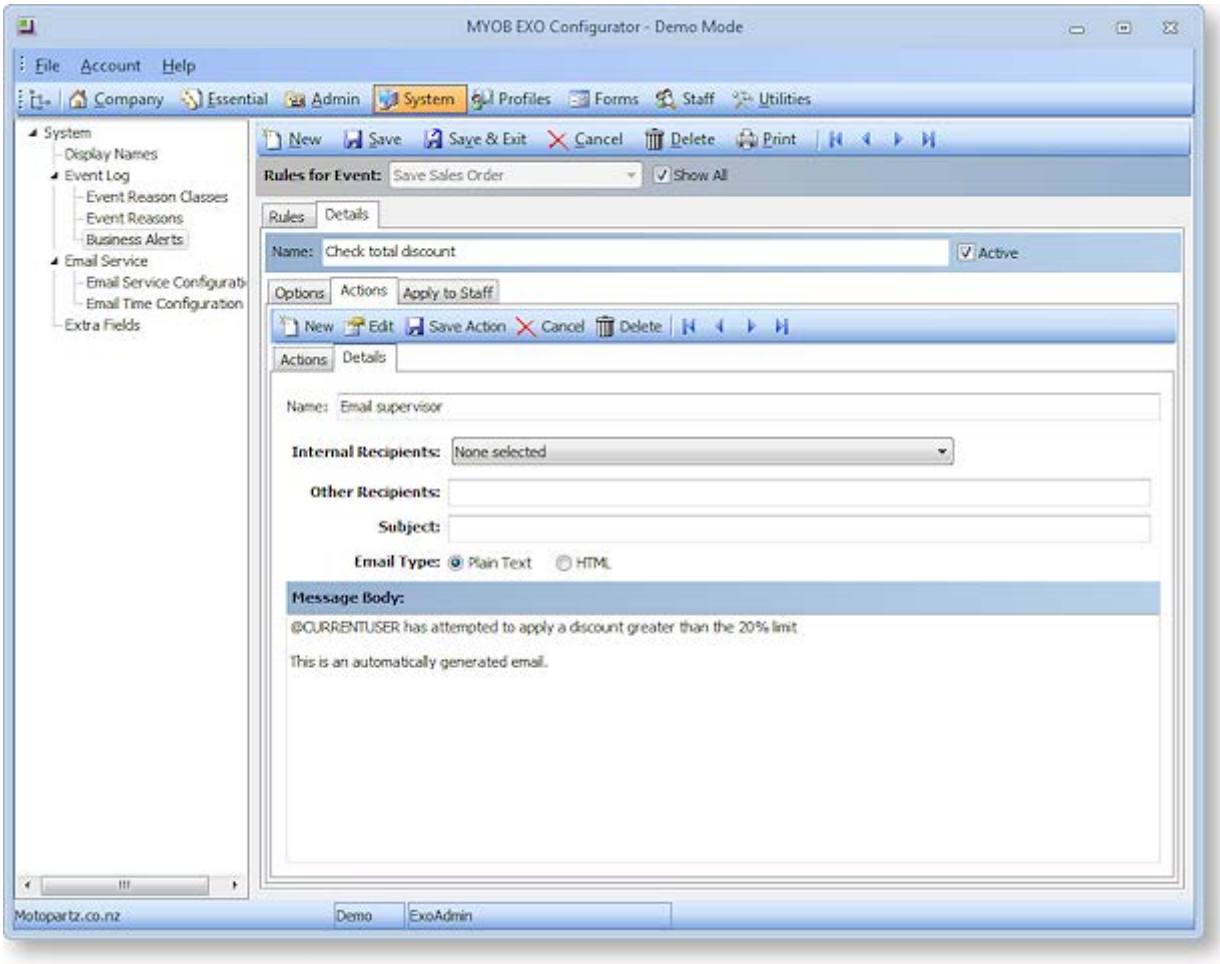
Note: While these parameters are not case-sensitive, the values of table fields are, e.g. @F.ISACTIVE would need to look for the value “Y”, not “y”.

Rule Actions

The Actions sub-tab defines a list of actions to perform when the rule is triggered. At present, the only available action is to send an email to specified recipients using the EXO Email Service (see page 51).



All actions set up for the rule are displayed. Actions are displayed in the order that they will be applied - they can be ordered using the arrow buttons on the right. Click **New** to create a new action.



On the Details sub-tab, enter a descriptive name for the action, then specify who to send the email to. One or more EXO Business staff members can be selected as recipients from the **Internal Recipients** dropdown, and other email addresses can be entered manually into the **Other Recipients** field.

> **Note:** The **Other Recipients** field can also contain **parameters (see page 39)** that allow the email to be sent to an email address associated with the record that generated the alert.

Enter a subject line and the message text to send/display. The message body can include any of the parameters that are available for the rule (see page 35).

Once all information has been entered, click **Save Action** to add the action to the rule.

> **Note:** Clicking **Save Action** adds the action to the rule, but does not save the rule itself—click the **Save** button on the main toolbar to save the rule and all of its actions to the EXO Business database. Rules that have been added but not yet saved are listed on the Actions sub-tab with the ID "New".

Email Parameters

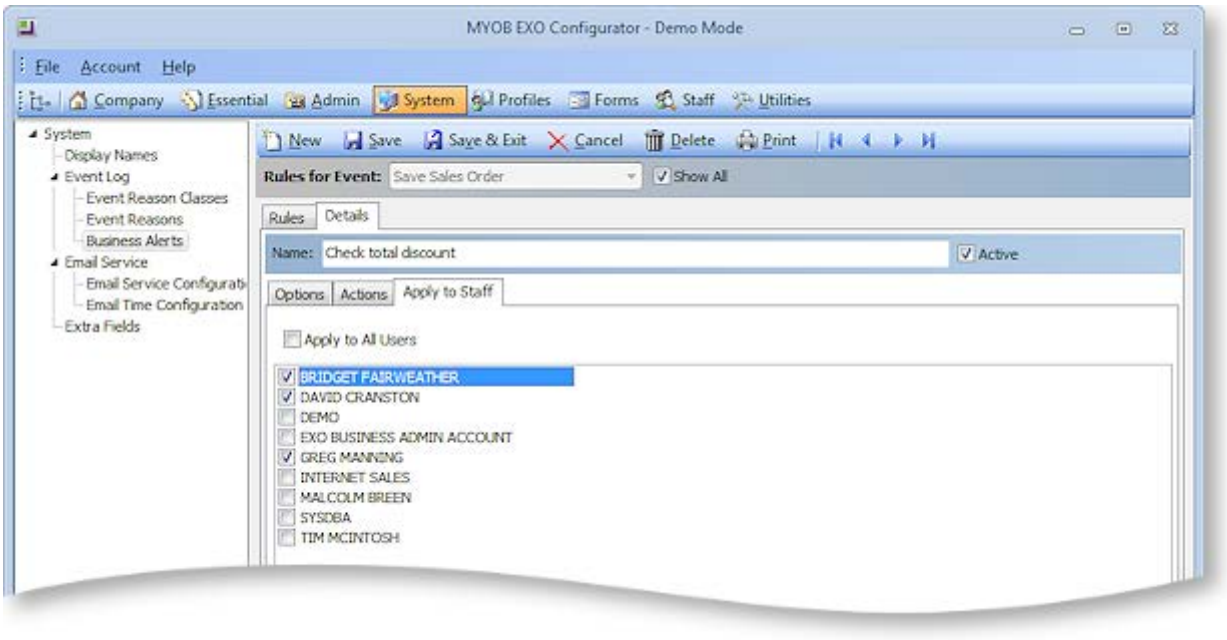
Business Alerts can be sent to an email address associated with the record that generated the alert. Email address parameters can be entered into the **Other Recipients** field; when the alert is triggered, the parameter will be replaced with the relevant email address for the record. The following email parameters are available:

Parameter	Meaning
General	
@COMPANYEMAIL	The email address for the company (Debtor or Creditor) associated with the record.
@DEFAULTCONTACTEMAIL	The email address for the default Contact of the company associated with the record.
@CONTACTEMAIL	The email address for the Contact associated with the record (not available for Purchase Orders or Creditor Invoices).
Sales Orders	
@SALESEMAIL	The email address for the Salesperson associated with the Sales Order.
@STATEMENTCONTACTEMAIL	The email address for the Statement Contact of the Debtor associated with the Sales Order.
Purchase Orders	
@SALESEMAIL	The email address for the staff member associated with the Purchase Order.
@STATEMENTCONTACTEMAIL	The email address for the Remittance Contact of the Creditor associated with the Purchase Order.

Debtor Invoices	
@SALESEMAIL	The email address for the Salesperson associated with the invoice.
@STATEMENTCONTACTEMAIL	The email address for the Statement Contact of the Debtor associated with the invoice.
Creditor Invoices	
@STATEMENTCONTACTEMAIL	The email address for the Remittance Contact of the Creditor associated with the invoice.
Jobs	
@SOLDBYEMAIL	The email address for the staff member who entered the job (JOBCOST_HDR.STAFFNO).
@ACTIONBYEMAIL	The email address for the staff member who is set as the job's manager (JOBCOST_HDR.ACTIONBY).
Opportunities	
@ASSIGNEDBYEMAIL	The email address for the staff member in the Opportunity's Assigned By field.
@ASSIGNEDTOEMAIL	The email address for the staff member in the Opportunity's Assigned To field.
@CREATEDBYEMAIL	The email address for the staff member who created the Opportunity.

Applying Rules to Users

The Apply To sub-tab lets you specify which EXO Business staff members the rule applies to:



Tick the boxes for the users that this rule applies to, or tick **Apply To All Users**.

Event Rule Auditing

Every time a Business Alert is triggered, an entry is recorded in the REASON_EVENTS table used by the Event Log (see page 29). New Reason Classes are created automatically for each type of event that alerts can be created for.

For alerts that send a message, an entry is also stored in the new EVENTS_SCHEDULE table. Entries include the values of all parameters relating to the rule.

EXO URL Protocol

EXO Business records can be opened from a URL/hyperlink using the **exo://** protocol. The link can be on a webpage, in an email, in a third-party application, or in the EXO Business interface itself.

> **Note:** EXO Business grid displays support clickable URLs for the TEXT and NTEXT data types. This feature can be used in Grid widgets, to allow drilling to a URL directly from the data. In combination with EXO Business URLs, it allows drilldown to any of the EXO Business records that support URLs.

Setting up the EXO URL Protocol

A separate application, **exoprotocolhandler.exe**, processes all EXO Business URLs. This application is installed with EXO Business, and must be present on all PCs where you want to use EXO Business URLs.

To set up support for EXO Business URLs, double-click on this application to run it once (every time it runs, it checks if it is registered as the exo:// handler in local registry, and registers itself if it is not).

URL Format

EXO Business URLs are formatted as follows:

`exo://[connection/]command[(#)][/][?param=value&param=value...]`

Each URL has the following components:

- `connection` - specifies the EXO Business database connection to use.
- `command` - specifies the EXO Business procedure/window to launch.
- `(#)` - some commands allow you to open a specific record by entering the record's ID number (SEQNO or ACCNO) in brackets. If an ID number is not supplied, the search screen for that kind of record is displayed.
- `?param=value` - some commands support additional parameters, such as a search string. Multiple parameters are separated with an ampersand (&).

A command must be specified; all other components are optional.

Supported Commands

Supported commands are listed in the table below. All commands open in the core EXO Business module, unless stated otherwise.

Note: Commands must be available as a menu item in the relevant module; users will be prevented from opening any screen that they would not normally have access to when using an EXO Business module. This ensures that the security of the EXO Business system is preserved.

Command	Description
activity	Opens the Activities window in the EXO Business Core module.
campaign(x)/?search=xyz	Opens the Campaign record with the ID number x in the EXO Business CRM module, or searches for the text specified by the ?search parameter.
company/?search=xyz	Opens the Company search window in the EXO Business Core module, searching for the text specified by the ?search parameter.
contact(x)/?search=xyz	Opens the Contact record with ID number x in the core EXO Business module, or searches for the text specified by the ?search parameter.
core_campaign(x)/?search=xyz	Opens the Campaign record with the ID number x in the core EXO Business module, or searches for the text specified by the ?search parameter.
core_opportunity(x)	Opens the Opportunity record with ID number x in the core EXO Business module.
core_serviceunit(x)/?search=xyz	Opens the Serviceable Unit record with the ID number x in the EXO Job Costing module, or searches for the text specified by the ?search parameter.

craccount(x)/?search=xyz	Opens the Creditor account with the Account ID number x, or searches for the text specified by the ?search parameter.
crinvoice	Opens the Creditors Invoices window.
crm_contact(x)/?search=xyz	Opens the Contact record with ID number x in the EXO Business CRM module, or searches for the text specified by the ?search parameter.
document(x)	Opens the document stored in the Document Manager with the document ID x.
draccount(x)/?search=xyz	Opens the Debtor account with the Account ID number x, or searches for the text specified by the ?search parameter.
invoice(x)	Opens the Debtor invoice with ID number x.
job(x)/?search=xyz	Opens the Job record with the ID number x in the EXO Job Costing module, or searches for the text specified by the ?search parameter.
opportunity(x)/?search=xyz	Opens the Opportunity record with ID number x in the EXO Business CRM module, or searches for the text specified by the ?search parameter.
purchaseorder(x)/?search=xyz	Opens the Purchase Order with ID number x, or searches for the text specified by the ?search parameter.
prospect(x)/?search=xyz	Opens the Non Account x with the Account ID number x, or searches for the text specified by the ?search parameter.
report/?paramaters	Opens a Clarity report. All report parameters are supported, e.g. `exo://report/?DR_Control.CLR&d=Printer&a=N`
saleorder(x)/?search=xyz	Opens the Sales Order with ID number x, or searches for the text specified by the ?search parameter.
serial/?stockcode=xyz&search=xyz	Opens the Serial Number Tracking window.
serviceunit(x)/?search=xyz	Opens the Serviceable Unit record with the ID number x in the core EXO Business module, or searches for the text specified by the ?search parameter.
stockitem/?stockcode=xyz	Opens the Stock item with the stock code specified by the ?stockcode parameter.
statement	Opens the Debtors statements window.

Examples

exo://draccount(2) – opens the Debtor account with the ID number (SEQNO) 2.

exo://crm_contact(3) – opens the Contact with the ID number (SEQNO) 3 in the EXO CRM module.

exo://contact/?search=smith – opens the Contact search window, showing results for a search on “smith”.

exo://stockitem/?stockcode=AIRFIL01 – opens the Stock item with the code AIRFIL01.

Grid Settings

ExoGrid column settings, form sizes and positions can be saved, restored and replicated using the EXO Business Configurator (see page 55). These settings can be copied to the EXO Business database, then restored on another computer. Saving grid settings to the database means you can:

- Restore a user’s settings when they move to a new computer.
- Have a user’s settings “follow” them from computer to computer.
- Maintain consistent settings in a terminal server/cluster server environment.
- Easily replicate the same settings across multiple computers.
- Easily set up grid settings on a new computer for first time use.

Saving and Manually Retrieving Grid Settings

Grid settings are saved and restored in the Profiles section of EXO Business Config (see page 73). Three new options are available when right-clicking on a User Profile:

- Save Grid Settings – Saves the grid settings currently present on this computer to the EXO Business database for this profile.
- Retrieve Grid Settings – Retrieves grid settings saved for this profile from the database and applies them. All existing grid settings are deleted before the new settings are applied.
- Merge Grid Settings – Retrieves saved grid settings for this profile from the database and applies them. Existing grid settings are not deleted.

Portable Grid Settings

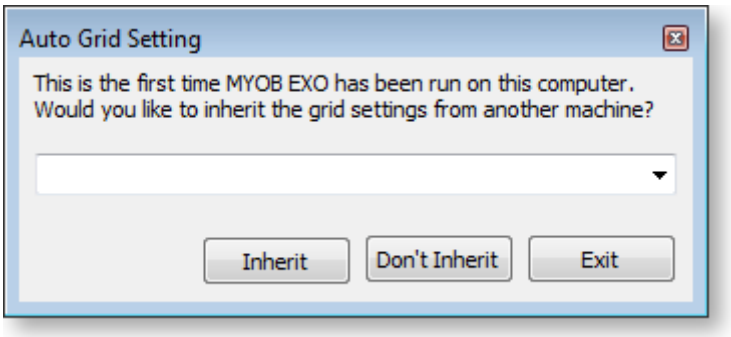
Grid settings can be made portable, so that they will “follow” a user from one computer to another. If the Computer-level profile setting **Allow portable grid settings** has been enabled, then when a user logs on to a computer, the grid settings saved for the user’s profile are automatically restored.

> **Note:** The automatic restore operation only occurs when the user logging on belongs to a different profile set than the previous logged on user.

Enabling portable grid settings means that users can operate on multiple different computers (e.g. in a “hot desking” environment) and retain their grid settings. It also means that users’ settings can remain consistent in a terminal server or cluster server environment, where the hosting server may change without notice.

Replicating Grid Settings on a New Computer

The first time EXO Business is run on a computer, a record for the computer is created in the EXO Business database. As part of this process, it is possible to replicate saved grid settings to the new computer. The following window appears the first time EXO Business is run:



- Select a computer and click **Inherit** to create the new computer record and replicate the grid settings to the new computer.
- Click **Don't Inherit** to create the computer record and leave grid settings at their defaults.
- Click **Cancel** to exit the application without creating a computer record.

Geolocation Settings

Geolocation information (latitude and longitude) can be saved for Debtors, Creditors, Non Accounts and Contacts, based on each record's Delivery Address

Enabling Geolocation Features

The system can automatically retrieve geolocation details whenever a Delivery Address is entered or changed, depending on the profile setting **Prompt for unset map coordinates on saving delivery addresses**. This setting has the following options:

- Always prompt for un-mapped delivery addresses - a dialog box appears, asking the user if they want to retrieve new details (this is the default).
- Never prompt for un-mapped delivery addresses - new details are automatically retrieved without asking the user.
- Disable map locating features - geolocation details are never retrieved - the new button does not appear on account windows.

Note: By enabling this feature you consent to send information to MYOB and for us to relay part of this information to Microsoft in accordance with the Microsoft Online Privacy Statement (see **http://go.microsoft.com/fwlink/p/?LinkId=253457**) in order to retrieve mapping coordinates and confirmation of the existence of a physical address.

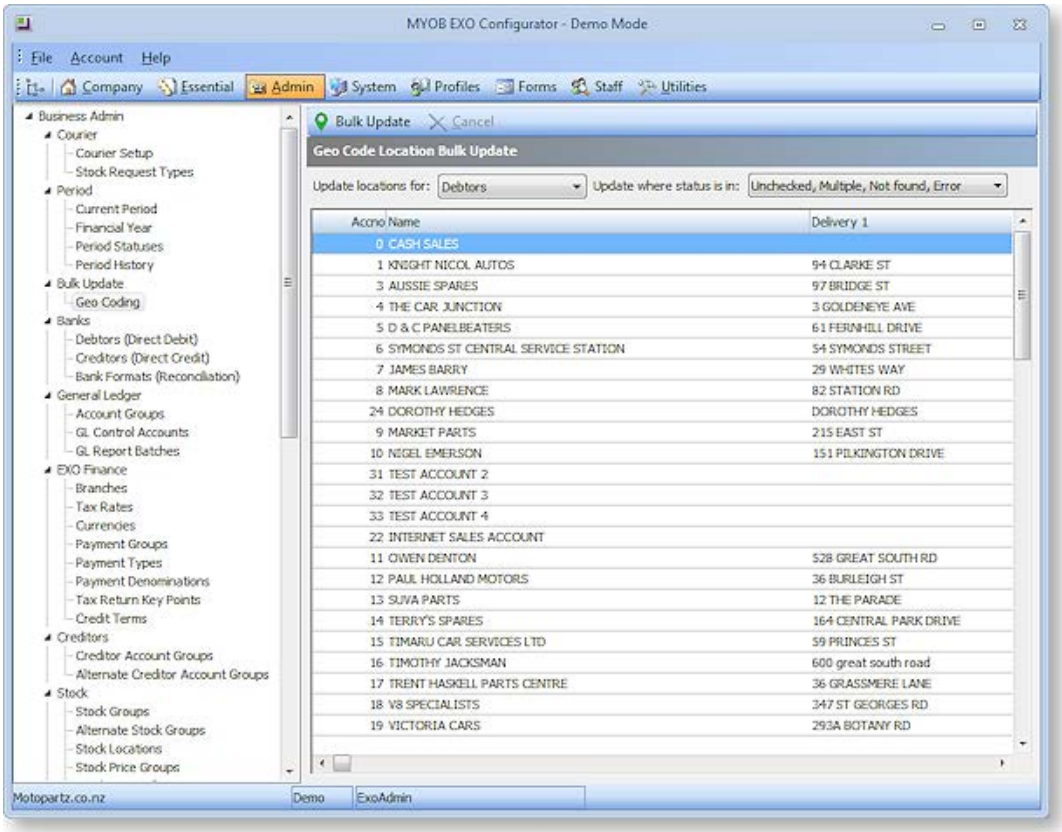
Setting Geolocation Details

Geolocation information is based on a record's Delivery Address. The system uses Microsoft's Bing API to query Bing Maps for latitude and longitude details when the Location button next to the address is clicked. An icon on the button displays the status of the match:

- - the system hasn't attempted to retrieve details yet.
- - details successfully retrieved. Clicking the button again will open your default browser, showing the location on a map. SHIFT+clicking the button will attempt to retrieve location details again.
- - an error occurred when attempting to retrieve details. Hovering the mouse over the button will display a popup message indicating why the attempt failed.

Bulk Loading Location Details

Location details for accounts can be loaded in bulk from the EXO Configurator at **Admin > Bulk Update > Geocoding**:



Note: This screen is also available from the main toolbar of the EXO OnTheGo Configurator.

To bulk update location details:

1. Use the **Update locations for:** dropdown to select the kind of account to update (Debtors, Creditors, Non Accounts or Contacts).
2. Use the **Update where status is in:** dropdown to filter the list of accounts by status. Only accounts that appear on the list will be updated. By default, accounts whose status is already "OK" are filtered out.
3. Click **Bulk Update**.

The system attempts to retrieve details for each account in the list, and updates each account's status according to whether the attempt succeeds or fails.

Sending Emails

Email functions are available on many windows in the MYOB EXO Business system. For example:

- Emails can be sent to Contacts by clicking the  button on the Contacts window.
- Invoices and Statements can be emailed to Debtors by clicking the  button on the Transactions tab of the Debtor Account Details window.
- Sales Orders can be emailed to Debtors and Purchase Orders can be emailed to Creditors by clicking the  button on the Sales Orders or Purchases Orders windows.
- A Mailshot function (see page 530) is available on several windows for bulk sending emails to Debtors or Creditors.
- Emails can be scheduled and sent automatically using the EXO Email Service (see page 51).

A **Send E-Mail** menu item can also be added using EXO Business Config, allowing emails to be sent from the main menu of certain EXO Business modules.

Emails can be sent in several ways, depending on how the EXO Business system is set up.

Note: When emails are sent from EXO Business (via SMTP or the user's local email client), they are automatically saved to the **Documents tab of the relevant account (see page 144)**.

Email Setup

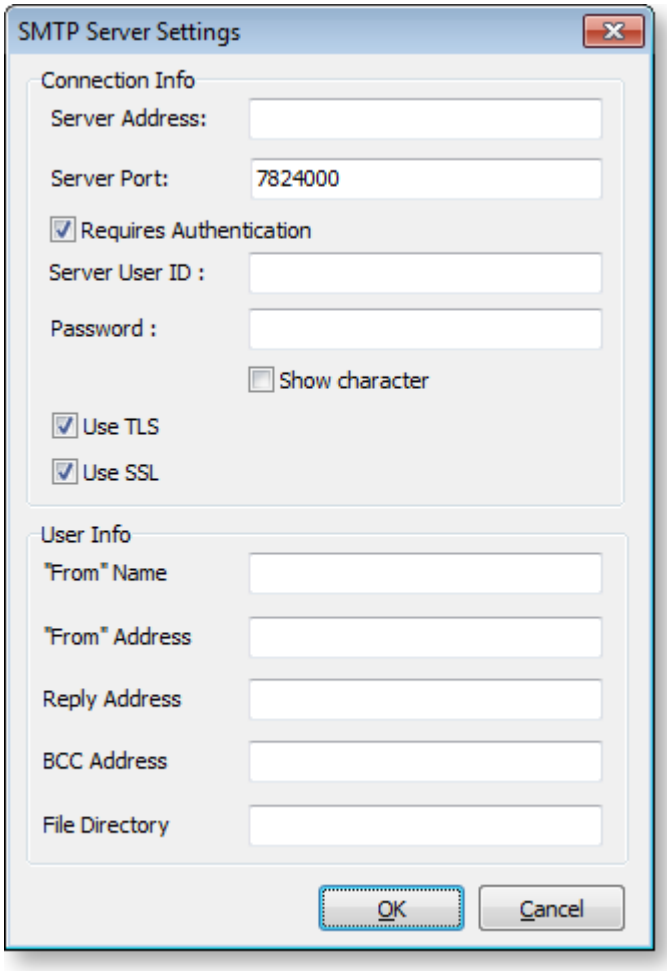
The method used to send emails from within EXO Business is determined by the **Email client** User-level profile setting. This setting has the following options:

- Disabled - Emails will not be sent.
- EXO SMTP - Emails will be sent via SMTP using the EXO Business Email Sender (better for sending large batches of emails). An external SMTP server is required.

  Note: When using Microsoft Exchange Server, the SMTP service must be active. The EXO Business Email Sender uses the SMTP protocol, not the IMAP protocol used by Microsoft Outlook.
- Default Email Client - Emails will be sent using the user's default email software (suitable for smaller batches of emails).

SMTP Server Settings

When using the "EXO SMTP" option, details of the SMTP server being used must be set up before emails can be sent. The SMTP Server Settings window appears the first time you try to send an email using the EXO Business Email Sender (it can be accessed later by clicking the **Setup** button on the Email Sender window).



The following server settings can be configured:

Setting	Description
Server Address	Specify the host SMTP server. The entry can be a server or service name (Local Area Network host only), a URL, or an IP address. **Note:** IP addresses are usually only used with internal mail servers or ones that have no public DNS entry (registered domain). Ideally, a name or URL should be used.
Server Port	Specify the number of the port to send emails on. Consult your mail service provider or IT department for information on which port to use. This may depend on whether you want to use TLS or SSL encryption (see below).
Requires Authentication	If your mail server requires authentication to send mail, check this box and enter a password for your account.
Server User ID	For an internal mail server (such as Exchange Server) this will be the User ID as configured for the user account in the Mail program. For ISP-hosted mail account this is the account name.

Password	Only active/required if **Requires Authentication** is ticked. This is the password for your mail account. Tick **Show character** to show the characters of the password; if this option is not ticked, the password will be masked with asterisks.
Use TLS **Use SSL**	Tick these boxes to secure emails using TLS or SSL encryption, if the SMTP server supports them. **Note:** SSL takes precedence over TLS; if both boxes are checked, SSL encryption will be used.
From Name	This is the "friendly" name to appear in the Sender field of emails.
From Address	This is your email address.
Reply Address	Enter an address here if you would like replies sent to a different email address than the **From Address**. If this field is left blank the reply address will be set the same as the **From Address**.
BCC Address	This is the blind carbon copy email address. If you enter an email address here, all emails you send using this client will be secretly echoed to this address.
File Directory	This is the default directory used in the Open dialog when the Attach File button () is clicked.

Other Settings

The following additional email-related settings may need to be configured:

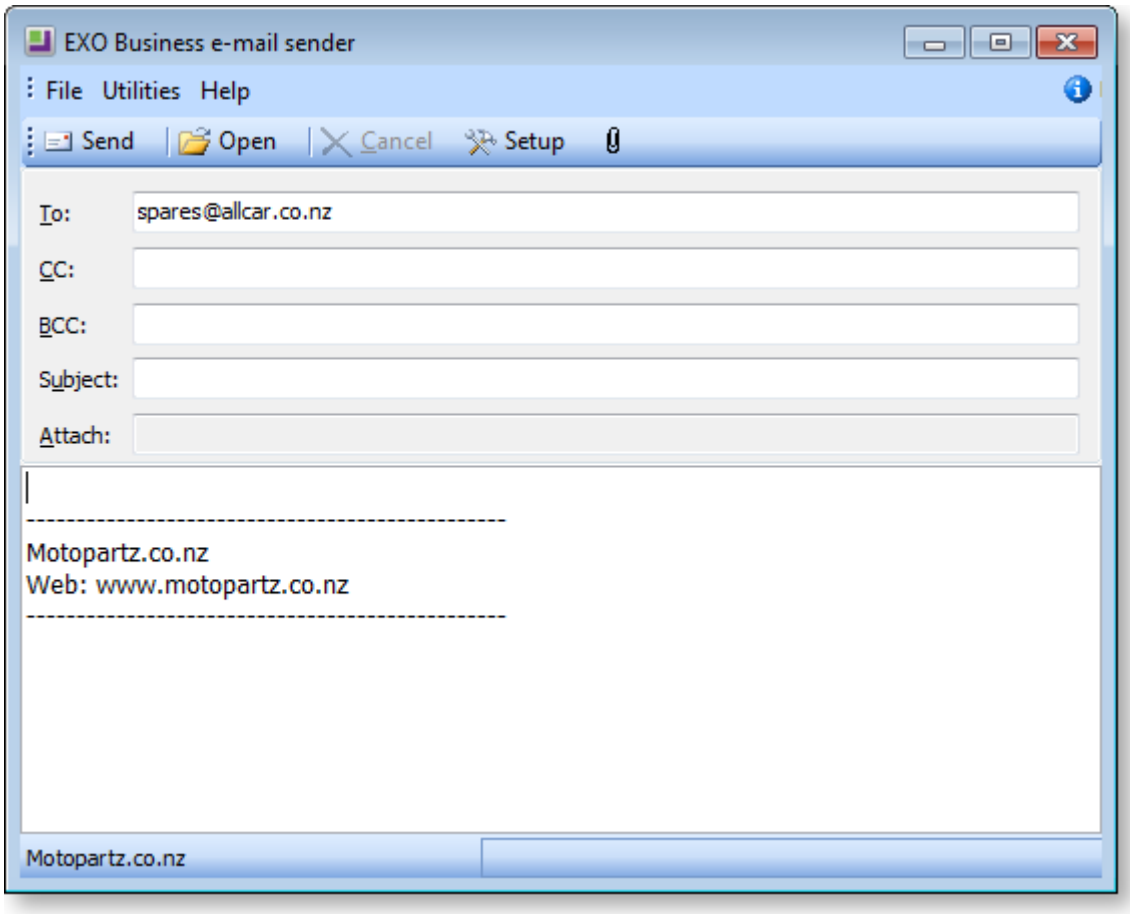
- The Clarity Form profile settings (see page 74) specify whether or not various Clarity forms should be sent via email, and how these forms should be attached to emails.
- Options to email remittance advice to Creditors or to use the Mailshot function are available on the Payment Processor General Setup window (see page 477).
- A **Show email before sending** option can be configured on the Direct Debits General Setup window (see page 493).

The following User-level profile settings also affect how emails are sent:

- **Send emails using plain text** -tick this setting to restrict the body of emails to plain text, rather than HTML.
- **Confirm before sending email** - tick this setting to display a confirmation message before sending each email, or leave it blank to send emails automatically.

Using the EXO Business Email Sender

When MYOB EXO Business is set to use the Email Sender, the following window appears whenever you send an email:



Some fields may be filled in automatically, depending on where the email is being sent from. For example, when sending an email to a Contact, the Contact's email address is automatically entered in the **To:** field.

Enter all required details and click **Send** to send the email.

Click the button to add an attachment to the email.

Click the **Setup** button to open the SMTP Server Settings window (see page 47).

Dragging and Dropping Emails

Emails in Microsoft Outlook can be dragged and dropped onto any MYOB EXO Business window with a Documents tab; this includes Company accounts, Stock items, Contacts, Opportunities, Jobs and Serviceable Units.

To drag and drop emails from Outlook to EXO Business, first open the record that you want to copy the email to, then drag the email from Outlook to anywhere on the open record window in EXO Business. A copy of the email is saved to the window's Documents tab (see page 144).

Note: The Outlook client must be running on the same PC (real or virtual) or Terminal Server session as EXO Business. Dragging emails from a local Outlook client to EXO Business running on a Terminal Server session, for example, is not supported.

EXO Email Service

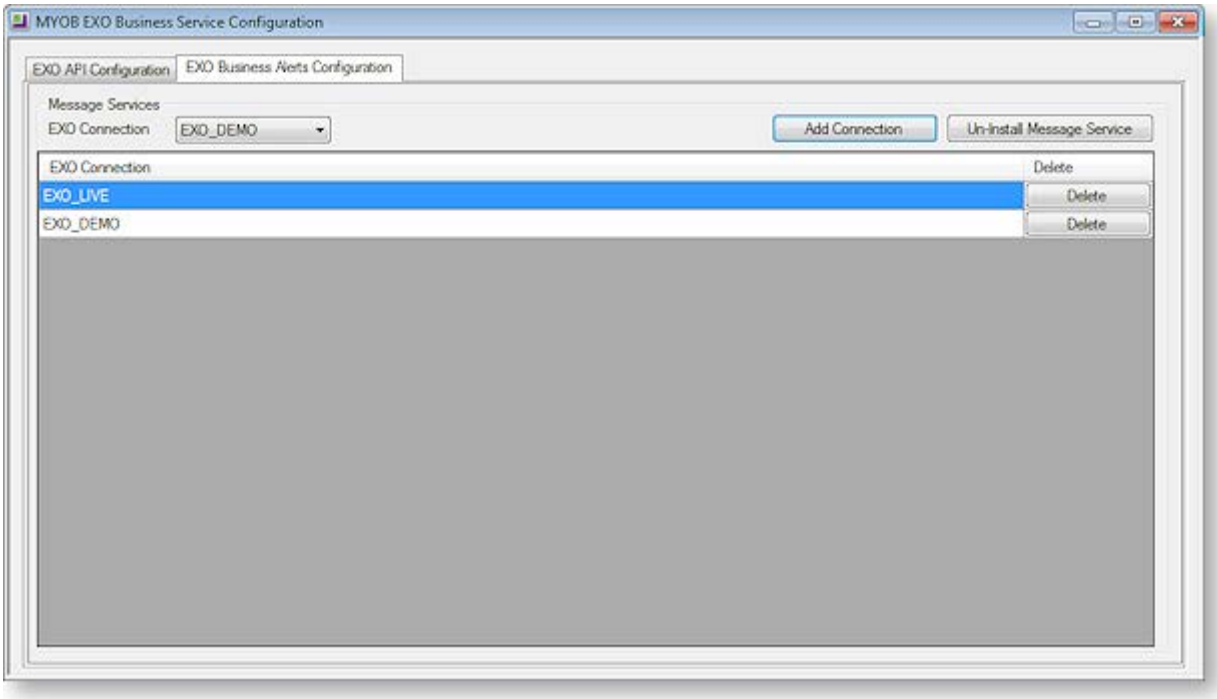
The EXO Email Service can be used to automate the sending of emails from the EXO Business system. For example, this service is used by the Business Alerts feature (see page 33) to send email alerts.

Installing the Service

You can install and set up the EXO Email Service using the MYOB EXO Business Services Setup Wizard and the MYOB EXO Business Service Configuration utility.

Run the MYOB EXO Business Services Setup Wizard, and when asked which features you want to install, make sure that the **Messaging Service** option is enabled. Once the wizard has completed, you are given the option of running the service configuration utility to set up the service. You can run the utility, **MYOB.ED.EXO.Cloud.ServiceConfig.exe**, at any time after installation.

Configuration of the EXO Email Service is performed on the EXO Business Alerts Configuration tab of the service configuration utility:



A single instance of the EXO Email Service runs on each PC. An instance can have multiple EXO Business database connections configured for it. To install the EXO Email 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**.

Installing the Service Manually

The service can also be installed manually:

1. Copy the **ExoEmailService.exe** file to the main EXO Business install directory.
2. Open a command prompt with administrative rights at this location.
3. Enter ExoEmailService.exe /install [connection], where [connection] is the connection name for the instance of EXO Business that you are installing the service for.

You can install the service for multiple instances of EXO Business by specifying multiple connection names, separated by spaces, e.g.

```
ExoEmailService.exe /install Connection1 Connection2
```

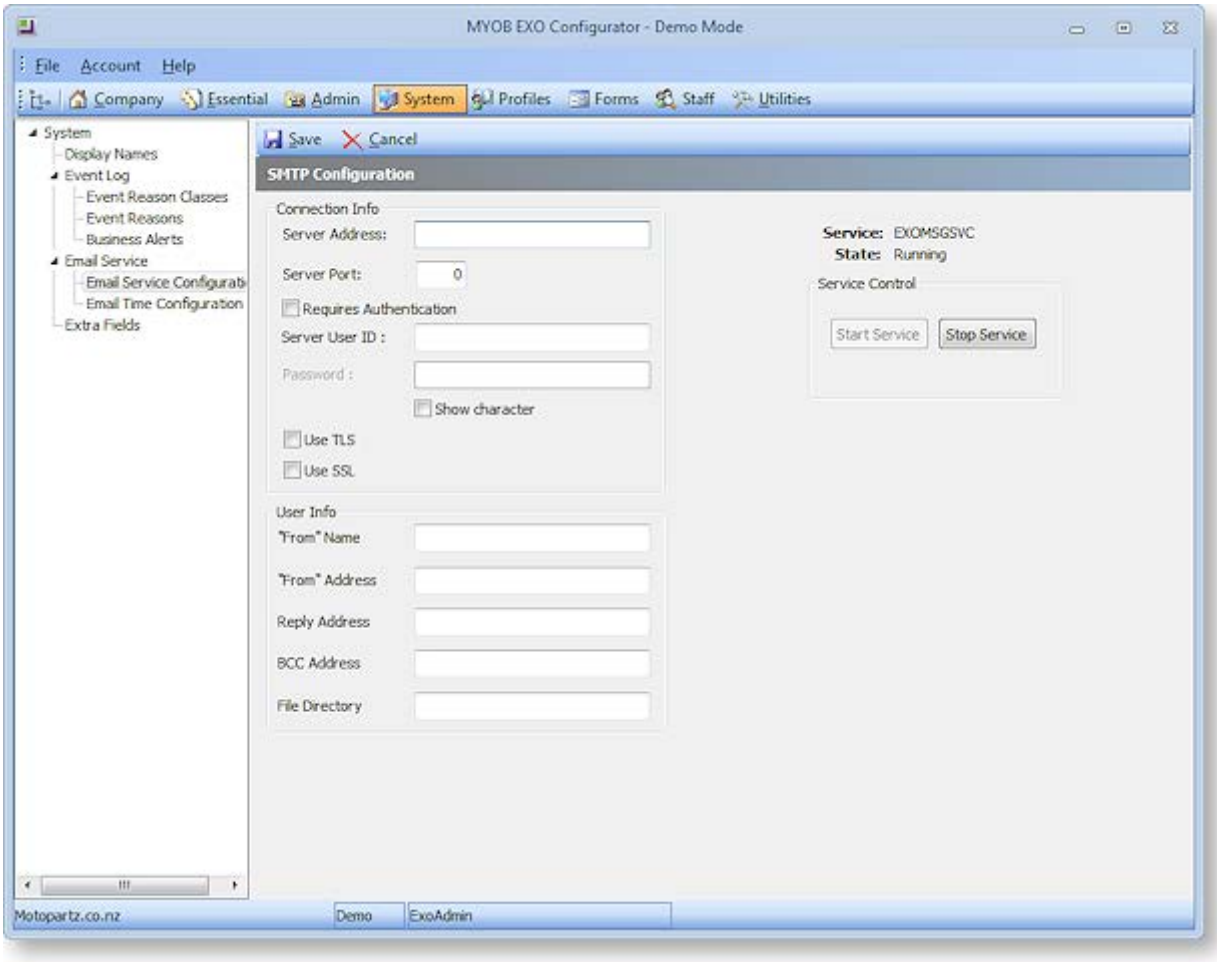
Once the service is installed, you can update the list of instances that it is installed for by entering:

```
ExoEmailService.exe /config [list of connections]
```

The EXO email service runs using the Local System account. This means that the EXO Business database connection must have been created while logged in as an administrator account; otherwise the service will not be able to find the connection details. If you receive the error "Failed to start service", you may need to open the EXO Business Connection Editor window while logged in as an administrator, then delete and re-create the connection.

Configuring the Service

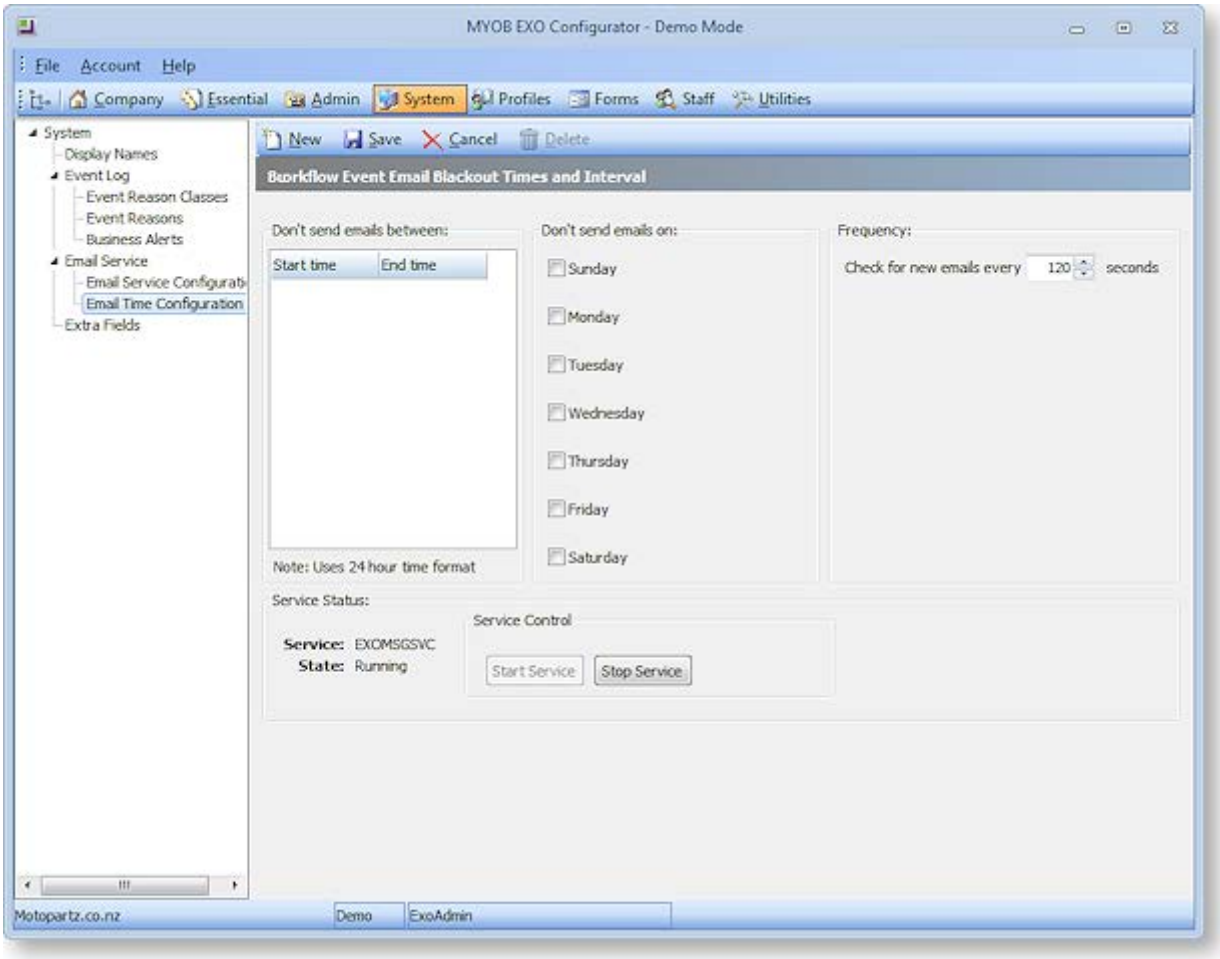
Once the service has been installed, you can configure it in EXO Business Configurator at **System > Email Service**. Two configuration screens are available. The first, **Email Service Configuration**, lets you configure the details of the email server, including address, authentication and default user information:



Setting	Description
Server Address	Specify the host SMTP server. The entry can be a server or service name (Local Area Network host only), a URL, or an IP address. **Note:** IP addresses are usually only used with internal mail servers or ones that have no public DNS entry (registered domain). Ideally, a name or URL should be used.
Server Port	Specify the number of the port to send emails on. Consult your mail service provider or IT department for information on which port to use. This may depend on whether you want to use TLS or SSL encryption (see below).

Requires Authentication	If your mail server requires authentication to send mail, check this box and enter a password for your account.
Server User ID	For an internal mail server (such as Exchange Server) this will be the User ID as configured for the user account in the Mail program. For ISP-hosted mail account this is the account name.
Password	Only active/required if **Requires Authentication** is ticked. This is the password for your mail account. Tick **Show character** to show the characters of the password; if this option is not ticked, the password will be masked with asterisks.
Use TLS **Use SSL**	Tick these boxes to secure emails using TLS or SSL encryption, if the SMTP server supports them. **Note:** SSL takes precedence over TLS; if both boxes are checked, SSL encryption will be used.
From Name	This is the "friendly" name to appear in the Sender field of emails.
From Address	This is your email address.
Reply Address	Enter an address here if you would like replies sent to a different email address than the **From Address**. If this field is left blank the reply address will be set the same as the **From Address**.
BCC Address	This is the blind carbon copy email address. If you enter an email address here, all emails you send using this client will be secretly echoed to this address.
File Directory	This is the default directory used when adding attachments to emails.

The second configuration screen, **Email Time Configuration**, lets you specify when the email service should and shouldn't send emails, and the how often it should check for new emails to send:



Setting	Description
Don't send emails between	Specify the period(s) when the service should not send emails by entering start and end times here. Click the **New** toolbar button to enter a new pair of times. Times are entered in the 24 hour format.
Don't send emails on	Tick the boxes for any days when the email service should not send emails.
Frequency	Specify how often the service should check for new emails to send.

Configuration

Configuring EXO Business

Two applications are available for configuring the settings that control the operation of the EXO Business system:

- The MYOB EXO Configurator application (also called EXO Business Config) - this application allows you to change all configuration settings in the EXO Business system.
- The EXO Business Configuration Assistant - this application simplifies the configuration process by offering a reduced subset of configuration settings (selecting sensible defaults for all others).

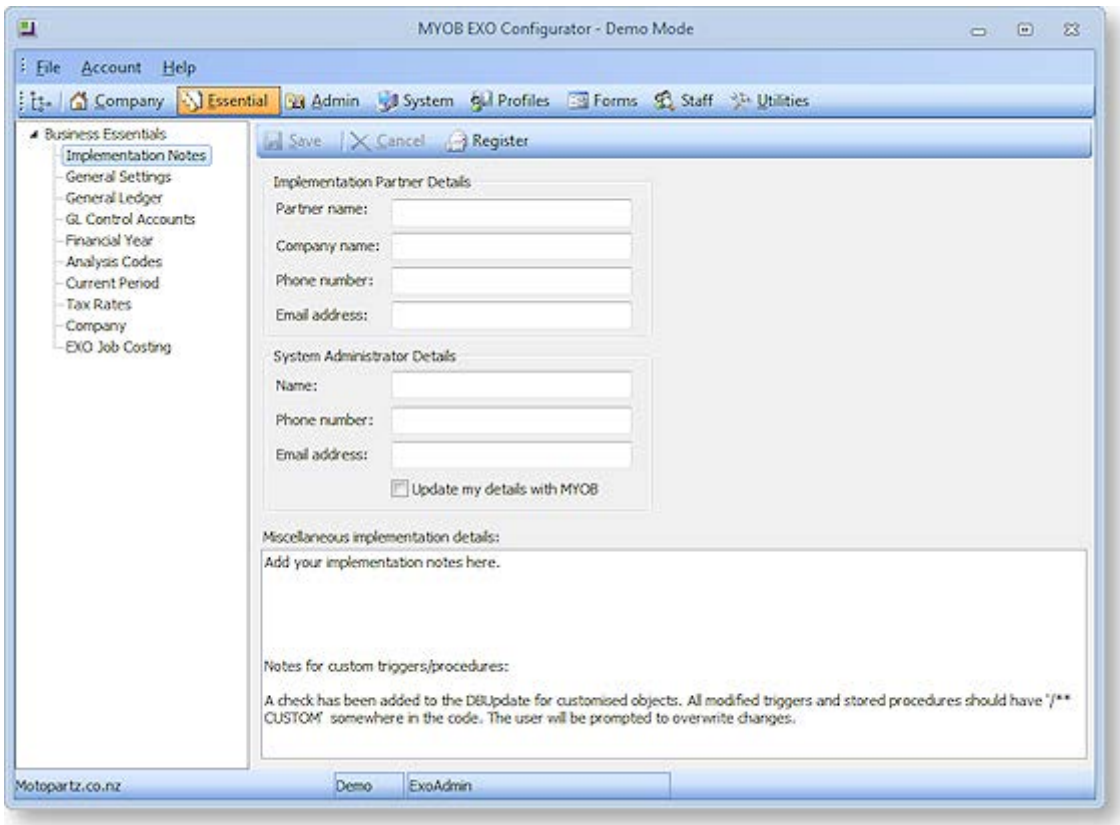
These applications are discussed below.

Note: Changing configuration settings can have catastrophic consequences if incorrect settings are chosen. It is strongly recommended that changes only be made by a qualified EXO Business implementation partner.

Note: Changes made in EXO Business Config or the Configuration Assistant appear in the other EXO Business applications the next time they open. If an application is open at the time changes are made, select **Refresh Settings** from the File menu to update the application with the new changes.

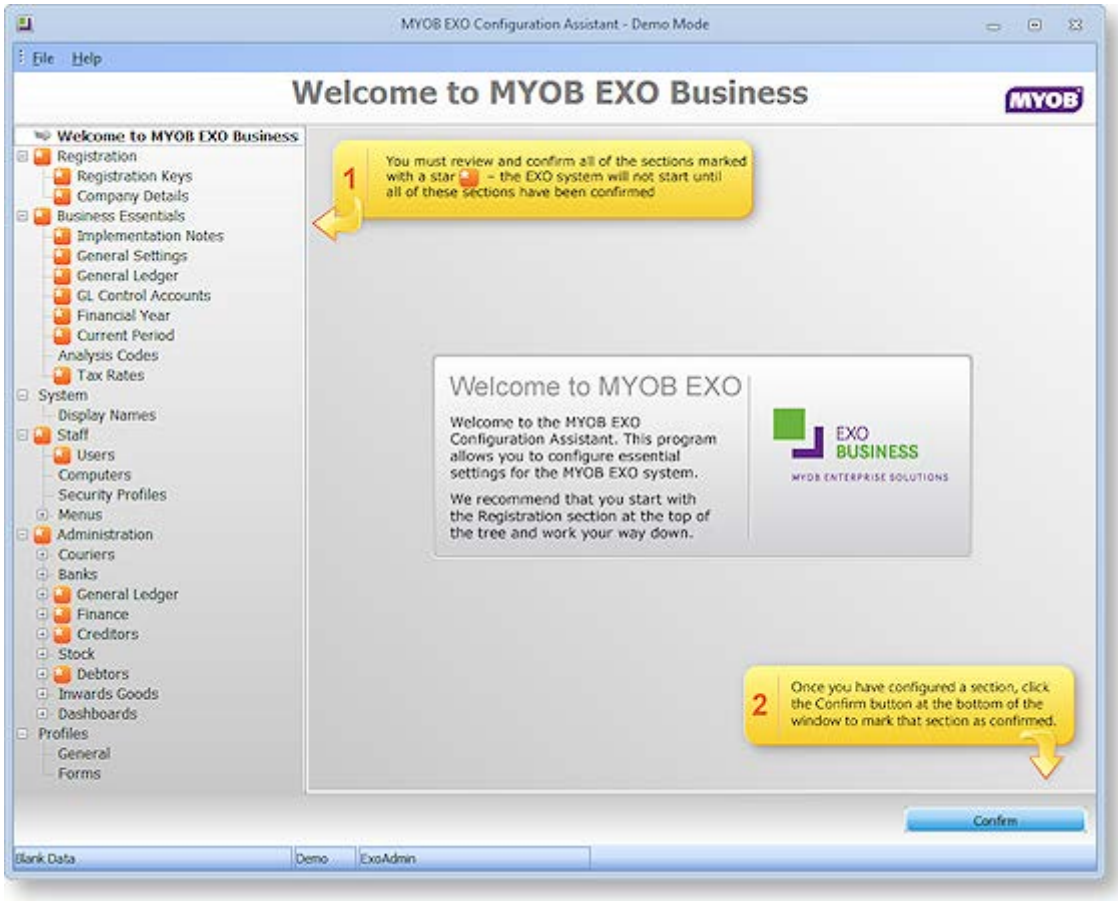
MYOB EXO Configurator

All configuration settings are available in the MYOB EXO Configurator application (EXO Business Config). Related settings are grouped into sections and sub-sections within the application.



The Configuration Assistant

The EXO Business Configuration Assistant guides users through the configuration process by highlighting essentials areas and offering a reduced subset of configuration settings.



The Configuration Assistant runs in two modes:

- Immediately after the installation of EXO Business software, the Configuration Assistant runs in **Setup Mode**, where you are guided through the configuration of essential settings. Settings must be confirmed before proceeding.
- Once the initial configuration is complete, the Configuration Assistant runs in **Maintenance Mode**, where all configuration options are available and no confirmation is required.

Tip: Information on configuring EXO Business with the Configuration Assistant is also available in the "MYOB EXO Business Implementation Guide". This document is installed with EXO Business.

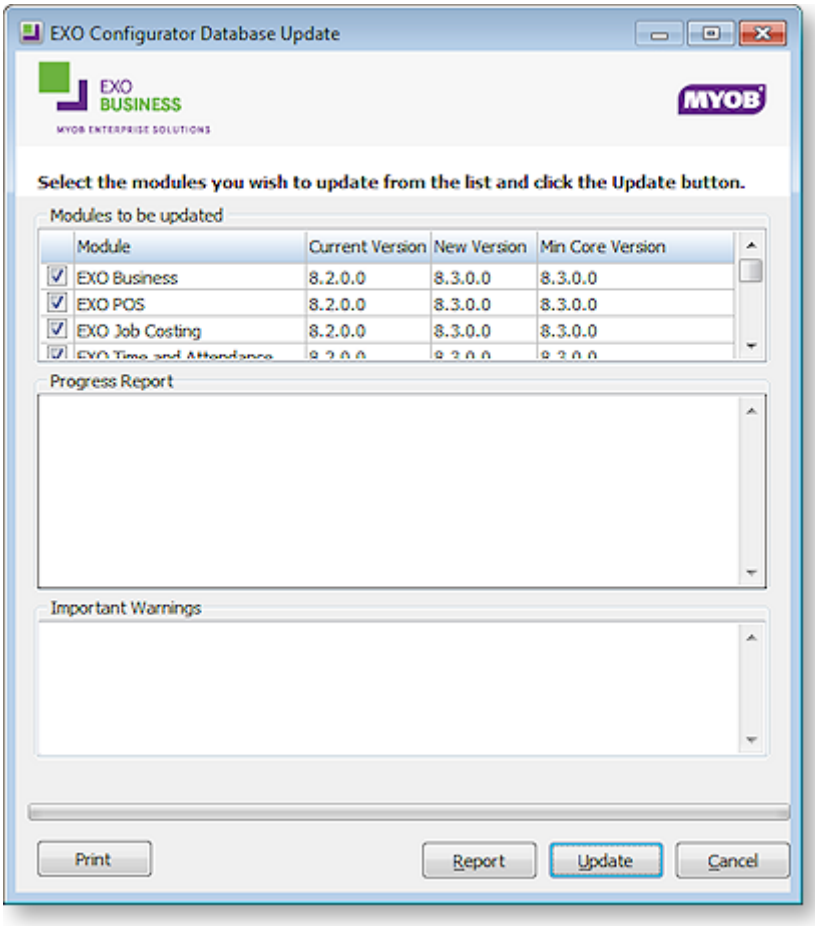
Database Update

Configuration Assistant > Registration > Registration Keys > Launch Update

The Configuration Assistant includes a function to update the EXO Business database for any changes to the program. This function runs automatically as soon as the Configuration Assistant opens, in the following circumstances:

- After a product upgrade, when the program files are a newer version than the database.
- After a new add-on module has been added.

You can also run the Database Update function manually by clicking the **Launch Update** button on the Registration Keys window.



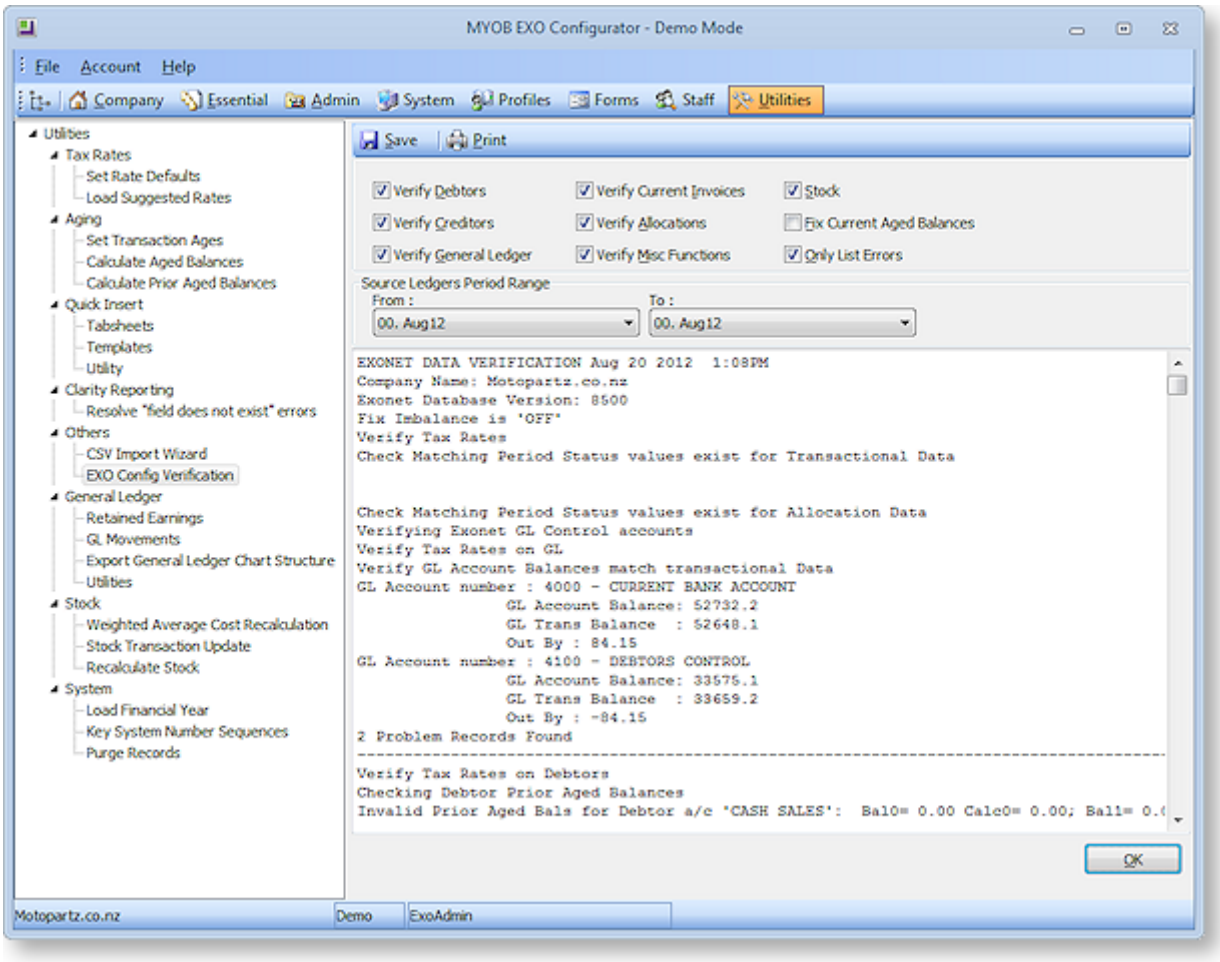
Caution: It is strongly recommended that the database be backed up before any updates are performed. This means the database can be restored and operation continued on previous program versions should any issues occur. Never restore a backup over the only live copy of a database, just in case a backup is invalid, in which case the live copy will could also be destroyed. Ideally rename the original database for archival purposes.

Data Verification

MYOB EXO Business includes a utility that performs various tests on the transactions in the EXO Business database to highlight any errors and suggest what may be causing them. After running a Database Update operation (see page 56), a prompt appears asking if you want to verify the data:



At other times, the data verification utility can be accessed from the EXO Business Configurator at **Utilities > Others > EXO Config Verification**.



The following options are available:

Field	Description
Verify Debtors **Verify Creditors** **Verify General Ledger** **Verify Current Invoices** **Verify Allocations** **Verify Misc Functions** **Stock**	These options determine which aspects of the EXO Business system will be checked by the data verification process.
Fix Current Aged Balances	If this option is ticked, any imbalances in the current aged balances that are detected by the data verification process will be automatically corrected.
Only List Errors	If this option is ticked, then the output results will only show the results of tests that return errors - any tests that pass will not be listed.
Source Ledgers **Period Range**	Select the range of periods whose data you want to verify.

Click **OK** to run the data verification process. The results of the process are displayed in the lower section; click **Save** to save the results to a text file or **Print** to print them out.

Data Verification Menu Item

The Data Verification utility can be added to drop down menus (see page 77), so that it can be accessed from other modules. It is possible to specify which of the above options will be checked by default, by editing the item's parameters. The following parameters can be entered:

- D = Verify Debtors
- C = Verify Creditors
- G = Verify General Ledger
- I = Verify Current Invoices
- A = Verify Allocations
- M = Verify Misc Functions
- S = Stock
- L = Only List Errors
- Y = Fix Current Aged Balances

For example, entering DCSL means that only the **Verify Debtors**, **Verify Creditors** , **Stock** and **Only List Errors** options will be ticked when the utility opens.

Company Settings

Customer details and software registration information is configured at:

- The Company section of EXO Business Config
- The Registration section of the Configuration Assistant

Configuring Registration Information

The Registration Keys section controls the registration code entry for MYOB EXO Business modules. The registration codes are specific to the company name, the individual EXO Business product, number of users and the expiry date of the registration code.

> **Tip:** Note the colour of the highlight bar and module. If the line is red, then the module, number of users, security code, expiry date and/or company name do not match the code given. Check that all the items match the code requested.

Modules are divided into two sections: Core and Add-on. A single registration code applies to all Core modules. Add-on modules are all separately licensed - a registration code must be supplied for each one. Registration codes can be downloaded and applied automatically, or they can be obtained from MYOB and entered manually. Both operations are performed from the Registration Keys section.

Before applying registration keys, however, it is vital to ensure that the company name is set up correctly:

1. Click **Change Name** to set the company name of the system.
2. Enter the company name on the window that appears, then click **OK**.

   > **Note:** The spelling of the company name is critical for the registration code to be accepted. Ensure the name given when obtaining the registration codes from MYOB is exactly the same as entered above. Take special care with abbreviations (Limited vs. Ltd), and punctuation (Pty. vs. Pty). Incorrect spelling of the company name will cause the security code entry to be marked as
3. If the company is the subsidiary of a larger company, click Change Parent Name to set the name of the parent company.

To enter registration information:

1. Double-click the “EXO Business” module name.
2. Enter the following fields:

   Max Users The registered number of users, as per the number of concurrent licences purchased from MYOB.

   Registration Key The registration code received from MYOB for the selected module.

   Expiry Date The expiry date for the EXO Business module. For more information of how this will be applied to the end user, refer to the Terms and Conditions of the End User Licence Agreement.
3. Click **Save** to save these settings.

> **Note:** The EXO Business module is the only module associated with an expiry date, however generally operation of the add-on modules will not be practical without a correctly registered EXO Business product.
>
> **Tip:** Specific registration codes are not required for the core modules included with MYOB EXO Business, with the exception of EXO Business Config.

Configuring Company Details

The Company Details section holds details such as the name and address of the company using MYOB EXO Business. This information is primarily used in reports for displaying the company's contact details, but some fields also have a specific purpose in the system such as the **Country** and **Bank Account** fields.

Field	Description
Company name	Displays the company's name. Read-only in this section - the company name can be changed in the Registration section.
Postal address	Enter the company's postal address. Four lines are available.
Street address	Enter the company's street address, or tick **Street address is the same as postal address** to copy the postal address details.
Country	Select the country that the company operates in. **Note:** It is very important that you choose the right Country setting. This influences the tax rates to be used on the system.
Phone number	Enter a contact phone number for the company.
Fax number	Enter a contact fax number for the company.
Email address	Enter a contact email address for the company.
Web Site	Enter the company's web site
Tax Number	The name of the property depends on the country that the company operates in. Enter company's the tax number (e.g. GST number, VAT number).
Bank account	Enter the company's bank account number.
Account name	Enter the name on the company's bank account.

Essential Settings

The Business Essentials section of the Configuration Assistant and the EXO Business Config application defines key operations and must be carefully set up before operation begins. This includes the General Ledger setup and control accounts, period management and tax rates. These settings are not normally changed once transacting has begun.

Essential settings are configured at:

- The Essential section of EXO Business Config
- The Business Essentials section of the Configuration Assistant

Settings are grouped into the following subsections:

- Implementation Notes
- General Settings
- General Ledger
- GL Control Accounts
- Financial Year
- Analysis Codes
- Current Period
- Tax Rates
- Company
- EXO Job Costing

Implementation Notes

The Implementation Notes section is a free-form notes area where implementers are encouraged to enter important notes about the installation. For example, this might include key configuration settings, database customisations, or any unusual implementation of extra fields.

There are also fields to enter details of the Implementation Partner and System Administrator. These details are displayed on the About Box of the core MYOB EXO Business application (select About from the Help menu, then click **Registration Details**).

Click **Register** to send an email to MYOB containing the System Administrator Details and information from the Company Details section, so that MYOB's records of your contact information can be updated.

General Settings

The General Settings section holds information relating to decimal places, tax settings and stock costing methods.

Decimal Places in Numeric Values

Set the number of decimal places used in transactions for the following amounts:

- Cost prices
- Sell prices
- Bill costs
- Quantities
- Bill quantities
- Discounts

Tax

The name of this section (GST, VAT, etc) depends on the country that the company is based in. The following settings are available:

Field	Description
Invoice basis/ Payments basis	MYOB EXO Business is primarily designed to record tax on an Invoice basis, i.e. each invoice line has a tax amount that is accrued as soon as the invoice is produced. However, EXO Business does have additional mechanisms that will assist in the production of Tax returns based on when payments are made or received. The differences are: • When a payment is made you will receive additional prompts to record the tax portion of a payment transaction. • The Tax return (or BAS) will gather payment transactions rather than invoice transactions and will mark these as having been included on the tax return. **Note:** See the "Taxation Features" white paper for more information.
TAX inclusive pricing for debtors	Enable this option if prices are entered inclusive of tax. Leaving the box clear indicates tax-exclusive pricing.
Base Debtor TAX rate **Base Creditor TAX rate**	Select the default tax rates applied to Debtor and Creditor transactions for analysis.
Withholding Tax on Creditors Payments	To apply withholding tax to Creditors Payments (see page 349), tick this option and specify a tax rate. If this option is ticked, an option to apply withholding tax becomes available on the Creditor Payment Entry window (see page 331).

Other

This area contains other key settings:

Field	Description
Stock cost method	Select the costing method to use for stock items: AVERAGE, LATEST or STANDARD. If "AVERAGE" is selected, two more options relating to "special" transactions become available: • Include transactions with zero cost in average cost calculations • Include credit transactions in average cost calculations Enable or disable these options as necessary.
BOM cost method	Select the costing method to use for Bills of Materials (see page 506): AVERAGE, LATEST or STANDARD.

Operate in multiple currencies	Tick this option to enable support for multiple currencies (see page 293).

General Ledger

In this section, you can configure the General Ledger as per the customer's requirements. This information entered into this will seldom change after the initial setup and in some cases may actually have system-wide implications if it is changed.

GL Account Code Structure

The structure of the General Ledger coding method is set up here. GL account codes can be divided into up to three sections:

branch-account-subaccount

Both the branch prefix and sub-account suffix are optional. Select whether branches and/or sub-account sections are needed, and the number of digits for each section. An example of the structure you have entered is displayed below in red. This example updates as changes are made.

Summarise Postings From

Tick the boxes in this section to summarise Debtor/Creditor postings to the General Ledger.

GL Stock Integration

Selects the method of stock system integration to the General Ledger:

- **Periodic stock** - This option is more suited to stock valuation where processes such as Job Costing or Manufacturing (including the allocation of overhead or labour costs to the finished product) are used. This feature requires the user to have the "GL Closing Stock" procedure on their menu. Periodic Stock allows the user to determine the level of stock-on-hand to be reflected in the accounts at the end of the period.
- **Perpetual stock** - This option is the more complex of the two inventory integration methods. This method allows the posting of physical stock transactions to the General Ledger on a one-to-one basis. Disabling this feature will require the user to manually post stock valuations in a periodic manner (Periodic Stock system). Perpetual Stock is more suited to warehousing and retail type situations with standard stock in/ stock out movements, and only supports Average stock costing methods. To use Perpetual Stock two additional accounts are required to be setup in the GL Control Accounts (Stock Clearing Account and a Stock Adjustment Account). The Post Stock to GL menu procedure must be added to the users menu. The Stock Purchases GL Code for physical stock should point to the Stock Clearing Account; the "Stock GL Coding" function included in the GL Utilities can be used to achieve this.

Select a **Cost of Sales method** - this controls the posting of cost of sales to the General Ledger. Choose from:

- Post to Cost of Sales from GL Control A/c - This option posts all cost of sales to a single control account: the Cost of Sales account specified in the GL Control Accounts section (see page 65).
- Post to Cost of Sales A/c from Stock Item - This option allows the user to select multiple trading accounts based on the Stock item. Cost of sales is posted to the account specified by the **C.O.S. GL code** setting on the Stock Details 2 tab (see page 167) for the relevant Stock item.

Other

Branch no. for balance sheet Specify the default branch number for transactions on the Balance Sheet.

Note: This field should only be set when first setting up a site. Any attempt to change its value once transactions have been entered will have unknown consequences, and may potentially corrupt the Balance Sheet branch reporting and/or data.

Chart of Accounts

While an organisation's Chart of Accounts can be set up manually from the main MYOB EXO Business application (see page 227), the configuration applications allow you to select a pre-made Chart of Accounts from a list. Select an **Industry classification** and **Business type**, and the pre-made Chart of Accounts appears in the section below.

Alternatively, you can import a chart of accounts from a CSV file, e.g. one provided by a company accountant. Click the Import button to select the CSV file containing the chart of accounts definition. See the "MYOB EXO Business Implementation Guide" for details of the expected file format.

Once the Chart of Accounts has been selected or imported, it appears in the area at the bottom of the General Ledger section, where it can be altered manually if necessary:

- To edit an item, right-click on it and select **Edit**. Make any changes then click **OK**.
- To delete an item, right-click on it and select **Delete**, then click **Yes** to confirm.
- To create a new group, account or sub-account, right-click on the node you want to create the item under and select **New GL Group**, **New Account** or **New Sub-Account** as appropriate. Enter details for the new item and click **OK**.

GL Control Accounts

Once the Chart of Accounts has been set up (by importing the information or manual entry), the key accounts can be brought through to the GL Control Accounts (see page 240).

The GL Control Accounts section is divided into General and Custom tabs. The General tab contains the standard control accounts, while the Custom tab contains the control accounts for more specialised areas, such as foreign exchange and advanced stock. If a pre-made Chart of Accounts was selected on the General Ledger screen, a set of default GL Control Accounts will be displayed here.

To set a GL Control Account:

1. Right-click on an account and select **Search**. A search window appears.
2. Browse through the chart of accounts to find the account you want.
3. Select the account, then click **Select & Close**.

Financial Year

The Financial Year section is used to set up the periods that compose the financial year.

To set up the financial year:

1. Select a period and click the **Edit** button, or double-click to edit.
2. Enter a name for the period, as well as a short code and report code (which is useful to set the sequence in a report).
3. Select the financial **Quarter** that the period belongs to.
4. Under **Transaction Entry Validation**, select if the month is a standard calendar month or if specific dates are used.
5. If a period is not a standard calendar month, the **Dates Between ... and ...** of the period must be specified. These dates also contain the year, so these dates must be set up at the beginning of every financial year to reflect the change in dates.
6. Click **Save** to save the settings.

Note: Ensure the first name in the sequence is the first period of the financial year. This may be different to a standard calendar year.

The **Load** button allows you to specify and create a standard twelve month financial year.

You must also specify the first period of doing business, and the period that represents January.

Caution: Incorrect setting of the Accounting period representing January will result in incorrect population of the Period History table, as well as causing issues with the current calendar year. Ensure this is set correctly.

Note: See the "Period Handling and Transaction Ageing" white paper for more detail on period management.

Current Period

The Current Period settings track the current period of operation, and help to enforce period transaction dates. As the Financial Year can be defined purely in calendar months rather than explicit dates, the Current Period settings are used to align the calendar months and calendar year to the financial periods. These are then used for period/date enforcement.

Field	Description
First month of the calendar year	This is required to ascertain which financial period will roll over the Current calendar year when an end of month is performed. The system cannot determine this automatically because the financial year may start in any calendar month, and the actual financial period name is customisable (e.g. "Jan", "January", "01"), so it must be explicitly set. **Note:** Incorrectly setting the first month of the calendar year will result in incorrect population of the Period History table, as well as causing issues with the current calendar year. Ensure this is set correctly.
Current financial period **Current calendar year**	These values confirm the current period of operation for each ledger. These automatically increment at the correct time during end of period rolls. Transaction ages in EXO Business are numbered from current (0) backwards. EXO Business knows which period in the period table is the current one, and uses this as a point of reference to display the name of the period on reports and within data entry screens. **Tip:** See the "Period Handling and Transaction Ageing" white paper for more detail on period management.
Default posting age	Enter the default age for transactions when they are posted to the posted to the Debtors, Creditors, Stock or General ledgers.
Year Names	You can customise the display names for the last, current and next year periods if necessary.

Analysis Codes

This section is where you set up Analysis Codes (see page 84). Analysis Codes are arbitrary codes used in software applications that can be assigned to transactions. They do not perform any function themselves and are independent of the normal grouping of account codes; they are simply a customisable way of grouping related transactions together for sorting and reporting.

Tax Rates

The Tax Rates section sets the tax rates used by the company, which are then used to create the tax return form entries. Tax rates have the ability to use separate GL Control Accounts, and link to a Tax Return Key Point for tax reporting.

To set up tax rates:

1. Select a tax rate and click the **Edit** button, or double-click the tax rate to edit.
2. Enter the Tax Rate details, including Name and Tax rate, and select the relevant Tax Return Key Point reference to be used on the tax return.

Tip: See the "Taxation Features" white paper for more detail on taxation and tax rate setup, including suggested default settings for different countries.

Company

This section is only available in EXO Business Config, and only when the InterCompany module is in use.

Enter the Company number for this company, as specified on Setup Source Companies window in the InterCompany module.

See the InterCompany User Guide for more information on these Company numbers.

EXO Job Costing

This section is only available in EXO Business Config, and only when the EXO Job Costing module is in use.

See the EXO Job Costing User Guide for information on these settings.

Admin Settings

The Business Essentials section of the Configuration Assistant and the EXO Business Config application contains sections that business department managers may own to control their area of responsibility, e.g. stock group names, account group names.

Settings are grouped into the following subsections:

- Courier
- Period
- Banks
- General Ledger
- Finance
- Creditors
- Stock
- Debtors
- Inwards Goods
- ClientConnect
- Dashboards
- EXO Fixed Assets (EXO Business Config only)
- EXO Intercompany Consolidations (EXO Business Config only)
- Serviceable Units (EXO Business Config only)
- Analytics
- Social Media

Note: Quick Insert functions are available for many of these sections to allow fast data entry of multiple records at once. See the "Quick Insert" white paper for details.

Courier

This section lets you set up the couriers used for stock transfers. The following items can be set up:

- Dispatch Methods
- Couriers
- Stock Request Types

Note: In EXO Business Config, the Dispatch Methods section is available at **Business Admin > Setup**.

Period

This section is available in EXO Business Config only.

Current Period

This section is the same as the Current Period section in the Essential Settings (see page 66).

Financial Year

This section is the same as the Financial Year section in the Essential Settings (see page 65).

Period Statuses

This section displays the statuses of all accounting periods, showing whether they are currently locked or unlocked. Double-clicking on a period toggles between the locked and unlocked state.

You can enter default posting ages for each ledger - these are the same settings that are available on the Current Period section (see page 66).

Period History

This section displays the history of all recorded accounting periods. Select a period and click **Edit** to change its details.

Banks

Debtors (Direct Debit)

Set up the file formats for generating direct debit transfer files for Debtors. Formats for major local banks are set up by default. Click **New** to set up a new format manually, or **Load Bank File** to import a text file containing bank format information.

Click **Edit** to change an existing format. When editing the details of a format, click the File Format button to set up the fields that should appear in the output file:

Click **New** to add a new field to the format, then specify:

- Which part of the file it appears in (Header, Body or Footer).
- An Order number, which specifies the field's place in the file.
- A description.
- The type of data that the field contains.

Once these details are supplied, you can enter specific information about the contents of the field in the **Details** section.

Creditors (Direct Credit)

Set up the file formats for generating direct credit transfer files for Creditors. Formats for major local banks are set up by default. These are set up in the same way as the direct debit file formats for Debtors.

Bank Formats (Reconciliation)

This section lets you set up bank file formats for use with the Bank Reconciliation function (see page 471). These settings are also available in the EXO Finance module.

General Ledger

This section contains settings that affect the operation of the General Ledger.

Account Groups

The General Ledger is grouped into accounts with different functions such as Sales, Asset and Liability accounts and Overheads. When setting your GL you need to name and define the groups you require. This section lets you set up GL Account Groups (see page 227).

GL Control Accounts

This section is only available in EXO Business Config, and is the same as the GL Control Accounts section in the Essential Settings (see page 65).

GL Report Batches

The GL Report Batches utility enables multiple General Ledger Reports to be batched together and scheduled to run at a convenient time. This section lets you set up GL Report Batches (see page 261).

Finance

Branches

Set up branches and branch names if analysis by branch is required. A branch is usually a separate profit centre within the business. Branches often equate to locations which designate a stock holding area however multiple stock locations could also exist within a branch. Virtual locations could also exist (and possibly cross branch boundaries) to separate stock for other reasons, e.g. seconds stock or work in progress.

> **Note:** Branches are numbered starting at 0, whereas Stock Locations are numbered starting at 1. Be careful of this difference if you have a one-to-one relationship between branches and locations.

Tax Rates

This section is only available in EXO Business Config. It allows you to set up the tax rates used by the tax system (see page 501).

Currencies

If multiple currencies (see page 293) are used, the currencies in use are set up in this section.

Multiple currency operation is enabled on the General Settings section of Business Essentials (see page 62).

Payment Groups

This section lets you set up the Payment Groups used in the EXO Business system. Payment Groups cluster Payment Types together, and determine properties such as the GL Bank account associated with the payment media.

> **Note:** See the “Payment Types and EFTPOS Integration” white paper for more detail.

Payment Types

This section lets you set up the Payment Types used in the EXO Business system, e.g. cash, cheque, EFTPOS. Payment Types define the properties of payment media, including whether the payment option is available, rounding, and how it integrates with the EXO Business POS add-on module.

> **Note:** See the “Payment Types and EFTPOS Integration” white paper for more detail.

Payment Denominations

This section lets you set up the denominations used in the EXO Business system. Payment denominations determine the denominations that are available for each payment type. Denominations for the CASH payment type and the local currency are set up by default, but denominations can be added for other types. Click **New** to add a new denomination.

Tax Return Key Points

Tax Return Key Points are internally defined rates that are used in the Tax Return functions (see page 502), which are set up automatically during installation. Each key point relates to a point on the Tax Return form; key points are therefore specific to each country. Tax Return Key Points are automatically set up based on the country selected during installation. They should be associated with Tax Rates.

Credit Terms

Credit Terms are set up by default on install, but it is possible to add new terms, specifying positive credit factors for "net day" terms, and negative credit factors for "month following" terms (0 = Cash Only), and whether they are active for Debtors or Creditors. Click **New** to create new credit terms.

For credit factors -29 to -31, it is assumed due dates are for the end of the month following, so the day of the month is decreased, if need be, until a valid date is achieved, e.g. -31 could equate to 28.02.03 or 30.04.04.

Creditors

Creditor Account Groups/Alternate Creditor Account Groups

These sections let you set up Creditor Account Groups and Alternate Creditor Account Groups (see page 107). Creditor Account Groups are useful in reporting scenarios to group different creditor types together.

> **Tip:** The names used to reference creditor account groups in MYOB EXO Business can be customised at **System > Display Name**.

Stock

Stock Groups/Alternate Stock Groups

These sections let you set up Stock Groups and Alternate Stock Groups (see page 159).

Enter Stock Group names for reporting or sorting purposes. Group names can also be shown on stock search screens and filters. Select a name and click the Edit button, or double-click on it. This is where you enter autocode prefixes and auto suffixes for one-off stock items. Enter the expected profit margin and variances and the GL code for Sales, Purchases and COS per stock group.

> **Note:** For Stock Groups, the Parent group property references an Alternate Stock Group.
>
> **Tip:** The names used to reference stock groups in MYOB EXO Business can be customised at **System > Display Name**.

Stock Locations

Select a location and click the **Edit** button, or double-click on it. Enter names for the stock locations, using both short-form codes and long names. There are also options useful for reporting and forms, such as the location Address, and flags to allow exclusion from reports.

Click **New** to add new locations beyond the default ten locations.

> **Note:** Stock Locations are numbered starting at 1, whereas Branches are numbered starting at 0. Be careful of this difference if you have a one-to-one relationship between branches and locations.

Stock Price Groups

Enter the names of the Price Groups to be applied to stock items, and utilities in the pricing policies and updates.

Stock Price Groups allow similar products to be grouped together so that they may share common pricing policies. Using Stock Price Groups means only the price policies relating to the group need to be changed, and not every stock item. The stock item is added to a Stock Price Group in the MYOB EXO Business core module at Account > Stock > Details 1 tab.

Note: See the "Pricing and Discount Policies" whitepaper for more detail.

Stock Unit Definitions

Set up the names of the stock units that will be available, e.g. "EACH" or "PACK".

Price Names

Set up Price Names that set the base prices used for Debtor accounts. Select a name and click the **Edit** button, or double-click the item to edit.

Price SQL (see page 432) is used with the **Account > Stock Item > Sell Price Formulation** function.

Currency is used when a price is set based a foreign currency, when used in the Pricing Calculator. It does not restrict the price to foreign currency accounts.

Note: MYOB EXO Business supports a maximum of 100 price names.

Warranty

Set up the warranties available on stock items. Click **Add** to create a new warranty. Enter a description and a Charge Stock Code (you can enter part of a stock code and press ENTER to open a Search window). You must also select the Stock Group and Alternate Stock Group that this warranty applies to.

Debtors

Debtor Account Groups/Alternate Debtor Account Groups

These sections let you set up Debtor Account Groups and Alternate Debtor Account Groups (see page 93). Set up the Debtor Account Groups and Alternate Debtor Account Groups as required to help group debtors together, e.g. by region or client type. These can be added to search grids as extra fields, and used for reporting purposes.

Tip: The names used to reference debtor account groups in MYOB EXO Business can be customised at **System > Display Name**.

Debtor Price Policy Groups

Create names to be used for grouping debtors into Price Policy groups. Individual debtors can then join a Price Policy Group by selecting the Price Policy Group name on the Account > Debtors > Discounts/Prices tab. The Debtor Price Policy Group is then associated with a Price Policy. All debtor accounts that belong to that Policy Group will then receive that Price Policy's prices and discounts.

Note: See the "Pricing and Discount Policies" white paper for more detail.

Sales

This section is only available in EXO Business Config. It allows you to set up marketing classes (see page 126), which can be applied to Contacts.

Inwards Goods

Cost Codes

Set up cost codes that relate to the shipment of goods, e.g. customs or duty.

Shipment Status

Shipment statuses define the stages of the flow of goods from the supplier to your warehouse. These should be generic stages that apply to all methods of shipping.

Shipment Method

Shipment Methods define the type of transport being used to transport (or ship) the goods. This can also be used for report filtering.

Note: See the "Inwards Goods" white paper for more detail.

ClientConnect

This section contains settings that relate to integrating EXO Business with the MYOB EXO ClientConnect customer relationship management system.

Dashboards

This section contains settings that relate to the Dashboards function (see page 541).

Setup Widgets

Create and edit the widgets that are available on Dashboard interfaces.

Note: For widgets to be available for selection on a Dashboard interface, they must be assigned to users by adding them to their "EXO Business Analytics" drop down menu definitions using the **Drop Down Menu Designer (see page 77)**.

EXO Fixed Assets

This section is only available in EXO Business Config, and only when the Fixed Assets module is in use. It contains settings that affect the operation of the Fixed Assets module.

See the Fixed Assets User Guide for more information on these Company numbers.

EXO Intercompany Consolidations

This section is only available in EXO Business Config, and only when the InterCompany module is in use. It contains settings that affect the operation of the InterCompany module.

See the InterCompany User Guide for more information on these Company numbers.

Serviceable Units

This section is only available in EXO Business Config, and only when the EXO Job Costing module is in use. It contains settings that affect the operation of the EXO Job Costing module.

See the EXO Job Costing User Guide for information on these settings.

Analytics

This section provides access to the configuration settings for the EXO Business Analytics module (see page 555).

Social Media

This section lets you set up the EXO Business system to communicate with various social media networks (see page 151).

System Settings

The System section of the Configuration Assistant and the EXO Business Config application contains settings that affect the operation or appearance of the EXO Business system.

Display Names

Display Names allows customisation of the reference names displayed for some generic functions. Examples include the names for Debtor Secondary Group (e.g. change to “Sales Region”), and Job Costing Description (e.g. change to “Problem”).

Highlight a record you want to change the display name and click **Edit**. You can then enter the following details and click **Save**.

Field	Description
Display Name	Enter the name that you want to appear on EXO Business applications.
Display Hint	Enter the hint text that you want to appear when a user hovers the mouse pointer over the name on EXO Business applications.

Note: Group IDs are system-generated and not customisable.

Event Log

This section is available in EXO Business Config only. It is where you set up the Event Log (see page 29).

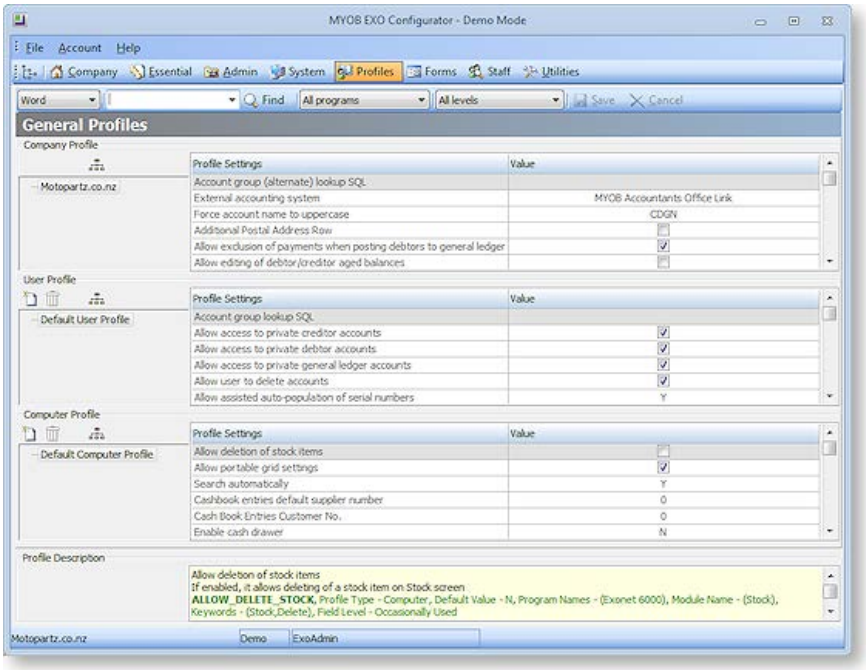
Extra Fields

This section is available in EXO Business Config only. It is where you set up extra fields (see page 24) for use throughout the EXO Business system.

Profiles

Settings that are specific to the company, users or computers are stored in profiles. The Profiles section allows configuration and management of the various profile settings in MYOB EXO Business.

Note: The EXO Business Config application allows access to all profile settings. The Configuration Assistant offers a sub-set of the most important or most used settings.



Default Company, User, Computer profiles are provided, but customised profiles can also be created. Profiles are created in a hierarchy, with the default settings forming the default profiles. Child profiles "descend" from the parent profiles, and inherit the parent's settings. However child profiles can override individual settings as required.

For example, a Sales user profile could be set up with options relevant to the Sales team. A descendant profile could then be created for the Sales Manager which has the same settings as the rest of the sales team, but has also has the rights to issue credit documents.

Profiles are then assigned to individual users or computers, or to groups of users or computers as appropriate. This allows groups of users to have the same profile assigned to them, allowing quick configuration without having to create an individual profile for each user.

> **Tip:** The PROFILE_FIELDS table contains all of the EXO Business profiles. Users can also use the Profile Listing report to list all profiles by module.

Profile Types

The three profile types are all accessed from the Profiles section.

Company Profile

The Company profile stores company-wide settings. Because MYOB EXO Business only supports one company per database, only one company profile can exist. As such, this profile is given the name of the registered company.

User Profiles

User profiles relate to options that are applicable to specific users, e.g. granting the user the rights to edit account information.

User profiles are then attached to staff at **Staff > Profile Assignment > Staff** (EXO Business Config) or **Staff > Users** (Configuration Assistant).

Computer Profiles

Computer Profiles store settings related to the computer hardware, or the computer's network location in a workplace. These settings include printer settings for forms and reports (because most printout destinations are associated with where the computer is located), hardware related issues (such as EFTPOS terminal hardware), and mapped file directories.

Computer profiles are assigned to physical computers at **Staff > Profile Assignment > Computer** (EXO Business Config) **or Staff > Computers (Configuration Assistant).**

Clarity Form Profiles

The Forms section gives various profiles access to different MYOB EXO Business forms. The Company profile specifies the Clarity files for a selection of forms.

> **Note:** Clarity forms and reports must be stored at the directory specified in the Computer-level profile settings **Directory for Custom Clarity Forms (.CLR, .CLF and .FMT)** or **Directory for Standard Clarity Forms**.

MYOB EXO Business looks into the Custom Clarity Directory first before going into the Standard Clarity Directory.

User profiles configure a variety of user prompts relating to forms.

Computer profiles contain the following settings for each form:

Field	Description
Destination	A form's primary destination can be set to None, Printer, File, Viewer, Email or Grid.
Email Option	Tick this box to send a copy of this document via email, in addition to sending a copy to the specified destination. All email options are conditional upon the "Email client" profile setting being enabled for the user.
Output Device	This is the file format that is used if the **Destination** is set to "File". If the **Email Option** is ticked, it is the file format of the attachment. Commonly viewable graphics file formats are PDF and BMP. Text and spreadsheet options are also available. If the email option is disabled and the primary destination is printer or screen this option can be only printer or screen.
Printer Name	This is the Windows UNC name for the printer. This printer must be one that is already available to you in the Windows printer settings list.

Security Profiles

The Security Profiles section controls options relating to login/password security. Security options include areas such as password complexity and how often the password must be changed. While more than one security profile can exist, most sites generally will just alter the default profile.

Security profiles are available at:

- **Profiles > Security Profiles** and **Staff > Profile Assignment > Security Profiles** in EXO Business Config
- **Staff > Security Profiles** in the Configuration Assistant

Security profiles are attached to staff through the **Staff > Users** section.

Note: Security profiles do not control the user's access to parts of MYOB EXO Business; user access is controlled by **User profile settings (see page 74)**, combined with **menu access (see page 75)**.

Staff Settings

The Staff section of the Configuration Assistant and the EXO Business Config application is where you set up customised menus, as well as records for staff members (users), computers and security profiles.

Menus

The Menu Designer lets you set up customised user menus for all MYOB EXO Business modules. These menus, once defined, are then assigned to one or more staff members, possibly organised by the company staff structure. By setting up different menu structure for different users, you can restrict certain functions to those users with the authority to access them, and customize the appearance of the EXO Business interface to suit the needs of the organization.

Dropdown Menus

Dropdown menus are the standard menus available at the top of applications. The Menus > Dropdown Menu section is used to configure the dropdown menus for all EXO Business applications (see page 77).

Business Flow Menus

Business flow menus are the graphical menus that appear on the opening windows of EXO Business applications. A business flow menu can be created for all applications, although only some applications are set up with a business flow menu by default. The Menus > Business Flow Menu section is used to configure the business flow menus for all EXO Business applications (see page 80).

Menu Definitions

A menu definition is a set consisting of a Dropdown Menu and a Business Flow Menu. Menu definitions are associated with users at **Staff > Users** (Configuration Assistant) or **Staff > Profile Assignment > Staff** (EXO Business Config), and determine which menus will be used for that user.

Tip: The definition assigned to the current user is highlighted in green.

Staff

The Staff section is used to set up new staff members. This includes personal details (such as Job Title and Phone details) and authority values (creditor invoice limits, purchase order limits). Users are configured at:

- The Staff > Profile Assignment > Staff section of EXO Business Config
- The Staff > Users section of the Configuration Assistant

The Users section also manages login access to MYOB EXO Business (see page 20). The staff member is assigned a Login ID, and a password managed with the Change Password button. The Account Status setting shows and/or sets the status of the user's account and password (Account OK, Locked, or Expired).

The Users section is also where Profiles are associated with the user. Specifically, this is where the user is assigned a User Profile (to define user-specific settings), a Security Profile (to determine how the user's password is managed), and a Menu Definition (to associate a menu structure with the user).

Computers

Computer profiles store settings related to the computer hardware, or the computer's location in a workplace. These settings include form and report printer settings (because most printout destinations are associated with where the computer is located in a workplace), hardware related settings (such as EFTPOS terminal hardware), and mapped file directories. Computers are configured at:

- The Staff > Profile Assignment > Computer section of EXO Business Config
- The Staff > Computers section of the Configuration Assistant

The Computers section manages the association of computer profiles (see page 74) to physical workstations.

Note: User interface preferences such as customised ExoGrids and screen selection check boxes are stored in the user's Window's registry, to ensure they are unique per user. These settings will therefore 'follow' the Windows login. Computer (and user) profiles can be shared by more than one computer or user, and are therefore not suitable for this purpose.

To assign a computer profile to a computer:

1. Alter the computer profile selection method by clicking the toolbar button (note that changing this setting mid-operation may result in having to delete and remap computer profiles). Options available are:
    - **GUID** – the historical method where a unique identifier is stored within the computer's registry. This works fine if the Windows Login user is consistent, however this may not be appropriate as network operating systems tighten security and workstations have multiple users. This option will not work in a Terminal Services environment.
    - **ComputerName, ClientName** – two separate options which are relevant for some operating systems, but not others. For instance, ComputerName is suitable for Windows as uniquely identifying the workstation, but in some Terminal Services environments the ComputerName is the main server and ClientName is the unique username.
    - **ComputerName + ClientName** – a compound setting that is unique in most mixed operating system environments, and is the normal suggested setting.
2. Double-click on the appropriate computer name to assign a profile.
3. Select the required Computer Profile from the drop-down selection.

The computer running MYOB EXO Business needs to be associated with a computer profile. However, a computer cannot be assigned a profile until that computer runs an EXO Business application, which then "registers" the computer with EXO Business, giving the configuration applications a reference with which to associate a profile.

To assist, EXO Business has a Company-level profile setting **Use Default Profiles**, which if enabled, will assign any new computer the default computer profile. If this setting is disabled, the user will be prompted to select a computer profile the first time an EXO Business application is run on the computer.

If a user regularly moves their notebook computer between offices (or maybe home and office), then the computing environment could change radically. For instance, different printers could be available or the preferred location to obtain reports from could change.

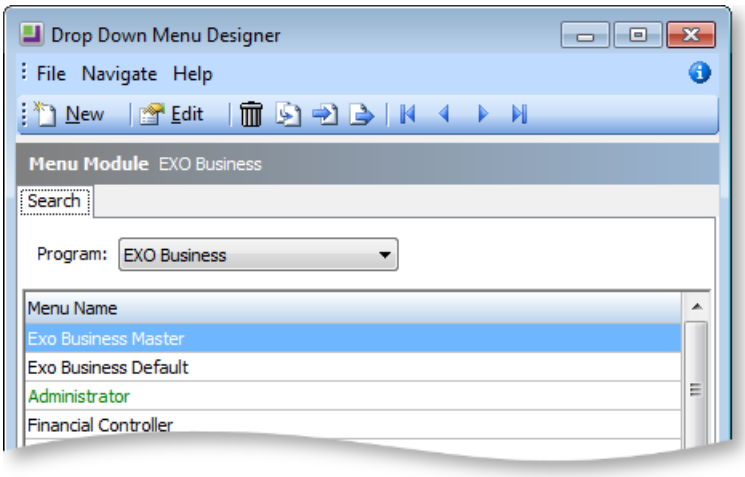
Security Profiles

The Security Profiles section controls profile settings relating to login/password security (see page 75).

Configuring Dropdown Menus

Setup > Setup Menu

Access to functions inside MYOB EXO Business is controlled through menus. Staff members are assigned menus, which can be shared with multiple users. The Drop Down Menu Designer is also available in the Staff section of the Configuration Assistant and EXO Business Config (see page 55).

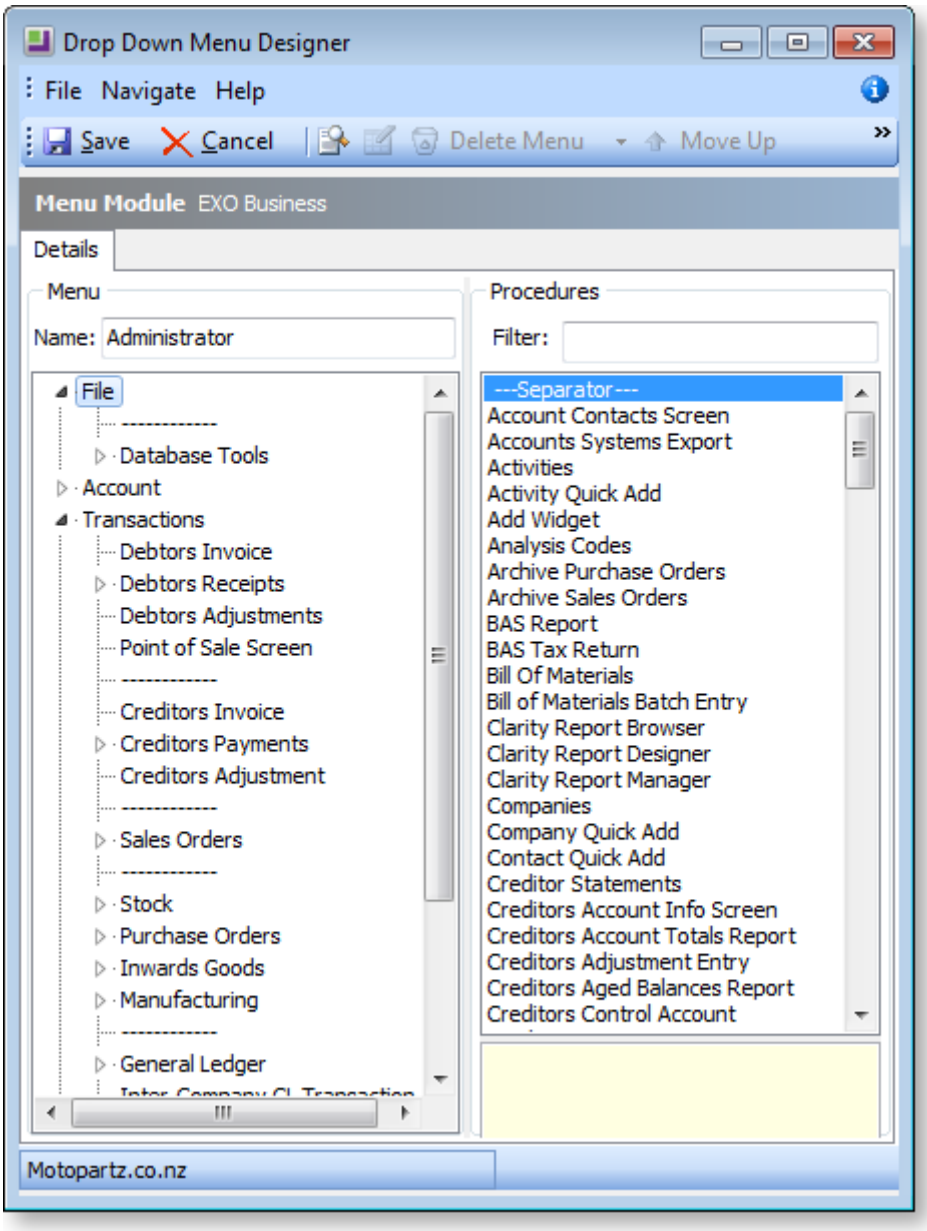


From the Configuration Assistant, it is also possible to set up Business Flow menus (see page 80), which define the layout of the main window for each module, including links and buttons.

Note: As the menu setup forms a key part of the user access security, access to the Setup Menu option should only be given to staff entrusted with full administration privileges.

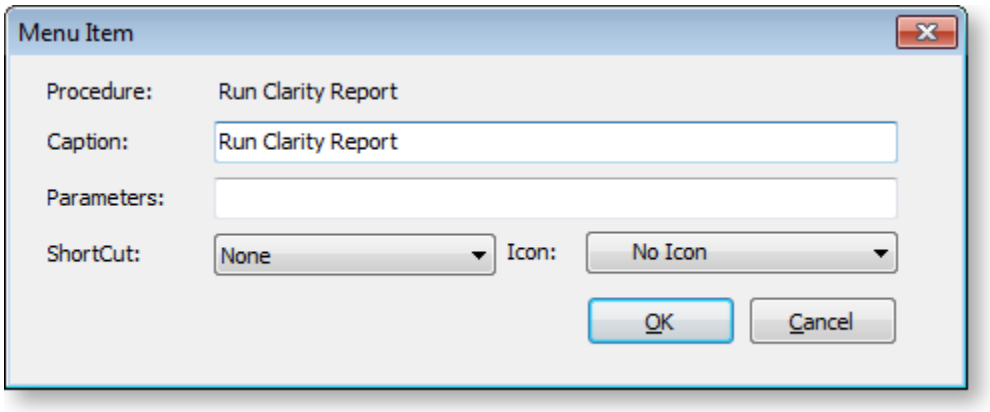
1. Select the program for which the menu is to be used (e.g. MYOB EXO Business, EXO Job Costing).
2. Select the menu name to edit.

   Note: The name of the menu being used by the current user is coloured green.
3. Click the **Edit** button, or double-click the item. The following window appears:



4. Edit the menu name if desired.
5. Type in part of the menu item name in the Filter box, to refine the list of menu Procedure items.
6. Select the required menu procedure.

7. Drag the required menu procedure from the right hand side (from point 3) onto the desired place in the menu structure on the left hand side. A popup box will appear to allow the menu name to be edited:



8. Enter any optional parameters. For example, when adding a Clarity report, the name of the report to run must be specified in the parameters.
9. A shortcut key combination and icon can be assigned. Any menu function that is assigned a shortcut will also appear in the shortcut menu (see page 79) for the module whose menu is being edited.

   Note: EXO Business does not enforce uniqueness on shortcut key combinations - you must ensure that you do not assign the same key combination to multiple functions in the same menu.

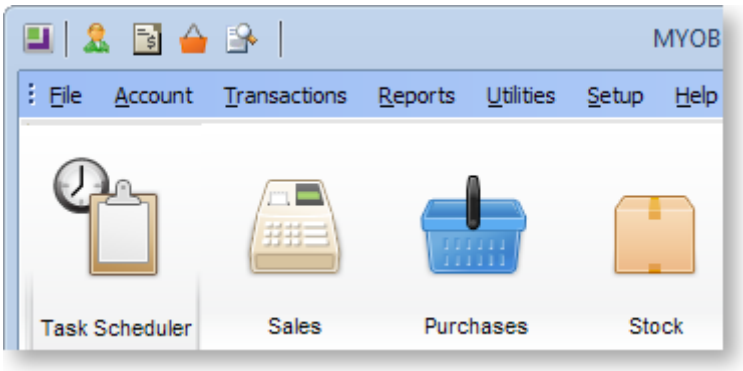
10. Move the selected menu item up and down the list as required by using the **Move Up** and **Move Down** buttons or by pressing CTRL+UP ARROW and CTRL+DOWN ARROW. You can also right-click on menu items to reposition, delete or edit them.

Notes

- If menu items are changed on the current user's menu, after saving and closing the menu editor, select **File > Refresh Settings** from the main EXO Business menu to refresh the user's menu. (**Refresh Settings** also refreshes other setup options, such as user profile settings).
- Whole menus can be exported and imported between databases using the relevant toolbar buttons.
- The menu procedure "External Program" allows other applications to be launched from the MYOB EXO Business menu.
- Separator bars can be added to give separators on the menu, and the separator bars can be renamed to form sub-menu headings.
- The menu procedure "Run Clarity Report" is used to run a report designed in the Clarity report writer. The report name is entered in the parameter box, e.g. SPECIALREPORT.CLR.

Configuring Shortcut Menus

The main window of each module includes a shortcut menu in the title bar:



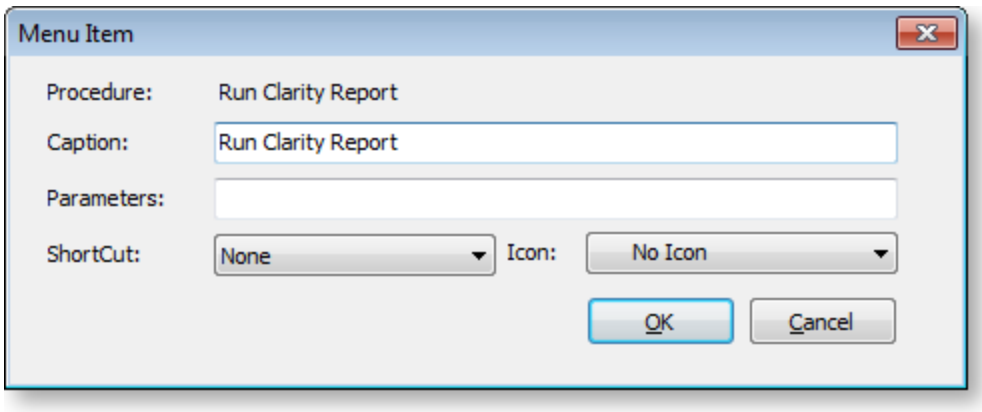
This menu can be configured to give quick access to commonly used functions. Either click on the icon for the function you want, or use the shortcut key combination that has been assigned to that function.

Note: Hovering the mouse pointer over an icon in the shortcut menu shows you the name of the function and the shortcut key combination assigned to it.

Shortcut menus for each module are set up when configuring dropdown menus (see page 77).

To add a function to a shortcut menu:

1. Open the Dropdown Menu Designer (see page 77).
2. If the function you want to add to the shortcut bar has already been added to the window, double click on it. If it has not yet been added, add it by dragging the function onto the menu from the Procedures list on the right. In either case, the Menu Item window opens:



3. Select a **ShortCut** key combination and an **Icon**.

   Note: EXO Business does not enforce uniqueness on shortcut key combinations - you must ensure that you do not assign the same key combination to multiple functions in the same menu.

4. Click **OK**, then save changes to the menu.

The function now appears in the shortcut bar, using the icon you specified.

Note: If the module whose shortcut bar you are configuring is already open, you will need to select **Refresh Settings** from the File menu to update the shortcut bar.

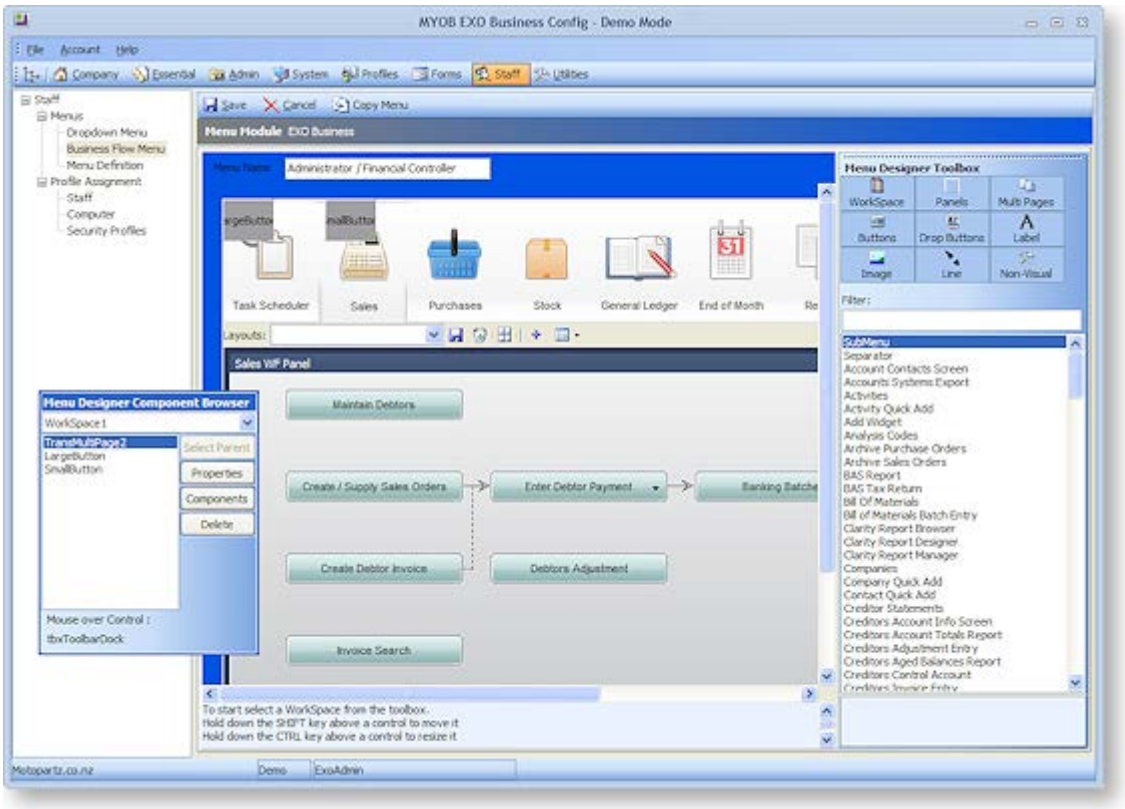
Configuring Business Flow Menus

Business Flow Menus are added and edited in the Configuration Assistant at **Staff > Menus > Business Flow Menu**.

Tip: Default menus can be copied with the **Copy Menu** button and used as the basis of a new menu.

To add a new Business Flow Menu:

1. Select the module whose menu you want to edit from the Program box, then click **New** to create a new menu. The Business Flow Menu editing screen appears:



   The left-hand pane is the designer area where the menu is created. The right-hand pane contains a toolbox of menu elements and a list of all available menu procedures. A floating Menu Designer Component Browser window lets you configure the properties of the currently selected item and its "child" component items. The Component Browser also displays the name of the menu item that the mouse is current over.

2. In the **Menu Name** field, enter a new name for the menu, which will be referred to when assigning the menu to users.
3. Click on the WorkSpace item on the Menu Designer Toolbox, then click on the design area on place it.
4. To change the size of the WorkSpace, hover the mouse over it and hold down CTRL. While CTRL is held down, moving the mouse resizes the WorkSpace. Alternatively, double-click on the WorkSpace to view its Properties dialog and enter **Width** and **Height** values.
5. To position the WorkSpace, hover the mouse over it and hold down SHIFT. While SHIFT is held down, moving the mouse resizes the WorkSpace. Alternatively, double-click on the WorkSpace to view its Properties dialog and enter **Top** and **Left** values.

Tip: To make the WorkSpace resizable, double-click on it and set the **Custom** property to "R" and the **Align** property to "Client".

The WorkSpace forms the base of the Business Flow menu, defining its size and shape. All other menu items are placed on it.

> **Tip**: You can place Panel items on the WorkSpace, then place other items on the panel. This allows you to position multiple items at once.

To add a text link to a Business Flow Menu:

1. Enter text into in the **Filter** field to filter the list of available procedures.
2. Drag a procedure from the list to the WorkSpace. A window displaying the link's parameters appears:
3. Enter any parameters that may be required, then click **OK**.

> **Tip**: You can add links to an external file or executable by dragging the "External Program" procedure onto the WorkSpace, then changing its Name and entering the filename of the file/executable into its Parameters field. Similarly, you can add a link to a Clarity report by dragging the "Run Clarity Report" procedure onto the WorkSpace, then specifying the report.

To add a button to a Business Flow Menu:

1. Click on the **Buttons** item on the Menu Designer Toolbox.
2. Select the style of button (Standard, Focus or Transparent), then click anywhere on the WorkSpace to place it.

   > **Note**: Transparent buttons allow more than one image to be specified. These images correspond to the various states of the button, e.g. inactive, active, hover.
3. Enter any parameters that may be required, then click **OK**.
4. Size and position the button using the CTRL and SHIFT keys.
5. Enter some text into in the Filter field to filter the list of available procedures.
6. Drag a procedure from the list onto the button. This is the procedure that will be activated when the button is clicked.
7. Enter any parameters that may be required, then click **OK**.

> **Tip**: You can set a button to link to an external file or executable by dragging the "External Program" procedure onto the button, then changing its Name and entering the filename of the file/executable into its Parameters field.

To add a drop-down menu to a Business Flow Menu:

1. Click on the **Drop Buttons** item on the Menu Designer Toolbox.
2. Select the style of button (Standard, Focus or Transparent), then click anywhere on the WorkSpace to place it.

   > **Note**: Transparent buttons allow more than one image to be specified. These images correspond to the various states of the button, e.g. inactive, active, hover.
3. Enter any parameters that may be required, then click **OK**.
4. Size and position the button using the CTRL and SHIFT keys.
5. Enter some text into in the Filter field to filter the list of available procedures.
6. Drag a procedure from the list onto the button. (To add a sub-menu, drag .)
7. Enter any parameters that may be required, then click **OK**.
8. Repeat steps 5 – 7 for all other procedures you want to be available from the drop-down menu.

Note: You can add sub-menus by dragging the "SubMenu" item onto the dropdown button. To add items to the submenu, select it so that its components appear on the Component Browser, then drag items onto its name at the top of the Component Browser.

The drop-down menu works in real time on the Menu designer: click on the menu to view the items that will appear under it.

To add graphical elements to a Business Flow Menu:

1. Click on the **Label**, **Image** or **Line** item on the Menu Designer Toolbox, then click anywhere on the WorkSpace to place the item.
2. Enter any parameters that may be required:
    - For labels, this includes the label text.
    - For images, this includes the image file to display.
    - For lines, this includes the line style and orientation.
3. Click **OK**.
4. Size and position the item using the CTRL and SHIFT keys.

To add a tabbed layout to a Business Flow Menu:

Two varieties of tabbed layouts are available: Standard and Enhanced. Enhanced layouts allow transparency and mouseover effects; Standard layouts do not allow these effects, but are more flexible with how tab buttons can be arranged.

1. Click on the **MultiPage > Standard > MultiPage** or **MultiPage > Enhanced > MultiPage** item on the Menu Designer Toolbox, then click anywhere on the WorkSpace to place it.

    Tip: Standard MultiPages have a TabPos property that lets you specify which side of the MultiPage tabs will appear on. Enhanced MultiPages can only have tabs at the top.
2. Size and position the MultiPage using the CTRL and SHIFT keys.
3. Click on the **MultiPage > Standard > Tabsheet** or **MultiPage > Enhanced > Tabsheet** item on the Designer Toolbox, then click on the MultiPage. Enter a name an optionally an image then click OK. This adds a tab to the top of the MultiPage.

    Note: Enhanced Tabsheets allow more than one image to be specified. These images correspond to the various states of the tab button, e.g. inactive, active, hover.
4. Repeat step 3 to add more tabs to the Multipage.
5. Click on a tab, then drag other items such as links and buttons onto the MultiPage. These items will only appear when that tab is clicked.
6. Click on another tab. The items you added to the previous tab will disappear. Drag more items to the MultiPage for this tab.
7. Repeat steps 5 and 6 for all tabs.

The tabbed layout works in real time on the Menu designer: click on a tab to view the items that will appear on that tab.

To add a Dashboard interface to a Business Flow Menu:

A procedure called "Dashboard" is available in the list of procedures; dragging this procedure onto a Business Flow Menu means that a Dashboard interface (see page 541) will be available when running the module. The Dashboard can be customised and widgets can be added to it at run time. Enter "D" into the **Custom** field for the procedure to indicate that it can be "docked" in the WorkSpace, so that it appears as part of the core EXO Business interface, rather than appearing in a new window. Enter "DR" to indicate that it is dockable and resizable. The **Align** property should be set to "Client".

It is also possible to add a working Dashboard interface that can be edited at design time:

1. Click on the **Panels > Dock Panel** item on the Menu Designer Toolbox, then click anywhere on the WorkSpace to place it. A Dashboard interface appears on the WorkSpace.
2. Size and position the Dashboard using the CTRL and SHIFT keys.

   Tip: To have the Dashboard take up all of the available area, set its **Align** property to "Client".
3. Click on the **Panels > Panel** item on the Menu Designer Toolbox, then click on the Dashboard. This adds a panel and automatically converts it to a Dashboard widget.
4. Repeat step 3 to add more widgets to the Dashboard.
5. Click on a widget, then drag other items such as links and buttons onto the widget. Repeat for all widgets.

Menu Definition

A menu definition is a set consisting of a Dropdown Menu and a Business Flow Menu. Menu definitions are associated with users at Staff > Users, and determine which menus will be used for that user.

Tip: The definition assigned to the current user is highlighted in green.

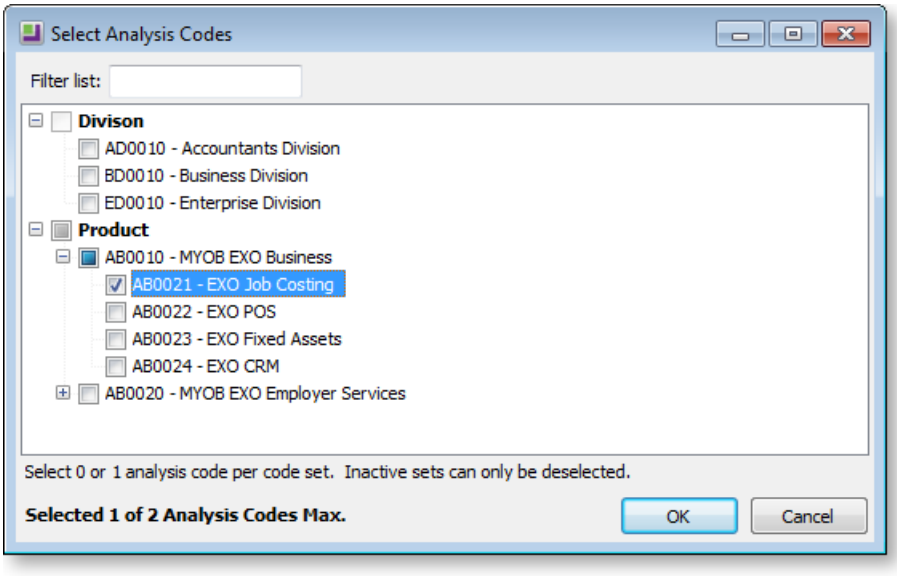
To set up a menu definition:

1. Click **New** to create a new definition, or **Edit** to alter an existing one.
2. Enter a Name for the definition.
3. Select the Drop Down Menu for this definition.
4. Select a Business Flow Menu for this definition, or click **Clear** if you do not want to display a Business Flow Menu.
5. Click **Save** to save the settings.

Analysis Codes

Analysis Codes are arbitrary codes that can be assigned to transactions. They do not perform any function themselves and are independent of the normal grouping of account codes; they are simply a customisable way of grouping related transactions together for sorting and reporting. This allows you to collect and monitor income and expenditure for a particular function or event that is not captured by the use of a project code or class, i.e. allows for much finer segmentation.

Once Analysis Codes are set up, they can be assigned to line items in all transaction types. A transaction can have more than one code assigned to it.



Setting up Analysis Codes

Analysis Codes are set up in the MYOB EXO Business Configuration Assistant (see page 55). Codes are grouped into CodeSets; before you can create Analysis Codes, you must set up at least one CodeSet.

Note: A maximum of five CodeSets may be created.

To set up a CodeSet:

1. Open the Configuration Assistant and go to **Essential > Analysis Codes** section.
2. Click the **New CodeSet** button.
3. Enter a **name** and **description** for the set.
4. If you want the codes in the set to follow a specific pattern, enter a code template in the Analysis Code Validation field. A code template is a string consisting of the letters A and N, where **A** represents an **alphabetical** character and **N** represents a **numeric** character. For example, entering the template "AANNN" means that all codes in the set must consist of two alphabetical characters followed by three numbers. If you do not enter a template, codes can contain any characters.
5. Click **Save** to save the CodeSet.

Analysis CodeSets must be active in order for users to be able to assign the codes they contain to transactions. Activate a CodeSet by ticking its **Active** box. A CodeSet must have at least one code in it before it can be activated.

Analysis codes can be created directly under a CodeSet, or under another code.

Adding Analysis Codes

To add an Analysis Code:

1. Select the Code or CodeSet you want to create the code under and click **New Code**.
2. Enter the code. If a template has been defined for the code's CodeSet, the code entered must match the format of the template. The code is highlighted red if it does not match the template.
3. Enter a name and description for the code.
4. Click **Save** to save the code.

Default Analysis Codes can be assigned to users at **Configuration Assistant > Staff > Users**. These codes will be assigned by default to any transaction entered by the user.

Analysis Code Profile Settings

The following Company-level profile settings may need to be configured:

- **Default analysis codes required** - specifies whether or not default Analysis Codes must be specified for each user at **Staff > Users**.
- **Analysis codes mandatory for every transaction** - specify whether or not one or more Analysis Codes must be selected for every transaction entered.
- **Maximum number of analysis codes per transactions** - enter the maximum number of Analysis Codes that can be applied to a single transaction.
- **Hide Analysis Codes Column** - if you do not intend to use Analysis Codes, this setting can be used to hide the Analysis Codes column on the Sales Order, Purchase Order, Creditors Invoice, Debtors Invoice, Cashbook and Journal entry windows.

The following User-level profile setting may need to be configured:

- **Permit editing of Analysis Codes assigned to a transaction** - specify whether or not users can alter the Analysis Codes assigned to a transaction. The user's default Analysis Codes are always applied, even if they are not permitted to edit them.

Head Office and Branch Accounts

About Head Office and Branch Accounts

MYOB EXO Business supports head office and branch accounts. This is useful for dealing with franchise or multi-branch Debtors or Creditors.

A guiding principle to use with this function is that purchase/sale analysis and stock-related functions are performed using branch accounts; accounts payable /receivable functions are performed using head office accounts.

- Head Office Account - Transactions for the branch accounts are assigned to it. Statements produced for the Head Office Account will also list transactions.
- Branch Account - When a transaction is entered on to a Branch account, it will automatically update the Head Office account that this account is connected to. Transactions can be viewed from either the Branch account or the Head Office account.

Head Office and Branch accounts are clearly labelled on the Debtors/Creditors account window:



In the toolbar are two toolbar buttons specific to the head office/branch functionality: **Show Branch** and **Show Head Office**. If you are viewing a Branch account, you can click the **Show Head Office** button to view the Head Office account; if you are in the Head Office account, you can click the **Show Branch** button to view branches of the head account.

Rules for Assigning Branches to a Head Office

- A branch may not be assigned to another head office.
- A branch may not be a head office itself (i.e. only two levels are allowed).
- A branch must be an active account.
- All members of a group (head office and branches) must have the same currency, e.g. a foreign currency account cannot be connected to a non-foreign currency amount.

If a head office is put on stop credit, then all the branches will also be placed on stop credit.

Reports

Reports will give individual sales and purchasing analysis on branch and head office accounts. Statements however, give a consolidated view of transactions for a period via the head office account. Statements for the individual accounts may be printed but will only show transactions that have not been transferred to the head office account, i.e. those transactions that existed prior to the branch being assigned to a head office and were explicitly transferred to the head office account.

Advanced Head Office/Branch Features

If you have the MYOB EXO Business Configurator, the following advanced profile settings are available.

Profile Setting	Description
Hide ‘send to head office’ button on debtor account screen – User Profile	Enabling this option will hide the **Send to Head Office** button on the debtor account window. This setting would be used in conjunction with the “keep transactions” setting above.

Hide 'keep trans' checkbox in debtor account screen – User Profile	Enabling this option will hide the **Keep trans** checkbox in the Debtor Account window. This setting would also be used in conjunction with the "keep transactions" setting above.

Keeping transactions with the branch account or head office option

This is an advanced feature only available to MYOB EXO Business Configurator users.

This is a profile setting which provides a different method of handling debtors Head Office / Branch relationships. It is not available for creditor accounts.

Using this method you have the option of allowing branch accounts to retain their transactions and to receive payments but to have a consolidated view of the purpose of reporting total balances at head office level, and for producing a consolidated statement. A summarise option is included on head office account details 1 tab, which will toggle the head office account balance to be the sum of its own posted transactions, or to be that of itself and all its independent children.

Once the profile setting has turned on, the user is able to select whether or not this profile takes effect via the keep track trans check box in the debtors account window. The profile setting **Hide 'keep trans' checkbox in debtor account screen** could be used to control whether users have the option.

Transactions

Transactions are shown only in the branch accounts to which they belong. You can only receipt payments for branch invoices in the head office account, as all transactions are automatically transferred to the head office account.

If you have MYOB EXO Business Configurator, you can explicitly transfer transactions to the head office account by clicking the button in the branch account window and then they are visible in both accounts. This action transfers all existing transactions from the branch to the head office account and sets the branch account aged balance to 0. The profile setting **Hide 'send to head office' button on debtor account screen** could be used to control whether users are able to perform this action.

Transferring Branch Transactions to Head Office

If you have MYOB EXO Business Configurator, you can manually transfer branch transactions to the head office account:

1. In **Account > Debtors** select the required branch from the list of debtors.
2. Click the **Send to Head Office** button to transfer all transactions from the branch account to its head office account. The aged balance for the branch account will be set to 0 and the head office aged balance will be adjusted to reflect the added transactions.

   As the system stands at present, in order to allocate a transaction within this function, the transaction must be transferred to head office.
3. Click the Show Head Office button (within the branch account) to view the head office account.

Payments

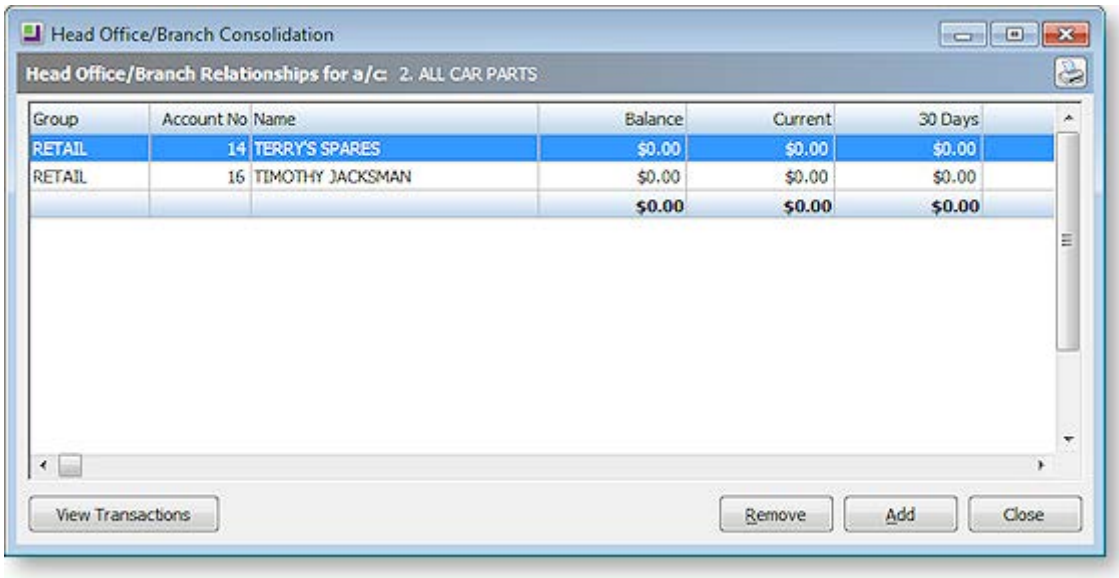
Because transactions are automatically posted to the head office account, payments are also receipted from the head office account. When a branch account is selected for this purpose, the account that appears is the branch's head office account and therefore a consolidated list of unallocated transactions from all branches is displayed for the purpose of allocation.

If you have MYOB EXO Business Configurator, and have set the **Send to Head Office** button to be visible, payments may be received from both branch and head office accounts although only transactions which belong to the branch are able to be allocated against i.e. if a transaction has been transferred to a head office account then it may not be allocated against via the branch account. Likewise, a payment for a transaction remaining in a branch account (and not transferred) may not be allocated via the head office account.

In the head office branch consolidation window, you can click on the **View Transactions** button to view transactions of the highlighted branch.

Setting up and Viewing Head Office and Branch Accounts

1. In **Account > Debtors** or **Account > Creditors** select the account that is to be the head office account.
2. Double-click this account. The account should open defaulting to the Details 1 tab.
3. Click the **Show Branch** button to view, set up or link the branches. The following window opens:



Branches that belong to this Head Office will be listed here along with their aged balances.

Column	Description
Accgroup	The Debtors or Creditors Account Group of the account. Branch and Head Office can belong to different account groups (but must be of the same currency).
Group	The Debtor's/Creditor's Account name.
Keep Trans	This is set to 'N', as all branch transactions are automatically transferred to the head office account. If you use MYOB EXO Configurator, this is optional, and can be set to 'Y' to allow branch transactions to stay with the branch account.
Account No	The Debtor or Creditor account number.
Alphacode	The Account code.
Name	The full name of the account.

Balance	The total balance of the account, with a total line of all branch accounts at the bottom of the grid.
Current	Current balance
30 Days	30 day outstanding balance.
60 Days	60 day outstanding balance.
90 Days	90 day outstanding balance.
This Month TO	The Total for this month
Last Month TO	The Total for last month
This Year TO	The Total for this year
Last Year TO	The Total for last year

4. To view account details for an existing branch, double-click on the preferred branch. The debtor account window for the selected branch will then be displayed.
5. To add branches, click on the **Add** button. The Account Search window opens. Select an existing account, or Click **New** to create a new one. If a particular account is not displayed, it will be because it's not eligible to be selected, in accordance with the rules for assigning branches to a head office (see page 86).

Once you have added a Branch account to a Head Office, all future transactions are automatically transferred to the Head Office account. If you have EXO Business Config, you can also transfer existing transactions to Head Office.

Working with Accounts

Debtors

This section details the functions related to debtors. It describes how you set up debtor account groups and debtor accounts as well as the major customer and sales-related tasks you perform such as Credit Control and Sales Order Invoicing.

Based on the options you have selected in MYOB EXO Business (Local, General and Staff security setup sections), you are able to perform certain functions. You can decide whether your invoices should include or exclude GST by selecting from the options in **MYOB EXO Business Configurator > Essential > General Settings**. You can also check options to allow you to accept deposits against sales orders. When creating sales orders, you can set the system to provide you with additional functions as Standing Orders, Quotes and Laybys.

From the initial Debtors window you can search for a Debtor (see page 7) or create a new Debtor.

Creating a New Debtor

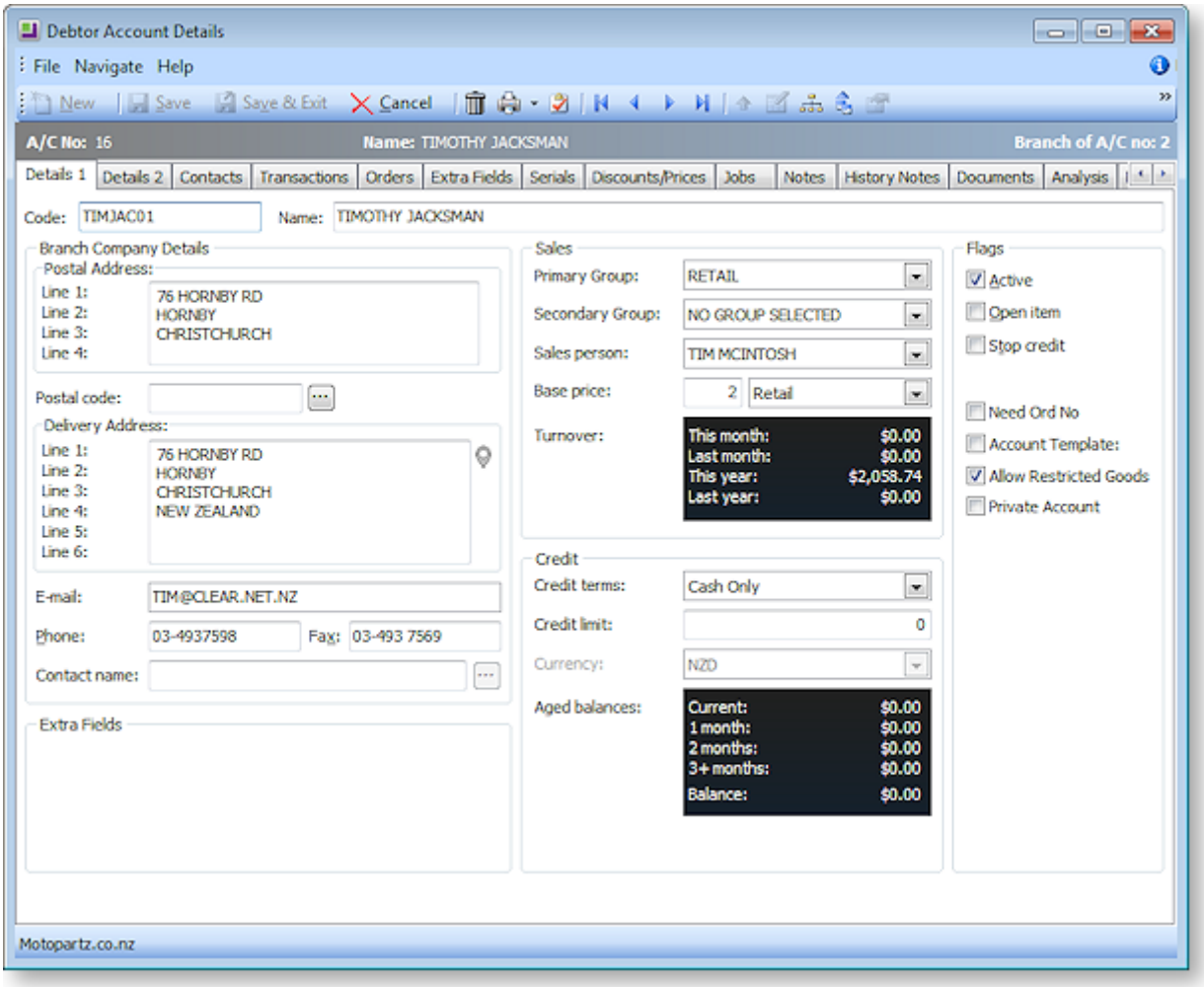
To create a new Debtor:

1. Go to **Accounts > Debtors** or press F3.
2. From the Debtor Account Details window, click the **New** button. The window now refreshes, displaying the Details 1, Details 2 and Extra Fields tabs, with the Details 1 tab selected.
3. Complete the fields in the Details 1 tab (see page 93) and Details 2 tab (see page 96).
4. Click **Save**. Additional tabs are now created.

Debtors Master

Accounts > Debtors

Debtor account management within MYOB EXO Business is very powerful. Debtor accounts can be grouped to suit the requirements of the business and the Debtors Account Details window contains all the information related to the account, e.g. Debtor details, contacts, transactions, notes, price policies.



Information is spread across the following tabs:

Details 1 (see page 93) – contains the primary company information, including details, sales and credit information, price setup, account type flag and other system maintained information.

Details 2 (see page 96) – holds the secondary information about the company, including payment info (including prompt payment discounts), banking details, tax registration, auto order template, invoice format control and pop up alert text.

Contacts (see page 122) – provides the Debtor's contact details. Users can add, delete or edit contact information. Users can easily create documents for the contact person, and an email facility is also supported from this window.

Transactions (see page 129) – users can view all transactions related to the Debtor, e.g. payments, invoices, credit notes, adjustments, and allocations. Each transaction provides details related to the transaction such as the date, kind of transaction and the amount. Users can also email invoices and statements from this tab.

Orders (see page 98) – allows viewing of the sales orders for this Debtor, its statuses and order amount. New sales orders can also be created from this window.

Extra Fields (see page 139) – Debtor accounts support 24 extra fields that can be defined to suit the company needs. The first three extra fields are displayed on the details1 tab and the rest on the extra fields tab. The fields available here are set up at **EXO Business Config > System > Extra Fields**.

Serials (see page 139) – this shows a list of all serialised stock items that were bought by this account.

Discounts / Prices (see page 99) – this tab displays all the price policies and price rules to be used on this account.

Jobs – displayed when the EXO Job Costing module is installed, this tab lists all jobs related to the account. It displays the jobcode, jobno, status, order no and start and due date.

Notes (see page 141) – this tab provides a 'free-form' way for users to record any communication or general information related to the Debtor. Users can insert the username and date/time when the info is recorded and common phrases (see page 143) can be entered easily. This is a very useful tool for entering conversations and events relating to the Debtor.

History Notes (see page 141) – this is like the Notes tab, but is more structured. This makes it easier to search for previous notes related to the Debtor. It's also easy to create, delete, or email history notes.

Documents (see page 144) – lists all the documents related to a Debtor account. It could be a word processing document, a graphical .gif or .avi file, or any document that is recognized by a Windows application.

Analysis (see page 100) – displays a graph that gives a quick view of the sales performance, and allows comparison of the sales through the year. This will help to forecast future sales.

Relationships (see page 145) – displays the relationships that have been made between this account and other entities in the EXO Business system.

Opportunities – displayed when functions from the EXO Business CRM module have been added to the EXO Business core, this tab displays all sales opportunities related to the account.

Activities (see page 148) – displays and tasks and appointments associated with this account.

Serviceable Units – displayed when the EXO Job Costing module is installed and the optional Serviceable Units feature is enabled, this tab lists all Serviceable Units assigned to the account.

Social (see page 151) – displays information about the Debtor from various social media services.

Notes

- The toolbar buttons at the top of the Debtor Account Details window change when moving between tabs.
- There can only be one default contact per Debtor, and the default contact cannot be deleted.
- The Debtor Stop Credit flag prevents transactions being saved.
- MYOB EXO Business supports a Parent/Child account relationship.
- Support exists for different invoice formats for Debtor Invoices, used for both normal invoice printing and invoice batch printing.

Setting up Debtors

Setting up Debtor Account Groups

You can use Debtor Groups to group Debtor accounts together. For example you might set up your regions as Debtor Groups. You might use the Secondary Debtor Group for the type of client, such as wholesaler, retailer, or state and interstate. You can then report on Debtor Groups and add them to search windows as extra fields.

Debtor groups are distinct from Debtor Price Policy Groups, which are only used for pricing purposes. Examples of Debtor Price Policy Groups might be “trade”, “internet” or “foreign”, where there is a need for a different pricing approach.

You can create account groups that are suited to the requirements of your business. When you set up Debtors, you can assign them to one of these groups, for reporting and associating price policies.

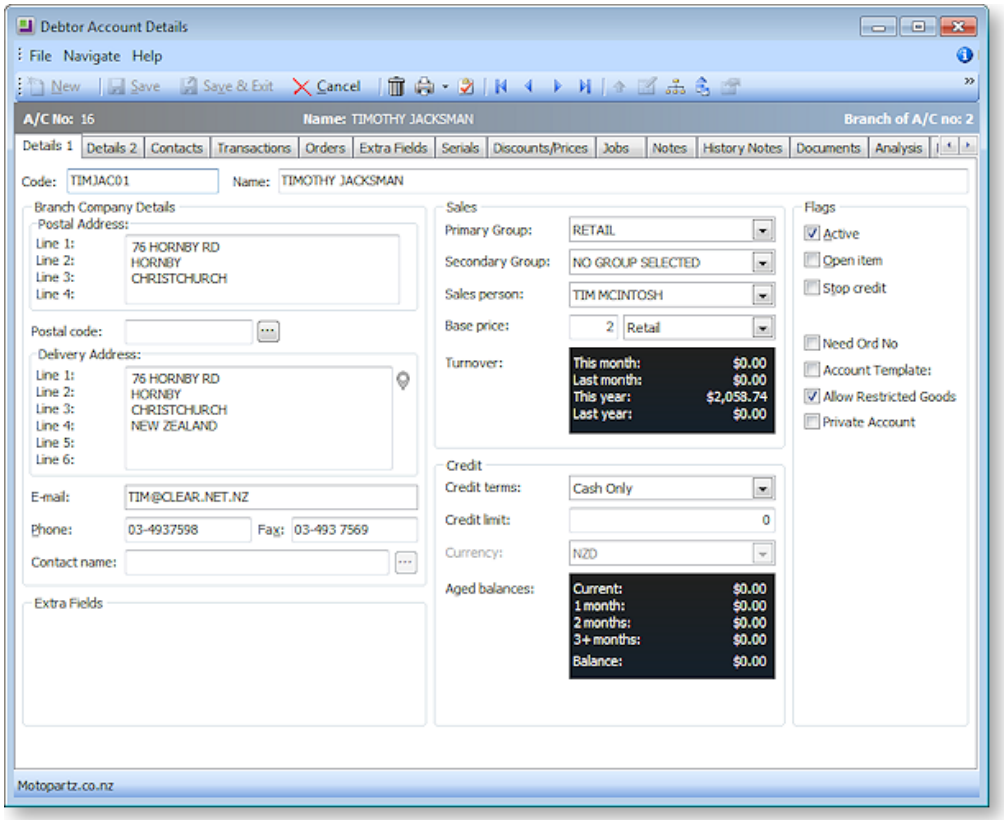
To set up a Debtor Group:

1. In the MYOB EXO Business Configuration Assistant, go to **Administration > Debtors > Debtor Account Groups** from the menu on the left. The Debtor Account Group window opens.
2. Click on the **New** button to create a new group.
3. In the **Account Group Name** field, enter a name for this group.
4. In the **Report Code field**, enter the report code.
5. Click **Save** icon from the menu.

A new Account Group is created and added to the list. The Account Group number is automatically assigned.

Debtors Details 1 Tab

The Details 1 tab is used to store the primary information for the Debtor, including contact details, sales and credit information, price setup, account type flag, and other system-maintained information.



Company Details

Field	Description
Code	The Debtor code is automatically populated, but you can change it now if you prefer.
Name	Enter the name of the Debtor here as it should appear in the statements and invoices.
Postal Address	Enter the postal address of the Debtor. If the delivery address is the same as the postal address, press the **Tab** key on the last address line to automatically copy this information to the delivery address field.
Postal Code	Enter the postal code if it is known or select the postal code from the Postcode Lookup window opened by clicking the  button.
Delivery Address	Enter the Delivery address for the Debtor. Note that an additional Line 5 and Line 6 appear beneath the country. You can use these lines to enter additional address information. Click the small button next to the delivery address to retrieve geolocation details (latitude and longitude) that match the address entered here. An icon on the button displays the status of the match: •  - the system hasn't attempted to retrieve details yet. •  - details successfully retrieved. Clicking the button again will open your default browser, showing the location on a map. SHIFT+clicking the button will attempt to retrieve location details again. •  - an error occurred when attempting to retrieve details. Hovering the mouse over the button will display a popup message indicating why the attempt failed.
Email	Enter the primary Debtor email address.
Phone	Enter the primary Debtor phone number.
Fax	Enter the primary Debtor fax number.
Contact name	The default contact for the Debtor account. This is set in the Contacts tab (see page 122) of the Debtor account, and can be changed.

Sales Details

Field	Description
Primary Group	Select the primary Debtors Group (see page 93) that this Debtor is related to.
Secondary Group	Select the secondary Debtors Group (see page 93) that this Debtor is related to.
Sales Person	Select a staff salesperson to be assigned to this account. This is optional. Any transactions against this account will then be logged against this staff member.

Base Price	Choose which base price you want to assign this Debtor to. For example, you might have set up a base price called 'trade', and another called 'internet', and determined different pricing rules for these. Select the Debtor Price Policy Group (see page 436) for this Debtor.
Turnover	Turnover totals of the Debtor account, for the current month, last month, year to date and last year, are displayed here.

Credit Limit Information

Field	Description
Credit terms	Enter the credit terms you want to use for this Debtor. This may already be set to your company default credit terms for a new account.
Credit Limit	Enter the credit limit you want to use for this Debtor. This may already be set to your company default credit limit for a new account.
Currency	If you are using multiple currencies, choose the currency you are trading in with this Debtor in the Currency field. Once selected, all transactions with this customer are in this currency. You cannot change the currency of a Debtor account once the account has transactions posted to it.
Aged Balances	Aged balances for the current and previous one, two and three months, and a total balance, are displayed here.

Additional Flags

Field	Description
Active	This flag indicates whether the Debtor account is active or inactive (see page 103). If inactive, the account is hidden from the main Search view.
Open item	A check if you want to display all outstanding items on statements rather than only a Balance Brought Forward statement. You must check this option if the account is a foreign currency account, or if you are calculating GST on a payments basis. Leave the box unchecked, if you want this account to be a Balance Brought Forward account.
Stop credit	If this checkbox is ticked, the Debtor account is on stop credit (see page 102). This means no further transactions can be processed. Accounts on stop credit are indicated by a red band across the top of the account window.
Need Ord No	If the profile setting Validate Debtor Order Numbers in the Configuration Assistant is enabled, then tick this checkbox if you want order numbers checked against past order numbers to prevent duplication.
Account Template	If this checkbox is ticked, this Debtor account will be used as a template for Non Accounts and new POS accounts.

Allow Restricted Goods	If this checkbox is ticked, you can sell any stock items that have been flagged as restricted goods (see page 103) to this Debtor. **Note:** You can enable the **Use customised customer stock restrictions logic** Company-level profile setting to customise and extend the Restricted Goods function. When this setting is enabled, EXO Business uses the FN_RESTRICTED_ITEM function to determine if a Stock item can be sold to a Debtor - this function can be customised to suit the needs of your organisation.
Private Account	If this checkbox is ticked, this account is classed as private (see page 103). Whether or not this account can be accessed by this level of user depends on how the **Allow Access to Private Debtor Accounts** user profile setting is set.

Debtors Details 2 Tab

The Details 2 tab is used to store secondary information about the Debtor, including payment information (including prompt payment discounts), banking details, tax registration, auto order template, invoice format control and pop-up alert text.

Payment Details

Field	Description
Default Payment Type	Select from the drop down list What payment method the debtor will generally use.
Bank Account Number	The BSB (Bank State Branch) number for the bank and branch at which the debtors account is held.
Bank Account Name	The name of the account.
Advice Notification	The method of advice notification preferred by the debtor. Tick each checkbox to enable the advice notification type.

Prompt Payment Details

Field	Description
Discount (%)	The discount percentage being offered. Enter an integer between 0 and 100 and exclude the % designator.
Amount	The discount amount being offered.
Do Not Accept Cheque	Whether or not cheques will be accepted from this debtor.

Social Media Details

Field	Description
Facebook	The Debtor's Facebook account ID. This can be a numerical ID, or a Facebook username, if they have one.
LinkedIn	The Debtor's LinkedIn account ID. This must be the numerical ID.
Twitter	The Debtor's Twitter account username.

Note: If you do not know these details, you can search for them on the **Social tab (see page 153)**.

GST Details

Field	Description
ABN	The Australian Business Number (ABN) of the debtor. (Aus)
GST	The GST number of the debtor. (NZ)
Override GST rate	The default GST rate for the country will default in here. You can override the default GST rate for this debtor here.

Miscellaneous Details

Field	Description
Auto Order Template	A Bill of Materials (see page 507) order template. Manufacturing use only.
Invoice File	You can use multiple invoice layouts in MYOB EXO Business (see page 101). Invoice formats need to be saved with the invoice# filename. Enter the number that is used in the invoice template name that will be used for this Debtor, i.e. to select **invoice2.clf**, enter '2'; to select **invoice5.clf**, enter '5', and so on. Leave the value as '0' to use the default **invoice.clf** template.
Statement Delivery	Select how statements should be delivered to this Debtor. Choose from: • None - No statement will be sent to the Debtor. • Email - Statements will be sent to the Debtor via email. • Print - Printed statements will be mailed/faxed to the Debtor. • Both - The Debtor will be emailed statements and also sent printed copies.
Statement Contact	When sending statements via email, the email will be sent to the address of the contact selected here.

Invoice Type	Select the type of invoice to send to this Debtor. Choose from: • DEFAULT - Use the default invoice type, as determined by profile settings. • STANDARD - Use standard MYOB EXO Business invoices for this Debtor. • M-POWERED - Use the MYOB M-Powered Invoices service (see page 395) for this Debtor. M-Powered Services need to be available on your system to use this feature. M-Powered Services are available in Australia only.

Pop-up Alert

Field	Description
Pop-up Alert	A note you would like to appear when dealing with this debtor. This could be a reminder about certain preferences they may have.

Debtors Orders Tab

This tab is used to view Sales Orders for the Debtor. You can also create new Sales Orders, quotes, standing orders and laybys. For a specific Sales Order, you can print an order, print a backorder, print a proforma invoice, and view the sales order history.

There are several filters available to enable you to quickly find the sales order you require; several of these allow you to filter by Order Status (see page 307).

Sales Order Details

The grid header fields are detailed in the table below:

Column	Description
Order No	The Sales Order number.
Status	The status of the sales order.
Order Date	The date the Sales Order is created,
Due Date	The expected time of arrival to the customer of the sales order.
Cust Order No	A record of the customer's order number.
Reference	The code that you use as a batching system if you are entering standing orders (see page 381).
Total Value	As the name implies, this is the total value of the order.

Additional Sales Order tasks are available the right-click menu:

Option	Description
Print Order	Prints a packing slip of the order, itemizing each item in this order.
Print Backorder	Print a backorder
Print Proforma	Print the proforma invoice for the selected sales order.
View Sales Order History	View the history of the sales order. See View the history of a sales order (see page 365).

Debtor Discounts/Prices Tab

Account > Debtors > {Select a Debtor} > (Discounts/Prices)

The grid header fields are detailed in the table below:

Field	Description
Price Policy Group	This is the Debtor Price Policy Group (see page 436) to which this Debtor account belongs.
(Price Policy grid)	
Policy #	The price policy number.
Policy Reference	The name of the price policy.
Customer Reference	The customer's own price agreement reference number, if they keep a record of supplier prices and discounts for price checking.
Start Date	The activation date of the price policy.
End Date	The end date of the price policy. Note that the start and end dates of a price policy will override the start and end dates of any included price rules; if the end date of a price policy extends beyond the end date of an included price rule, a prompt is displayed.
Fixed	If checked, this means that although lower prices may be available (or may become available in time) that the price rules contained in this policy are absolute and are always applied regardless of normal price logic. These prices may be considered as agreed.
(Price rule grid)	
Stock Code	Used to search for a specific stock item's price rule.
Description	The description of the stock item.
Stock Group	The stock group code to which the stock item belongs.
Group Name	The stock group description.

Start Date	The start date of the price rule.
Stop Date	The end date of the price rule.
Sell Price Band	The base price
Discount %	The discount percentage of the price rule.
Price	The new price of the discounted stock item, or blank if a stock group price rule.
Min. Qty	The minimum quantity that is to be purchased in order to receive a discount.
Policy Reference	The name of the price policy.

Menu Items and other commands

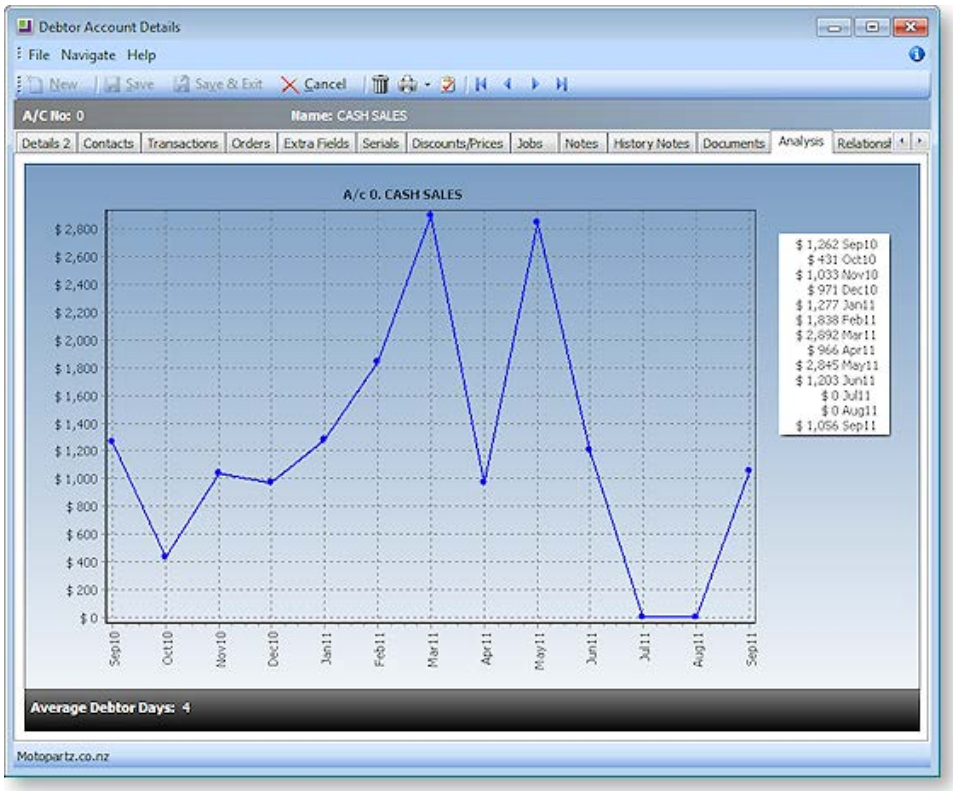
Click the **Setup Price Policies** button to set up Price Policies (see page 435).



1. Creates a new Price Rule (see page 449)
2. Delete the selected Price Rule

Debtors Analysis Tab

The Analysis tab displays a graph that gives a quick view of the sales performance, and allows comparison of sales through the year. This will help to forecast future sales.



The **Average Debtor Days** value indicates the average number of days that the debtor takes to pay their invoices. This value is only visible if the **Show average debtor days** profile setting is enabled.

> **Tip:** The main logic for this calculation is in a stored procedure called DR_CR_ALLOCATION_AVE_DAYS_SP. The **Number of months of debtor transactions to be used for Average Debtor Days calculation** profile setting specifies how many months of debtor transactions to use when calculating the average (the default is 99).

Right-clicking on the graph provides you with the option to copy the graph into another Windows application such as Word or Excel. You can also print the graph.

Working with Debtors

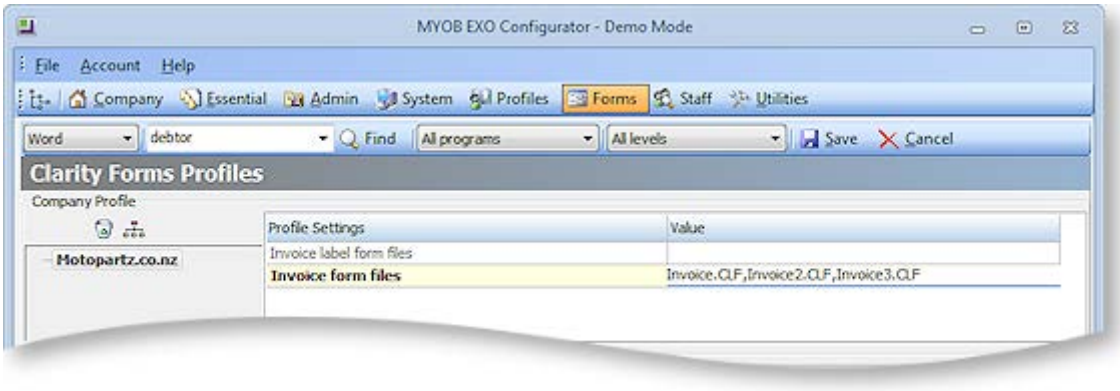
Specifying an Invoice Template for a Debtor

If you want to use different invoice formats for different kinds of customers or sales, you can do this in MYOB EXO Business by specifying a specific invoice template for each Debtor.

By default, if there is no invoice template specified for a Debtor, the invoice template **Invoice.CLF** will be used. To use a specific invoice template for a specific Debtor, the invoice template must be set up in EXO Business Config, and then selected on the Details 2 tab of the Debtor account (see page 96).

To set up invoice templates in EXO Business Config:

1. Open EXO Business Config and go to the Forms section.
2. Search for the **Invoice form files** profile setting.
3. Enter the file names of all invoice templates, separated by commas. File names must be of the format “InvoiceX.CLF”, where X is the number of the template.



4. Click **Save**.

To specify an invoice template for a Debtor:

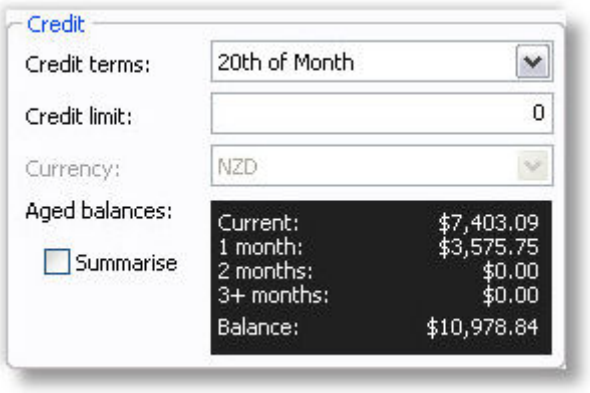
1. Select the Debtor you want to specify the invoice template for.
2. Click on the Details 2 tab.
3. In the **Invoice file** field, enter the number that is used in the invoice template name that you want to use, e.g. to select invoice2.clf, type ‘2’ in the **Invoice file** field; to select invoice5.clf, enter ‘5’, and so on.
4. Click **Save**.

Viewing the Aged Balances of a Debtor

You can view the Aged Balances of a Debtor in the **Debtor Account Details** window, in summary in the **Details1** tab of the debtor account, and in detail in the **Transactions** tab of the debtor account.

Note: If you have the MYOB EXO Business Configurator, there is profile setting to be able to change the Aged Balances of a debtor account.

1. Open the required debtor account.
2. Review the aged balances in the Credit Terms frame in the Details1 tab.



3. To view the transactions that make up each period total, click on the Transactions tab. For each highlighted period in the Transactions by Period frame, the transactions are highlighted in the transaction grid below.

Putting a Debtor on Stop Credit

The Stop Credit status on an account will highlight the account as being on Stop Credit for any user opening the Debtor account. A warning will be displayed if any user tries to process a sale or invoice for this Debtor account. You cannot process a sales order for a debtor account on Stop Credit.

You can still process a Debtor Receipt for the account.

A reason log event exists for this action. If the event has been enabled, this action may be silently logged, or you may be prompted to select an event reason and enter any additional explanatory notes for this action.

1. Open the required Debtor account.
2. On the Details1 tab, tick the **Stop Credit** checkbox.
3. Click **Save**.

When any user next opens this debtor account, a red Stop Credit band appears at the top of the Debtor Account Details window.

Taking a Debtor off Stop Credit

To take a Debtor off Stop Credit, you can either:

- Change the status when you are processing a Debtor Receipt for this account.
- Change the status in the **Details1** tab of the **Debtor Accounts** window.

Note: You cannot clear the Stop Credit status unless you process a Debtor Receipt in this window.

A reason log event exists for this action. If the event has been enabled, this action may be silently logged, or you may be prompted to select an event reason and enter any additional explanatory notes for this action.

To clear the Stop Credit status in the Debtor Receipts window when processing a debtor receipt for the account:

1. Go to the **Transactions > Debtor Receipts > Debtor Receipt**.
2. Enter the Debtor Receipts, including the amount of the Debtor Receipt.
3. Uncheck the **Stop Credit** checkbox.
4. Complete and save the transaction.

Making a Debtor Account Inactive

Making a Debtor account inactive will hide it from the default search view, and from search lookups from other transaction windows. However, you can still choose to include inactive accounts in your search, and then process a transaction such as a Debtor Invoice or Sales Order for an inactive account.

You cannot make a Debtor account inactive that has an outstanding balance. In this case, the **Active** checkbox is greyed out and unavailable for selection in the Details1 tab. To make a Debtor account with an outstanding balance inactive, the Debtor first has to settle the outstanding balance, and then the account can be made inactive.

1. In the Debtor Accounts window, locate the Debtor account you want to make inactive.
2. Check that the balance showing in the Balance column is zero. If so, double-click on the Debtor.
3. Clear the Active checkbox, then click **Save**.

Note: New Debtor accounts can be automatically set to Active or Inactive by configuring the **Set new debtor accounts as active** Company-level profile setting.

Making a Debtor Account Private

A debtor account can be set to be a private account. If the Configuration Assistant has been set up to disallow access to private accounts, then when you try to open a debtor account from the search window, you will be blocked.

(Each user is part of a user profile, and this profile setting can be set differently for each user profile, for example giving management visibility of all private accounts, but preventing admin staff from viewing them.)

1. In the **Debtor Accounts** window, double-click on the debtor account you want to make private.
2. In the **Details1** tab, tick the Private Account checkbox.
3. Click **Save**.

Allowing a Debtor to Purchase Restricted Goods

If a stock item is set to be a restricted goods stock item, then to sell that stock item, the Debtor must be set to allow restricted goods. When creating a debtor transaction such as a Debtor Invoice or Sales Order, if the Debtor is not set to allow restricted goods, the transaction will be blocked.

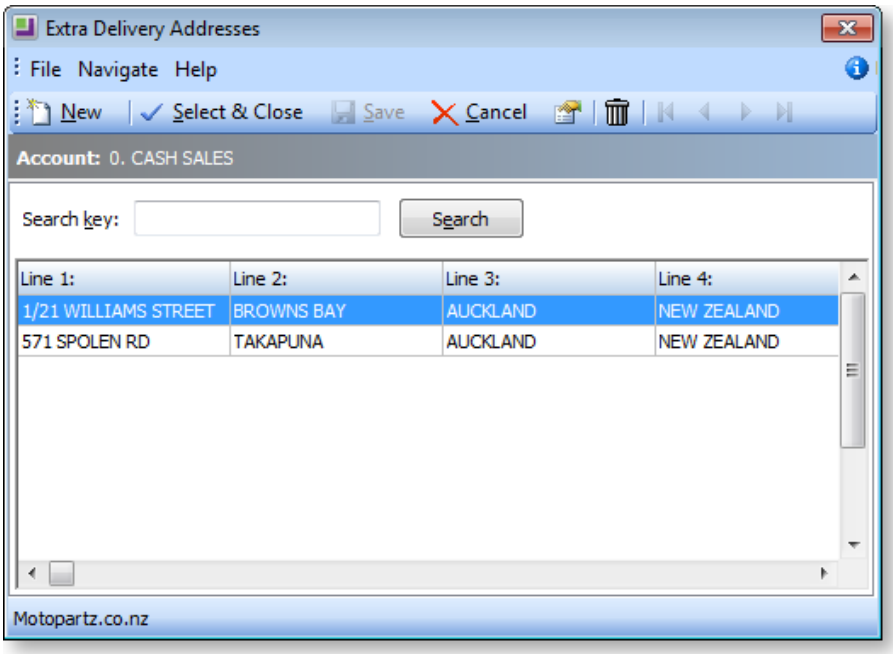
1. In the **Debtor Accounts** window, double-click the required Debtor.
2. In the **Details1** tab, tick the Allow Restricted Goods checkbox.
3. Click **Save**.

Adding Extra Delivery Addresses

A Debtor account can have multiple delivery addresses associated with it.

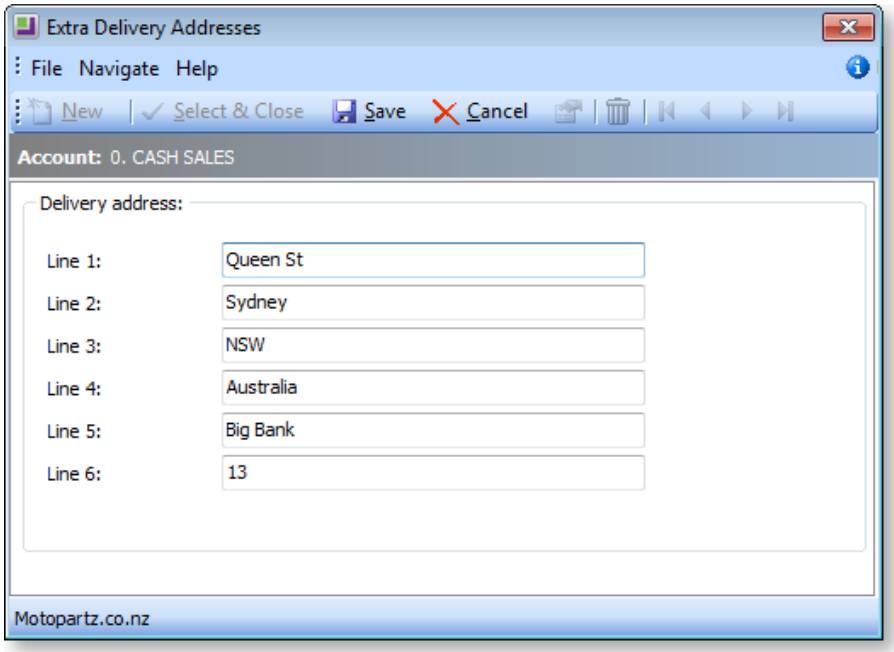
You can add extra delivery addresses either:

- from the Debtor Account Details window, by clicking the **Additional Delivery Addresses...** toolbar button, or
- from the Debtor Invoice Entry window, in the Payments/Delivery tab, when specifying delivery details for an invoice. If you enter a new delivery address when creating a new Debtor Invoice, the address will be saved with the Debtor account.



To add a new delivery address:

1. Click the **New** button. The following window is displayed:



Note: You can change the labels on each line of your delivery addresses using the MYOB EXO Business Configuration Assistant.

2. To edit an existing delivery address, click the **Edit the Selected Item** button in the toolbar, and make any required changes.
3. Save the edited, or new, delivery address.

Changing the Credit Terms of a Debtor

The default credit terms you can apply to a specific Debtor account are set up in the Finance section of the Configuration Assistant. For each credit term, you can:

- specify whether it is active for Debtors or Creditors
- choose one of four credit term option types: No credit - cash only; End of invoice month; Net days; Days from month following
- create a warning, including the warning text to display, when credit terms are exceeded

How credit terms behave in your implementation of MYOB EXO Business also depends on how the following profile settings have been set:

- **Debtor Credit Terms Default**: New debtor accounts will inherit the credit term of this profile setting.
- **Debtor Balance Warning**: Displays the warning set up in the credit term if invoice or sales order entry does not comply with the credit term.
- **Enforce Credit Terms**: Enforces (not just a warning) when invoice/sales order entry does not comply with credit term.

Credit terms are managed quite separately from how transactions are aged in MYOB EXO Business.

To change the credit terms of a Debtor account:

1. Open the required Debtor account.
2. In the Credit section, select the required term from the **Credit terms** drop-down list.
3. Change the **Credit limit** if required.
4. Click **Save**.

Note: If this is a child account, which does not have its own balance, the credit limit test will apply to the parent account instead.

Creditors

This section details the functions related to Creditors. It describes how you set up Creditor Account Groups and Creditors as well as the major creditor-related tasks you perform such as Credit Control and Purchase Order Invoicing.

Based on the options you have selected in MYOB EXO Business you are able to perform certain functions. You can decide whether your invoices should include or exclude GST by selecting from the options in **MYOB EXO Business Config > Profiles**.

From the initial Debtors window you can search for a Creditor (see page 7) or create a new Creditor.

Creating a New Creditor

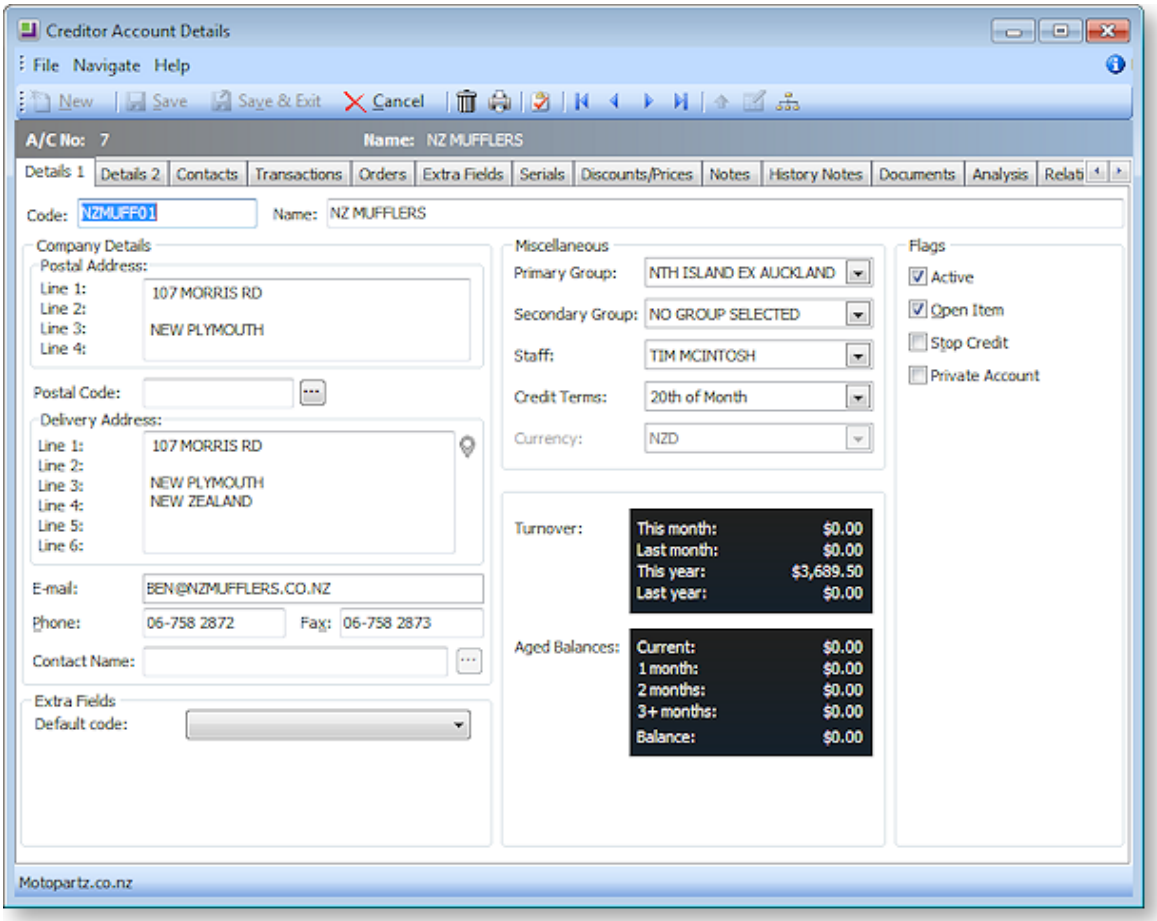
To create a new Creditor:

1. Go to **Accounts > Creditors**.
2. Click **New** to create a new Creditor account. The Creditor Account Details window (see page 108) is displayed with the Details 1 tab as the default page.
3. Complete the entries in each field of the Details 1 tab (see page 108) and Details 2 tab (see page 110).
4. Click **Save**. Additional tabs are now created.

Creditors Master

Accounts > Creditors

The Creditors account master concept is very similar to the Debtors master. Users can also setup Creditor account groups (see page 107) suited to the requirements of the business.



Information on the Creditors Account Details window is spread across the following tabs:

Details 1 (see page 108) – contains company details, purchases and credit information, account type flag and other system maintained information.

Details 2 (see page 110) – holds payment info including prompt payment and vendor discount, banking details, default GST rate, maximum auto authorise amount, and pop-up alert text.

Contacts (see page 122) – provides the creditor's contact details. User can add, delete or edit contact information. Users can easily create document for the contact person and email facility is also supported on this window.

Transactions (see page 129) – users can view all transactions related to the creditor, e.g. payments, invoices, refunds, adjustments, allocations, etc. Each transaction provides details related to the transaction as the date, kind of transaction and the amount.

Orders (see page 112) – this is where you can view a list of purchase orders on their account, its statuses and order amount. New purchase orders can also be created from this tab.

Extra Fields (see page 139) – debtor accounts supports 24 extra fields that can be defined to suit the company needs. The first 3 extra fields are displayed on the details1 tab and the rest on the extra fields tab.

Serials (see page 139) – lists serial number information pertinent to the creditor account. Users can even view serial number history.

Discounts/Prices (see page 112) – this tab displays all the discounts and price rules to be used on this account.

Notes (see page 141) – allow users to record any communication or general information related to the creditor. Users can insert the username and date/time when the info is recorded and common phrases can be entered easily. This is a very useful tool for entering conversations and events relating to the creditor.

History Notes (see page 141) – this is like the Notes tab, but is more structured. This makes it easier to search for previous notes related to the debtor. It's also easy to create, delete, or email history notes.

Documents (see page 144) – lists all the documents related to a Creditor account. It could be a word processing document, a graphical .gif or .avi file, or any document that is recognized by a Windows application.

Analysis (see page 113) – displays a graph that gives a quick view of the purchases performance, and comparison of the purchases through the year. This will help to forecast future purchases.

Relationships (see page 145) – displays the relationships that have been made between this account and other entities in the EXO Business system.

Opportunities – displayed when functions from the EXO Business CRM module have been added to the EXO Business core, this tab displays all sales opportunities related to the account.

Activities (see page 148) – displays and tasks and appointments associated with this account.

Social (see page 151) – displays information about the Creditor from various social media services.

Note: The toolbar icons at the top of the Creditor Account Details window change when moving between tabs.

Setting up Creditors

Setting up Creditor Account Groups

Setup > Business Admin Settings (General Setup) > [Creditor Account Groups]

You can create account groups that are suited to the requirements of your business. When you set up Creditors, you can assign them to one of these groups.

To set up a Creditor account group:

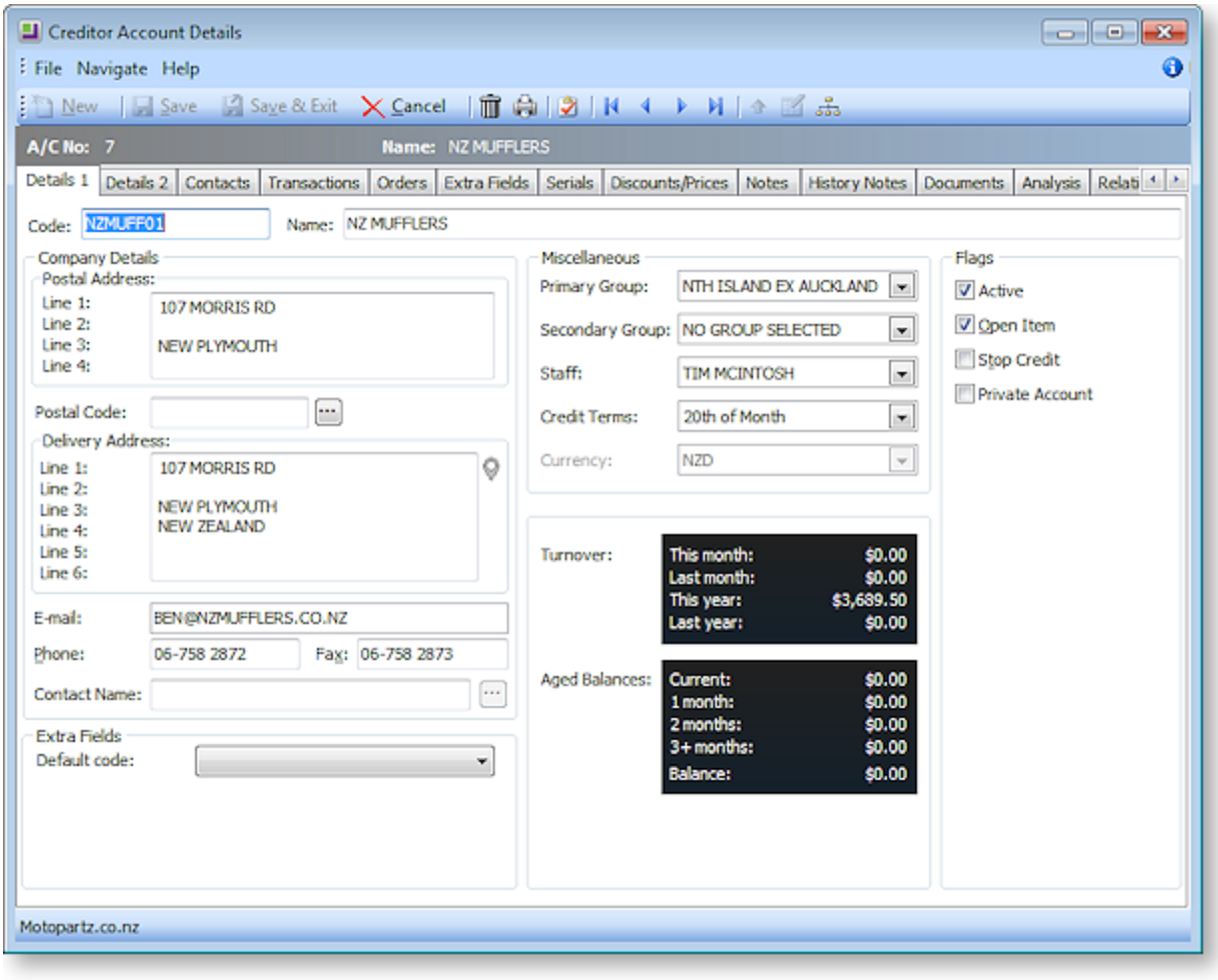
1. Click **New** to add a new group. The Details tab is displayed.
2. Enter a **Name** for the account group.
3. Enter a **Report Code** for the account group. This is a user-defined report code to report on Debtor Price Policy Groups.
4. Click **Save**.

A new Account Group is created and added to the list. The **Account Group number** is automatically assigned.

Note: Right click on the column heading for grid-related tasks.

Creditors Details 1 Tab

The Details 1 tab is used to store the primary information for the Creditor, including contact details, Creditor groups, account type flag, and other system-maintained information.



Field Descriptions

Field	Description
Code	The code that relates to the account. MYOB EXO Business automatically assigns a code. If you prefer, you can change the code by overtyping it. This code is primarily used for controlling the sorting of reports but also allows you to search a creditor. E.g. SMIT1 (Mr Smith) or JON1 (Jones Co Ltd).
Name	The name of the creditor as it should appear in statements and invoices.
Company Contact Details	
Postal Address	The creditor's postal address. If the street name is the same, press TAB on the last address line to copy the Postal Address into the Delivery Address fields.
Post code	Enter the postal code if it is known or select the postal code from the Postcode Lookup window opened by clicking the … button.

Delivery Address	The delivery address. If it differs from the postal address, overtype it here. Click the small button next to the delivery address to retrieve geolocation details (latitude and longitude) that match the address entered here. An icon on the button displays the status of the match: •  - the system hasn't attempted to retrieve details yet. •  - details successfully retrieved. Clicking the button again will open your default browser, showing the location on a map. SHIFT+clicking the button will attempt to retrieve location details again. •  - an error occurred when attempting to retrieve details. Hovering the mouse over the button will display a popup message indicating why the attempt failed.
Contact	The name of the main person to be contacted.
Email	The main e-mail address of the creditor.
Phone	The main phone number of the creditor.
Fax	The main fax number of the creditor.
Extra Fields	
Default Code	This is an example of a user-defined extra field (see page 24).
Miscellaneous	
Primary	The name of a primary account group, from the list.
Secondary	The name of a secondary account group, from the list
Staff	The name of the staff member who normally deals with this creditor.
Credit Terms	Select from the list to specify Cash Only or the method for due payment to the creditor.
Currency	The currency for transactions with this customer. You cannot change the currency of a Creditor account once the account has transactions posted to it.
Flags	
Active	A check in this box to view the creditor's account details. The box is checked by default. If the box is not checked, the account becomes inactive, and is hidden from the main search window.

Open Item	A check if you want to display all outstanding items on statements rather than only a Balance Brought Forward statement. This is a default setting if you selected the New Accounts Defaults to Open Item in **MYOB EXO Business Config > Profiles**. You must check this option if the account is a foreign currency account, or if you are calculating GST on a payments basis. Leave the box unchecked, if you want this account to be a Balance Brought Forward account.
Stop Credit	If checked this will prevent further invoices being posted to this account.
Private Account	If checked, this account will become a private account.
Toolbar Buttons	
Note: These are only available once the initial values have been entered and saved in this tab.	
	Send the transactions to the head office account.
	Edit aged balances.
	On a head office account, this button displays all branches; on a branch account, this button opens the head office account.

Creditors Details 2 Tab

The Details 2 tab is used to enter and store payment info including prompt payment and vendor discount, banking details, default GST rate, maximum auto authorise amount, and pop-up alert text.

Field Descriptions

Field	Description
Payment	
Default Payment Type	Select the default payment method to this creditor.
Bank Account Number	The bank account number of the creditor.
Bank Account Name	The name of the bank account.
Miscellaneous	
Default Invoice Mode	Select default invoice mode.
Primary Lead Time	The number of days between placing an order and its arrival.
Secondary Lead Time	The alternate lead delivery time in days.
Prompt Payment Discount (%)	The percentage of discount being offered for prompt payment.

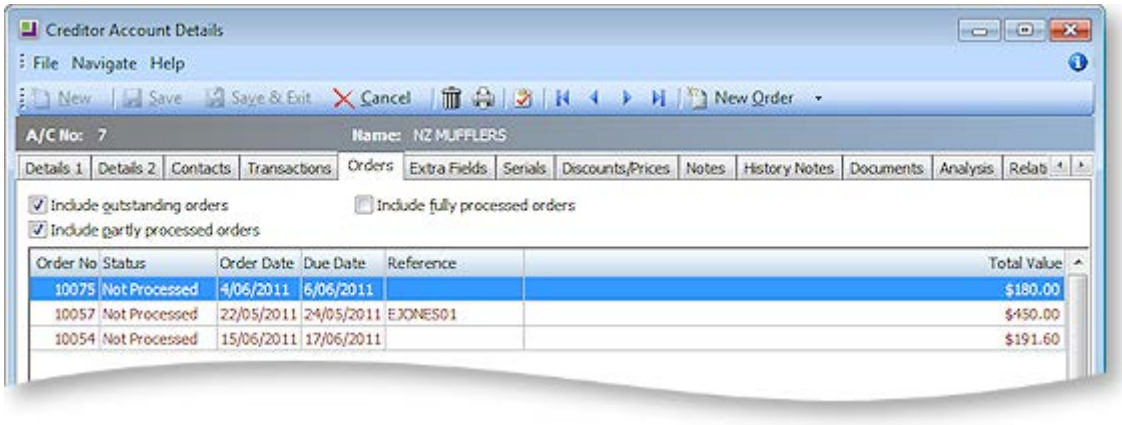
Remittance Contact	Remittance advice will be emailed to the address of the contact selected here.
Pop Up Alert	Use this field to enter a user defined popup alert. **Note:** Use the **^** character to insert a carriage return.
GST	
GST #	Enter the company GST number here (New Zealand only).
ABN	Enter the company's Australian Business Number here (Australia only).
Override GST Rate	The override GST rate.
Track Taxable Payments	Applies to Australian companies only. If you make payments to this Creditor for construction or building services, you will need to track these payments for reporting on the "Taxable payments annual report". Tick this option to track all payments for this Creditor.
Remittance	
Send M-Powered Payments Remittances	This option is only available if "M-POWERED" is selected for the **Default Payment Type**. Ticking this box means that remittance advice will be sent to this Creditor whenever payments are made to them via the MYOB M-Powered Payments system (see page 335). M-Powered Services need to be available on your system to use this feature. M-Powered Services are available in Australia only.
Remittance Method	If the **Send M-Powered Payments Remittances** option is selected, specify how remittance advice should be delivered to this Creditor. Choose from: • None - No remittance advice will be sent to the Creditor. • Email - Remittance advice will be sent to the Creditor via email. • Print - Printed remittance advice will be mailed/faxed to the Creditor. • Both - The Creditor will be emailed remittance advice and also sent printed copies.
E-Mail	If remittance advice is to be sent by E-Mail, enter the address to send to. This defaults to the address on the Details 1 tab (see page 108).
Fax	If remittance advice is to be sent by Fax, enter the fax number to send to. This defaults to the number on the Details 1 tab (see page 108).

Social Media	
Facebook	The Creditor's Facebook account ID. This can be a numerical ID, or a Facebook username, if they have one.
LinkedIn	The Creditor's LinkedIn account ID. This must be the numerical ID.
Twitter	The Creditor's Twitter account username.

Note: If you do not know a Creditor's social media details, you can search for them on the **Social tab (see page 153)**.

Viewing Creditor Purchase Orders

The Orders tab on the Creditor Details window contains a list of all Purchase Orders on the Creditor account.



To filter the list of orders, check the options related to the type of orders you want to include.

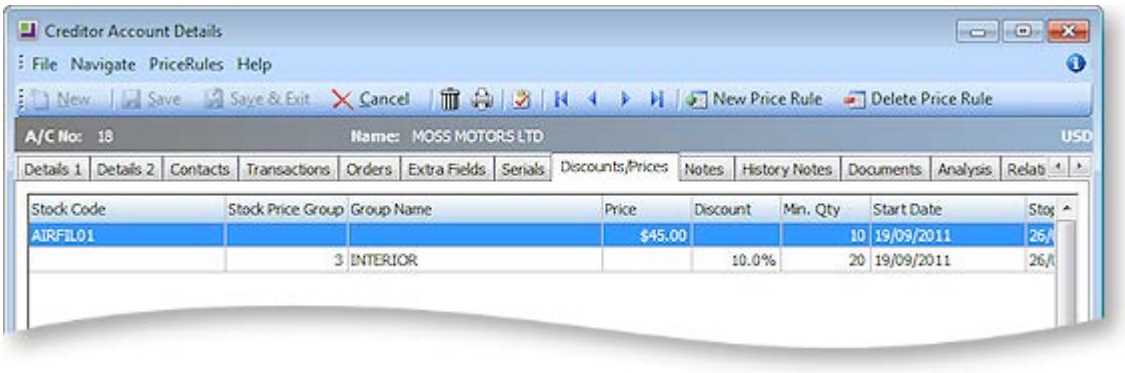
Note: If you have ticked the **Enable extended sales order statuses** Company-level profile setting in MYOB EXO Business Config there will be more check boxes here.

The following toolbar-specific functions are available:

- A new Purchase Order can be manually created (see page 310) from this window by clicking **New Order > Manual Order**.
- A new Forecast Based Purchase Order (see page 317) can be created from this window by clicking **New Order > Forecast Order**.

Creditor Discounts/Prices Tab

Account > Creditors > {Select a Creditor} > (Discounts/Prices)



Creditor discounts per stock code or stock price group are listed in a grid. These price rules are defined by clicking the New Price Rule button (see page 115).

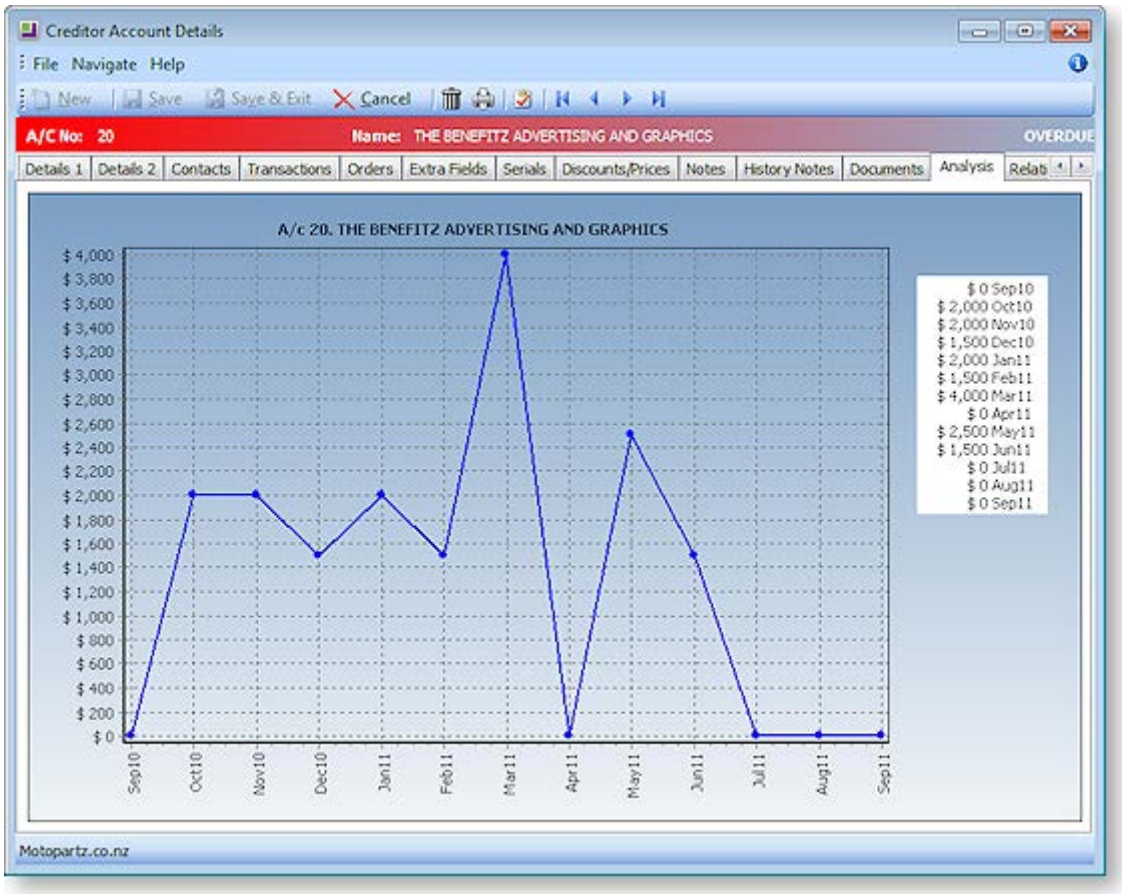
Field Definitions

The grid header fields are detailed in the table below:

Field	Description
Stock Code	The code you use to call up an item. A stock code can normally contain up to 15 characters.
Stock Price Group	Stock items can be categorised and grouped on this category, this is the number assigned to this stock group.
Group Name	This is the name given to the stock group, detailed above.
Price	The price that applies to the stock item.
Discount	This is the discount in a percentage received for purchasing stock items in bulk quantities. This quantity is displayed in the Min. Qty field.
Min. Qty	This, as detailed above, is the minimum quantity that needs to be purchased from a creditor to receive the allotted discount.
Start / Stop Date	If this discount or pricing is over a predetermined period, this is defined by the start and end date displayed here.

Creditors Analysis Tab

The graph on the Analysis tab allows you to compare purchasing through the year.



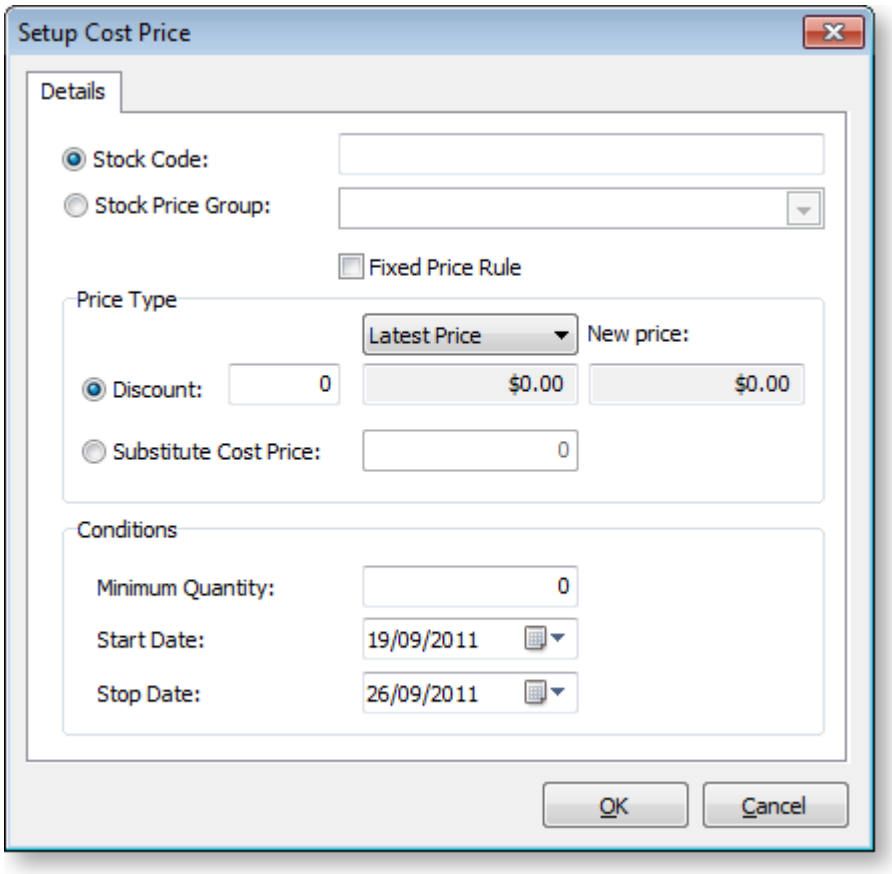
Tip: Right-clicking on the graph provides you with the option to copy the graph into another Windows application as Word or Excel. You can also print the graph.

Working with Creditors

Creating a New Price Rule for a Creditor

The Setup Cost Price window allows you to setup purchase prices from a creditor for a single stock item, a group of stock items with a discount applied. Similarly this is applied to stock price groups, where the group is any variety of similar stock items assigned to a group.

Click the **New Price Rule** button on the Discounts/Prices tab of the Creditor Details window (see page 112) to open the Setup Cost Price window.



To set up cost prices:

1. For a single stock item, enter a **Stock Code** (if this is unknown, enter "?" and press TAB to open the Stock Search window). If the cost pricing is to be determined by a group, choose this group from the **Stock Price Group** dropdown.
2. Enter the **Price Type** details in the fields provided. If stock price grouping is enabled, the supplier price option is no longer available. If an item is not available from the supplier, a substitute may be required. If substitutes are available, enter the cost price for the substitution item here.
3. If discounts are attainable from the supplier, there may be **Conditions** to receive these, such a minimum order quantity. Alternatively these stock items may be sold only in batches, requiring the minimum quantity field to be completed. If discounts or prices are only for a predetermined period, enter the start and stop dates that define the discount period.

Non Accounts

Accounts > Non Accounts

Non Accounts let you add companies that aren't yet Creditors or Debtors, e.g. sales prospects. A Non Account can be converted to a full Creditor or a Debtor account at a later date if necessary.

Creating a Non Account

To create a Non Account:

1. Go to **Accounts > Non Accounts**.
2. From the Non Account Details window, click the **New** button.
3. Enter the following details on the Details tab:

Field	Description
Name	Enter the name of the account as it should appear throughout the MYOB EXO Business system.
Phone	Enter a contact phone number for the account.
Fax	Enter a fax number for the account.
E-mail	Enter an e-mail address for the account.
Website	Enter the account's website address.
Postal Address	Enter the postal address of the account.
Type	This is a user-definable classification of the Non Account. Select the type of account that the Non Account is, or select "Edit List..." to create a new type.
Base Price	Choose which base price you want to assign this Non Account to. For example, you might have set up a base price called "Trade", and another called "Internet", and determined different pricing rules (see page 449) for these. Select the appropriate price band for this account.
Sales Person	Select a staff salesperson to be assigned to this Non Account. This is optional. Any transactions against this account will then be logged against this staff member.
Postal Code	Enter the postal code if it is known or select the postal code from the lookup window attained from the ellipsis **[...]** key.
Contact Person	The default contact for the Non Account. Contacts are set up on the Contacts tab for the account. Initially, this field will be empty - after you have created the Non Account and added Contacts for it, you can specify one of them as the default here.

Notes	The area at the bottom of the Details tab is a free-form notes area where you can enter any extra information about the account.

4. Click **Save**. Additional tabs now become available, allowing you to edit all Non Account properties (see page 117).

Converting Non Accounts to Full Accounts

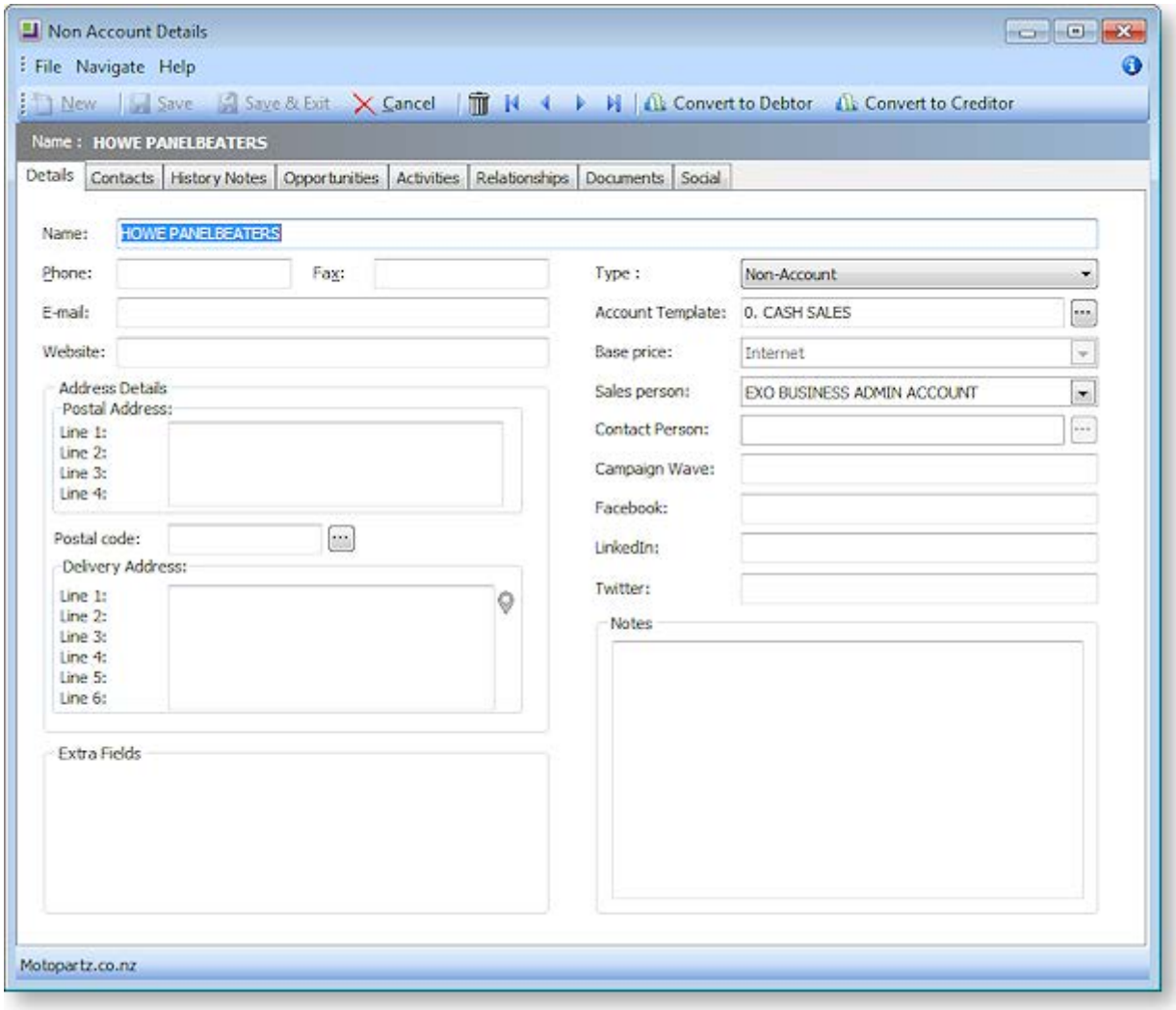
Non Accounts can be converted to full Creditor or Debtor accounts if necessary.

To convert a Non Account to a full account:

1. Click the **Convert to Debtor** or **Convert to Debtor** toolbar button, depending on the type of account you want to convert the Non Account to.
2. Click **Yes** when prompted to confirm the conversion.

Non Account Details

The available tabs on the Non Account Details window are detailed below.



Details

This tab contains contact and sales information for the Non Account.

Field	Description
Name	Enter the name of the account as it should appear throughout the MYOB EXO Business system.
Phone	Enter a contact phone number for the account.
Fax	Enter a fax number for the account.
E-mail	Enter an e-mail address for the account.
Website	Enter the account's website address.
Postal Address	Enter the postal address of the account.
Postal Code	Enter the postal code if it is known, or select the postal code from a lookup window by clicking the **[...]** button.
Delivery Address	Enter the delivery address of the account. Click the small button next to the delivery address to retrieve geolocation details (latitude and longitude) that match the address entered here. An icon on the button displays the status of the match: • - the system hasn't attempted to retrieve details yet. • - details successfully retrieved. Clicking the button again will open your default browser, showing the location on a map. SHIFT+clicking the button will attempt to retrieve location details again. • - an error occurred when attempting to retrieve details. Hovering the mouse over the button will display a popup message indicating why the attempt failed.
Type	This is a descriptive classification of the account. Select the type of account that the Non Account is, or select "Edit List..." to create a new type.
Account Template	Select the Debtor account that will be used as a template for the Non Account. Any pricing rules (see page 449) used by the template account will be applied when generating quotes for the Non Account, e.g. for an Opportunity when using EXO Business CRM. **Note:** Debtor accounts can be marked as templates by ticking the **Account Template** flag on the **Details 1 tab of the Debtor Account Details window (see page 93)**.
Base Price	The base price to assigned to this Non Account - this is determined by the Account Template. For example, you might have set up a base price called "Trade", and another called "Internet", and determined

Sales Person	Select a staff salesperson to be assigned to this Non Account. This is optional. Any transactions against this account will then be logged against this staff member.
Contact Person	The default contact for the Non Account. Contacts are set up on the Contacts tab for the account. Initially, this field will be empty - after you have created the Non Account and added Contacts for it, you can specify one of them as the default here.
Campaign Wave	This field is available if the EXO Business CRM module is installed. If the Non Account is associated with a campaign wave, e.g. if it came about as a result of a campaign, the wave can be specified here.
Facebook **LinkedIn** **Twitter**	To view social media account information for the Non Account (see page 151), enter their usernames or logon IDs here. **Note:** The LinkedIn ID must be the numerical ID, not a username. The Facebook ID can be a numerical ID or a Facebook username, if one has been set up.
Extra Fields	If any Extra Fields (see page 24) have been defined for Non Accounts, fields in positions 1 - 3 will appear in this area, while any others will appear on the Extra Fields tab.
Notes	This area is a free-form notes area where you can enter any extra information about the account.

Extra Fields

If any Extra Fields (see page 24) have been defined for Non Accounts, fields in positions 4 and later will appear on this tab.

Contacts

This tab lists all Contacts associated with the Non Account (see page 120). Use the toolbar to add and edit Contacts:



1. **New Contact:** Create a new Contact and associate it with the Non Account.
2. **Associate a New Contact:** Select an existing Contact to associate with the Non Account.
3. **Set as Default Contact:** Set the selected Contact as the default Contact for the Non Account. This Contact will appear as the **Contact Person** on the Details tab.
4. **Remove Contact Association:** Remove the selected Contact from the Contacts tab for the Non Account. (This does not delete the Contact from the system.)

History Notes

This tab works in the same way as the History Notes tab for Debtors (see page 141).

Opportunities

This tab is only displayed when functions from the EXO Business CRM module have been added to the EXO Business core. It lists all Opportunities associated with the Non Account.

Activities

This tab lets you associate activities (see page 148) with the Non Account in the same way as you do for Creditors and Debtors.

Relationships

This tab lets you specify relationships for the Non Account in the same way as you do for Creditors and Debtors.

Documents

This tab lets you attach documents (see page 144) relating to the Non Account.

Social

This tab lets you view information about the Non Account from various social media services (see page 151).

Contacts

Debtors, Creditors and Non Accounts all include a Contacts tab, where Contacts can be created and assigned to accounts. The Contact tab is a useful marketing tool; it contains a list of business Contacts associated with the main company. You can easily create marketing campaigns or documents that get sent to the right person (Contact) within the right company.

Contacts can also be set up independently of accounts from the Contacts window, which is available under the Accounts menu.

You may on a regular basis liaise with the accounts manager. However, the right person for the details about a new product being launched by your company may be the debtor's Managing Director. So, you can mark the information directly to the director since you have the address and e-mail details on the Contacts tab.

You can also maintain a record of how each Contact first heard about your business: newspaper, television, yellow pages or any other and determine the effectiveness of an advertising medium for your future campaigns.

The two tabs, Details and Marketing, contain information about your Contact. The **Notes** field on the Details tab allows you to make brief notes about the debtor or Contact listed here. Any data stored on the Contacts tab can serve as a common pool of information for the Sales and Marketing team.

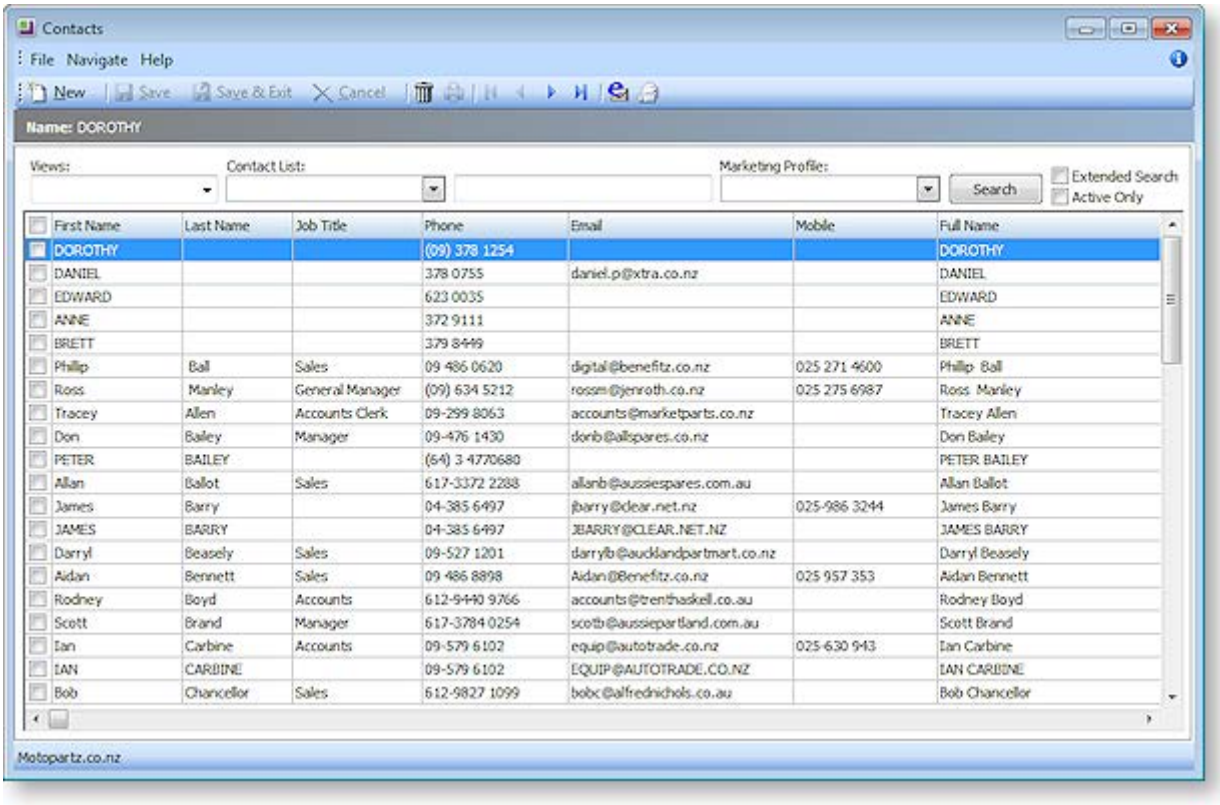
Relationships can be formed between contacts and Debtors, Creditors, Non Accounts and staff.

You can also add an Extra Fields tab with related information such as the Contact's credit card number, birthday and hobbies.

Contacts Master

All account Contacts recorded in the EXO Business system can be viewed from the Contacts master, which is accessed by selecting **Contacts** from the Account menu.

Note: To view the Contacts associated with a specific account, view the **Contacts tab on that account (see page 122)**.



The Contacts master window displays the following details for all Contacts:

Field	Description
First and Last Name	The first and last (family) name of the Contact.
Job Title	The job title of the Contact.
Phone	The primary landline phone number for the Contact.
Email	The email address of the Contact.
Mobile	The primary mobile phone number for the Contact.
Company Name	The company name for the Contact. This will normally default to the company (Debtor, Creditor or Non Account) selected when creating this Contact.

- To search for an existing Contact, enter search terms in to the **Search Key** field and click the **Search** button.
- You can filter the list of Contacts by Contact List. Multiple classes can be selected.
- You can filter the list of Contacts by Marketing Class (see page 126). Multiple classes can be selected.

- Double-click on an existing Contact to edit it, or click the **New** button to create a new Contact (see page 123).
- Click the  button to send an email to the selected Contact(s).
- Click the  button to create and send a Clarity merge letter to the selected Contact(s).

Right-click on a Contact for the following options:

- Send Email - Send an email to the Contact (see page 47). (This option is not available if an email address has not been entered for the Contact.)
- New Opportunity - Create a new Opportunity for the Contact.
- New Activity - Create a new Activity for the Contact.
- Selected Items > Export to Outlook - Export the details of all selected Contacts to Microsoft Outlook. (This option is only available if EXO Business CRM is licensed.)
- Selected Items > Merge Letter with List - Create a merge letter (see page 533) to be sent to the selected Contacts.
- Selected Items > Add to Contact List - Select a Contact List to add the Contact to. (This option is only available if EXO Business CRM is licensed.)

Contacts Tab

The Contact tab on the Debtor, Creditor and Non Account screens displays details of the account's associated Contacts.

This tab lists all the Contacts that are associated with the account. From this window, you can add new Contacts to the account, set the default Contact for the account, and create and remove other Contact associations with the account.

You can email a Contact from this window, or create a mail merge letter to them.

Field Descriptions

Field	Description
Title	The job title of the Contact.
Salutation	The salutation for the Contact, e.g. Mr, Mrs or Dr.
First and Last Name	The first and last (family) name of the Contact.
Direct Phone	The primary landline phone number for the Contact.
Mobile	The primary mobile phone number for the Contact.
Direct Fax	The fax number of the Contact.
Email	The email address of the Contact.
Home Phone	The home phone number of the Contact.

To edit an existing Contact, double-click on the Contact's name in the grid.

Contacts Tab Toolbar Buttons

The Contacts tab is display-only; to create or change Contact information, use the toolbar buttons at the top of the window.



1. Create a new Contact (see page 123).
2. Set the selected Contact as the default Contact for this account.
3. Associate an existing Contact with this account.
4. Remove the Contact association.
5. Send an email to the selected Contact (see page 47).
6. Create and send a Clarity merge letter (see page 533) to the selected Contact.

Adding a New Contact

Click the **New Contact** button to add a new Contact (see page 123).

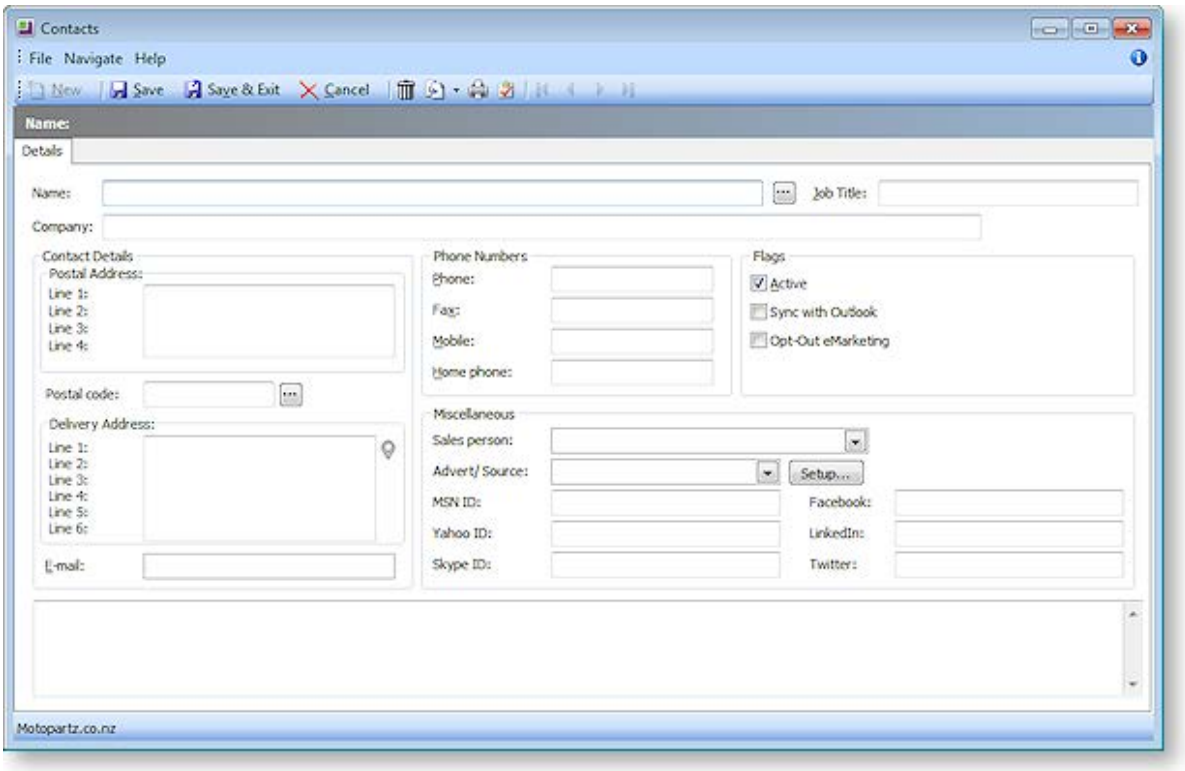
Note: We suggest that you first search for the Contact (see page 120), as they might already be in the system.

Entering Contacts for an Account

You can create new, view, or modify existing Contacts associated with an account.

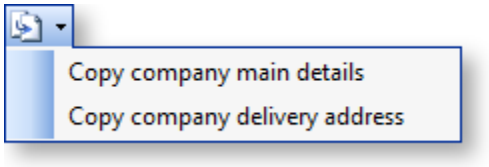
Account > Creditors or Debtor > {Double Click Account} > (Contacts) > [New Contact]

1. In the Debtor/Creditor account, click on the Contacts tab. The Contacts tab lists all Contacts for the debtor account.
2. Click the **New Contact** icon in the toolbar ( ). The Contacts window opens:



3. Complete the fields in this table.
    - Click on the ellipsis button **[...]** beside the Name field to enter the salutation, first name and surname.
    - Click on the ellipsis button **[...]** beside the Postal code field to select the post code from a list.
    - Use the Copy Company Address icon in the toolbar if you want to copy either the postal address or delivery address from the current debtor account.
    - Check the **Active** checkbox to maintain the account of this debtor.

These actions are detailed in the Field Descriptions below:

Field	Description
Name	The Contact name can be manually entered here, however it's recommended that you use the name Check Full Name window to enter the details. Click on the ellipsis **[...]** button and select the **Salutation**, enter the **First name** and the **Last name**. Click **OK** to enter this full name into the name field.
Company	The company name for the Contact. This will normally default to the company (Debtor, Creditor or Non Account) selected when creating this Contact.
Job Title	The job title of the Contact.
Contact Details	
Postal and Delivery Address	 Use the Copy icon in the toolbar to copy details from the selected account. Selecting **Copy company main details** copies the following information to the Contact: • Postal Address • Phone • Fax • Email • Sales person Click the small button next to the Delivery Address to retrieve geolocation details (latitude and longitude) that match the address entered here. An icon on the button displays the status of the match: • - the system hasn't attempted to retrieve details yet. • - details successfully retrieved. Clicking the button again will open your default browser, showing the location on a map. SHIFT+clicking the button will attempt to retrieve location details again.

-  - an error occurred when attempting to retrieve details. Hovering the mouse over the button will display a popup message indicating why the attempt failed.

Postal Code	Enter the postal code if it is known; if not, click on the ellipsis **[...]** button to search and select a postal code.
Phone Numbers	
Email **Phone** **Fax** **Mobile** **Home Phone**	Complete these fields with as much information at hand.
Flags	
Active	This flag is enabled by default. If this Contact is to be inactive for any reason, disable this checkbox.
Sync with Outlook	If this flag is enabled, the Contact will be synchronised with Outlook whenever a sync is performed. If this flag is not enabled, the Contact will not be included in synchronisation operations.
Opt-Out eMarketing	If the contact has opted out of electronic marketing communications, enable this flag. Contacts with this flag enabled can be excluded from Contact Lists.
Miscellaneous	
Sales Person	If there is a designated salesperson associated to this debtor/creditor, enter his/her name here.
Advert/ Source	The name of the advertising source through which you received this Contact. Select the advert or source if applicable. If one is not available in the list, click the **Setup** button to create one. This opens the Setup Advert Types window; click **New** to create a new Referral item, then save and exit.
MSDN **Yahoo** **Skype ID**	If this Contact has account details for these online networks, enter them here.
Facebook **LinkedIn** **Twitter**	To view social media account information for the Contact (see page 151), enter their usernames or logon IDs here. **Note:** The LinkedIn ID must be the numerical ID, not a username. The Facebook ID can be a numerical ID or a Facebook username, if one has been set up.

4. Click **Save**. A number of additional tabs now appear in the window. Enter Contact information in these tabs.

   - **Marketing tab (see page 126)**. Assign the Contact to your marketing classes (see page 126), or categories, so your marketing campaigns are more targeted to relevant Contacts. Additional Marketing Classes can be setup, when this tab is active a **Setup Marketing Classes** button activates. Click this to configure additional or edit existing marketing classes.

- **Invoices tab (see page 127).** Lists invoices for which the Contact was the default Contact of the Debtor account.
- **Orders tab (see page 128)**. List any Sales/Purchase Orders associated with the Contact.
- **Notes tab (see page 141)**. Enter any notes for the Contact. Use the **New Note** icon on the toolbar to enter a note - this will automatically assign a header to this note.
- **History Notes tab (see page 141)**. Enter any history notes for the Contact. History notes are notes for which the date and subject are also recorded. As with notes, click the **New History Note** icon to create a new history note.
- **Docs tab (see page 144)**. Link any documents to the Contact.
- **Accounts tab (see page 128)**. Edit the Debtor/Creditor accounts that the Contact is associated with. For example, a Contact may be the manager of one company, the partner of a manager of another company, the father of a son who works at another company, and so on.
- **Relationships tab (see page 145)**. Lists any other relevant Contacts the Contact has.
- **Activities tab (see page 148)**. Lists any tasks and appointments associated with the Contact.
- **Opportunities tab**. This tab is only displayed when functions from the EXO Business CRM module have been added to the EXO Business core. It lists all Opportunities associated with the Contact.
- **Social tab**. This tab displays information about the Contact from various social media services (see page 151).

5. Click **Save**.
6. To make this new Contact the default Contact for this debtor account, click on the Set to Default Contact icon in the toolbar.

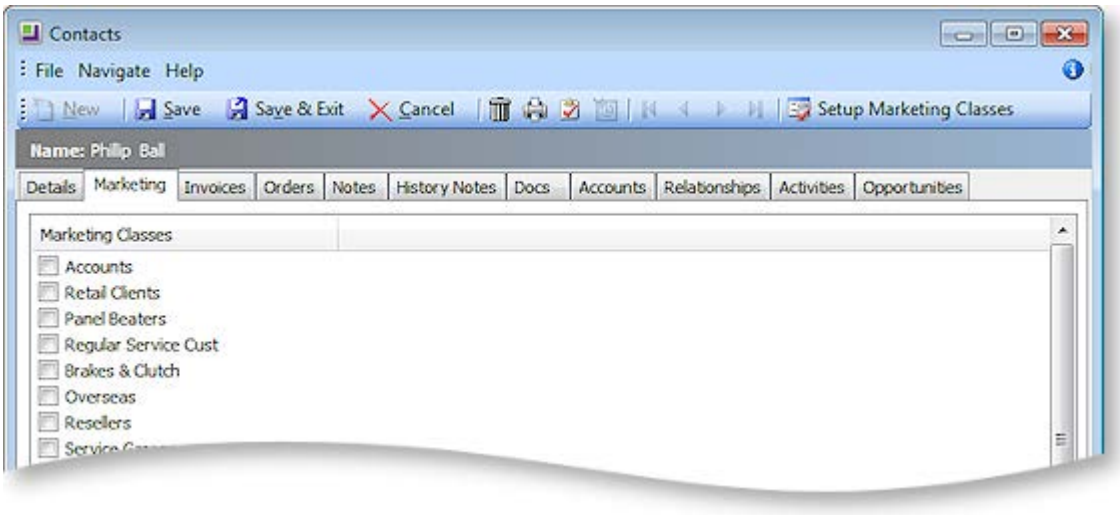
Once you have set up the debtor Contact, you can also:

- Create a relationship between Contacts.
- Create activities for the Contact (see page 148).
- Synchronise Contacts with Microsoft Outlook.

Note: If the Contact's address details are the same as those on the debtors account, click the **Copy from Account** button and the details are copied here.

Contact Marketing Classes

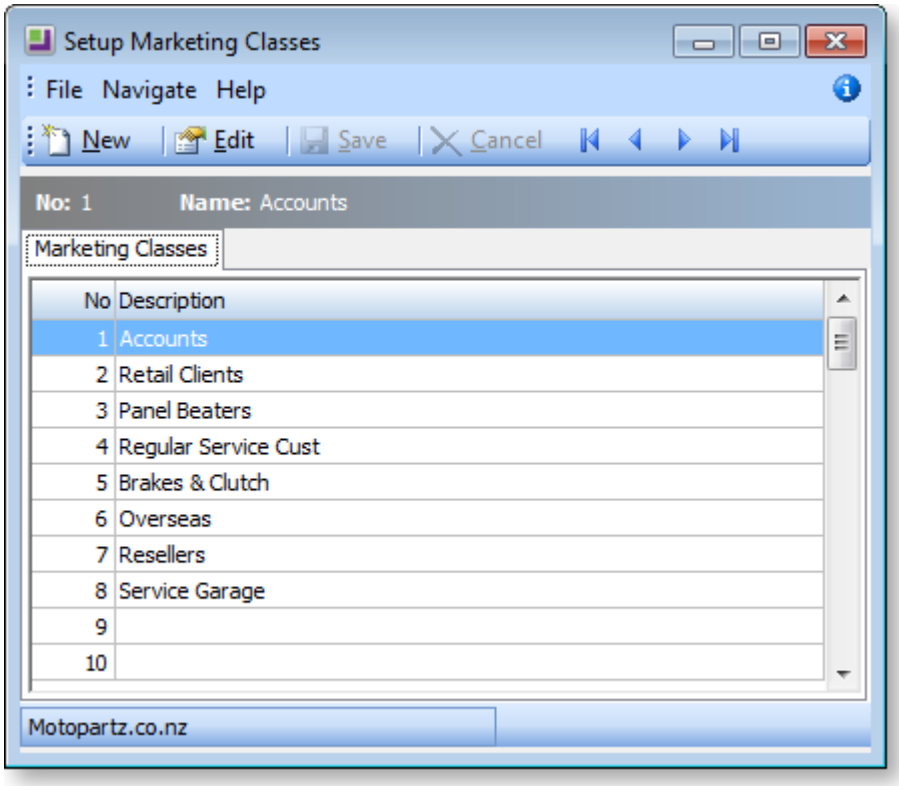
On the Marketing tab, you can assign the Contact to your marketing classes (see page 126), or categories, so your marketing campaigns are more targeted to relevant contacts.



Check the checkboxes for the marketing classes that you need to associate to this contact.

Setting up Marketing Classes

To create additional classes or edit existing ones, click the **Setup Marketing Classes** toolbar button.



Clicking the **New** button will create a marketing class for the next one in the sequence. If there are a few blank classes after last defined class it is recommended editing these as preference. To edit an existing or blank class, double click on the entry in the list or highlight and click the **Edit** button on the toolbar.

Contact Invoices

This tab lists invoices for which the contact was the default contact of the Debtor/Creditor account.

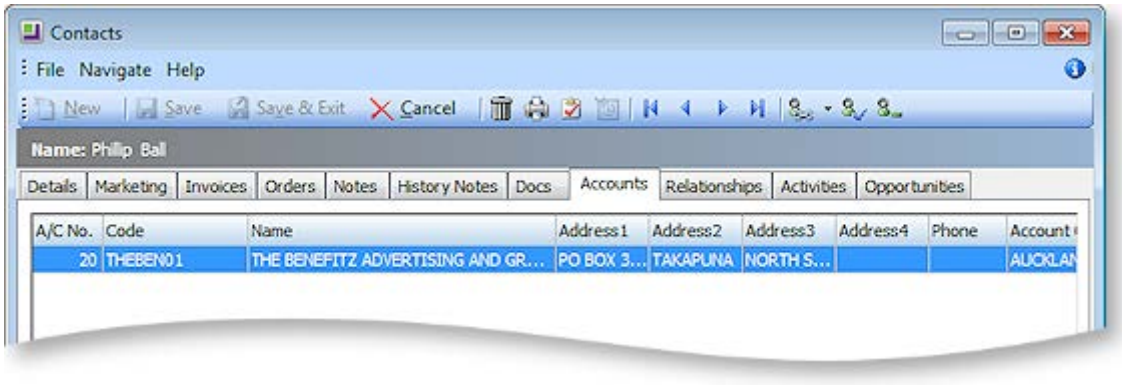
Contacts Orders

This tab lists the orders associated with the Contact.

> **Note**: For this feature to work, the **Add debtor contact details to transactions** Company-level profile setting has to be enabled in EXO Business Config. A salesperson can be associated with **Sales Orders (see page 358)**.

Contact Accounts

This tab displays the Debtor/Creditor accounts that the Contact is associated with. For example, a Contact may be the manager of one company, the partner of a manager of another company, the father of a son who works at another company, and so on.



With this tab active in the Contacts window, the following toolbar appears:



1. Assign the Contact to a Debtor or a Creditor.
2. Set as the default Contact for this debtor.
3. Un-assign the Contact from this account.

Emailing Contacts

Account > Contacts

You can send emails to individual Contacts, groups of Contacts, or all Contacts, from the Contacts window.

To email Contacts:

1. Go to the Account menu and choose Contacts. The Contacts window is displayed.
2. Select the Contacts you want to email in one of the following ways:
   - Highlight a single Contact
   - Holding the CTRL key down, click on a selection of Contacts
   - Select a marketing class, click **Search**, select all in that marketing class using the keystroke CTRL + A
   - Select all Contacts using the keystroke CTRL + A
3. Click the **Send Email to List** toolbar button ( ).

4. If you don't have email addresses recorded for all of the selected Contacts, a warning is displayed, and you are prompted to confirm if you want to email the remaining Contacts that do have email addresses. Click **Yes**.
5. A dialog is displayed asking if you want to hide the CC list in the email. If you don't want each Contact to see the other Contact email addresses being emailed, click **Yes** to hide the email address list.

Common Account Functions

Viewing the Transaction History of an Account

Account > Creditors/Debtors > {double Click the account name} > (Transactions)

You can easily and quickly view the transaction history of an account in MYOB EXO Business on the Transactions tab of the account. From this window, you can also perform a range of tasks, including:

- creating a new invoice
- creating a new credit note
- creating a new payment
- allocating transactions for the account
- issuing credit notes
- searching for an invoice number
- emailing Debtor invoices and statements

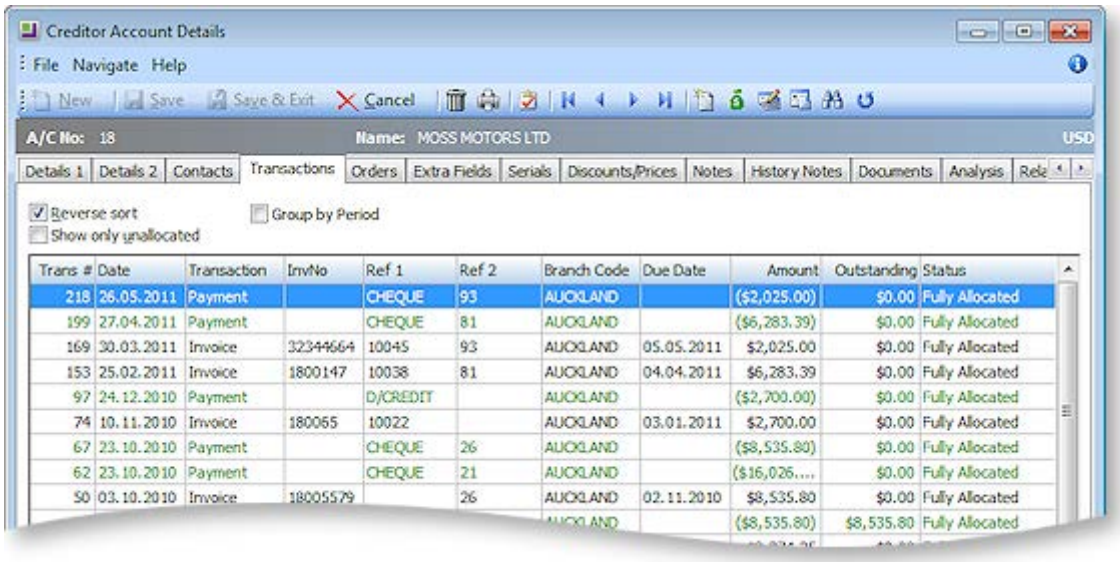
Note: Although the Transactions tabs for Debtor and Creditor accounts differ slightly, the majority of the content is common.

The transaction history of a Creditor/Debtor is period-based, typically (but not always) monthly periods.

To view the transactions of a Creditor/Debtor:

1. From the Creditor/Debtor Account Details (search) window, select the creditor/debtor by double-clicking the required account's name.
2. Click the Transactions tab on the Creditor/Debtor Account Details window.

The Transactions tab is displayed:



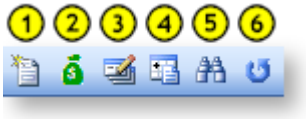
Field Descriptions

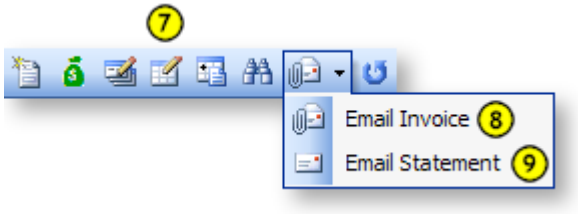
The grid header fields are detailed in the table below:

Field	Description
Trans #	The unique transaction ID.
Date	The date the transaction was created.
Pd stat seq	The unique period number for the period, also identifying the period as Creditors, Debtors, GL or Stock.
Age	The period number of the transaction (where for example if 0 is the current month of July, '1' is June, '2' is May, and so on).
Transaction	The transaction type, such as Invoice or Payment.
InvNo	The invoice number.
Ref 1	An internally set reference text/number that varies according to the kind of transaction. For example, if a sales order, the sales order number is displayed; if a payment, the payment type is displayed.
Ref 2	An internally set reference text/number that varies according to the kind of transaction. For example customer reference number if invoice, or cheque number if Ref 1 is Cheque.
Ref 3	An internally set reference text/number that varies according to the kind of transaction. For example, if cheque payment type, then the bank name is displayed; if invoice, then 'invoice' is displayed.
Branch Code	The branch code of the transaction, such as SYD or AKL.
Due Date	The due date of the invoice, based on the credit terms of the creditor account.
Amount	The total amount of the invoice.
Outstanding	The outstanding amount of the invoice.
Status	The allocation status of the invoice, for example, Unallocated, Partly Allocated, Allocated.
Branch Account	If this is a branch account, this is the branch account number. If not, this column will display '-1'.
GLBatchNo	The GL batch number if this was posted to GL as part of a GL batch.
Exchrate	If multiple currencies are being used, the exchange rate used for this transaction. The local currency is '1'; otherwise the actual exchange rate used displays as a decimal, e.g. '0.83'.

Debtor transactions only	
Gateway TrxID	Each transaction processed by the gateway service provider is issued a reference known as a TrxID. This is typically a long alphanumeric code. See the whitepaper on payment gateways.
Batch No	This is the batch number of the banking batch.
Gateway No	The is the number of the defined gateway for this transaction.
?	Right-click on the transaction line and choose **Toggle Query Status** to put a question mark on the transaction, to reflect that the transaction is in question. This can then be reported on.
Creditor transactions only	
Auth	The authorisation status of the invoice
Paystatus	The payment status of this invoice, for example, Released, paid.

Menu Commands



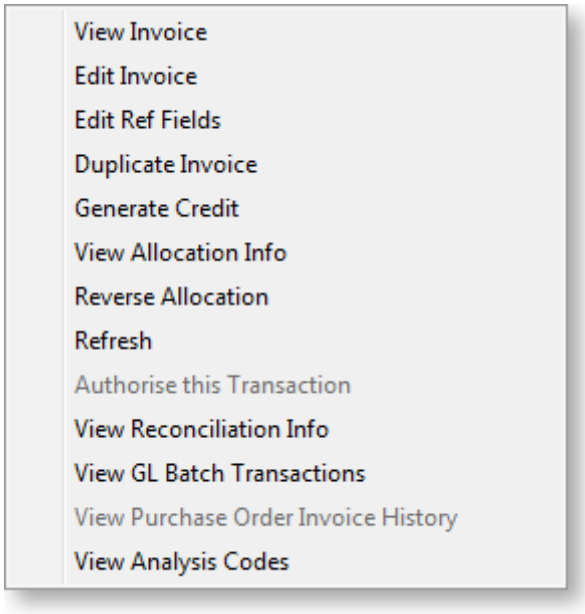


Debtor and Creditor *Debtor Specific*

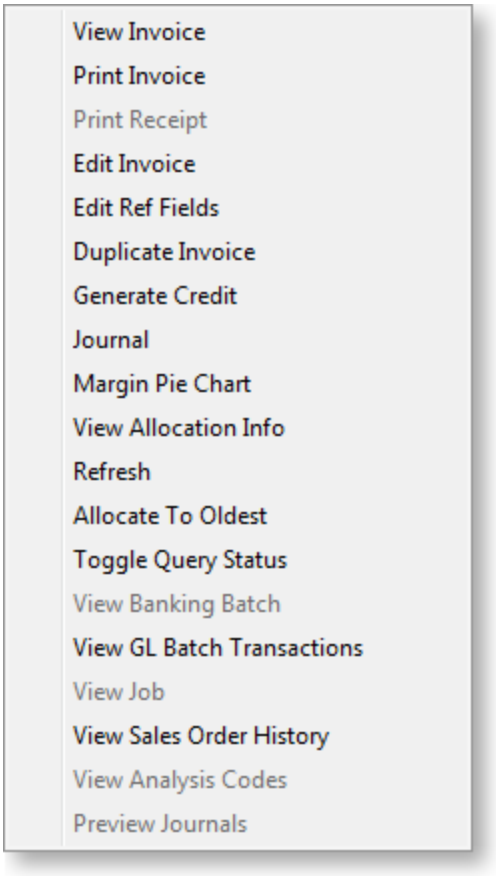
1. **New Invoice:** Create a new Creditor invoice (see page 326) or Debtor invoice (see page 386).
2. **New Payment:** Enter a Payment on a Creditor invoice (see page 331) or receive a Debtor payment (see page 400).
3. **Allocate transactions for this account:** Enter a payment on a Creditor invoice (see page 331) or allocate a Debtor receipt to an invoice (see page 391).
4. **Issue a Credit Note:** Enter a credit note for a Creditor (see page 339) or create a credit note for a Debtor (see page 414).
5. **Invoice Number search:** Search for an invoice (see page 135).
6. **Refresh:** Provides an updated transaction list.
7. **Automatically allocate payments to the oldest invoice:** (Debtors only). This will also allocate credits (negative value invoices) and refunds (negative payments) and zero value transactions.
8. **Email Invoice**: Click this button to email the selected invoice to the Debtor as a PDF attachment.
9. **Email Statement**: Click this button to email a statement to the Debtor as a PDF attachment.

Shortcut Menu

Right clicking on any invoice summary line opens the following shortcut window. The table below this diagram details the actions of the shortcut commands.



Creditor shortcut menu



Debtor shortcut menu

Shortcut Command	Description
View Invoice	View the invoice in a report format.
Print Invoice	Reprints the Debtor invoice (see page 393).
Print Receipt	Prints a payment receipt. Only available for a payment transaction.
Edit Invoice	Opens the invoice to edit its details. This option is only available if the **Permitted level of access to debtor transaction editing** or **Permitted level of access to creditor transaction editing** User-level profile setting is set to “Full invoice editing allowed”.
Edit Ref Fields	Edit the transaction reference fields for the invoice (see page 391). This option is only available if the **Permitted level of access to debtor transaction editing** or **Permitted level of access to creditor transaction editing** User-level profile setting is set to “Full invoice editing allowed” or “Invoice header fields editing allowed”.

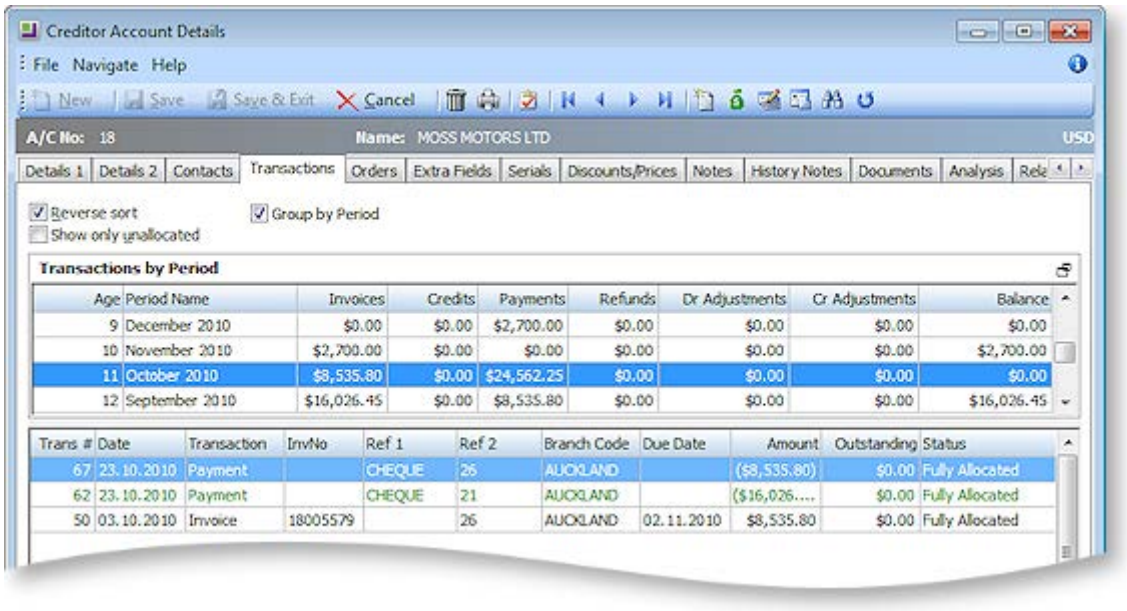
Duplicate Invoice	Select to create a duplicate of a Debtor invoice (see page 390).
Generate Credit	Provides a copy of the negative invoice.
Reverse Payment	Reverses a Debtor payment (see page 406).
Journal	Opens the Debtors Adjustment Entry window to make a Debtors journal adjustment entry transaction (see page 414).
Margin Pie Chart	Displays a graph for the invoice showing margins.
View Allocation Info	Displays a list with the allocation information in a separate window.
Reverse Allocation	Reverse all allocations associated with this transaction (payment or invoice). This option is only available if the **Allow reversal of debtor/creditor allocations** User-level profile setting is enabled. This option is not available for transactions with deposits or foreign currencies.
Refresh	Updates the entire transaction list.
Authorise this Transaction	Where M-Powered Payments are used (see page 335), this option authorises the selected transaction.
View Reconciliation Info	Provides a list with the reconciliation information.
View Purchase Order Invoice History	Displays the Purchase Order History window.
Allocate To Oldest	Allocates a payment transaction to the oldest outstanding invoice.
Toggle Query Status (?)	Puts a question mark on the transaction, to reflect that the transaction is in question. This can then be reported on. You may need to add the **?** column by right-clicking on the column header and selecting **Select visible columns**.
View Banking Batch	Opens the Debtors Banking Batches window (see page 411).
View GL Batch Transactions	Opens the GL Batch Transactions window (see page 282), showing all GL transactions associated with this transaction. This option is only available for transactions that have been posted to the GL, and requires the **Allow Sub ledgers drill through to GL Transactions** User-level profile setting to be enabled.
View Job	Where the Job Costing add-on module is used, displays the job associated with the transaction.
View Sales Order History	Displays the Sales Order History window (see page 365).
View Analysis Codes	Displays the Analysis Codes (see page 84) associated with the transaction.

Preview Journals	Displays the GL Batch Transactions window (see page 282), showing the Debtor Ledger and Stock Ledger transactions that will be generated for the transaction. This is a preview only - no transactions are saved when the window is closed.

Search Options

Group by Period

Checking the **Group by Period** checkbox groups the transactions by period:



Clicking on a period line lists all the transactions for that period in the grid in the area below the period groups. Once the group has been selected it can be minimised by clicking the minimise icon ( ). Maximise this view by clicking the icon again. Minimising this view provides a greater display area for the group's individual transactions in the grid below.

The transactions by Period grid has its own grid fields (see page 10), which are defined in the table below:

Shortcut Command	Description
Age	In MYOB EXO Business, transaction ages (see page 135) are numbered from current (0) backwards. See for details on this numbering system.
Period Name	This is the period name that correlates to the
Invoices	This is a total for all invoices submitted over this period.
Credits	This is the total for the credits issued to this debtor over this period.
Payments	This is the total for all types of payments received from the debtor for this period.
Refunds	This is the total for all refunds issued to the debtor for this period.

Dr Adjustments	This is the total for all debtor adjustment transactions (see page 414) for the selected period.
Cr adjustments	This is the total for all creditor adjustment transactions for the selected period. Creditor adjustments are similar to Creditors Payment Entry, this function creates adjustment entries against a creditor account, with predefined reasons for the adjustment.
Balance	The current debtor account balance for the selected period.

Show Only Unallocated

Checking the **Show only unallocated** checkbox filters the transaction list to display only the transactions that are not allocated to an account. This is useful when it is necessary to allocate transactions that have not been previously allocated.

Transaction Page Numbering

While MYOB EXO Business stores transaction dates, it is not a purely date-based system. It does not rely on dates for critical procedures such as transaction ageing and posting between ledgers, nor are dates used by any of the standard reports within EXO Business to calculate control totals.

MYOB EXO Business employs a method of tagging all transactions with a nominated period number at the time of posting. As an extra validation, EXO Business can ensure that the transaction date given is valid for the period that the transaction is being posted to. This method is used to avoid the traditional problems associated with incorrectly entered dates and extra processing overhead required to 'age' transactions into periods which often makes purely date based solutions very limited in scale.

In MYOB EXO Business, transaction ages are numbered from current (0) backwards. This may be different from the system you are familiar with, however it does give you some useful logic consistency.

Example:

0 = current period

1 = One period ago (last month)

2 = Two periods ago

54 = Fifty-four periods ago etc.

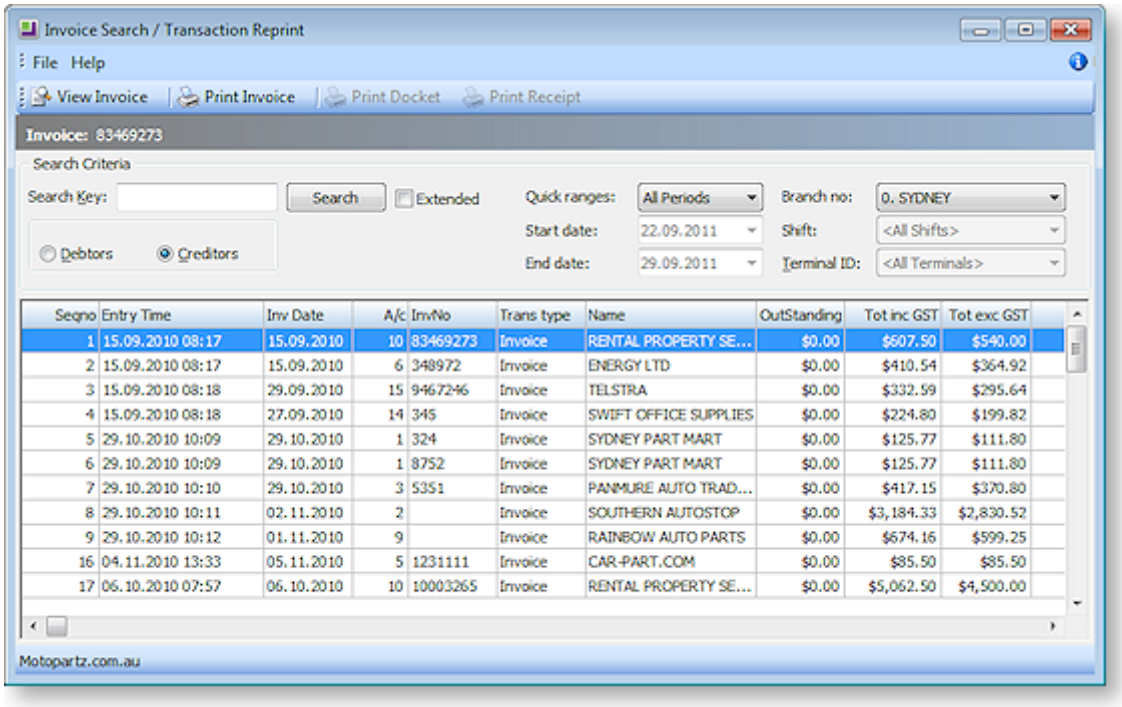
MYOB EXO Business knows which period in the period table is the current one, and uses this as a point of reference to display the name of the period on reports and within data entry screens.

Invoice Number Search

Creditor/Debtor account > Transactions tab >

Clicking the Invoice Search button on the Transactions tab ( ) or pressing F7 opens the Invoice Search window.

The Invoice Search window has a right click menu to giving access to many other windows. This includes 'drilling' to the Account (Debtors or Creditors) where further transactions, reversals or updating of header reference fields may be performed from the transactions tab (if you have sufficient access rights within those windows).



From here you can reprint invoices, credits and receipts. Set search criteria and click **Search**. The **Print** buttons are not enabled until you have selected a search item.

The filters to search by Shift and Terminal ID are disabled when the window is set to Creditors mode as they are not applicable.

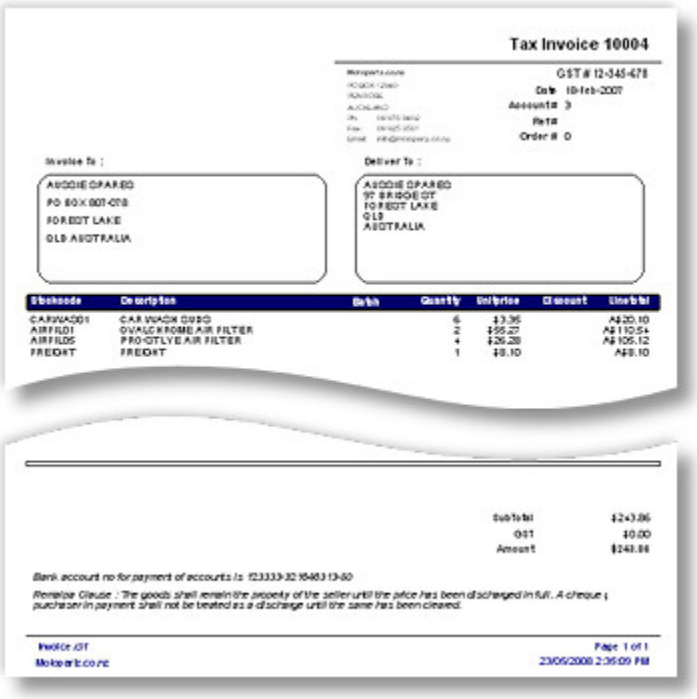
Field Definitions

The grid (see page 10) header fields are detailed in the table below:

Field	Description
Seqno	A unique identifier for records in tables.
Entry Time	The time of the invoice entry.
Inv Date	The date of the invoice entry.
A/c	The account number.
InvNo	The invoice number.
Trans type	The transaction type, i.e. Invoice or credit note etc.

Name	The company name of the debtor or creditor.
OutStanding	Any outstanding amounts for this invoice are listed here.
Tot inc GST	The total amount that was invoiced, including GST.
Tot exc GST	The total amount that was invoiced, excluding GST.
Taxtotal	The total amount that was taxed to this invoice.
Alpha Code	This is the debtor/creditor code which is normally automatically assigned by the system. Generally this is the first 6 characters of the account name followed by two sequential numerals, starting at 01.
Session_id	A session id is an integer value (number) which tags all transactions at the time of saving. It's transaction scoped, so when you create an invoice which has invoice line and optional payments, all those transactions get grouped together with the same session id. It's a grouping type of field, i.e. this field gets moved / copied when the source transaction moves through the system. The invoice lines will receive a session_id when saved. The invoice lines required the stock to be decremented, resulting in the creation of a stock transaction, this copies the invoice line session id and then the stock and invoices are posted to the GL. This creates a GL transaction and once again the invoice line session id gets copied. It's primarily used to ensure that once a source transaction is posted to the GL all its source transactions can be easily identified.
Gatewayno	This configures EFTPOS / Credit card payment gateway numbers. In MYOB EXO Business you can set up Credit card payment gateways . Like a direct payment service, a web service for the management and handling of payments. As EXO Business can handle multiple payments, it tags the payment debtors lines with the seqno identifying the gateway used.
Eftauth	This usually contains EFTPOS / Credit Card authorisation / approval codes related to payment gateways.
Eftcaid	This usually contains a unique EFTPOS computer / terminal id . See POS / EFTPOS whitepaper.
Eftstan	This usually contains a unique EFTPOS / Credit Card transactional id. See POS / EFTPOS whitepaper
Job#	Usually a jobcost jobno / jobcode if an invoice came as a result of an EXO Job Costing job.

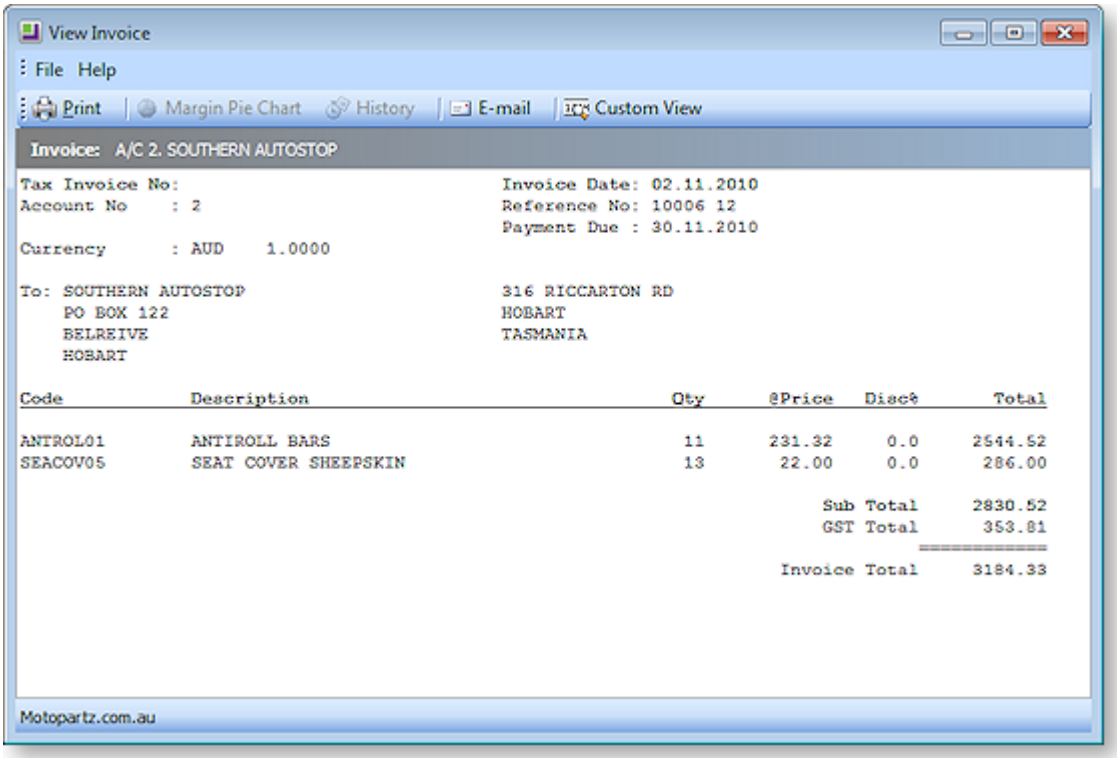
Toolbar



Print Invoice



Print Docket



View Invoice

Recording Additional Information through Extra Fields

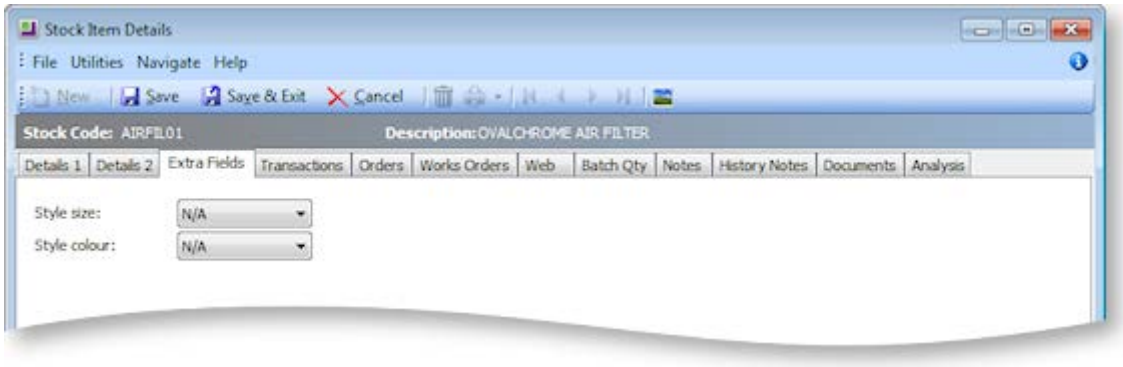
If you have any specific information on an account or stock item that cannot be displayed elsewhere, you can set up extra fields (see page 24) to display on the account's Extra Fields tab.

> **Note:** This tab is available only if you have set up extra fields and displays the fields that you have established.

Debtor and Creditor accounts support 24 extra fields; the first three extra fields are displayed in the Details1 tab of the Debtor/Creditor account, and the remainder on the Extra Fields tab. For Stock items, all extra fields are displayed on the Extra Fields tab.

To record extra field details:

1. Click the **Extra Fields** tab.



2. Complete any necessary fields on this tab.

Debtor/Creditor Account Serial Numbers

Account > Debtors/Creditors > {Double Click the Account name} > (Serials)

The Serials tab on Debtor and Creditor accounts is used to record all serialised stock items (see page 202) sold to the Debtor/Creditor. This enables you to quickly handle Debtor enquiries about stock items they have purchased, for warranty, and return policy purposes.

> **Note**: Before serial numbers can be used, they must be activated for the database by setting the profile **Serial Numbers Tracking Enabled**. Serial numbers may only be used with stocked items. Lookup items cannot be serialised.

Serial Number Types (Modes)

Occurrence of serial number processing depends on both the serial type (mode) of the stock item, and the class of the trading partner in the particular MYOB EXO Business function.

There are three classes of trading partners:

- Creditor (Supplier) – e.g. functions like purchase orders and creditor invoices.
- Internal (no Creditor or Debtor) – e.g. adjustments, transfers and works orders.
- Debtors (Customer) – e.g. sales orders and debtor invoices.

You can search for a serial number across all branches:

1. Click on the **Serials tab** of the debtor/creditor account.
2. Enter the serial number you are searching for, or leave blank to view all serialised stock items sold to this debtor.
3. Check the **Exclude not in stock** checkbox to exclude.
4. Check the **Exclude pre-assigned** checkbox.

Search Filters

Option	Description
Serial Number	Serial numbers are maintained as part of the workflow whenever stock transactions are created for a serialised stock item. This is usually associated with a business document (e.g. Debtor invoice). When the document is saved using the Save & Exit or Save buttons, the stock items that should be serialised are determined based on the combination of the document class and the serial type of the stock items. The quantity of serials for each of these is computed.
Location	Choose the location from the list to filter this search.
Exclude not in stock	Tick this to filter out serial number results in the search that are not in stock.
Exclude preassigned	Tick this to filter out serial number results in the search that have been pre-assigned.

Serialised Item Details

The grid (see page 10) header fields are detailed in the table below:

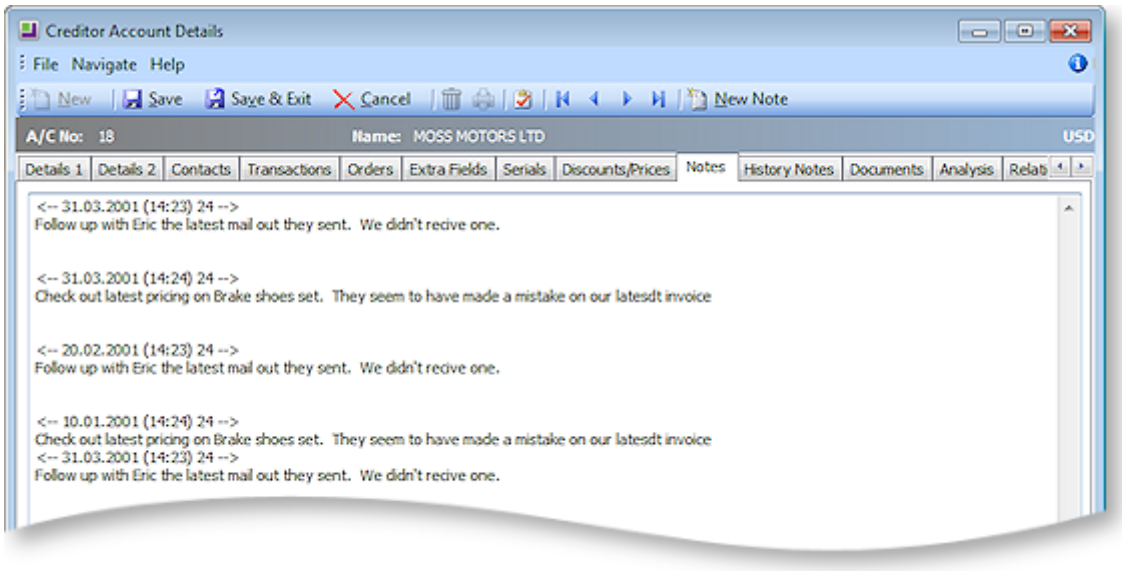
Column	Description
Stock Code	The Stock item code.
Description	The description of the stock item.
Serial No	The serial number of the stock item.
Location	The location from which the serialized stock item was purchased.
Assigned Document	If no documents are assigned the default will be none. If there are there will be a link to this document.
CR Accno	The creditor account number
Reference	If applicable a reference number will be listed here.
BOM Code	Bill of materials code
Worksorder No	The works order number. This number is allocated by the system.
RequestSeqno	Joins stock requests
Job No	The job number.
InStock	Provide indication if this serial number available for sale.
Last Updated	The date that the details on this stock item where last updated.

Recording Notes

Notes are a freeform way of recording any communication or general information related to a selected account master. Notes can be added to Debtor, Creditor, Stock and General Ledger accounts. The username and current date are automatically entered at the start of a new note. Notes are displayed in a list you can scroll through.

To record notes for an account:

1. Go to the Notes tab on the Account Details window:



2. Click the **New Note** button ( ) to enter a new note. The current system date is automatically inserted with the note.
3. Right click anywhere in the editing area to open a popup menu. Most of these are standard editing commands with the addition of **Insert Username**, to insert your name at the end of the note and **Insert Common Phrase**, see the tip below.
4. After entering the contents of the note, click the Save button to save the note entry.

Tip: Use the **Common Phrases utility (see page 143)** when entering repetitive information, or to save typing and assist with retaining a generic format to notes.

History Notes

History notes are more structured and formal than Notes (see page 141). You can search for history notes, delete them, and email them. Generally use history notes for more formal communications with the debtor/creditor, that you want to keep a record of.

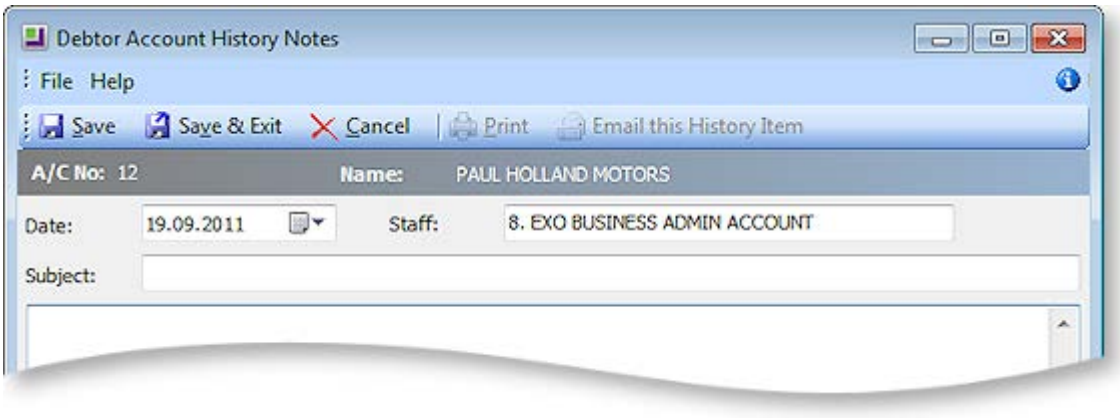
A History Notes tab is available on the Debtors, Creditors, Non Accounts, Stock and General Ledger accounts windows. The following table describes the available buttons and fields on this tab:

Field/Button	Description
New History Item button	Used to create a new history item. This opens the New or Edit window.
Delete History Item button	Used to delete an existing history item.
Source	What sort of account the history note was created from.

Date	The date this history item was created. Defaults to the current date but can be changed.
Subject	The subject of the history note.
Staff	The staff member who is creating this note. Defaults to the currently logged in user, but you can enter another staff member in this field, or use the question mark search facility to search for another staff member.

History Notes Window Fields

To create a new history note, click the **New History Item** button ( ) on the account window toolbar.



The following table describes the fields in the History Notes window:

Field	Description
Date	The date this history note was created. Defaults to the current date but can be changed.
Staff	The staff member who is creating this note. Defaults to the currently logged in user, but you can enter another staff member in this field, or use the question mark search facility to search for another staff member.
Subject	Enter the subject of the history note.
(Body)	Enter the content of the history note into the main text entry field on this window.
Email this History Item	Use this button to email this history note (see page 143).

Editing the History Note

1. From the History Notes tab, click **New History Note** ( ) to enter a new note. The current system date is automatically inserted into the note. This date can be changed from the drop-down list.
2. Right-click anywhere in the editing area to open a popup menu. Most of these are standard editing commands with the addition of **Insert Username**, to insert your name at the end of the note and **Insert Common Phrase**, see the tip below. There is also **Spell Check** feature for history notes.

Note: If the **Spell Check** option is not available, you may need to install the spellchecker DLL files and register them manually. Contact Support for the required files and instructions on how to install them.

3. After entering the contents of the note, click **Save** to save the note entry.

TIP: For entering to repetitive information and to save typing and assist with retaining a generic format to notes, use the **Common Phrases utility (see page 143)**.

Saving and/or Emailing this History Note Item

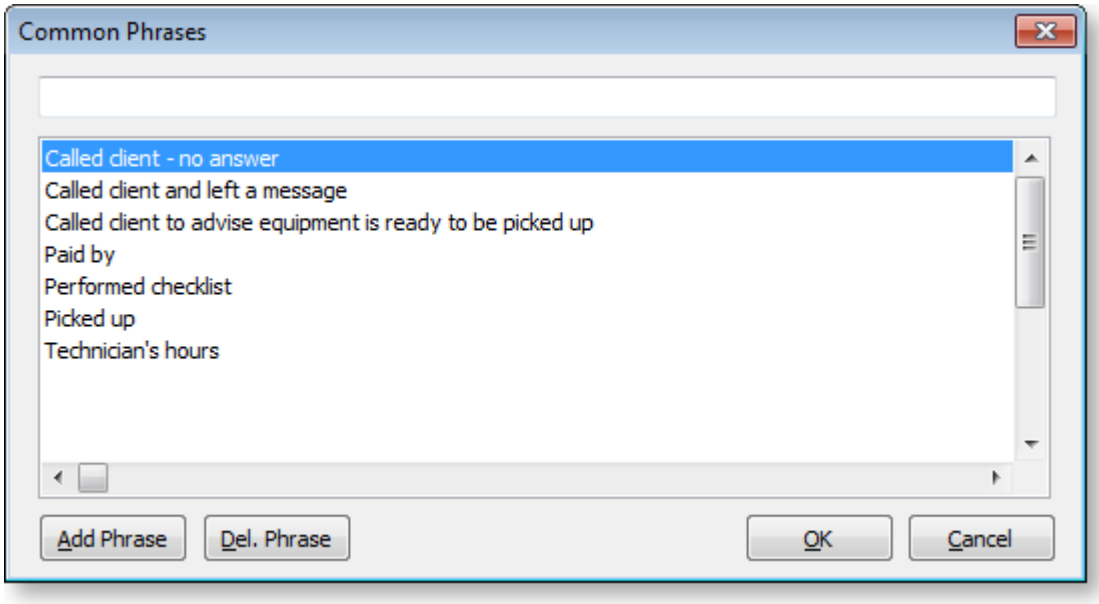
1. Review the history note, make any changes if required, and then click **Save**. This is then recorded in the History Notes tab. Only after saving the note will the Print and Email this history item buttons become available. If you choose to Email this note, an email is automatically created with the following pre-populated information:
    - By default the addressee of the email is the current Debtor/Creditor, using the email address recorded on the Details 1 tab.
    - The subject of the email is the **Subject** of the history note.
    - The content of the email is the body of the history note.
2. If necessary, make any changes to the email and send.

Common Phrases

A library of common phrases can be built to save typing and assist with retaining a generic format to notes.

To select or create a common phrase:

In a supported field, press CTRL + ‘ (single quote). The Common Phrases window appears:



To add a phrase, type the phrase and click the **Add Phrase** button.

To select a common phrase to the text box, begin typing the phrase and the cursor will focus on the nearest match in the search grid. Either click **OK** to select the highlighted phrase, or double-click the phrase required.

To delete a phrase from the list, highlight the phrase to be deleted and click the **Del. Phrase** button.

Managing / Creating Documents

The Documents tab lists all the documents related to an Opportunity or a Debtor, Creditor or Stock account. The Document Manager, which adds, edits and removes documents from accounts, its standard functionality throughout MYOB EXO Business, such as in the GL, Creditors and Stock modules.

It may be useful for your business to maintain copies of documents that you send each Creditor/Debtor.

Any file that is recognized by Windows, including spreadsheets, documents, and graphics, can be attached to the account. Any email sent from MYOB EXO Business is automatically attached to the relevant account. You can either store documents as attachments, or in the EXO Business database. You can export a document stored in the EXO Business database back to a standalone file.

The template is a fixed format, once imported, the document is stored inside the database. It is backed up when you back up your database. If you import many large documents, the size of your database is substantially increased.

> **Note**: If you transport the database frequently, the use of this feature should be minimal. It is recommended that you do not store large documents here.

To create documents for the Creditor, click the Documents tab in the account masters window.

Field Definitions

The grid header fields are detailed in the table below:

Field	Description
Doc. Date	The date the document was attached to the account.
Reference	Any internal reference text for the document.
Doc. Code	Any internal document code for the document.
Description	A description of the attachment, entered by the person who attached the file.
File Name	The filename of the attached file.
Linked	Whether or not the attached file is stored in the MYOB EXO Business database, or linked to EXO Business but stored separately on your computer or network.

Menu Commands

All the commands for document management are from the toolbar, detailed below:



1. **Run Document Manager** to add, edit and delete documents. Launches the Document Manager (see page 527).
2. Create and edit an RTF merge letter. (see page 533) Create a merge letter to this Debtor/Creditor using one of your preset Clarity letter templates.
3. **Delete** the selected document. Delete the attached file highlighted in the grid.
4. Merge account data against a template (see page 534) to produce form letter.
5. Export a document to another location (see page 528).

6. Import an existing document into this page (see page 528).

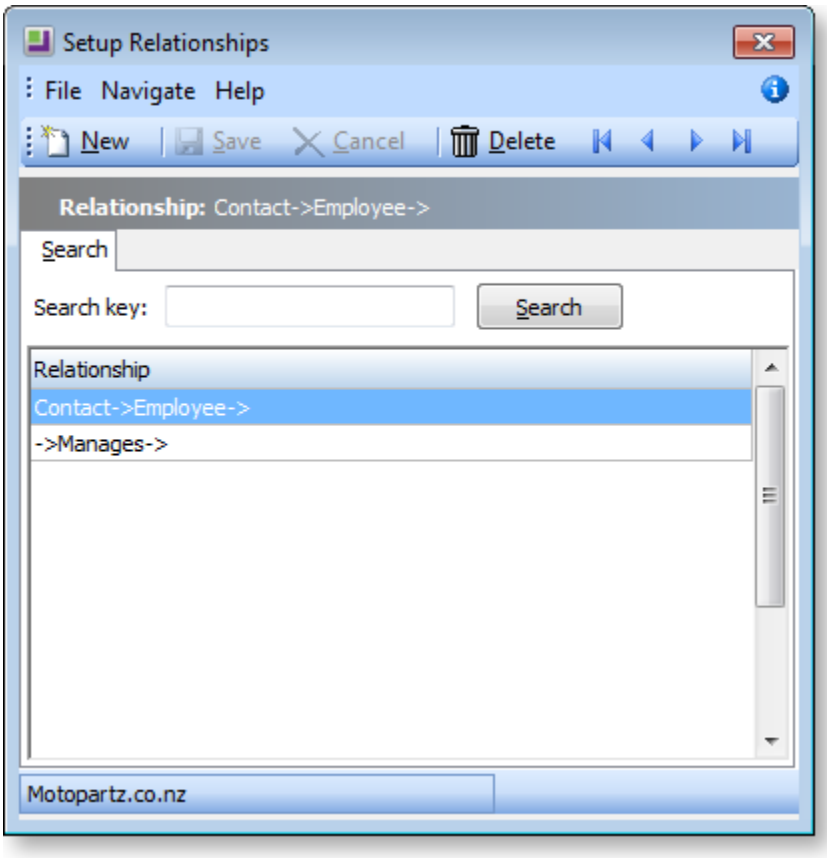
Relationships

Relationships can be formed between Contacts, Debtors, Creditors and Non Accounts. New relationship types can be defined to link any of the entities of Debtors, Creditors, Non Accounts, Contacts, and staff.

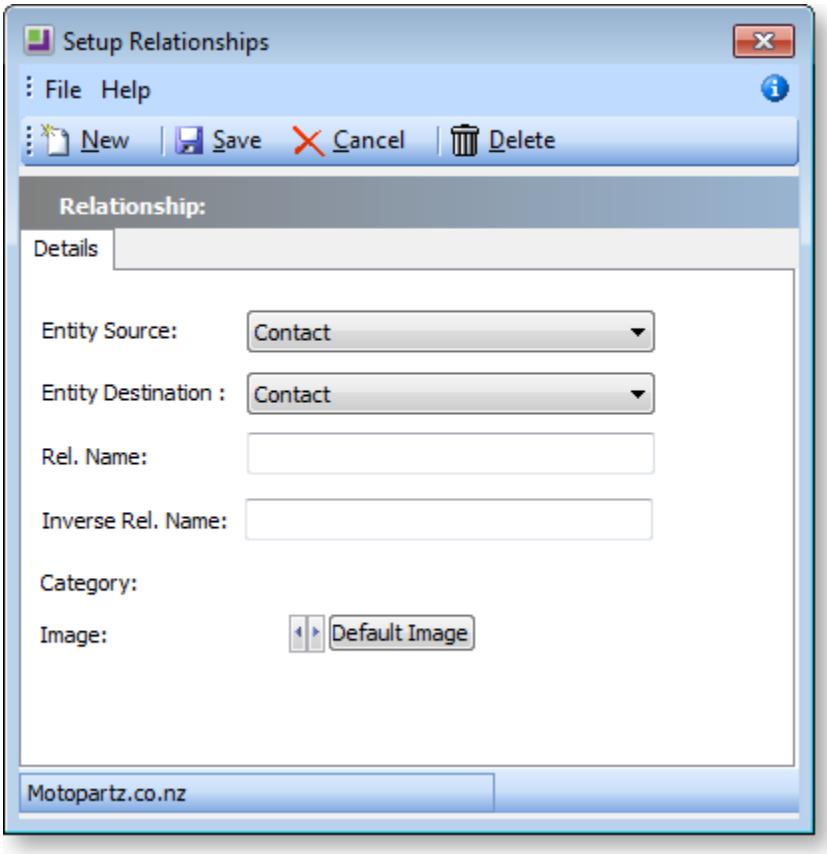
Creating New Relationship Types

Some relationship types will have been predefined for you; however you are likely to want to create relationship types of your own. To do this, right click on any area of the relationship tree and select Setup Relationships.

The Setup Relationships window opens:



Double-click on an existing relationship type to edit it, or click **New** to define a new type.



Note: Except for the **Image**, you cannot edit the details for a relationship type that is already in use.

A relationship in EXO Business is a two-way relationship between two entities in the EXO Business system. For example, a relationship type may define the relationship between Contacts and the suppliers (Creditors) they work for. When viewing a Contact record and creating a relationship between it and a Creditor, this relationship type could be called “Works for”; when viewing a Creditor’s record and creating relationships between it and Contacts, the same relationship type could be called “Employs”.

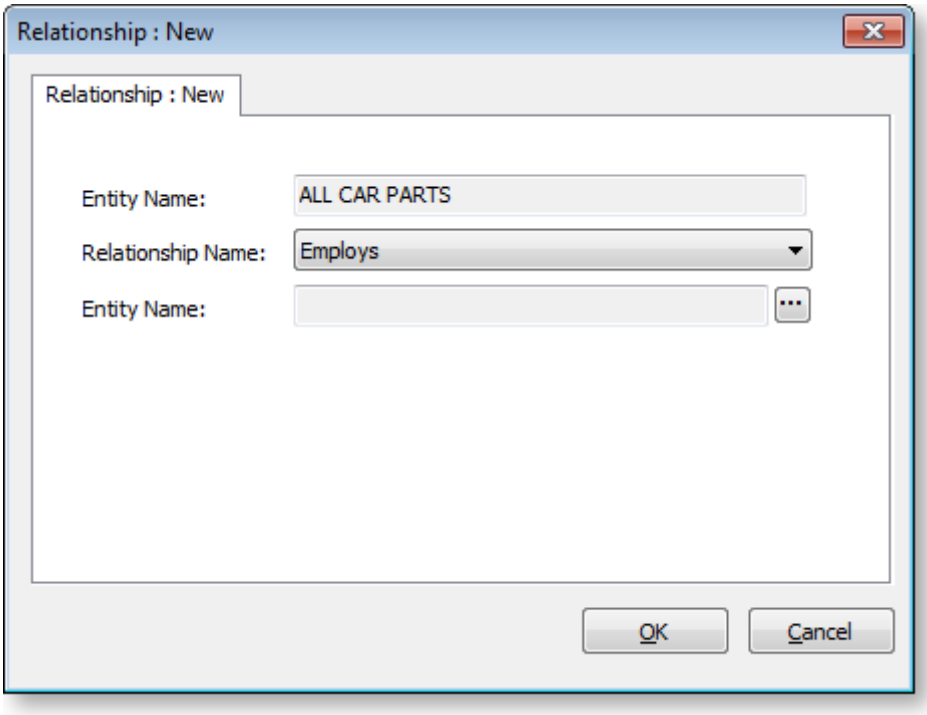
Field	Description
Entity Source	Select the first type of entity that the relationship type applies to. Choose from: • Contact • Customer (i.e. Debtor) • Supplier (i.e. Creditor) • Non Account • Staff For example, if the relation type defines the relationship between a Contact and a Creditor, select “Contact” here.
Entity Destination	Select the second type of entity that the relationship type applies to. For example, if the relation type defines the relationship between a Contact and a Creditor, select “Creditor” here.

Rel. Name	Enter a name for this relationship type when viewed from Source to Destination. For example, if the relation type defines the relationship between a Contact and the Creditor that they work for, you could enter “Works for” here.
Inverse Rel. Name	Enter a name for this relationship type when viewed from Destination to Source. For example, if the relation type defines the relationship between a Contact and the Creditor that they work for, you could enter “Employs” here.
Category	Read-only field that displays the category that the relationship is grouped under. Displays “User Defined” for relationship types that are added manually.
Image	Select an icon image to appear next to relationships of this type on the Relationships tab, or click **Default Image** to use the default.

Creating Relationships between Entities

To create a relationship between EXO Business entities:

1. Go to the Relationships tab of the Debtors, Creditors, Non Accounts or Contacts window.
2. Right-click anywhere in the main window and choose **New**. The Relationship : New window is displayed:



3. Select the relationship type (see page 145) in the **Relationship Name** field.
4. Click the ellipsis button of the second **Entity Name** field, and search for and select the “target” entity.
5. Click **OK**.

Removing Relationships

To remove a relationship, right click on the relationship icon and select **Remove**.

Activities

Activities can be set up in EXO Business to provide reminders and progress indicators for important events. An activity can be a Task or an Appointment:

- A Task is a to-do item that must be completed in a specified time frame.
- An Appointment is an event scheduled for a specific time.

Activities can be accessed in multiple ways:

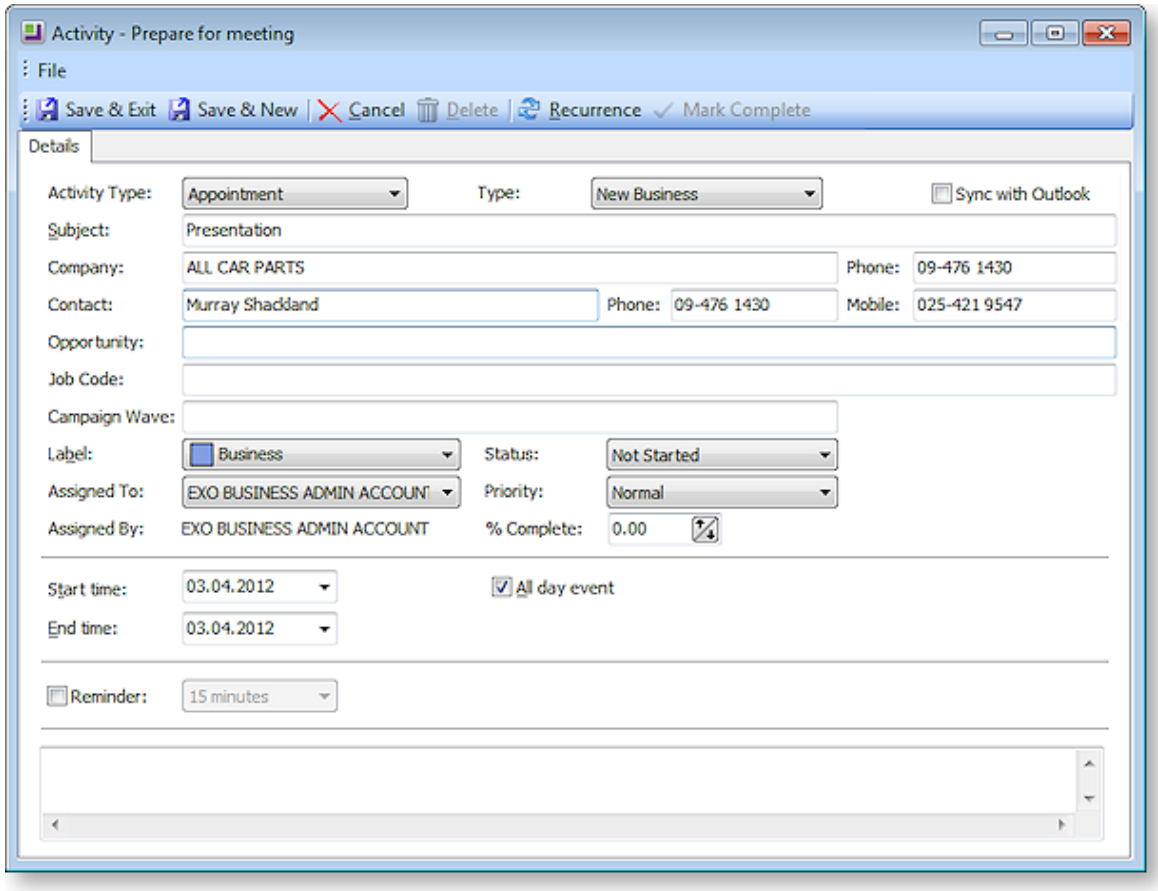
- Via the Activities tabs in the maintenance screens for Contacts, Debtors, Creditors and Non Accounts.
- Via the Activity Search widget, which can be added to the EXO Business business flow menu.
- Via the EXO Business CRM module.

When using the EXO Business CRM module, activities can be synchronised with Microsoft Outlook. Tasks are converted to Outlook Tasks and Appointments are converted to Outlook Appointments.

Creating an Activity

Click the **New Activity** ( ) toolbar button to create a new activity. Alternatively, right-click on the Activity Search widget's calendar in the time slot that you want to create the activity in.

The Activity Window



Note: If **Extra Fields (see page 24)** have been set up for Activities, an Extra Fields tab will also be available on this window.

This is the window for entering new activities; use the table below as a reference for completing the fields in this window.

Field	Description
Activity Type	Select whether the activity is a Task or an Appointment.
Type	This is a user-definable classification for the activity. Select a type from the list, or select “Edit List...” to create a new type.
Sync with Outlook	If this box is ticked, the activity will be synchronised with Outlook whenever a sync is performed. If this box is not ticked, the activity will not be included in synchronisation operations.
Subject	Type a brief description of the activity and its purpose.
Company Contact	Assignment of an activity to a Company and/or Contact is optional. Where assigned, the activity will appear on the Activities tab of that company (Debtor, Creditor, Non Account) and/or the Contact screen. **Note**: When entering the Company name, use the search option by typing **?** and pressing **TAB**.
Opportunity	This field is only available when the EXO Business CRM module is licensed. If the activity was created from an Opportunity, that Opportunity will be displayed here; otherwise, you can optionally specify an Opportunity to associate the activity with.
Job Code	This field is only available when the EXO Job Costing module is licensed. If the activity was created from a job, that job will be displayed here; otherwise, you can optionally specify a job to associate the activity with.
Campaign Wave	If the EXO Business CRM module is installed, activities can be associated with a campaign wave. **Note:** When creating an activity from the Details tab of the Campaigns window, the activity is associated with the first wave of that campaign. When creating an activity from the Waves tab, the activity is associated with the selected campaign wave.
Label	A label can be specified for the activity - this affects how it will appear on calendar displays.
Priority	A priority (Low, Normal or High) can be specified for the activity. Low and High priority tasks are indicated with an icon on calendar displays.
Status	The Status setting has predefined list entries, but these may be edited or added to using the “Edit List...” option. For Tasks, clicking the **Mark Complete** toolbar button automatically updates this property to “Completed”.
Assigned To Assigned By	The EXO Business Staff members that the activity was assigned to and by.

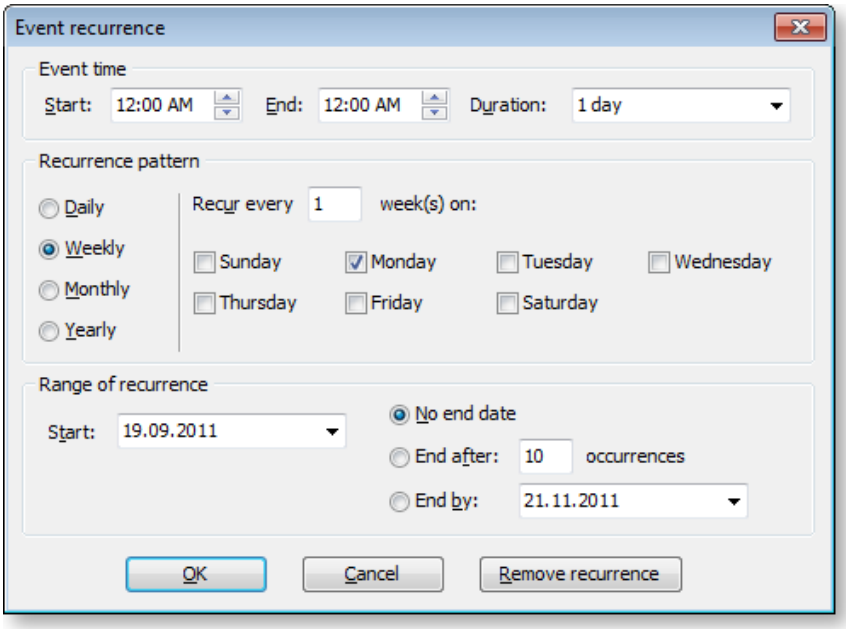
% Complete	This property applies to Tasks only. Specify the percentage completion by entering a number or using the arrow controls. Clicking the **Mark Complete** toolbar button automatically updates this property to 100%.
Start Time **End Time**	The start and end time for the activity.
All day event	If this is selected, the selections for the time of day will disappear as they are no longer valid.
Reminder	If you tick this checkbox, the system will pop up a reminder from the system tray after adding a reminder icon. Reminders can be enabled or disabled using the **Enable Reminders** option on the Tools menu of the Activity Search window/Dashboard widget.
Show time as	This property applies to Appointments only. Select how to display the time for this activity on the Task Scheduler. Choose from: • Free • Tentative • Busy • Out of Office

Note: The relationship between the **Status** and **% Complete** properties is automatically maintained. For example, setting **Status** to "Completed" automatically updates the **% Complete** value to "100" and vice versa.

Once all properties are configured, click **Save & Exit** on the toolbar to save your changes and close the Activity window, or **Save & New** to save changes to this Activity and reset all fields so that a new Activity can be added.

Activity Recurrence

Click the **Recurrence** button to set an activity as recurring and establish the frequency.



Configure the recurrence options and click **OK** to assign this to the new or edited task. If you are editing an existing task and no longer need this recurrence to continue, click **Remove recurrence** to remove this from the calendar.

Social Media

MYOB EXO Business can display social media information about companies (Debtors, Creditors and Non Accounts), Contacts and Opportunities. The following social media services are currently supported:

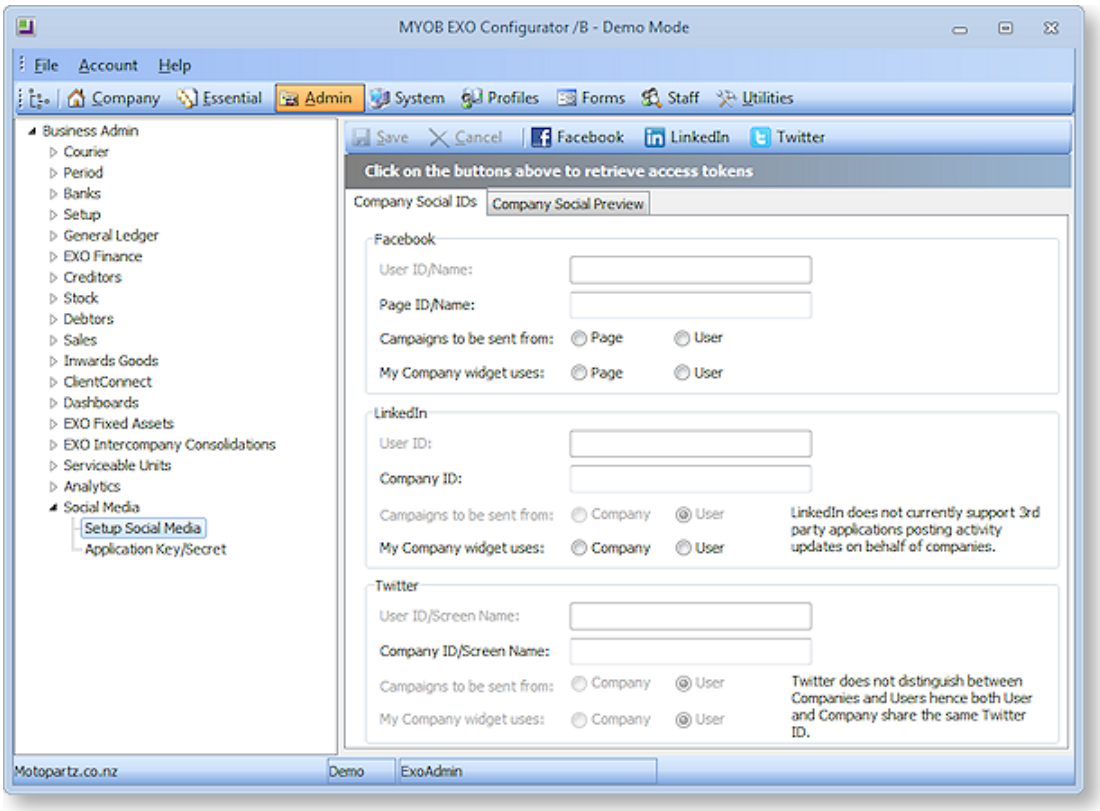
- Twitter
- Facebook
- LinkedIn

Users have the option of viewing social media information using their own login details, or using details for the company. For example, while users may use the company details by default, a salesperson may want to view an Opportunity's LinkedIn details while logged in to their own account, so that they can see any connections between themselves and the Opportunity. It is possible to switch between company and personal accounts at any time.

Setting up Social Media

Company-wide social media details are set up in EXO Business Config at **Admin > Social Media > Setup Social Media**. From this screen you can:

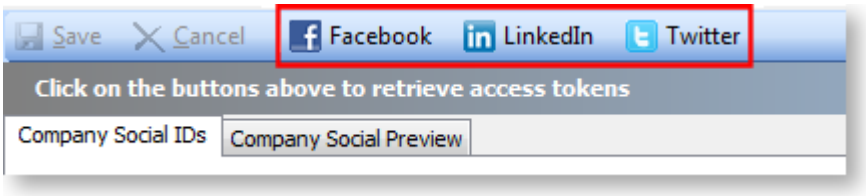
- Authorise social media applications using a company account
- Enter IDs for the company's social media accounts



Note: The Social Media section in EXO Business Config also includes an **Application Key/Secret** section. This section contains details used by the EXO Business application to connect to social media networks. **Do not alter these details unless instructed to do so by MYOB; altering these details could cause the social media functions to stop working**.

Authorising Social Media Applications

To use the social media functionality, the EXO Business application must be authorised to log in to the various social networks. Users have the option of logging in and viewing social media information using their own accounts, or using a company account. To log in and authorise social media applications using a company account, click the toolbar buttons for each social media network:



Doing so retrieves an "access token", which is stored and used to log users in using the company's details.

Note: To change the company account in use, go to the Twitter, Facebook or LinkedIn website and log out, then come back to this screen in EXO Business Config. You will be prompted to log in again.

Setting up Company Social Media Accounts

The Company Social IDs sub-tab in the **Social Media > Setup Social Media** section contains social media account IDs or usernames for the company. The accounts entered here will be displayed by the social media widgets (see page 155) and used when posting to social media from a campaign wave (EXO Business CRM).

Facebook and LinkedIn distinguish between user accounts and accounts for pages or companies, which exist independently of an individual user. Extra settings are available to determine how to manage these. The following table describes all available settings:

Field	Description
Facebook	
User ID/Name	This read-only field is populated automatically when clicking the **Facebook** toolbar button.
Page ID/Name	If your company has its own Facebook page, enter its ID number or name here.
Campaigns to be sent from	When posting to social media from a campaign wave, you can post to the Facebook wall for the User ID or for the Page ID; use these options to select which wall to post to.
My Company widget uses	This setting determines what appears on the "My Company's Facebook Wall" widget. Select whether to display the Facebook wall for the User ID or for the Page ID.
LinkedIn	
User ID	This read-only field is populated automatically when clicking the **LinkedIn** toolbar button.
Company ID	If your company has its own account on LinkedIn, enter its ID number here.

Campaigns to be sent from	These options are disabled; at present, LinkedIn does not allow third party applications such as EXO Business to post activity to a company account, so the **User** option must always be selected.
My Company widget uses	This setting determines what appears on the "My Company's LinkedIn Activity" widget. Select whether to show LinkedIn activity for the User ID or the Company ID.
Twitter	
Company ID/Screen Name	This field is populated automatically when clicking the **Twitter** toolbar button; it can also be entered and edited manually. This is the Twitter account ID that will be displayed on the "My Company's Twitter Mentions" widget. When posting to social media from a campaign wave, the post will be sent to this account's Twitter feed. **Note:** Twitter does not distinguish between users and companies, so all other Twitter properties are disabled. The **User ID/Screen Name** is read-only, and is automatically populated with whatever is entered for the **Company ID/Screen Name**.

Once you have set up these options, you can go to the Company Social Preview sub-tab see how the selected accounts will appear on the social media widgets.

Setting up Personal Social Media Logons

Users can log on to social media networks using their personal account details on the Social tab (see page 153). If the user has not specified a personal account, they will be prompted to log in and authorise the social media applications the first time they go to a sub-tab on the Social tab. The details they enter are saved against their Staff record in the EXO Business database.

Setting up Social Media IDs

Social media usernames or account IDs can be set up for companies and Contacts in the following places:

- On the Details 2 tab of the Debtor Account Details window (see page 96).
- On the Details 2 tab of the Creditor Account Details window (see page 110).
- On the Details tab of the Non Account Details window (see page 117).
- On the Details tab of the Contacts window (see page 123).

Opportunities use the social media details set up for the company that they are associated with.

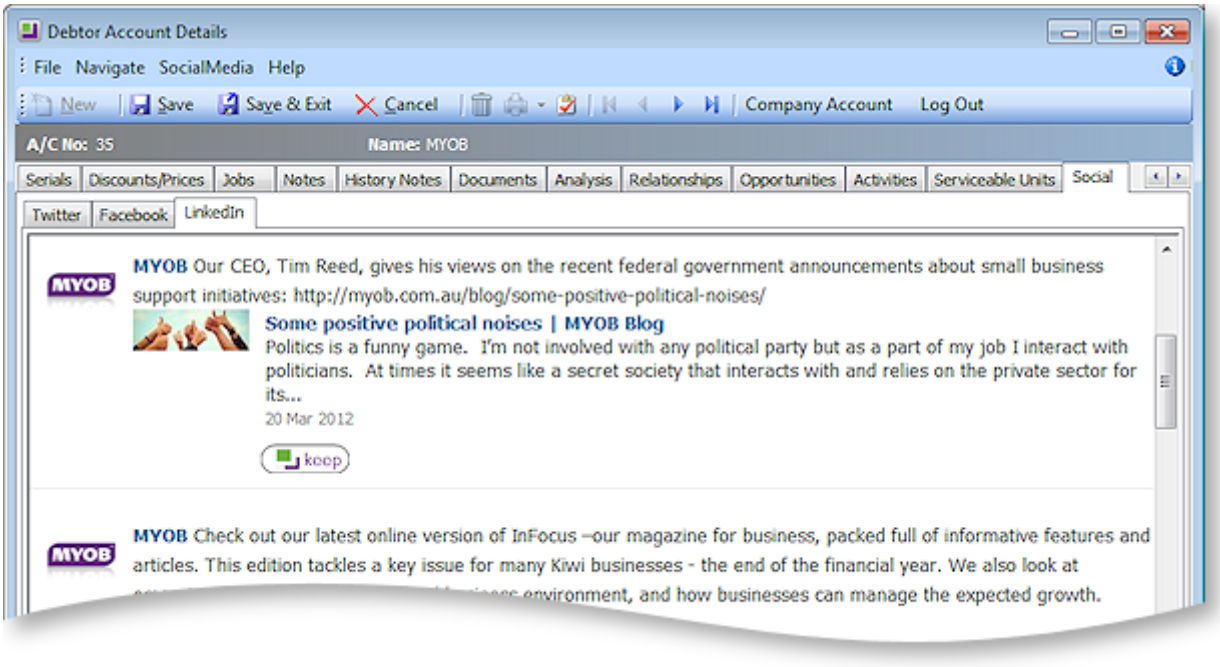
If you do not know social media details for a company or Contact, they can be searched for and filled in automatically from the Social tab (see page 153).

Note: The LinkedIn ID must be the numerical ID, not a username. The Facebook ID can be a numerical ID or a Facebook username, if one has been set up.

The Social Tab

Social media information is displayed on the Social tab, which is available on the Debtor, Creditor, Non Account, Opportunity and Contact screens.

Note: The **Disable Social Media Tabs** profile setting can be used to hide this tab on some or all of these screens.



If no details have been entered social media account details for the company/Contact/Opportunity being viewed, each sub-tab displays the results of a search for the company/Contact/Opportunity's name. Each search result has a **keep** button next to it; clicking this button populates the company/Contact/Opportunity's social media details with the details from that search result. (EXO Business captures as many details as it can; for example, LinkedIn search results may also specify a website and a Twitter feed - these details will be copied as well if they are not already present.)

Once account details have been entered or found, the following social media information is displayed:

- Twitter - The company/Contact/Opportunity's Twitter feed.
- Facebook - The contents of the company/Contact/Opportunity's Facebook wall.
- LinkedIn - All of the company/Contact/Opportunity's activity on LinkedIn.
- LinkedIn Connections - All of the company's employees, sorted by degree of connection to the logged in user.

Note: The LinkedIn Connections tab is available for Opportunities only.

Each sub-tab has a **More Results** link at the bottom. Clicking this button opens a separate browser window to display the company's Twitter feed, Facebook wall or LinkedIn page.

On all sub-tabs, each entry has a **keep** button. Clicking this button copies the entry to the company/Contact/Opportunity's History Notes tab (see page 141).

Company vs. Personal Account

On the Facebook and LinkedIn sub-tabs, buttons are available to switch between the user's personal account and the company account:

- **Your Account** - when using the company account, this button switches to using the personal account.
- **Company Account** - when using the personal account, this button switches to using the company account.
- **Log Off** - when using the personal account, this button logs off the personal account.

If the user has not specified a personal account, they will be prompted to log on the first time they go to a sub-tab on the Social tab. The details they enter will be saved against their Staff record in the EXO Business database.

Social Media Widgets

The following widgets are available to display social information about your own company on dashboard displays (see page 541):

- My Company's Facebook Wall
- My Company's LinkedIn Activity
- My Company's Twitter Mentions

These widgets use the account IDs entered in EXO Business Config; if no details have been entered, these widgets perform a search for the Company Name as set up in **EXO Business Config > Company > Company Details**.

Working with Stock

Stock Overview

The Stock function in MYOB EXO Business is indispensable to the operation of the system because it represents the only available link between the Sales (Debtors) Ledger and the General Ledger. All products and services commonly supplied as part of the day-to-day business must have an appropriate code set up in this ledger. This applies to physical stock items as well as services provided. It is therefore common practice to have a number of miscellaneous stock codes (probably one for each product group) to accommodate any infrequent sales transactions such as the sale of an asset or the renting of property. This principle has proven to work well in practice for two reasons:

1. You can take advantage of a large number of reports and graphical representations for all revenue-generating activities.
2. It shields the non-accounting sales data entry operator from more complex decisions required for General Ledger posting.

The topics in this section detail options for maintaining records of the goods and services you offer for sale. This includes:

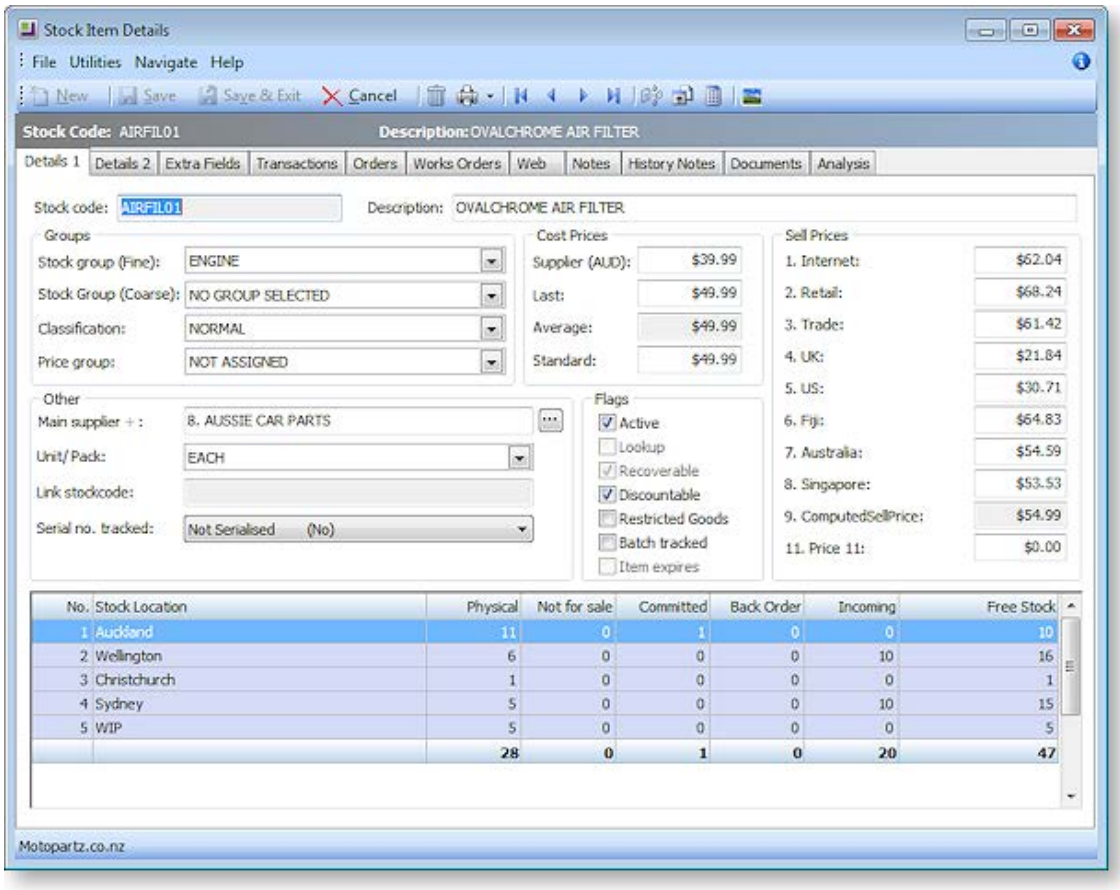
- descriptive information (see page 164)
- cost and selling prices (see page 163)
- physical stock levels (see page 181)
- supplier sources
- pictures of your products.

It explains how you can categorise or group your products for your product catalogue, customer price lists and for sales analysis purposes. Also included in this section are the various methods of recording and reporting the movement of stock into, within, and out of your company.

Stock Master

Accounts > Stock

The stock master holds the inventory items, and their pertinent details.



Details 1 (see page 164) – contains stock item code, description, groups, cost and sell prices, unit of measure, serial no. tracking method and stock levels per stock location.

Details 2 (see page 167) – holds the min/max stock, sales, purchase and COS GL codes, weight and cubic info, sales and purchase GST and the barcode and alternate codes.

Extra Fields (see page 139) – only available if extra fields have been set up (see page 24).

Transactions (see page 171) – contains a list of transactions for the particular stock item, e.g. invoices, orders, receipts, adjustments, and transfers.

Orders (see page 173) – displays the orders related to the stock item. It contains three panels: sales orders, transfer requests and purchase orders.

Jobs (see page 176) – displays any jobs that the stock item is currently being used in. This tab is only available if EXO Job Costing is installed.

Works Orders (see page 177) – displays Works Orders (see page 517) associated with the stock item. This tab is divided into two panels: works orders to be produced and works orders to be used in production.

Web (see page 177) – contains fields that you need to use if you are displaying your stock on a website.

Batch Qty (see page 178) – only available if the enable stock batch codes have been enabled. This tab is used to assist in handling batch-tracked stock items

Notes (see page 141) – allows entry of 'free-form' notes pertinent to the stock item.

History Notes (see page 141) – this is like the Notes tab, but is more structured. This makes it easier to search for previous notes related to the stock item. It's also easy to create, delete, or email history notes.

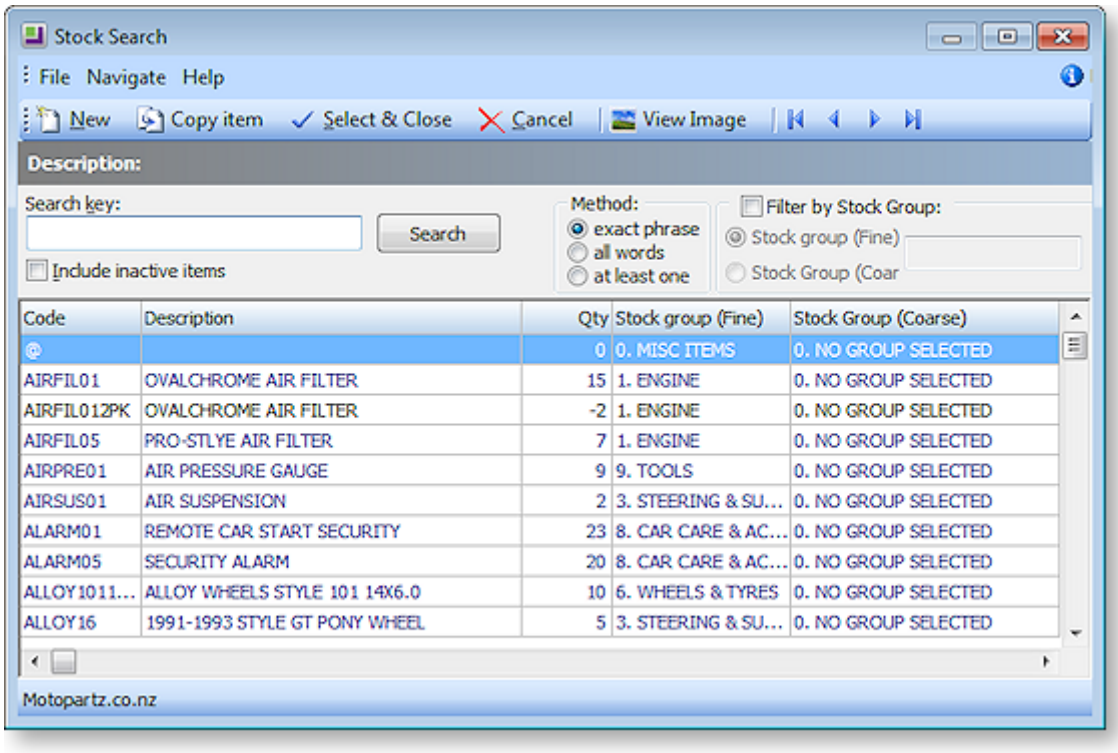
Documents (see page 144) – lists all the documents related to a stock item. It could be a word processing document, a graphical .gif or .avi file, or any document that is recognized by a Windows application.

Analysis (see page 178) – a quick preview of the sales status of the stock item. The graph displays the dollar value (depicted through a red line). Double-click on the graph to view the total units sold (blue line).

Note: The toolbar icons at the top of the stock item window change when moving between tabs.

Stock Search

The Stock Search screen is used to select a Stock item for use in a document, e.g. a Sales Order or a Purchase Order. It is usually accessed by entering "?" into the code column of a new line and pressing TAB.



Note: Any variables entered into the search key field will only search the Code and Description columns of the grid.

Enter text to search by into the Search field, set any required filters and click **Search**.

Choose the appropriate item from the list and click the **Select & Close** button, or double-click the item to add it to the document.

Field Descriptions

Field	Description
Search Key	Enter the search name phrase or part name here.
Include inactive items	Check this box is the search result is to include inactive items in the search result.

Method	Choose one of these options to refine the search. • **exact phrase:** The search result must contain the words exactly as they are entered in the search key field. • **all words:** The search result will contain all of the words or part words entered in the search key field. • **at least one:** The search result will contain at least one of the words or part words entered in the search key field.
Stock grouping	
Filter by stock group	Check this checkbox to enable the stock group options.
Stock group fine	Choose this radio button if you want to restrict the search results to the fine stock group relative to the variable entered into the Stock Group field.
Stock group course	Choose this radio button if you want to restrict the search results to the course stock group relative to the variable entered into the Stock Group field.
Search results grid	
Code	The stock code
Description	The stock description for the stock item.
Qty	The physical stock level at the current location.
Stock Group (Fine)	Formerly designated Primary this is a stock group from those established in **Business Admin > Stock Groups.**
Stock Group (Course)	Formerly designated Secondary this is a stock group from those established in **Business Admin > Stock Groups.**
Popup Menu	Right clicking anywhere in the search results grid opens a popup menu with a Stock Level option. Clicking this opens the Stock level Enquiry window which lists the physical, free, not for sale, committed and back order stock levels for the defined regions.

Setting up Stock Groups

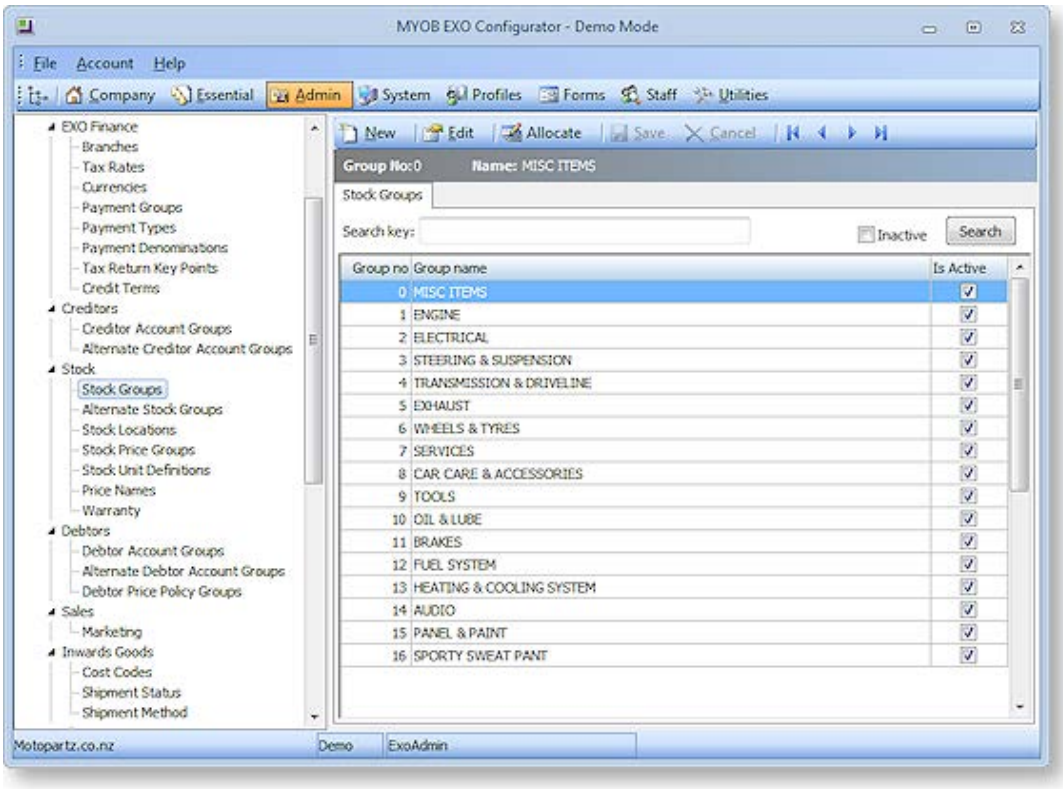
Setting up Stock Groups

MYOB EXO Business has a single product classification – you may add any number of additional categories through Extra Fields options, but reporting needs to be customized to incorporate these additional groupings. This topic details the procedure for setting up Stock Groups. Products and services can be organised into stock groups.

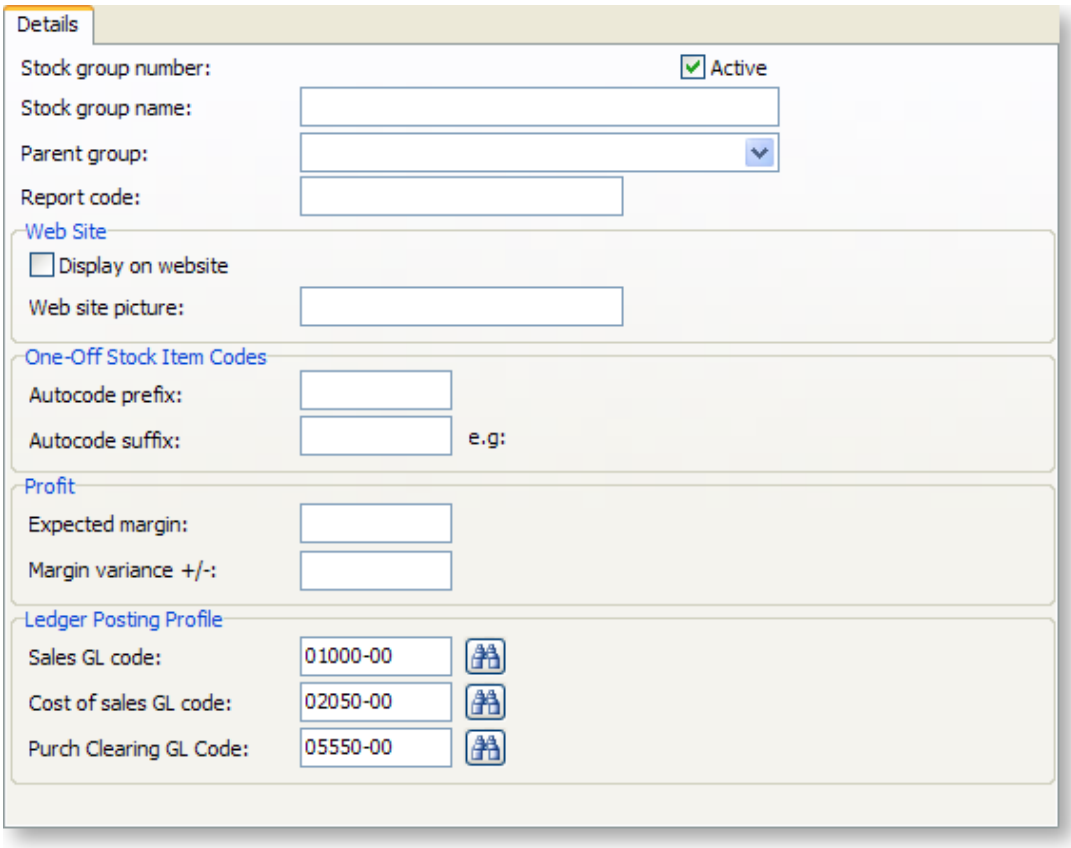
Each Stock Group has an option to set up expected margin, together with an allowable variance from this expected margin. The variance below indicates that a Margin of 40% Plus or Minus 5% is acceptable, that is 35% through 45% inclusive. These can be preset via Stock Groups as illustrated below.

To set up a Stock Group:

1. Select **Stock > Stock Groups** from the Admin menu in EXO Business Config. The Stock Groups window is displayed:



2. Click **New** to add a new group. The **Details tab** is displayed:



Field Definitions

The fields on this tab are detailed in the table below:

Field	Description
Stock group number	The number assigned to this group.
Stock group name	Enter a name for this group
Parent group	Select a parent group from the drop-down list.
Report Code	Enter the report code here.
Display on website	A check in the box if you want to display the stock on your web site, under this group.
Website picture	The path and file name of a .gif or .jpg file of a picture, if you want it to be displayed on your web site as a heading for products in this group.
Autocode prefix	Enter an **Autocode Prefix**, and a numeric **Autocode Suffix** that will increment on stock code generation. Autocode generator values against each product group.
Autocode suffix	
Expected margin	Used to set up an expected margin, together with an allowable variance from this expected margin. I.e. a margin of 40% with an acceptable 5% variance is 35% through 45% inclusive.
Margin variance +/-	
Sales GL code	Select the Sales and Cost GL codes using the General Ledger Account search window.
Cost of sale GL code	
Purch clearing GL code	The General Ledger Account code that purchase transactions for this stock are posted to.

About Stock Price Groups

Stock Price Groups allow you to collect similar products together that may share common pricing but are distinct products. Example whiteboard markers are stocked and sold in different colours but are all the same price, any discount policies that refer to them refer to every colour in the range. Using Stock price Groups you need only change the policies relating to the group and not every individual colour.

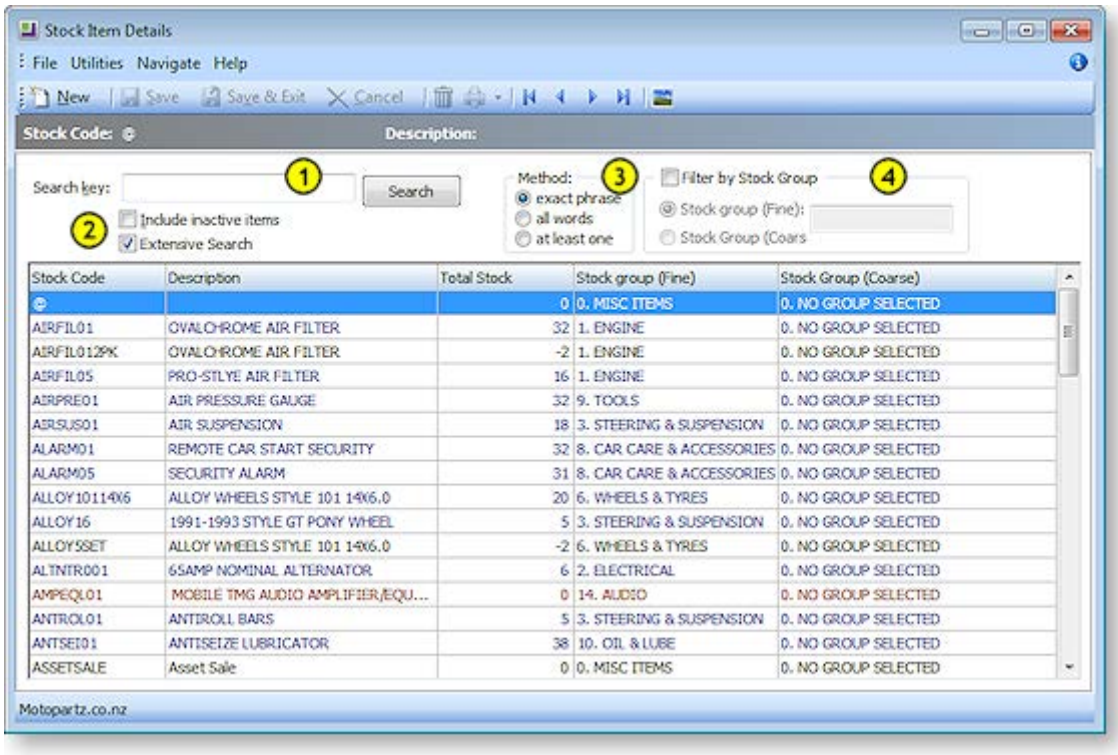
Stock Price Groups are set up in MYOB EXO Business Config at **Admin > Stock > Stock Price Groups**.

Setting up Stock Item Details

Account > Stock

You can set up the stock items through the Stock Item Details window. The window contains a set of tabs that allow you to easily record and access stock details when you require it.

To set up stock, select **Stock** from the Account menu. The Stock Item Details (search) window is displayed:



This is the initial stock interface. Stock items can be found through the search options at the top of the window, or a new stock item can be added by clicking the **New** icon. However, it's best to search for the item first to avoid double entry. A basic method for searching is detailed below, however, we recommend reviewing the advanced search options (see page 158).

1. Enter the search name, phrase or part name here.
2. Search Options:
    - Check **Include inactive items** to enable inactive Stock items (i.e. items whose **Active** flag is unticked) to appear in search results.
    - Check **Extensive Search** to enable powerful searching when barcodes used as stock items. This is aimed at businesses that use the barcode as the stock item number, and makes searching faster and more effective. This is enabled by default.
3. Select the Method. Choose one of these options to refine the search:
    - **exact phrase**: The search result must contain the words exactly as they are entered in the search key field.
    - **all words**: The search result will contain all of the words or part words entered in the search key field.
    - **at least one**: The search result will contain at least one of the words or part words entered in the search key field.

4. Check the checkbox to enable the radio button within. Choose the fine radio button if you want to restrict the search results to the fine stock group relative to the variable entered into the Stock Group field. Choosing the course button works in the same manner, restricting the results to course group.

The grid header fields are detailed in the table below:

Field	Description
Code	The code you use to call up an item. A stock code can normally contain up to 15 characters.
Description	The name or description of the stock item as it should appear on invoices or reports. The description can contain up to 40 characters which can be overtyped in the Invoice Entry, Sales Orders and Purchase Orders windows.
Qty	The physical stock level at the current location.
Stock Group (Fine)	This is more of a specific stock group.
Stock Group (Coarse)	This is more of a generalised stock group.

Right-clicking on a Stock item opens a popup menu with a single item: **View Image**. If there is an image associated with this Stock item (see page 177), it can be viewed by selecting this option.

Once the search fields have been defined and the stock searched with no result, begin creating the new Stock Item by clicking **New**. The Stock Item Details window (see page 156) appears - to begin with only the following tabs are available:

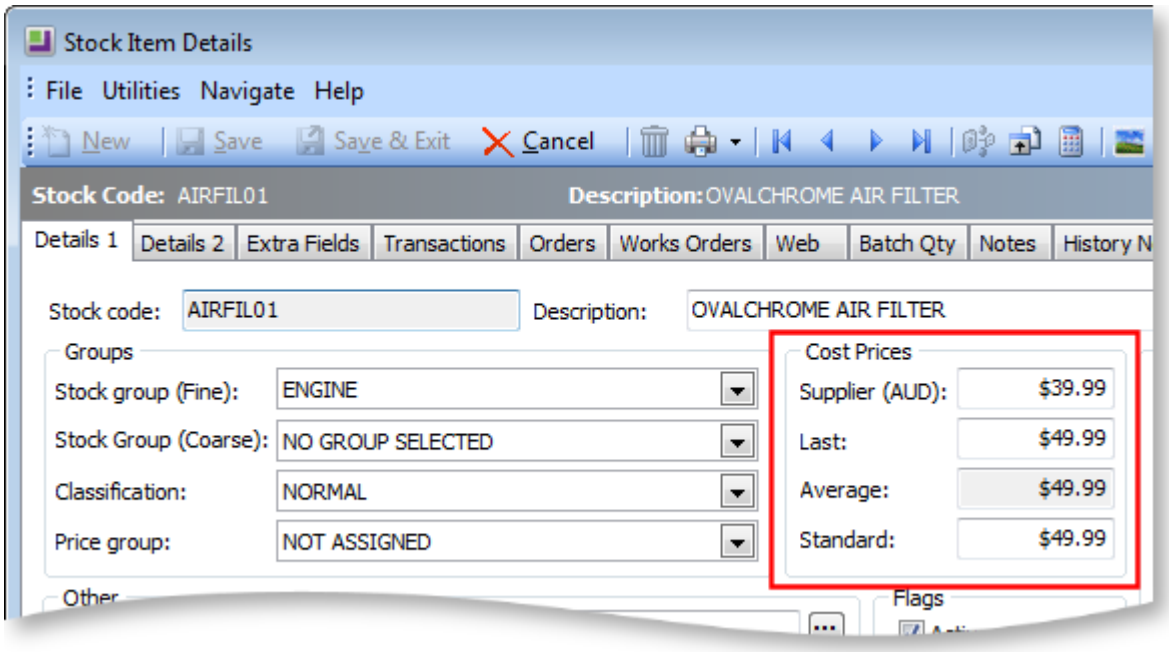
- Details 1 (see page 164)
- Details 2 (see page 167)
- Extra Fields (see page 139)

Once you have entered details on these tabs, click **Save**. All other tabs then become available.

Setting Cost Methods and Sell Prices

Prices set for stock items vary depending on the outlet – retail, wholesale or trade. If the item is being sold through a website there may be a different price for it. You may also choose to set special prices for some customers and discounts for certain stock items. Each customer can have a default base price on which discounts operate. These prices can be represented in any currency.

Cost Prices



Field definitions

The fields in this window are detailed in the table below:

Field	Description
Supplier Cost	The default supplier published cost price used for purchase orders. This price is displayed in the main supplier's currency.
Last	The current cost price for the stock item inclusive of landing charges.
Average	The weighted average cost. The cost includes or excludes GST based on your creditor account setup. Including GST is not a usual option and is not recommended.
Standard	The manually adjusted cost price. This is the standard cost of this stock item.

Sell Prices

The sell prices that you see in the Sell Prices panel on the Details 1 tab of the Stock Item Details window (see page 164) are those you set in **EXO Business Config > Admin > Stock > Price Names**.

Note: See the White Paper "Discount Policies" for more information on Discounts and Special Prices. This White Paper is available on the MYOB EXO Business partner site (login required).

Entering Stock Details

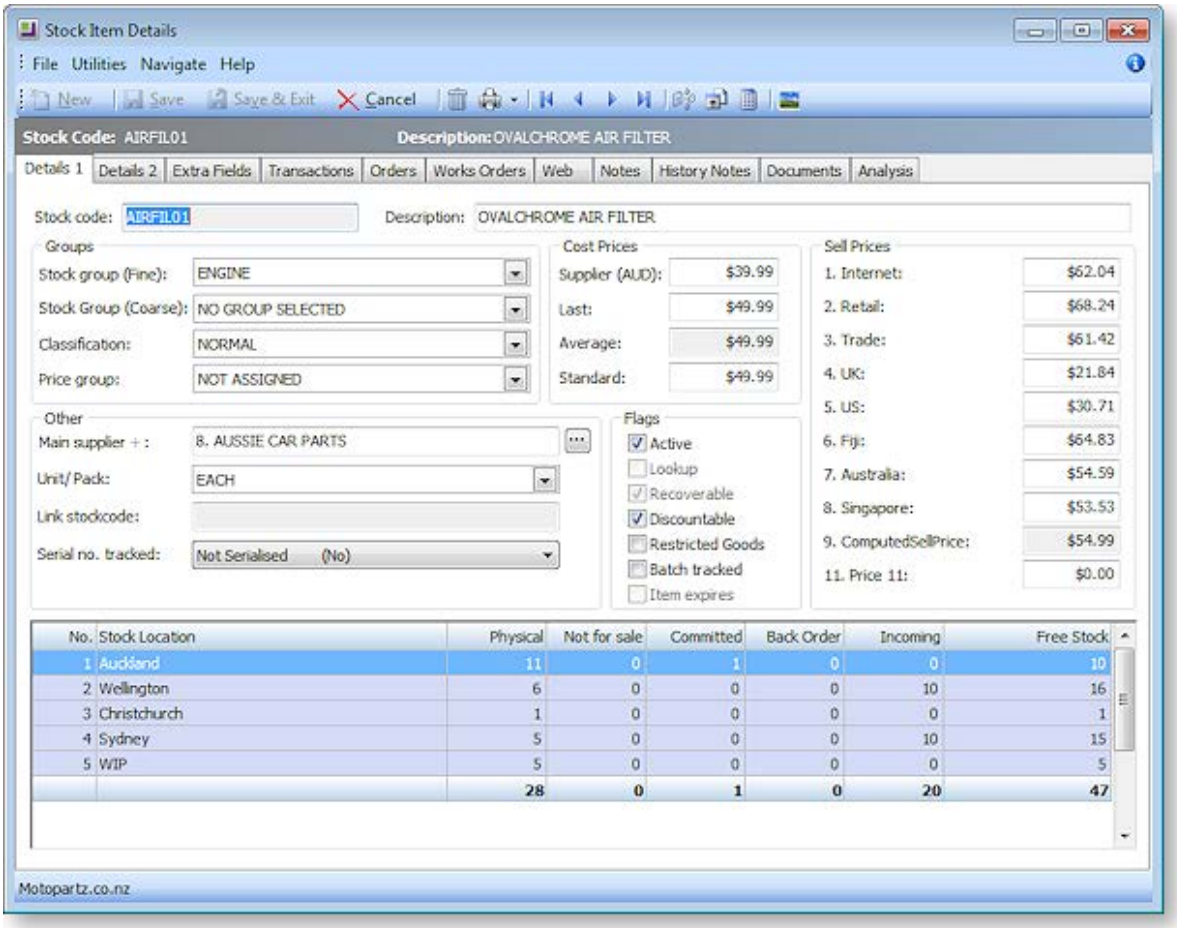
Account > Stock > [Search] > {double click on a Stock item}

The main details – input and display – are set on two tabs on the Stock Item Details screen (Details 1 and Details 2). This allows the Stock Lookup to maintain a small floating window and not obscure other relevant information that you are entering. Together, the two tabs allow you to store reference information such as the stock code with its description, stock locations, codes, stock quantities and the various selling prices.

The note after this procedure provides more information on these features.

To enter stock details:

1. Click the **Details 1** tab in the **Stock Item Details** window. This is the default tab that is displayed when you double-click a stock item from the Stock Item Details (search) screen. The following window is displayed.



2. Complete the entry fields on the screen. The following table provides information on the fields under this tab:

Field	Description
Stock Code	The code you use to call up an item. A stock code can normally contain up to 15 characters.
Description	The name or description of the stock item as it should appear on invoices or reports. The description can contain up to 40 characters which can be overtyped in the Invoice Entry, Sales Orders and Purchase Orders screens.

Groups - The group options are all selected from predefined drop down menus.	
Stock Group (Fine)	Formerly designated Primary this is a stock group from those established in **Business Admin > Stock Groups**.
Stock Group (Course)	Formerly designated Secondary this is a stock group from those established in **Business Admin > Stock Groups**.
Classification	A selection from the list of stock classifications. These are predefined. They can be used for selective reporting in Clarity.
Price group	The name of the price group.
Cost Prices - these are detailed in Setting Cost Methods and Sell Prices (see page 163)	
Supplier Cost (NZD)	The default supplier published cost price used for purchase orders. This price is displayed in the main supplier's currency.
Last	The current cost price for the stock item inclusive of landing charges.
Average	The weighted average cost. The cost includes or excludes GST based on your creditor account setup. Including GST is not a usual option and is not recommended.
Standard	The standard cost of this stock item.
Sell Prices	
Internet **Retail** **Trade**	The Price Names that you set up in MYOB EXO Business Config at **Admin > Stock > Price Names**. **Note:** MYOB EXO Business supports a maximum of 100 sell prices.
Pack Of	The stock code entered in the Pack of field on the Details 2 page.
Other	
Main Supplier	The name of the main supplier (see page 179) as defined in the Creditors Account.
Unit / Pack	Select the unit of sale for pricing, for example Per Pack, Per Box or Per Dozen. Unit options are set up in EXO Business Config at **Admin > Stock Stock Unit Definitions**.
Link stockcode	If this stock item is linked to another, e.g. if this item represents a pack of other items, the linked item's stock code is displayed here. This field is read-only - its value is set using the **Link stockcode** field on the Details 2 tab (see page 167).

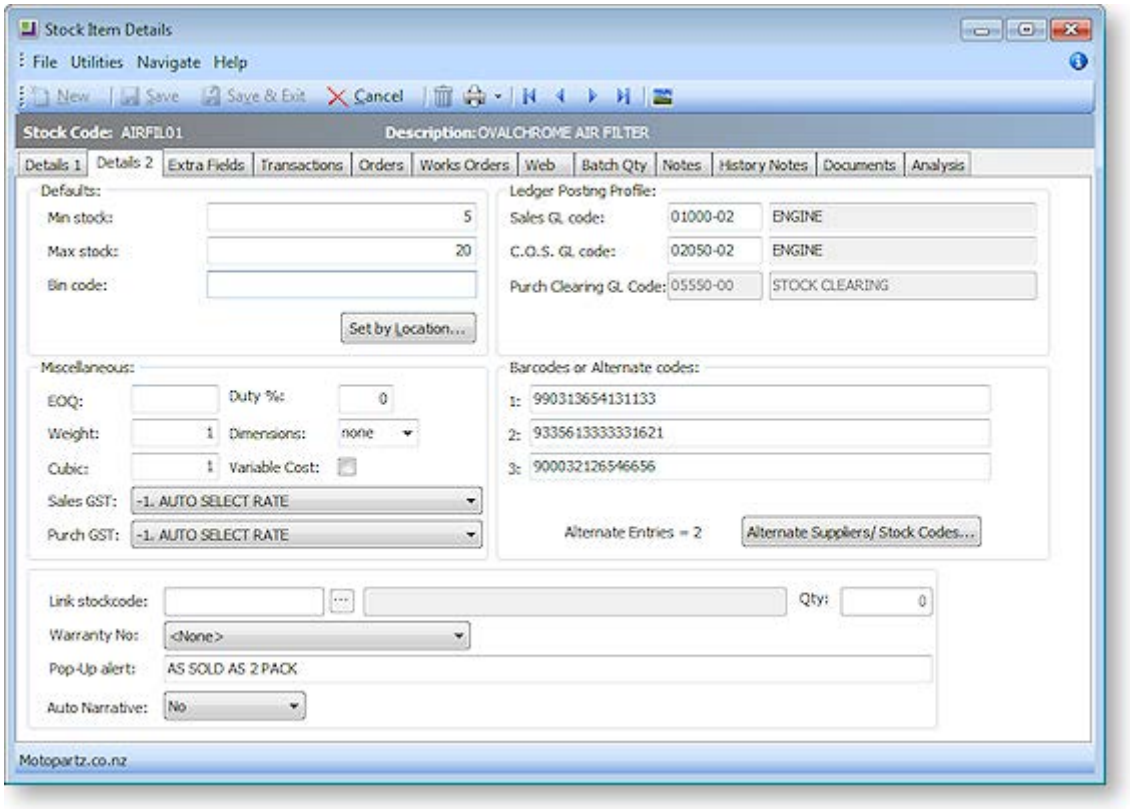
Serial no. tracked	Select **Yes** if you want to track serial numbers for this stock item (see page 202). This check box is available if you have selected Track Serial Numbers in **MYOB EXO Business Config > Profiles.** **Note**: If checked, you are asked to enter the serial number for each unit of this item before you process a transaction such as Sales Order, Invoice or Purchase Order.
Flags	
Active	Select this flag if you want to see the stock item in the main search screen. This flag is checked by default.
Lookup	Select this option for a non-stock item (such as labour charges) or a physical stock item that does not require tracking of the in-stock quantities. **Note:** This flag is disabled and cannot be changed once transactions have been recorded against the stock item.
Recoverable	This flag is only available if EXO Job Costing is installed, and is disabled unless the item is a lookup item. If ticked, it designates the stock item as a recoverable expense for EXO Job Costing.
Discountable	You can clear this flag to exclude stock item from discounting price rules even though the rule encompasses the product group or price group that the stock item is in. This only applies on price rules with discounts and not on substitute price.
Restricted Goods	Customers can be prevented from buying restricted stock through the restricted stock feature. You can also change the caption for restricted item using the Display Name. **Note:** You can enable the **Use customised customer stock restrictions logic** Company-level profile setting to customise and extend the Restricted Goods function. When this setting is enabled, EXO Business uses the FN_RESTRICTED_ITEM function to determine if a Stock item can be sold to a Debtor - this function can be customised to suit the needs of your organisation.
Batch Tracked	To batch-track a stock item, you need to set the item to batch tracked in the Stock Item Details window. The **Enable stock batch codes** profile setting must be enabled for this flag to be available.
Item Expires	This flag is only available if the **Use expiry dates for batched and serialised items** profile setting is enabled. It adds support for expiry dates on batch or serial number records. An **Expiry Days** field is displayed on the Details 2 tab of the Stock Item Details window (see page 167). Enter the number of days before expiry of the stock item here.

Stock Details 2 Tab

Account > Stock > [Search] > {double click on a Stock item} > (Details 2)

Once the information has been entered into the Details 1 tab (see page 164), the details in this tab need to be completed:

1. Click on the Details 2 tab.



2. Complete the entry fields on the window. The following table provides information on the fields under this tab:

Field	Description
Defaults	
Min Stock	A figure that indicates the default minimum stock level for the stock item for each location. When stock reaches this point, reordering is required.
Max Stock	A figure that indicates the maximum stock level for the stock item. This is the level to which reordered stock is to be raised.
Bin Code	The Bin or Shelf code used when picking a stock item.
Ledger Posting Profile	
Sales GL code	The default code that sales transactions for this stock item are posted to. This must be a Profit & Loss account, and cannot be a GL Control Account. The default setting here is the Default Sales Account as set in the **MYOB EXO Business Config > Admin > General Ledger > GL Control Accounts**.

Purchase GL code	The General Ledger Account code that purchase transactions for this stock are posted to. This must be a Profit & Loss account, and cannot be a GL Control Account. This property is only available if the **Lookup** property on the Details 1 tab is selected. The default setting here is the Default Purch Account as set in **MYOB EXO Business Config > Admin > General Ledger > GL Control Accounts**. The post method depends on the Cost of Sales Method that you select in **MYOB EXO Business Config > Essential > General Ledger**.
Purch Clearing GL Code	This property is only available if the **Lookup** property on the Details 1 tab is not selected. It cannot be edited, and defaults to the Stock Clearing Account as set in the **MYOB EXO Business Config > Admin > General Ledger > GL Control Account**.
C.O.S. GL code	The Cost of Sales account in the General Ledger when stock is sold. This must be a Profit & Loss account, and cannot be a GL Control Account. This property is only available if the **Lookup** property on the Details 1 tab is not selected. This setting is used if "Post Cost of Sales A/c from Stock Item" is selected for the **Cost of sales method** at **MYOB EXO Business Config > Essential > General Ledger**. The default setting here is the Cost of Sales Account as set in the **MYOB EXO Business Config > Admin > General Ledger > GL Control Accounts**.
Miscellaneous	
EOQ	Economic Order Quantity - allows you to set a minimum quantity to be ordered. The EOQ is enforced as per the **EOQ prompt on purchase orders** Company-level profile setting (Prompt, Force or No EOQ).
Weight	The physical weight of the stock item. This information need not be entered but is useful if you need to know the weight of items that are being couriered.
Cubic	The cubic weight of the item. This information need not be entered but is useful if you need to know the volume of items that are being couriered.
Duty %	Duty can be entered using automatic calculation of duty based on pre-set percentage held on the Stock Item. This can be used in the Inwards Goods – Cost Goods screen (see page 347), where you can choose to use the Duty Percent in the calculation of Landed Cost, by checking the **Use stk duty %** checkbox, then clicking **Calculate**.
Dimensions	Choose the dimension for this stock item if applicable. You can specify one, two or three measurements for a stock item – length, square, or cubic – and then buy or sell the item by these physical dimensions. Examples of how this could be used might include selling timber/material/carpet etc. by length or length and width.

Variable Cost	Tick this option to signify that the Stock item is a Variable Cost Item. This is an item where the cost price varies for each instance, to the point that the average cost is misrepresentative, e.g. freight by weight. If this option is ticked, the invoice line cost for the item is recorded as a percentage of the selling price on the invoice line. The percentage used is the expected GP% on the product group for this item.
Sales GST	The sale GST rates on stock items.
Purch GST	The purchase GST rates on stock items.
Barcodes or Alternate Codes	
Pack of	The stock code related to this pack. This can only be used on a Lookup item. It points at a stocked (non-lookup) item which will maintain the actual stock. The quantity of the stock item units contained in this pack is also specified.
Alternate Suppliers/ Stock Codes	Click this button to specify alternate suppliers for the stock item (see page 180).
Link stockcode	Lets you link this stock item to another - any transactions posted for this item are automatically posted to the stockcode you enter in this field. To specify a linked stockcode, this stock item must be set as a lookup item on the Details 1 tab (see page 164). For example, if you sell bottles in crates of six, you may have a “Bottle” stock item and a “Crate of Six Bottles” item - in this case, enter the Bottle item’s stock code into the **Link stockcode** field for the Crate of Six Bottles item. This means that whenever a crate is sold, the transaction is recorded against the Bottle stock item as well.
Description	The description for the linked stock item is displayed here.
Qty	The quantity of the linked stock item that this items represents. For example, if the stock item is for a crate of six bottles, enter the Bottle item’s stock code into the **Link stockcode** field and enter “6” into this field.
Warranty No.	Default warranty for the stock item.
Pop-Up alert	A note that you would like to appear when you sell or receive this item. For example: 2 ‘AA Batteries’ required. **Note**: Use the **^** character to insert a carriage return.
Auto Narrative	A stock note can represent a long description and can be customised for a particular line. Note copying can be automated for individual products by setting this field to “Yes”.

Expiry Days — If the profile **Use expiry dates for batched & serial numbers** is enabled, the system will offer and expect expiry dates to be entered on serial records if the **Item Expires** flag is checked on the Details 1 tab of the Stock Item (see page 164). Enter the number of days before expiry of the stock item here.

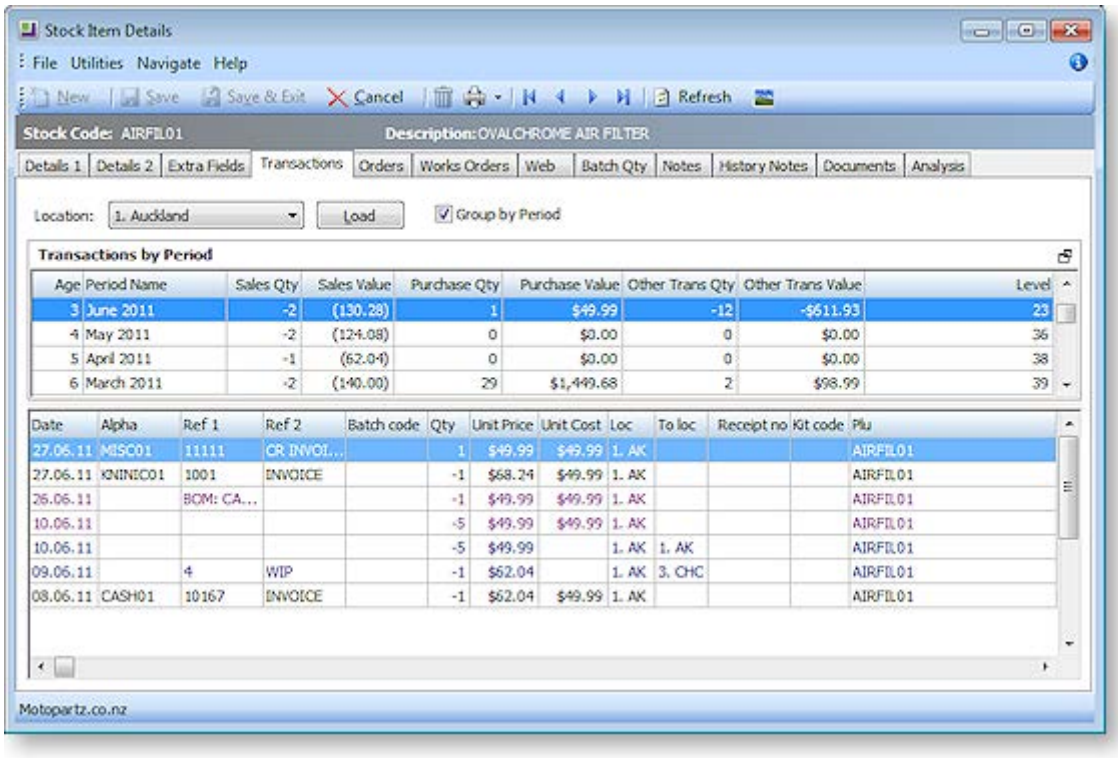
Viewing Stock Transactions

Account > Stock > [Search] > {double click on a Stock item} > (Transactions)

The transactions tab contains a list of transactions for a particular stock item. Transactions can be of different types and include the following:

- Creditors Invoice
- Debtors Invoice
- Sales Order
- Purchase Order
- Stock Receipt
- Manual Adjustment
- Stocktake Var Adjustment
- Stock Transfer
- Edited Invoice

To view the list of transactions, click the Transactions tab. The following window is displayed:



The **Location** field provides the default location. Select the required location from the list.

Click the **Load** button to refresh the transaction list for the selected location.

Check the **Group by Period** checkbox to enable the **Transactions by Period** window view. This setting will be remembered the next time this tab is accessed.

Field definitions

The grid header fields are detailed in the table below:

Default Window

Field	Description
Date	The date of the transaction
Alpha	This is the debtor/creditor code which is normally automatically assigned by the system. Generally this is the first 6 characters of the account name followed by two sequential numerals, starting at 01
Ref1	Details referring to the transaction such as transaction description.
Ref2	
Batch Code	Detailed in Keying stock batch codes (see page 192)
Qty	The number of stock items.
Unit Price	The price of a single stock item.
Unit Cost	The cost price of a single stock item.
Loc	The code of the location where the transaction took place.
To loc	The code of the location where the stock is being transferred.
Receipt no	The receipt no
Kit code	A kit (BOM) code if this has been added to non sales orders.
Plu	These are Stockcodes or Barcodes for lookup items that link to a stocked item.

Transactions by Period Window

Field	Description
Age	In MYOB EXO Business, transaction ages are numbered from current (0) backwards. See Transaction age numbering (see page 135) for details.
Period Name	The period name that represents the current period for each ledger associated to the age number.
Sales Qty	Stock items sold for the period.
Sales Value	The total value of the stock items sold in that period, including any markups to the stock items. **Note:** A sale is a credit value, therefore the **Sales Value** is displayed as a negative amount. The corresponding Unit Price is displayed as a positive amount.

Purchase Qty	The number of stock items bought for the period.
Purchase Value	The total cost to purchase all these stock items for that period.
Other Trans Qty	The quantity of all the other types that do not belong to purchases and sales, i.e. adjustments etc for the period.
Other Trans Value	The value of all the other types that do not belong to purchases and sales, i.e. adjustments etc for the period.
Level	The remaining number of items in stock at the end of that period.

Notes

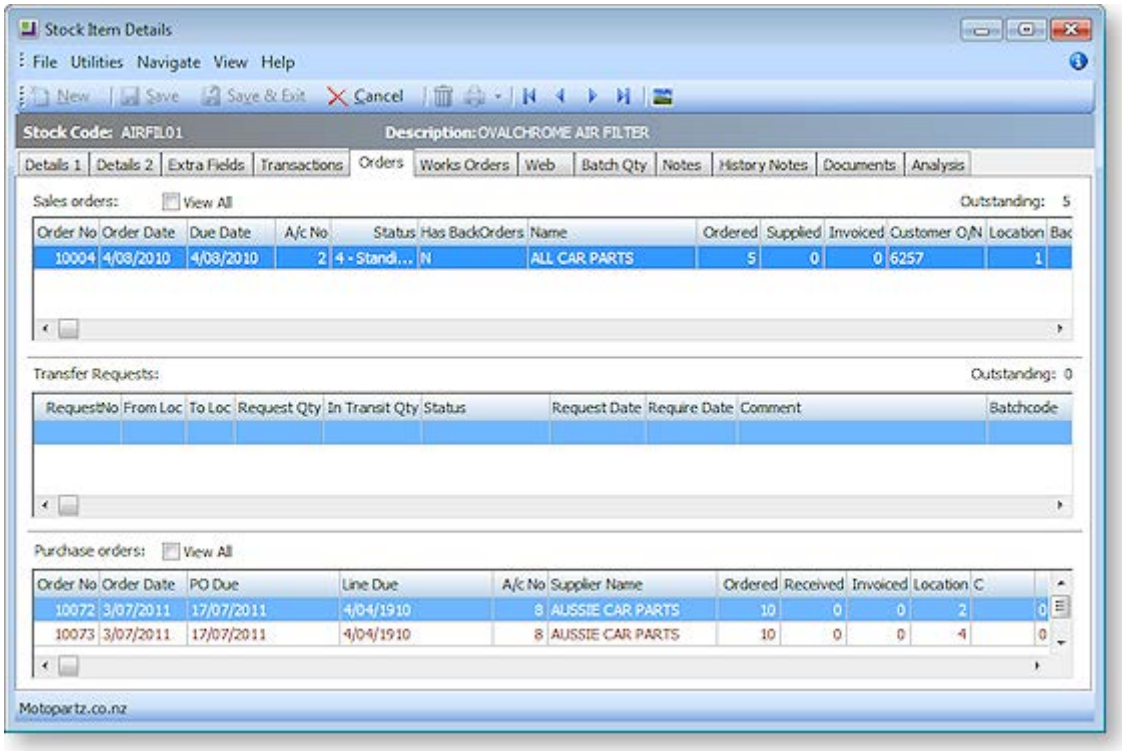
Stock on Hand Quantities - Stock on Hand quantities can be forced into a negative by overselling. This is ignored from the stock valuation reports. Stock quantities can be to several decimal places as governed by the options you specify in **MYOB EXO Business Config > Essential > General Settings**.

Transaction Quantities - Negative transactions (-ve) represent removal of stock from Stock on Hand (Sales Invoice). Positive transactions (+ve) represent an addition to Stock on Hand (Stock Receipt).

Viewing Order Status of Stock Items

Account > Stock > [Search] > {double click on a Stock item} > (Orders)

The Orders tab displays all orders related to the Stock item.



The tab is divided into three panes:

- The top pane contains details related to outbound Sales Orders (see page 353).
- The middle pane contains details related to transfer requests. The Stock Transfer Requests feature of the Distribution Advantage module provides enhanced stock movement transactions when:
    - stock transfers need a 'request then send' process.
    - transferred stock is in-transit for a period of time.
- The bottom pane contains details related to inbound undelivered Purchase Orders (see page 306).

Field Definitions

The grid (see page 10) header fields are detailed in the table below: This is divided into three sections Sales Orders (see page 174), Transfer Requests (see page 175) and Purchase Orders (see page 175).

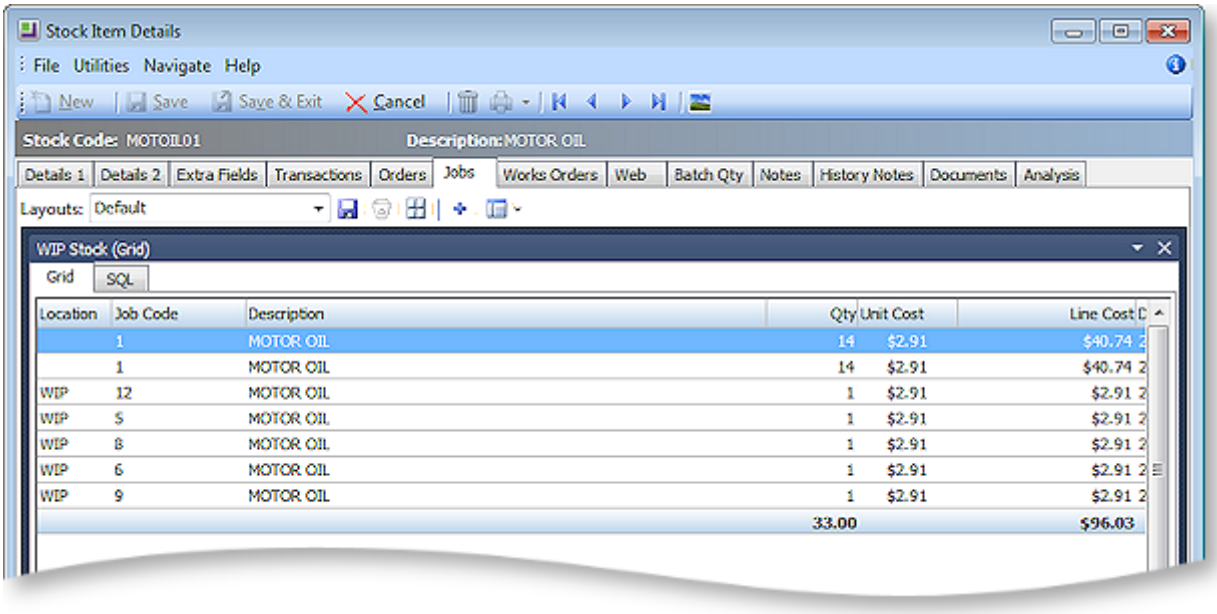
Field	Description
Sales Orders	
Order Number	The order number of the Sales Order.
Order Date	The date the order has been placed.
Due Date	The date the order is due.
A/c No	The account number of the debtor.
Status	0-Not Processed, 1-Partly Processed, 2-Fully Processed, 3-Quote, 4-Standing Order, 5-Layby
Has Backorders	Provide an indication if there are any backorders on this order.
Name	The name of the debtor.
Ordered	The quantity of stock items that have been ordered.
Supplied	The quantity of stock items that have been supplied.
Invoiced	The quantity of items that have been invoiced.
Customer O/N	The customer's order number, if applicable.
Location	The stock location.
BackOrder Qty	If there are backorders, the quantity of these is displayed here.
BOM Code	Bill Of Material Code, the BOM code becomes a shortcut to the product list, to save keying each product into the order.
BOM Seqno	A unique serial sequence number for this bill of materials.
Plu	These are Stockcodes or Barcodes for lookup items that link to a stocked item.

Corrected Qty	Shows the true or current order quantity (which may be different to quantity initially ordered. Example: you ordered 10, receipted 9 then set the line to fulfilled, Corrected Qty = 9.
Transfer Requests	
RequestNo	The unique request number for the stock transfer.
From Loc	This displays the source location.
To Loc	This displays the destination location.
Request Qty	The requested quantity of this stock item.
In Transit Qty	The actual quantity that is in transit.
Status	The status of the transfer: • **New Request** – a new request entered, waiting processing and sending by the From location. • **Picking** – The request has been saved, and locked ready to pick. However it has not been processed or dispatched yet. • **In Transit** – a request that has been processed by the From location, and is transferred to the in-transit stock location • **Complete** – a request that have been received and processed by the To location, and is now complete.
Request Date	The date the stock transfer was requested.
Require Date	A date to notify the other party of the date required.
Comment	Any user comments are displayed here.
Batchcode	The batch code of the Stock Item. MYOB EXO Business offers the facility to track batches of stock, although this is not set by default. If Stock batch codes enabled is ticked in MYOB EXO Business Config, there is a **Batch tracked** field in every Stock Item Details > Details 1 tab. If the **Batch tracked** option is enabled for this stock item, the batch code listed here will allow the stock item to be tracked by batch number.
Plu	These are Stockcodes or Barcodes for lookup items that link to a stocked item.
Purchase Orders	
Order No	The order number of the Purchase Order.
Order date	The date the order has been placed.
PO Date	The date the order has been placed.

Line Due	The due date for this order
A/c No	The account number of the creditor.
Supplier Name	The name of the creditor.
Ordered	The quantity of items that have been ordered as per the PO.
Received	The quantity of items that have been received.
Invoiced	The quantity of items that have been invoiced.
Location	The stock location.
C	Indicates if this purchase order has been confirmed **Y** (Yes) - **N** (No).
Status	The status of any outstanding orders.
Plu	These are Stockcodes or Barcodes for lookup items that link to a stocked item.
Corrected Qty	Shows the true or current order quantity (which may be different to quantity initially ordered. Example: you ordered 10, receipted 9 then set the line to fulfilled, Corrected Qty = 9
Costed Qty	This is used in the costing procedure (see page 347).
BackOrder Qty	The quantity of these orders on backorder.

Stock Jobs Tab

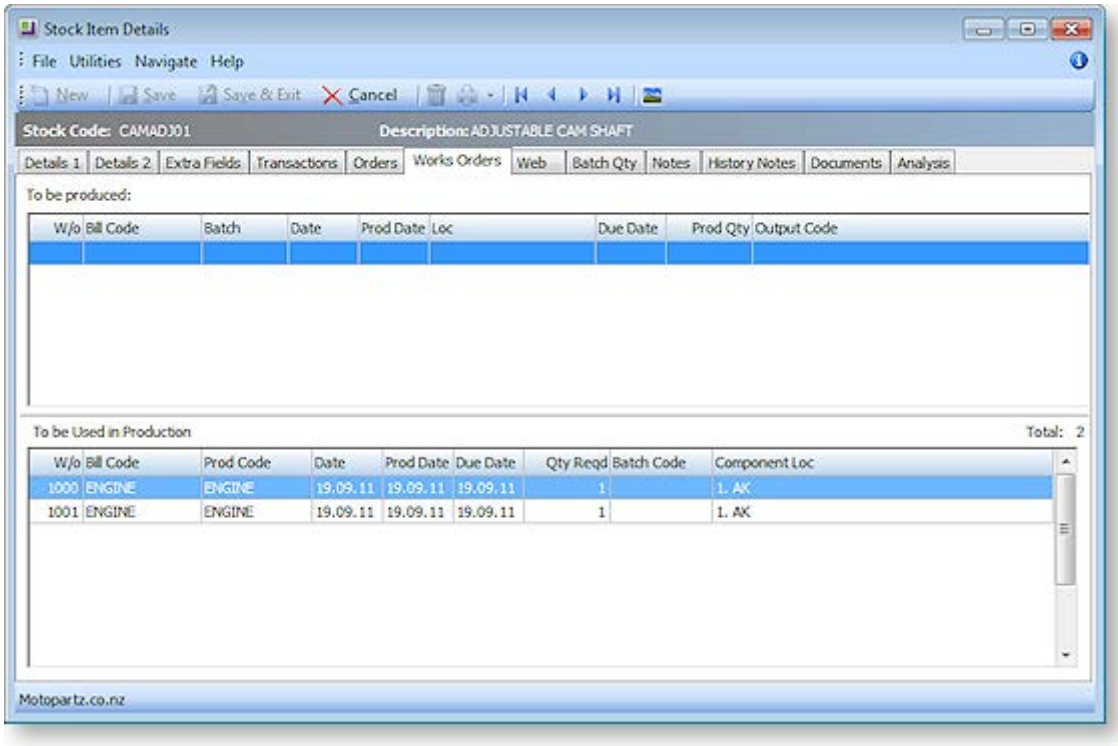
The Jobs tab on the Stock Item Details window displays any jobs that are using the stock item.



The tab consists of a dashboard interface (see page 541), which displays the WIP Stock (Grid) widget by default. A WIP Stock (Report) widget, which displays the same information as a Clarity report, is also available. You can add this widget to the dashboard using the Add Widget button ( ).

Viewing Stock Item Works Orders

The Works Orders tab for a Stock item displays all Works Orders (see page 517) that the Stock item is associated with, either as a component or an end result.



The **To be Produced** section lists any Works Orders where the Stock item is the item produced.

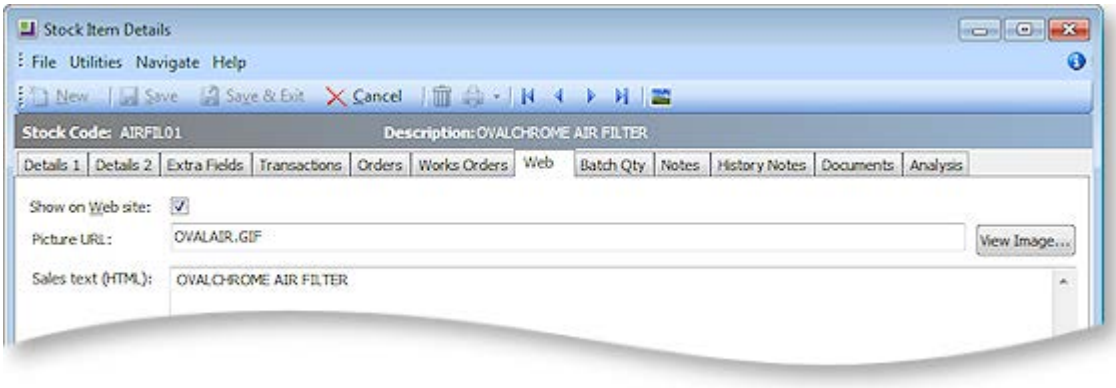
The **To be Used in Production** section lists any Works Orders where the Stock Item is used as a component.

Both sections are read-only.

Displaying Stock Items on a Website

The Web tab on the Stock Item Details window contains fields that you need to use if you are displaying your stock on a website.

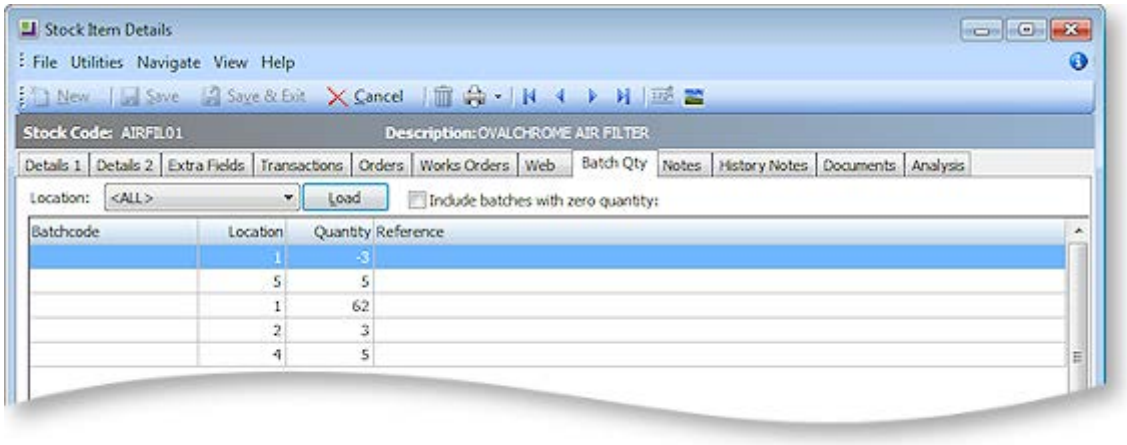
To display stock items on the web, click the Web tab.



The following options require configuration on this tab:

Field	Description
Show on Web Site	Tick this checkbox if you want to indicate that this stock item should be made available for sale on the web site.
Picture URL	The name of the image file that is associated with this stock item. The image file should be placed in the Stock Image Files directory as specified in the Installation Details form that your MYOB EXO Business partner has given you.
Sales text [HTML]	The sales text you want to appear on the web site with the details of the stock item. The sales text field (plain text or enhanced with HTML) can be used to enter HTML formatted text. This means that it is possible to include formatting features such as bold and italic text. It is also possible to place hyperlinks to other web sites in this field.

Viewing Batch Quantities



The Batch Qty tab details the batch quantities for this stock item along with its batchcode, location, reference and expiry. To change the location, select a new location from the drop-down list and click **Load**. To include batches with a zero quantity, enable the checkbox.

Note: This tab is only available if the **Enable stock batch codes** profile setting has been enabled in EXO Business Config.

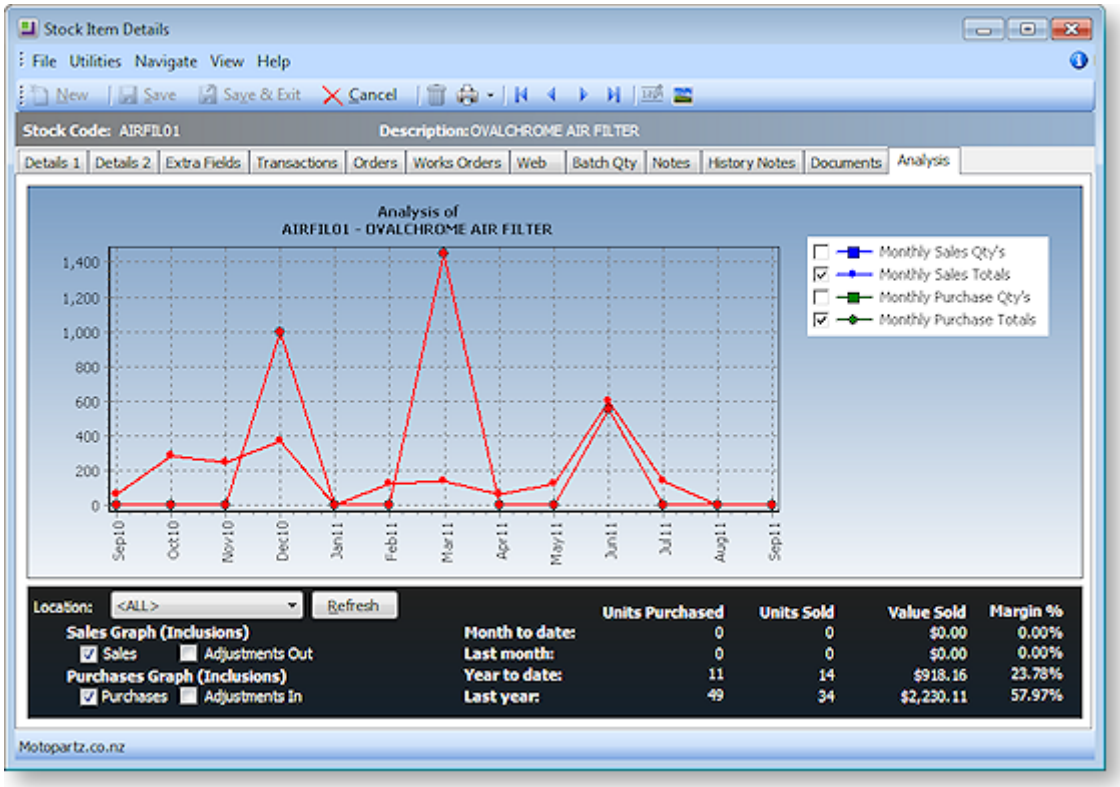
Overview

MYOB EXO Business offers the facility to track batches of stock, although this is not set by default. If the **Enable stock batch codes** profile setting is ticked in MYOB EXO Business Config, there is a **Batch tracked** field for every Stock Item on the Details 1 tab (see page 164). If the Batch tracked option is enabled for this stock item, the batch code listed here will allow the stock item to be tracked by batch number.

Viewing Stock Sales Performance

Account > Stock > [Search] > {double click on a Stock item} > (Analysis)

To view the sales performance of a Stock item, click the Analysis tab:



The graph provides a quick view of the sales status of the stock item. The graph displays the dollar value (depicted through a red line). Double-click on the graph to view the total units sold (blue line).

Right-clicking on the graph provides you with the option to copy the graph into another Windows application as Word or Excel. You can also print the graph.

> **Note:** Sales turnover figures represent deliveries of stock and this may not reconcile exactly with stock analysis by invoice line because of uninvoiced deliveries.

Alternate Supplier Codes and Costs

This is a special feature that allows you to maintain separate supplier stock codes that you use on purchase orders and in the stock receipt windows.

> **Note**: By default, the feature is disabled and needs to be switched on. The existing Alternate Suppliers option remains unaffected if you do not enable the new feature.

To enable the use of the new supplier data and to validate stock items on purchase orders, enable the following profiles in **MYOB EXO Business Config > Profiles**:

- Use Supplier Codes on Purchase Orders
- Restrict purchases to approved suppliers for stock item

The topics Defining Supplier Stock Codes (see page 180) and Maintaining the Alternate Supplier Prices (see page 314) contain more information on setting up this feature.

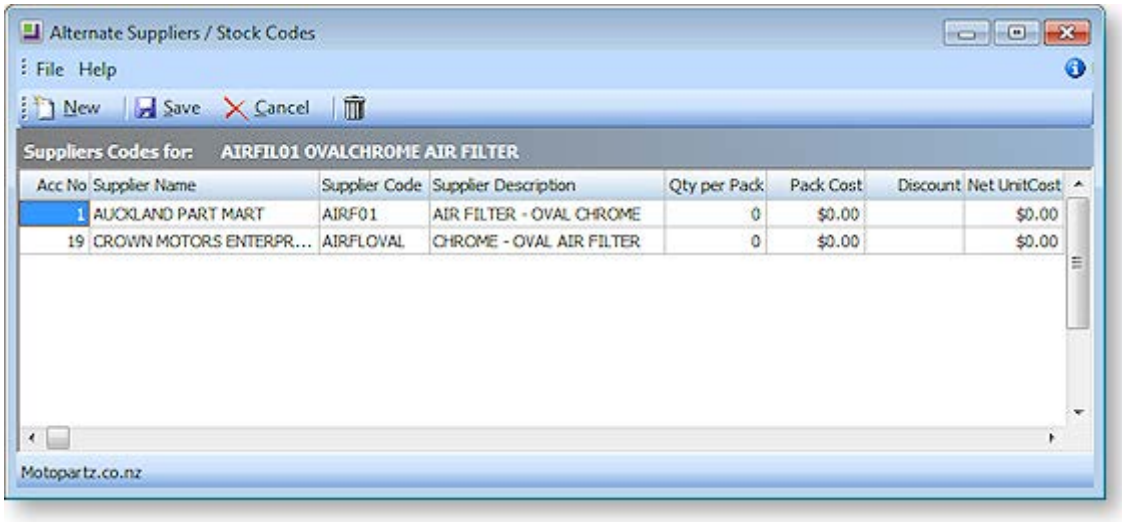
Defining Supplier Stock Codes

Account > Stock > [Search] > {double click on a Stock item} > (Details 2) > [Alternate Suppliers / Stock Codes]

To define supplier stock codes:

Click the **Alternate Suppliers / Stock Codes** button on the Details 2 page (see page 167).

The following window is displayed.



Notes:

- Currency is automatically assigned based on the creditor's details.
- Enter a new line by clicking on the last record and pressing the down arrow.
- Search for an account by typing ? in the Acc No field and pressing TAB. This displays the Account (search) window.

Enter the name of each supplier, code, description, cost and currency.

Click **Save** to save this new entry.

Note: If the supplier's code for a stock item is different from your own but you only have one main supplier, you should type it here. The supplier's cost will be maintained on both windows by the creditor's invoice lines, as they are posted.

Note: You can have more than one alternate code for the same supplier. In this case, you are asked to choose on the Purchase Order.

Note: If you want to be able to type the supplier's code directly into the invoice from stock window (assuming that it was not generated via the normal purchase order – Packing Slip scenario), include the stock code in the alternate code fields as usual.

Using Different Codes and Costs

Transactions > Purchase Orders > Purchase Orders > [New]

To use different codes and costs:

1. Select Purchase Orders from the Transactions menu. The Purchase Orders (search) window is displayed.
2. Click the **New** button. Enter the details of the first supplier.
3. Repeat Steps 1 and 2 to create a purchase order for the second supplier (and any subsequent suppliers) – using a different description, price and supplier code.

For example, you could create the same stock item TEST on 3 purchase orders with 3 supplier codes, 3 supplier costs (in different currencies), and 3 descriptions to 3 suppliers.

Note: The supplier cost is updated as part of the process of accepting creditor invoice lines. These invoices are generated from the Purchase Orders – Receipt window, Stock Receipt or Creditors Invoice from Stock procedures. The supplier cost is not updated by manual stock transactions or stock transfers.

Note: There is an additional utility that allows you to look up a stock item, using the supplier reference.

Performing Stock Take

The Stock Take function in MYOB EXO Business uses a comparative stock take method and reports discrepancies between counted and computer stock levels. Adjustment transactions are applied via a stock take upload sub-function giving the user complete control over the timing.

Stock takes are separated by stock location. Multiple locations may have stock takes concurrently active. Within a location, partial or rolling stock takes are also accommodated using selection criteria applied to the stock take initialisation process (e.g. supplier, stock group, bin number range etc). Additional filters may be specified by custom SQL if required and these may be set differently for each location Full stock take is also supported.

Stock take data may be imported from CSV file (Comma Separated Value) rather than keyed. This provides for use of hand held scanning devices or for importing data during implementation of a new database (or new location for existing database). The CSV import file may optionally also specify the average cost of the stock being imported.

Full support for stock batch codes and limited support for serial numbers is also available.

The stock take window allows you to stock take all or individual locations. MYOB EXO Business uses an adjustment method rather than an overwrite method. Thus the result of a stock take is a positive or negative adjustment transaction to bring the levels back into line with a physical count.

Workflow Summary

Performing a stock take involves the following steps:

1. Select a location in the locations grid (see page 182).
2. Click the **Initialise** button and set selection criteria if required. This initialises the stock location (see page 186), creating a snapshot of the present stock levels and sets the corresponding counted quantities to zero ready for keying. See
3. Print count sheets for each location (see page 188) and perform physical count.
4. Key in the counted quantities (see page 188) or import a CSV format file containing the count.

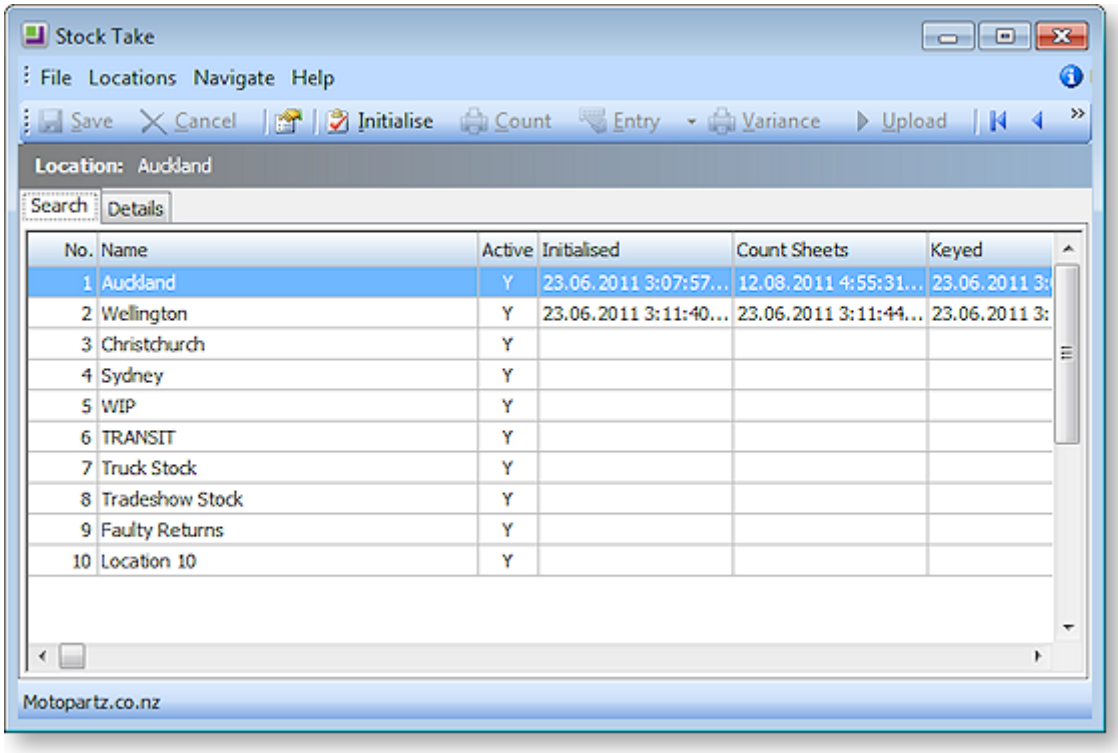
5. Print variance reports (see page 190). Check any “suspicious” count figures and amend keyed quantities if required. If amending counted figures be sure to reprint the variance report.
6. When happy with the counted figures, run the stock take upload function (see page 190). This creates stock transactions for any items that have a variance. This is the first point in the workflow that any amendment to the “true” stock ledger occurs. Up to this point the stock take may be discarded and recounted by rerunning the initialisation at step 2.

Start a New Stock Take

To start a new stock take:

Utilities > Stock Utilities > Stock Take

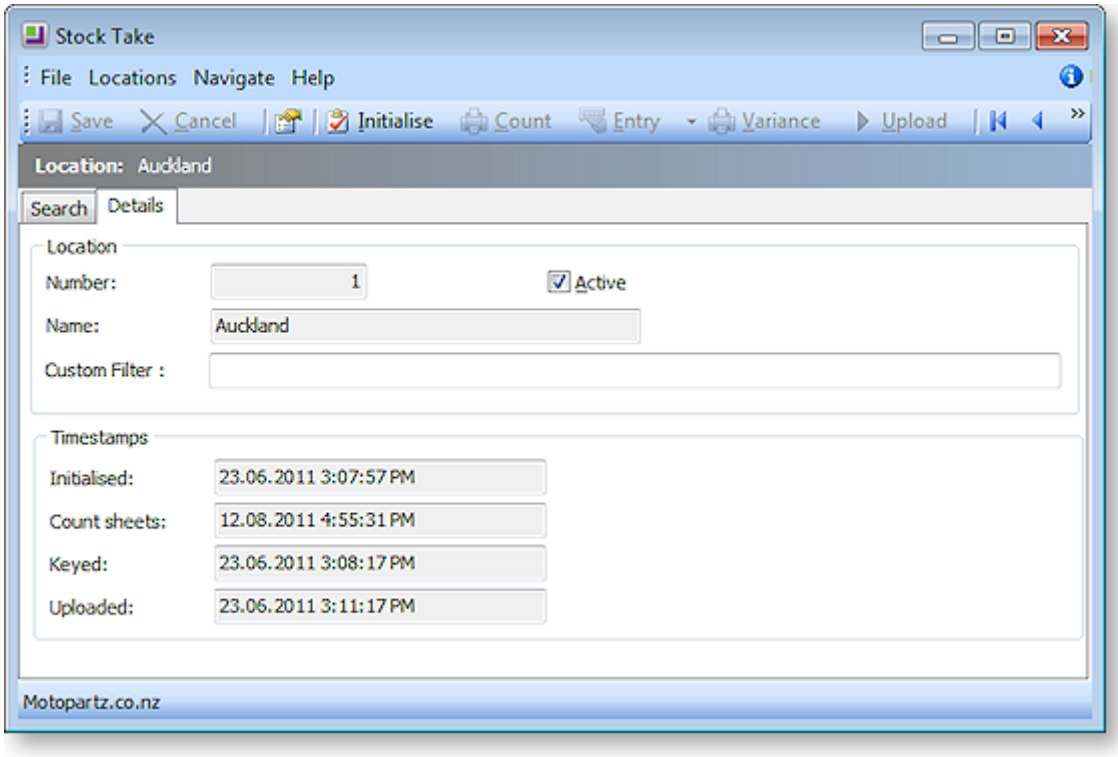
The Stock Take window is displayed showing a stock locations grid.



The columns Initialised, Count sheets, Keyed, and Uploaded show date-time stamps of those steps in the process. Custom filter is an additional filter as a partial SQL statement that may be applied to each location.

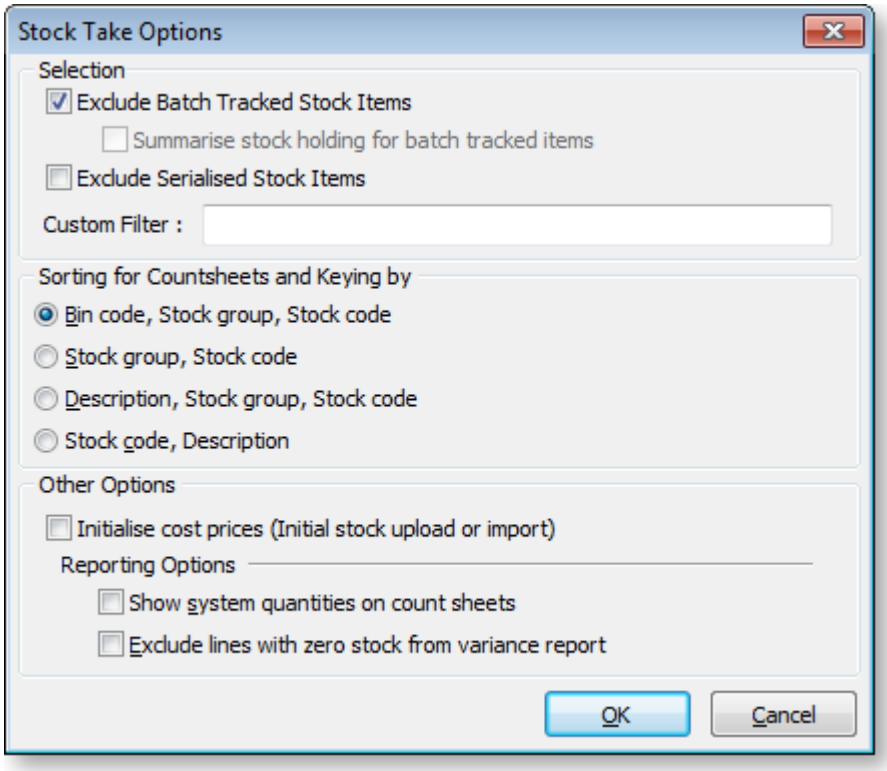
Select the location where you want to carry out the stock take.

Double click a location row (or click the **Details** tab) to show the location detail and edit its custom SQL filter if required.



Options

Several options global to all locations may be set. This is usually performed once only when the database is set up. From the toolbar, click the Options button ( ).



Selection

Exclude Batch Tracked Stock Items – Condition 1. Check this item to exclude batch tracked stock items from stock take.

> **Note:** This option will only appear if profile **Enable stock batch codes** is set to true. It is disabled if excluding batch-tracked items.

Summarise stock holding for batch tracked items: Condition 1 & 2. If unchecked the system will create a separate stock take row for each batch number within the item (i.e. the count of batch tracked items will be at a stock batch code level). Check this item to create a single row per stock item for batch-tracked items. This allows consolidated counting of the item ignoring the batch breakdown. If a discrepancy is found then a single batch code is then keyed to receive the variance posting.

Exclude Serialised Stock Items – Condition 3. Check this item to exclude any serialised stock items from the stock take.

> **Note:** This option will only appear if profile **Enable serial numbers tracking** is set to true.

Custom Filter – A custom SQL statement may be entered here. It applies to all stock locations. There is also an additional Custom filter per each stock location. The entry here should form an extension to the WHERE clause used by stock take initialisation. (e.g. STOCKGROUP2 <> 37 would always omit items for group 37)

Sorting for Countsheets and Keying by

This option controls the native sequence that rows are added to the stock take count grid. The selected option becomes the default for the key entry grid and the stock take reports. The options here are:

- BinCode, Stock group, Stock code
- Stock group, Stock code
- Description, Stock group, Stock code
- Stock code, Description

Other Options

Initialise cost prices (initial stock upload or import) – This is normally only used when importing stock such as when first creating the database or when creating a new location. Check this box to make an additional column for unit cost available to the count sheet keying or CSV import processes. When this option is checked then the stock transactions written for variances during the upload process take this keyed cost rather than defaulting to the average cost already on the stock item master.

Reporting Options

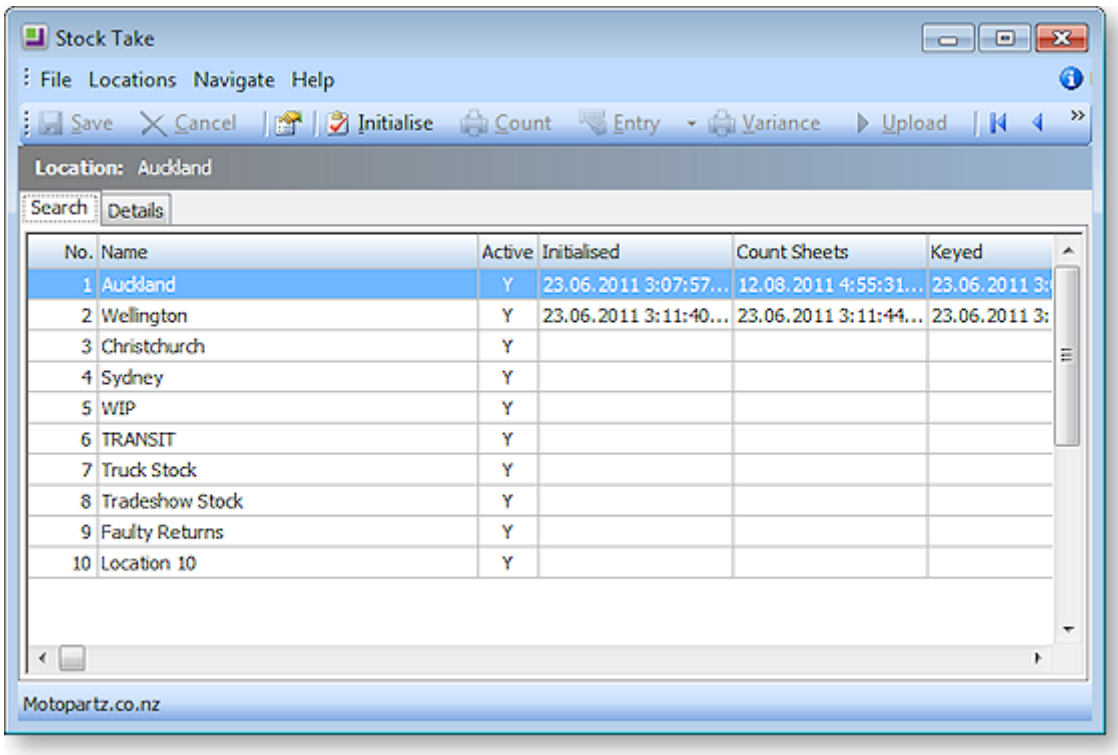
Show system quantities on count sheets – Check this option if you want to show the computer system quantities on the count sheets. When uncheck the system quantities do not print (blind stock take).

Exclude lines with zero stock from variance report – Check this item to exclude items with no stock variance from the variance report.

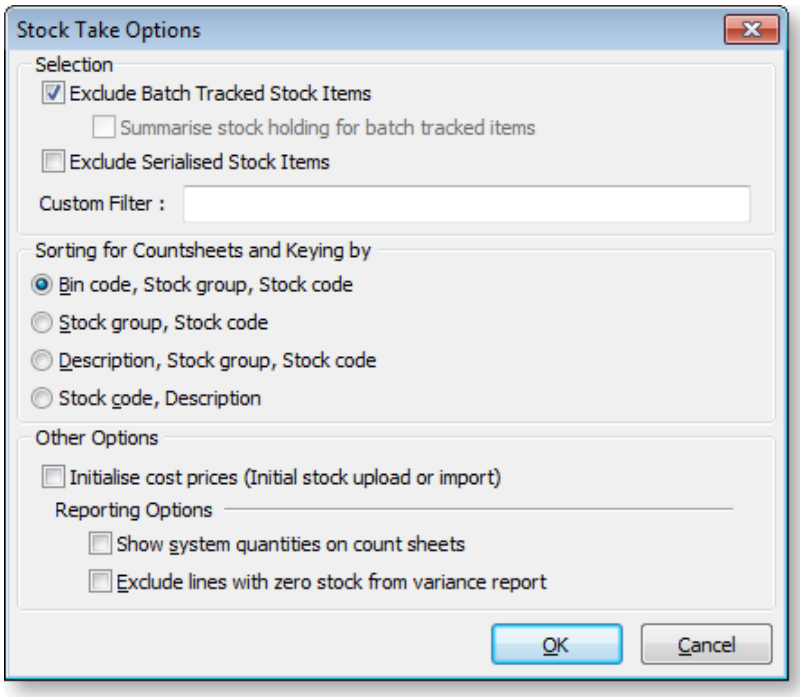
Stock Take

Utilities > Stock Utilities > Stock take

The stock take window assists in the stock take of all or individual stock locations. MYOB EXO Business uses an adjustment rather than an absolute value, so the result of a stock take is a positive or negative adjustment transaction to bring the levels back into line with the physical count.



1. Set Stock Take options (see page 183) for the item selection, sorting of count sheets, cost price initialisation and reporting options.



Note: MYOB recommends that you tick the **Initialise Cost Prices** option for initial stock upload or import for a new implementation.

2. Select a location from the list, and click **Initialise** to initialise a new stock take on the currently selected location. This takes a 'snapshot' in time, to allow stock take variances to be calculated.
3. Print count sheets for each location.
4. Key in the count quantities or import count.
5. Print variance reports for each location, to allow rechecking of any 'suspicious' count figures.

   Note: Potential reasons for variance could include incorrect counting or errors during keying (rather than actual stock issues). It is often valuable to recheck the *Count Qty* against the physical count sheets.
6. Upload the stock variation for each location to the ledger, specifying a time and period that the transactions should be entered at.
7. An optional stock take import text file can be used to import stock take figures from another source, such as a stock taking device.

Initialise a Stock Location

When you initialise a stock location the current system quantities for stock levels are copied into the temporary stock take table created when you clicked on the New button. This gives MYOB EXO Business the system quantities for comparison against the actual physical stock count.

If you continue to perform stock transactions (for example, receive stock or invoice stock), it is important that you still count your stock at the levels when the initialisation was performed. That is, if you invoice stock and physically move it from the stock location, you must still count it in your stock take.

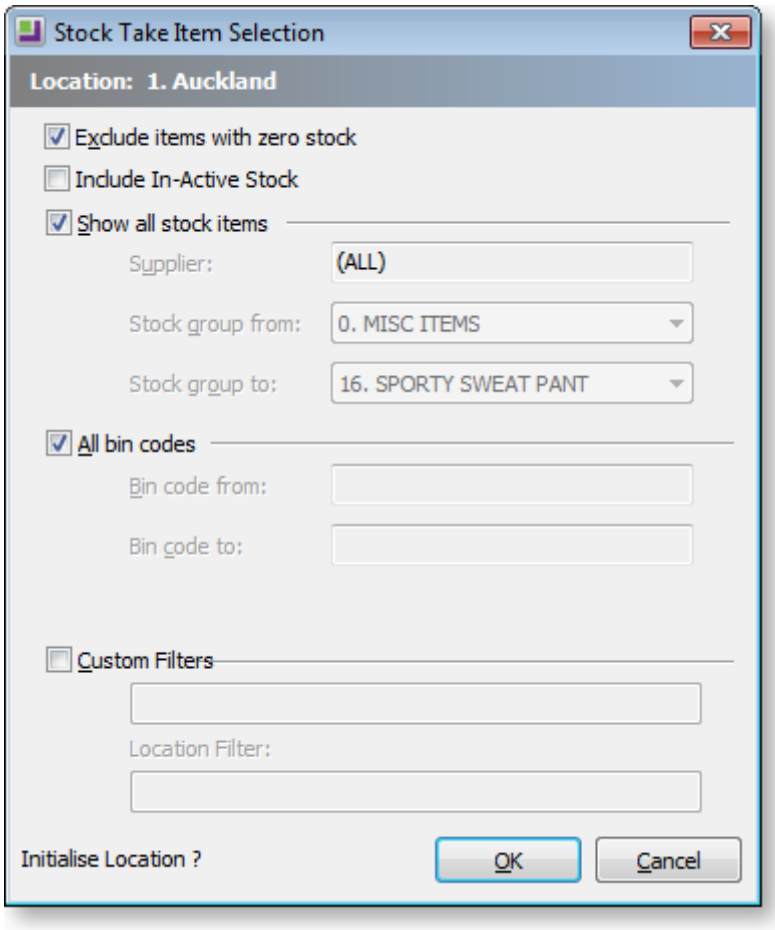
Therefore, to avoid any confusion and errors, it is best to restrict transactions and physical stock movements until you are ready to upload your stock take results.

MYOB EXO Business gives you the option to initialise all the stock locations at the time of starting the stock take or you can initialise stock locations individually. This gives you the ability to stock take different stock locations separately.

For example, you could stock take the main warehouse one weekend and a store/showroom stock location on the following weekend.

Initialise One Location

To initialise one location, highlight a location in the locations grid and press the **Initialise the current location** button ( ). The Stock Take Item Selection window appears:



Exclude items with zero stock - Checking this checkbox will inhibit creation of stock take rows where the computer stock is zero. This is useful in reducing report sizes where there are a large number of items that are out of stock.

> **Note:** The danger with using this option is that there may be items that have zero computer stock but have physical stock in the warehouse. Omitting items with zero computer stock also means they will not print on the count sheets and may be missed by the counting staff.

If you require selection by either supplier or a single stock group range then uncheck **Show all Stock items**.

- The supplier code may then be keyed or searched (**? > Tab**) for.
- The stock groups will be preset to lowest and highest stock group numbers (i.e. equivalent to All)

If you require a single range of bin codes then uncheck **All bin codes**.

- Enter low and high bin codes to define the range.

Check the **Custom Filers** if you wish to use these.

The first row defaults to the custom filter from the Options window (see page 183). The second rows defaults to the filter from the corresponding location. These may be over written here if desired. This will change them for this run only, they will not be saved back to the options.

- STOCK_ITEMS=S
- STOCK_LOC_INFO=L
- BATCH_QUANTITIES=B

Click **OK** to initialise this stock take.

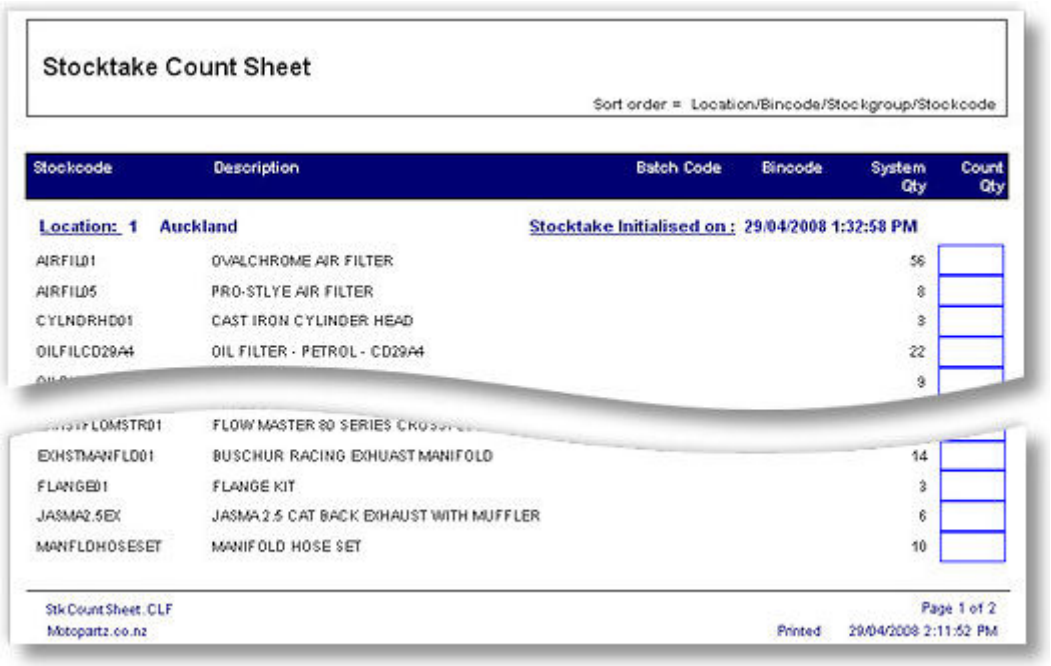
The initialisation process may be repeated for other locations if required. Concurrent stock takes of different locations are supported.

> **Note:** Only one stock take per location can be active at any given time therefore the initialisation process cannot be repeated for the same location but using different parameters. Doing this will firstly erase the previous stock take for that location. Stock take initialisations can therefore not be cumulatively used for a location with differing selection criteria. Use the custom filters to achieve this.

Print Count Sheets for Each Location

Count sheets are used for the warehouse staff to record counted quantities.

Select the required location in the grid before launching the report then press the print count sheets button ( ). The report prints with no further intervention.



Stocktake Count Sheet

Sort order = Location/Bincode/Stockgroup/Stockcode

Stockcode	Description	Batch Code	Bincode	System Qty	Count Qty
Location: 1 Auckland		Stocktake Initialised on : 29/04/2008 1:32:58 PM			
AIRFIL01	OVALCHROME AIR FILTER			56	
AIRFIL05	PRO-STLYE AIR FILTER			8	
CYLNDRHD01	CAST IRON CYLINDER HEAD			8	
OILFILCD29A4	OIL FILTER - PETROL - CD29A4			22	
				9	
	FLOW MASTER 80 SERIES CR				
EXHSTMANIFLD01	BUSCHUR RACING EXHUAST MANIFOLD			14	
FLANGE01	FLANGE KIT			3	
JASMA2.5EX	JASMA 2.5 CAT BACK EXHAUST WITH MUFFLER			6	
MANIFLDHOSESET	MANIFOLD HOSE SET			10	

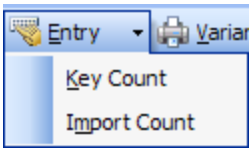
StkCountSheet.CLF Page 1 of 2
Motopartz.co.nz Printed 29/04/2008 2:11:52 PM

Use the count sheets to perform the physical count (see page 188).

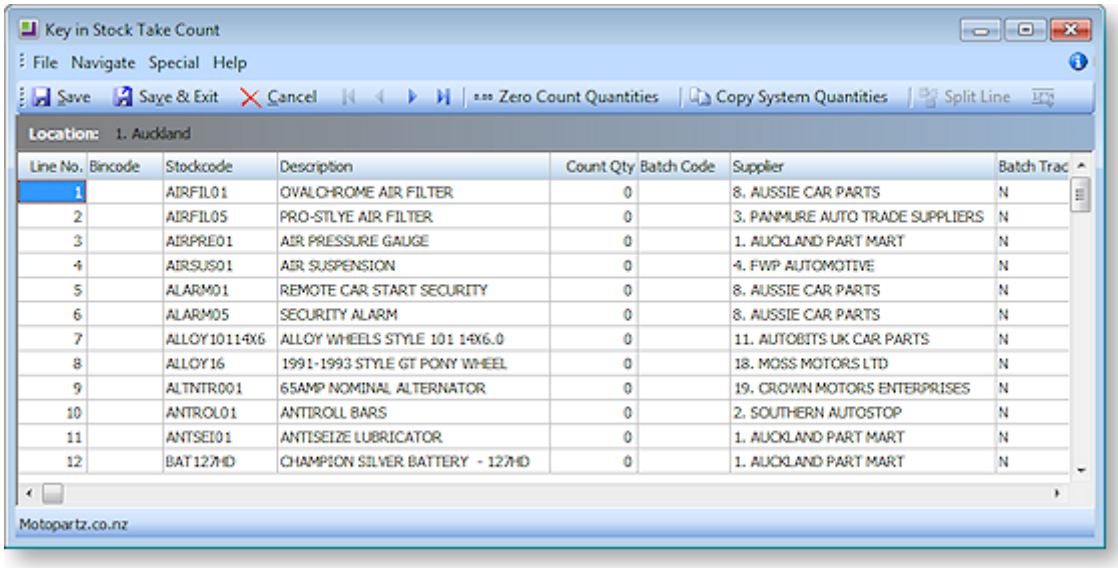
Key in Quantities

After the physical count has been performed, the hand written count quantities (see page 188) are keyed to the system.

To import a stock take, use the drop down next to the **Entry** button and choose **Key Count**.



The Key in Stock Take Count window appears:



The grid is pre-populated with the stock items complying with the selection criteria used in the initialisation process. The system quantities are the computer stock figures as at time of the stock take initialisation (i.e. a cloned copy).

Some columns and buttons, especially for batch codes and serial numbers, only appear if the relevant profile settings are active. There are also additional read-only columns that may be selected from the Visible Columns list.

> **Note**: If there have been additional stock transactions since the stock take initialisation then the current stock figures as visible in the stock levels grid may differ from the system quantities in the stock take window. Only the stock take variance between system quantities (snapshot) and the counted quantities will be posted (adjustment transaction) there for once the physical count has been completed, other processing (e.g. sales and receipts) may continue even though the count quantities are not yet entered. This is therefore a comparative stock take where the count is matched to a snapshot of computer stock taken at a specific time.

Key the quantities from the count sheet into the Count Qty column. There are two toolbar buttons that may optionally be used the assist this.

- **Zero Count Quantities** – Use this button to set all counts quantities in the grid to zero. This returns the count grid to the point following initialisation without reinitialising the stock take (i.e. system quantities are not reset). This option is useful if the keying process is suspect and needs to be re-done.
- **Copy System Quantities** – Use this button to set all counted quantities equal to the system quantities (i.e. no variances). If a visual check of the count sheets indicates that only a few items have variations it may be faster to use this button and then amend counted quantities which differ.

Press the **Save** button at any time to commit your keyed work to the database. This does not exit the window. Saving does not post the stock variance transactions or affect the live stock ledger - this happens when stock is uploaded to the ledger (see page 190).

When keying is competed use the window close button (windows X) to close the window. Clicking the **Cancel** button will also close the window but without saving any changes made since the last **Save**.

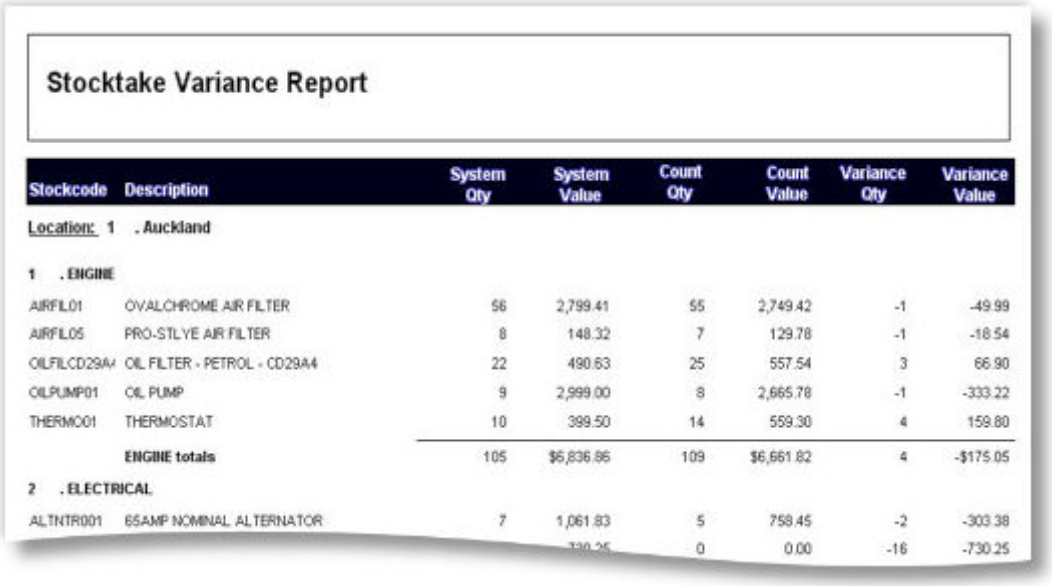
You can return to the window for further keying or to amend previously keyed figures.

Print Variance Report

Once keying (see page 188) and/or importing (see page 191) of count quantities is complete, print the variance reports.

Hi-light the required location and press the Print Variance Report button.

After printing, check any “suspicious” count figures and amend keyed quantities if required. If amending counted figures be sure to reprint the variance report afterwards and re-check.



Stocktake Variance Report

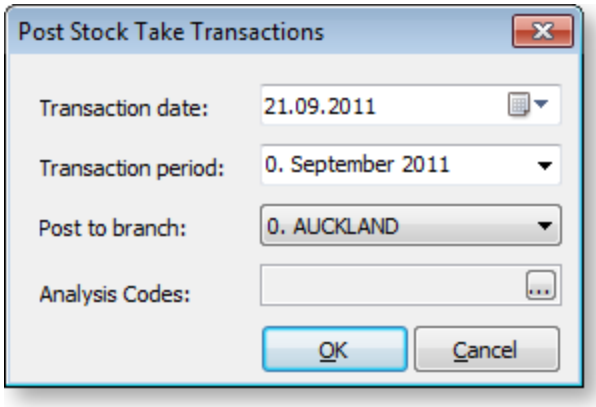
Stockcode	Description	System Qty	System Value	Count Qty	Count Value	Variance Qty	Variance Value
Location: 1 . Auckland							
1 . ENGINE							
AIRFIL01	OVALCHROME AIR FILTER	56	2,799.41	55	2,749.42	-1	-49.99
AIRFIL05	PRO-STLYE AIR FILTER	8	148.32	7	129.78	-1	-18.54
OILFILCD29A4	OIL FILTER - PETROL - CD29A4	22	490.63	25	557.54	3	66.90
OILPUMP01	OIL PUMP	9	2,999.00	8	2,665.78	-1	-333.22
THERMO01	THERMOSTAT	10	399.50	14	559.30	4	159.80
	ENGINE totals	105	$6,836.86	109	$6,661.82	4	-$175.05
2 . ELECTRICAL							
ALTNTR001	65AMP NOMINAL ALTERNATOR	7	1,061.83	5	758.45	-2	-303.38
			730.25	0	0.00	-16	-730.25

Upload Stock Load to Ledger

When you are happy with the counted figures on the variance report, run the stock take upload function. This posts stock transactions to the live stock ledger for the variance quantities and signals conclusion of the stock take for that location.

To upload variances press the **Upload** Counted Quantities button.

A window appears requesting date and period information to apply the variance stock posting.



Posting to past periods is supported as a stock take can commonly be aligned with and end of period process already performed.

Once these fields are set correctly, click the **OK** button to proceed. The system will confirm completion of the post.

Import Stock Take

If the stock take has been prepared outside the MYOB EXO Business (e.g. via spreadsheet or from a portable scanning device) then the counted figures may be imported. This is a substitute for keying and the usual initialisation must be performed.

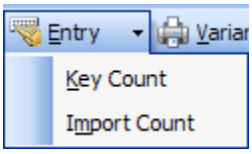
Any rows in the import file for stock items that were not initialised will be rejected. If using selection criteria in the stock take initialisation then please be sure the criteria will initialise all items that will be imported.

When importing the quantity in the CSV file is added to any quantity for the item that may have been previously imported or entered to the stock take.

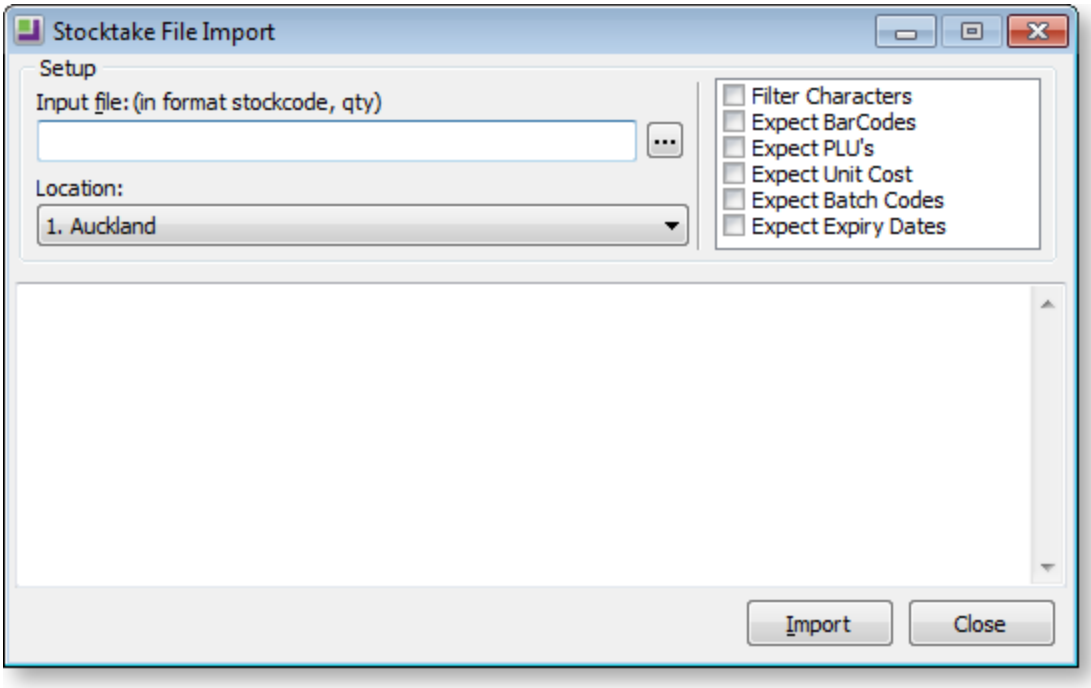
The file to be imported should be a CSV (comma separated variable) file containing fields Stockcode and Quantity (in that order). Stockcode can be replaced by Barcode and is resolved to Stockcode during the import.

Importing a stock take

To import a stock take, use the drop down next to the **Entry** button and choose **Import Count**.



The Stocktake File Import dialog appears:



The name of the CSV file to be imported should be keyed in the field Input File. Alternatively use the ellipses button to locate the file.

The dialogue allows selection of the location that will be imported into therefore the location does not have to be hi-lighted before launching the import process.

A number of checkbox options also appear.

Filter characters – Set this option to filter out from the import file any characters that are not permitted within a stock code (such as the \ character).

Expect Barcodes – Set this option to signal that the first field of an imported row may be a Barcode that must be resolved to a stock code.

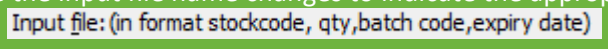
Expect PLU's – Set this option to indicate that some rows may contain PLU codes. These are Stockcodes or Barcodes for lookup items that link to a stocked item.

Expect Unit Cost – Set this option if unit costs will also be submitted. This requires a column in the input file containing the unit cost.

Expect Batch Codes –Set this option to indicate that separate rows will exist in the import file for stock batch codes. The file will be expected to have a third column for the batch codes. For non-batched items this column should be blank.

Expect Expiry Dates – Set this option if expiry dates will also be submitted for batch-tracked items. This requires a column in the input file containing the expiry date.

The batch codes and expiry date check boxes only appear if those profiles are active. There is no facility to import serialised stock.

Note: If the **Expect Batch Codes** or **Expect Expiry Dates** options are checked then the file format caption above the input file name changes to indicate the appropriate format. 

To import the file, click the **Upload** button.

Progress messages will be displayed in the notepad area at the bottom of the window.

After import proceed with printing a variance report and performing an upload as would occur for a keyed stock take. Prior to uploading, The **Key quantities** function may be used to correct any imported quantities if required.

Stock Take - Advanced Features

Stock Take - Advanced Features

The chapters listed here cover advanced features available in the Stock module of MYOB EXO Business.

Keying stock batch codes (see page 192) | Keying stock serial numbers (see page 193) | Taking on stock with unit costs (see page 195)

Keying Stock Batch Codes

If the **Enable stock batch codes** Company-level profile setting set then batch codes may optionally be processed in the stock take.

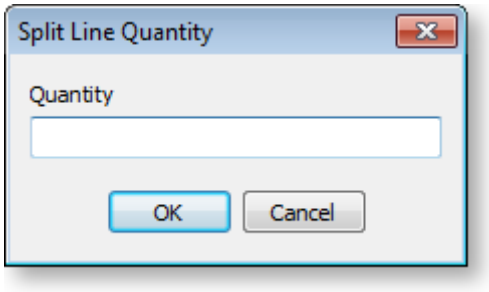
If batch codes are active then the Key Counted Quantities grid has an additional **Batch Code** column.

When summarising batch-tracked items, only a single row per stock item is initially present. The row will initially have a blank batch code. A total for the item /location may therefore be keyed without performing a batch breakdown. If the System quantity does not match the counted quantity then a batch code must be entered to which the variance will be posted. This batch code may be an existing batch code for the item or a new batch code may be created. Existing batch codes may be searched for using the usual '?' character.

If not summarising batch tracked items then a row will be present for each batch code of the item/location. The system will expect that a count by individual batch code has been performed and keyed (or imported). Variations will be created per individual batch code where quantities do not match.

When on a row for a batch tracked item the **Split Line** button becomes active.

Use this button to perform a split. The focused row will split into two rows so that different batch numbers may be applied to each. When clicked a dialog appears:



Enter the quantity for the new line. The remainder will be left on the original line. The maximum quantity that may be entered is 1 less than on the original line. Enter a new or an existing batch code (different from the original) on the new row.

Tip: A batch number can be "corrected" by splitting a line and entering a new batch code to the new row. Key the required quantity to the new row and zero the counted quantity on the old row.

Note: If the profile **Blank batch code warning** is set, batch codes will be verified both on saving within the keying window and again when uploading.

Keying Stock Serial Numbers

Utilities > Stock Utilities > Serial Number Tracking

Partial facility exists for keying serial numbers at stock take time.

Within stock take the system does not enforce the relationship between the location total quantity and the list of serial numbers. In other areas of the software this constraint only applies to serials that are Fully Tracked. The stock take also applies identical logic for all serial number types. This means that stock take applies to Debtor only and Creditor only serial types even though logically stock take could be considered an internal process. Taking this "loose" approach overcomes otherwise unnecessary complications and simplifies the process. The serial type is displayed in the Key count quantities grid for informational purposes only.

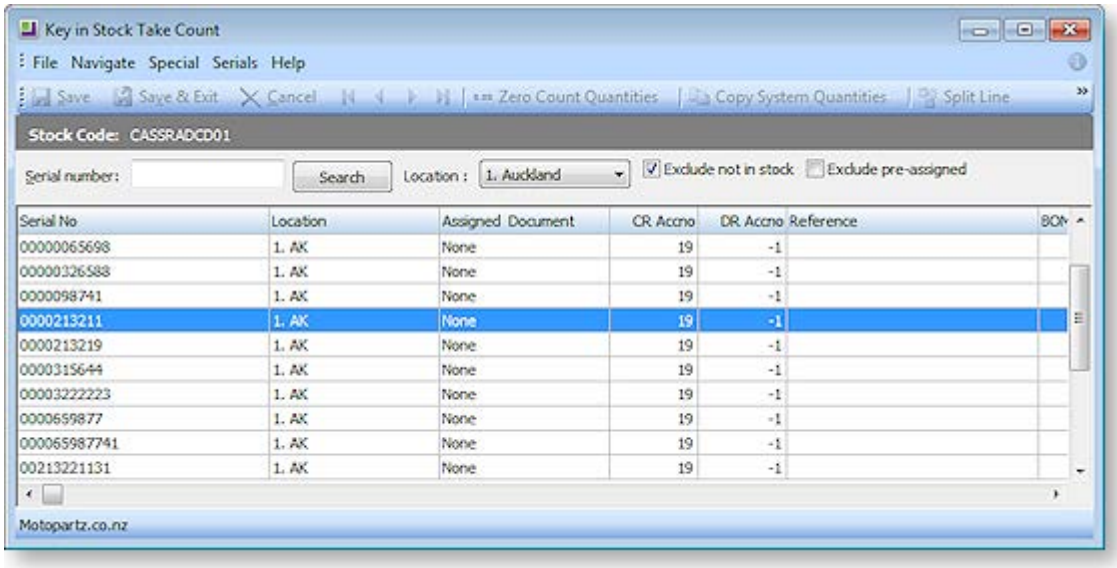
There is no provision to import serialised stock take information.

In the Key count quantities grid a row for a serialised item will enable the Setup stock serial numbers button .

Clicking this button navigates to a window where serial numbers can be added, deleted or edited.

Note: Because of the timing differences below the controls are "loose" and under user control. Changes to serial numbers are immediate. They occur when each of the 3 functions available for serials are processed. For each the location, total stock will not be altered (by variation) until the stock take update is performed. The intermediate situation, prior to upload, can be that the serial list mismatches the location total yet reflects the true stock situation.

The existing in-stock serials are presented in a grid similar to the serials grid in the stock account window:



Note: These are only the in-stock serials and only for the location being keyed.

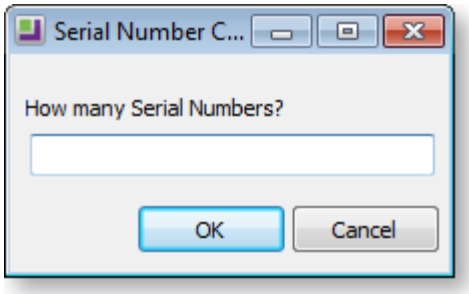
Buttons at the right of the toolbar allow modification of this list. Another button closes the serials window and returns to the usual stock take count window.

- **Back to Stock Take** - Use this button to return to the main stock take count window.
- **Add new serial numbers** - Use this button to add more serial numbers to the list.
- **Edit the selected serial number** - Use this button to change the properties of the highlighted serial number (including the serial number itself).
- **Remove the selected serial number -** Use this button to delete the highlighted serial number.
- **De-assign the select serial number** - Use this button to remove the selected number from its assigned document.

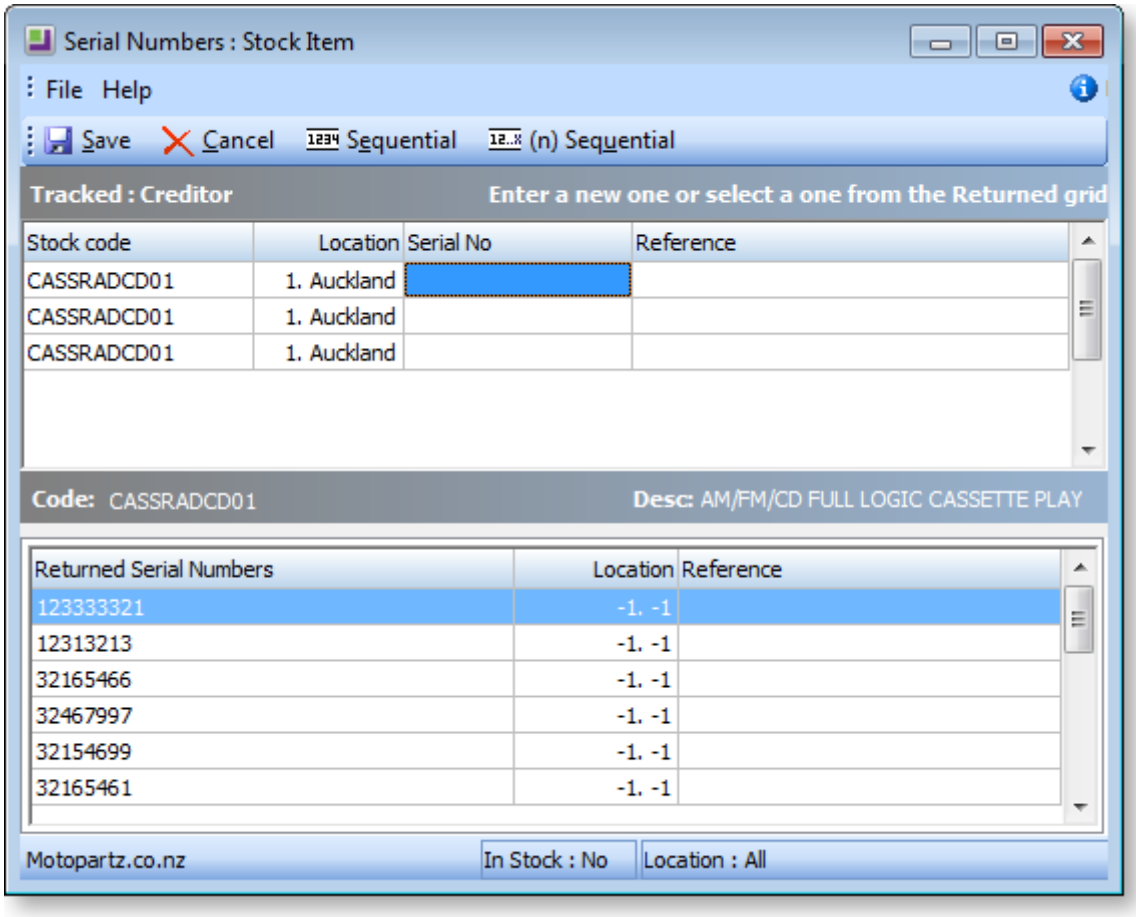
Note: The availability of the serial number editing buttons depends on the **Allow serial number override** User-level profile setting. If this is set to "N", only the **Back to Stock Take** button is available.

Add new serial numbers

Clicking the **Add new serial numbers** button will open another window to permit one or more serial numbers to be specified and added to the list. Before it can offer a grid with the appropriate number of rows to be filled, the system needs to know how many additional serials are required.



Enter the required number of new serials and click **OK**. The new serials grid will then be displayed.



Complete the serial numbers (and expiry dates or references if applicable) and then click Save to create these serials. The system will ensure that duplicate serial numbers are not created within a stock item (any location).

Note: See the White Paper "Stock Serial Numbers" for more information on the usual assisted processes (buttons) for sequential serial numbers. This White Paper is available on the MYOB EXO Business partner site (login required).

Edit the selected serial number

Highlight the serial number row you wish to edit then click the **Edit the selected serial number** button. Another window will open showing the serial number properties in edit mode. This is the same window as available via the menu item Setup Stock serial Numbers.

The serial number, reference and expiry date may be changed.

The location may not be changed, as this requires a stock transfer.

Note: Expiry dates require the profile **Use expiry dates for Batch and Serial numbers** to be active. The item must also be enabled for expiry dates.

Remove the selected serial number

To remove a serial number from the list, highlight the unwanted serial and press the **Remove the selected serial number** button. A confirmation message appears.

Taking on Stock with Unit Costs

Normally costs are not keyed with a stock take. Any adjustments for variations are costed automatically and as applies with other stock transactions such as sales.

> **Note:** Adjustments to stock value (rather than stock quantities) are accommodated separately from stock take under the menu item **Transactions > Stock > Manual Stock Movements > New > Average Cost Adjustment**.

When taking on stock such as during initial database setup or creating a new stock location after a company acquisition (or similar) the database will not have an existing unit cost to apply to the stock being taken on. It is therefore convenient to key or import a unit cost along with the quantities.

To do this you must first check the **Initialise cost prices** checkbox from **Stock take > Options**.

When keying stock take count quantities, an additional Unit Cost column will be present and the cost for each item may be entered.

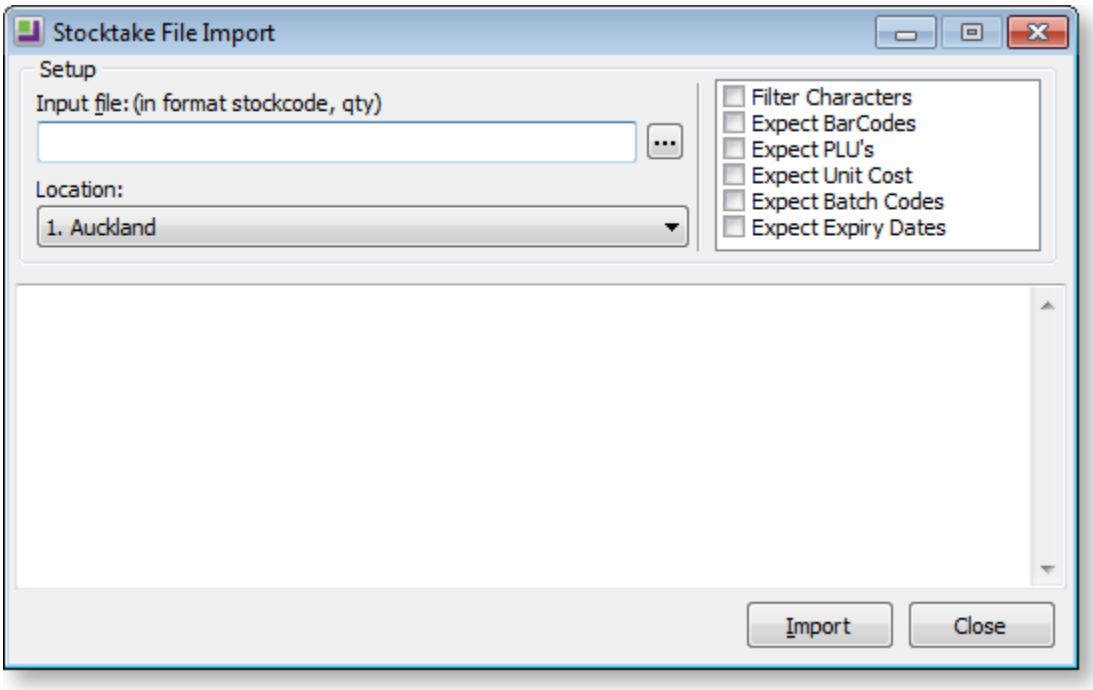
This cost is stored with the stock take data and will be used as the unit cost of the variance stock transaction when the stock take upload is performed.

The uploaded variance transaction performs the usual average stock calculation.

When posting to an item for which no stock exists for any location the existing value of stock is zero, therefore the average stock calculation will return the same value to STOCK-ITEMS.AVECOST as keyed in the stock take.

When posting to an item that already has stock (e.g. from pre-existing stock or an upload from another counted location) the average cost will be calculated taking the stock value for the variance posting at the keyed unit cost and averaging it with the pre-existing stock at STOCK-ITEMS.AVECOST.

Unit costs may also be used with the stock take import. In the stock take import window check the **Expect Unit Cost** option to indicate that the import file contains this extra column.



When previous quantities for an item exist in the stock take (e.g. from a previous import file or multiple rows for the same item in the current import file) then the unit cost in the stock take for the item will be averaged from the multiple imported entries.

Dealing with Stock Movements

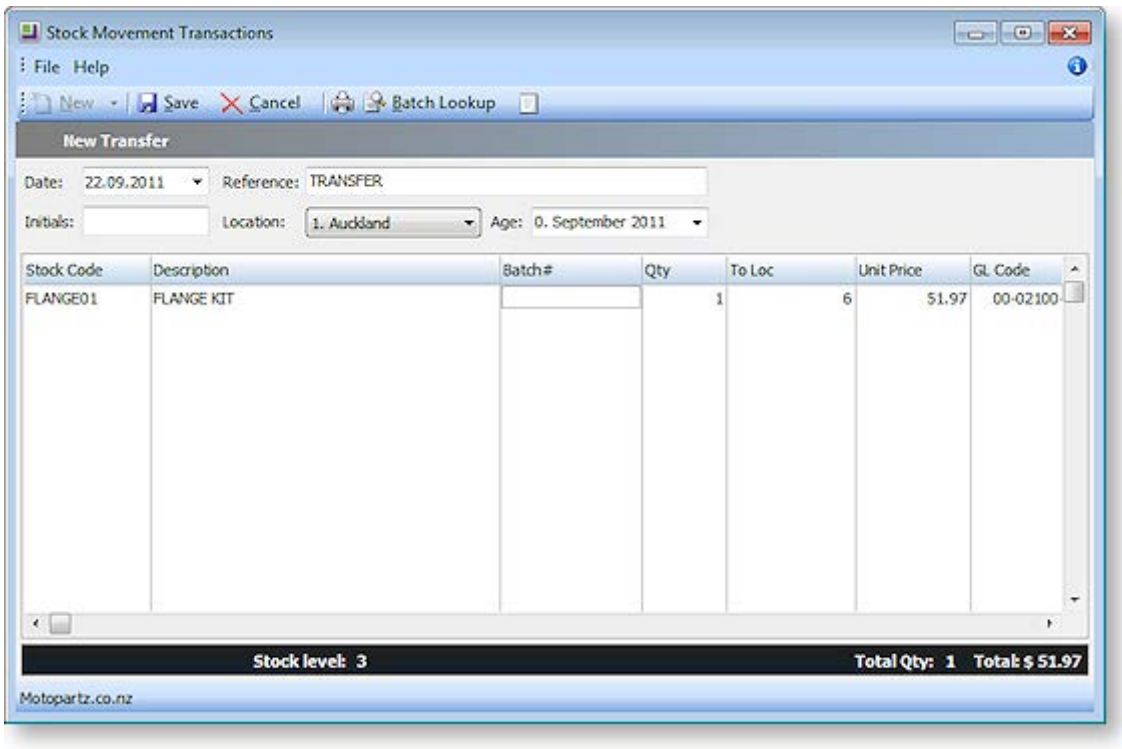
Entering a Stock Movement Transaction

The majority of transactions are posted to the Stock Ledger from your Debtors, Creditors, Sales or Purchase Order Ledgers. The Stock Transactions window is used mainly for write off – write on adjustments or transferring stock between locations.

There are six types of transactions that can be performed from the Stock Movement window. Once the type of stock movement has been selected, the transactions are essentially entered in the same way.

To enter a stock movement transaction:

1. Open the Stock Transactions window (**Transactions > Stock > Manual Stock Movements**).



2. Click **New** and select the stock movement type required.
    - **Sale** – moves stock OUT and updates the stock sales figures. It is mainly used to create stock turnover history when beginning a new MYOB EXO Business implementation, although the usual method is via a sales order or debtor invoice.
    - **Receipt** – moves stock IN and updates the *Average Cost* and *Latest Cost* figures. The usual method is via the purchase order and creditor's invoice.
    - **Transfer** – moves stock from one location to another. A location transfer will only affect the 'in stock' quantity; it will not affect the sales units/values or reports.
    - **Adjust Out** – DECREASES the stock level for reasons other than sales. For example: damaged stock, shrinkage or manual stock take.
    - **Adjust In** – INCREASES the stock levels for any purpose other than a normal stock procedure. Adjustment journals will only affect the In Stock quantity and it will not affect your purchase totals or reports.
    - **Average Cost Adjustment** – adjusts the average cost of a stock item.
3. Enter the header information, e.g. *Date*, *Location* and *Period* that the transaction will be posted.

4. Enter the transaction details, e.g. *Stock code*, *Quantity*, *Location*, *Batch Code* and *GL code*.
5. RIGHT-CLICK on the line details window to create a one-off stock item or view stock levels.
6. Add narrative to the transaction by clicking on the **Narrative** icon.
7. Click **Save** to process stock transaction. The system will prompt to print a stock transaction document.

Field Definitions

The grid header fields are detailed in the table below:

Field	Description
Date	The date for the transaction. The default date is the current system date. To change the date, select from the attached calendar.
Reference	A reference code for internal use. This field is optional and can be left blank.
Initials	The initials of the staff member entering the transaction.
Location	The name of the location to which the transaction is to be updated. Select the option from the list box. If you are entering a Transfer, this is the originating stock location.
Adjustment Type	A click against the appropriate transaction type.
Grid column definitions	
Stock Code	The stock code that pertains to the item for which the transaction is being carried out.
Description	The description of the stock code. The default description is automatically completed here but you can overtype it if you want to change or add details.
Qty	The stock quantity for this transaction.
To Loc	The location number that stock is to be transferred to. This field is only accessible if you are entering a Transfer. For all other entries this field will display N/A.
Unit Price	The unit price of the item. This defaults to the Latest Cost price for the stock item. You can override this price if necessary.
GL Code	The general ledger code related to this stock item.
Analysis Code	Analysis Codes are intended for use during transaction entry. They are not available on any master files (e.g. GL Control accounts, Stock Item records). The basic principle is that if a GL account can be entered or edited on a transaction, the user should also be able to enter analysis codes.

Notes

- Click the **Batch Lookup** button to display the Batch No Lookup window to view batch code information on all locations for a batch tracked stock item.
- Serial tracked items will prompt for serial numbers on saving the movement.
- The ability to create any or all of these transaction types can be controlled by the setup of the user's menu. On the Stock Transactions Entry procedure, disable particular stock movement types by entering -S (Sale), -R (Receipt), -T (Transfer), -I (Adjust In), -O (Adjust Out), -C (Cost Adjustment).

One-Off Stock Items

About One-Off Stock Items

The One-Off Stock Items feature enables you to very quickly create a stock item for a unique, one-off purchase or sale of stock. It offers many advantages over the practice of having a miscellaneous "non-stock" item with or without tracked serial numbers.

Most entry screens (such as Sales and Purchase Order entry, Debtor and Creditor Invoice entry, and Stock transactions) have the ability to create a stock item on-the-fly. This new item can inherit the values of an existing "template" item, or it can be an exact duplicate of another stock item in all but the actual stock code.

This feature may be used by companies who source specialized parts, or act as a portal for an entire industry niche. In these cases the potential product range is enormous, and it is not practical to hold the entire catalogue the inventory database. Using this method the items are only created as required and can be automatically disposed of to allow the transactions to take place on that transaction only.

Another scenario where this function may be useful is where the product range being sold is one-off in nature such as trade-in goods.

Setting up EXO Business for One-Off Stock Items

For businesses that require regular trade of one-off stock items, there are two setup tasks that accelerate the process:

- Setting up a one-off stock item template, which will be used to copy from when creating a new one-off stock item, and
- Setting up for rapid one-off stock items, which will automatically add a prefix and suffix to any new one-off stock item codes to identify them.

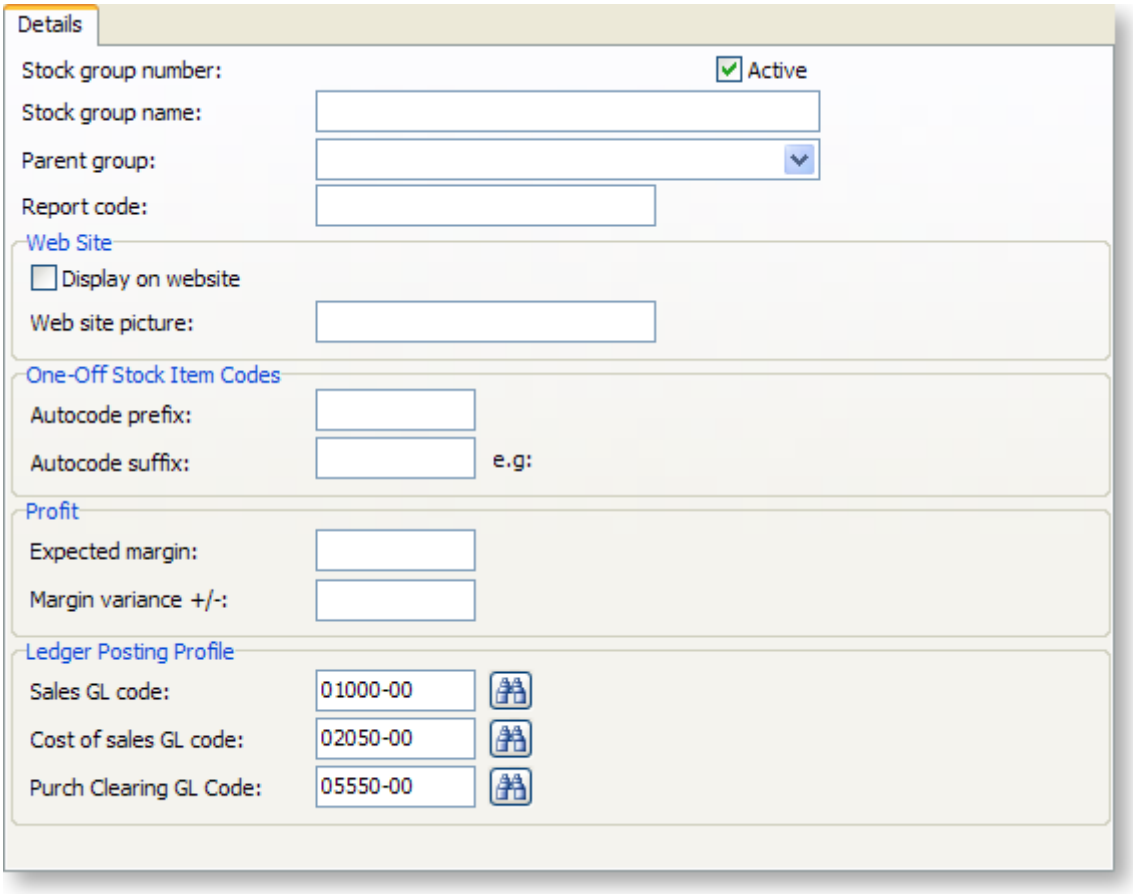
Setting up a One-Off Stock Item Template

1. Create a new stock item, with a generic name to cover the attributes of new one-off stock items you are likely to require, for example 'TradeIn' for trading in used cars.
2. Set the **Classification** to "TEMPLATE".
3. In the Flags section, set the stock item to inactive (i.e. untick the **Active** checkbox), and make the stock item a lookup item (tick the **Lookup** checkbox).

   Note: When searching for a one-off stock item, make sure you tick the **Include inactive items** checkbox in the Stock Item Details search window.
4. Click **Save**.

Setting up for Rapid One-Off Stock Items

1. In MYOB EXO Config, go to **Administration > Stock > Stock Groups**.
2. For each stock group for which you need to be able to create one-off stock items, double-click on the stock group.



3. Enter the prefix you want to use for all automatically generated stock codes for one-off stock items in this stock group in the **Autocode prefix** field.
4. Enter the suffix you want to use for all automatically generated stock codes for one-off stock items in this stock group in the **Autocode suffix** field.
5. Click **Save**.

Creating a One-Off Stock Item

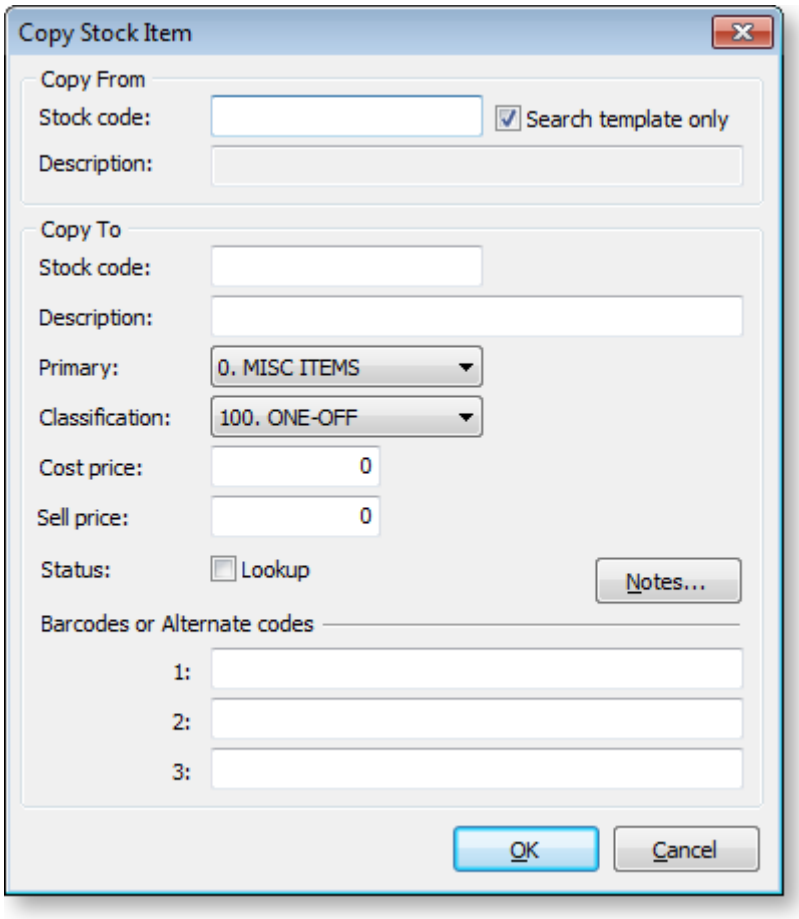
Sales order entry, purchase order entry, debtors invoice, creditors invoice, and stock transaction windows have a shortcut to create a stock item on-the-fly.

For example, if a second hand TV is to be traded in, a one-off stock item could be created from a "TVTRADE" template stock item on a negative quantity Sales Order, or on a Purchase Order.

Note: Before creating a one-off stock item, you should **complete the setup tasks (see page 199)**.

To create a one-off stock item:

1. Open the transaction that is to have a one-off stock item created, e.g. a Debtor invoice.
2. Right-click on the transaction line in the grid and select **Create one-off stock item**. Alternatively, press CTRL+O. The following window opens:



3. Enter a stock item into the **Stock code** field in the Copy From section, or search for a stock item by typing '?' and pressing ENTER. Check the **Include inactive items** checkbox and click **Search**. Selecting the **Search template only** option will restrict the search to stock items with a classification of "TEMPLATE".
4. If the Copy From **Stock code** belongs to a stock group with an Autocode prefix/suffix set up, then an automatically generated stock code will be entered in the Copy To **Stock code** field. This Stock code can be accepted or overridden.
5. A serial number could also be scanned as the new Stock code, or part of the new Stock code as long as it can be guaranteed that this will be unique.
6. Enter in any remaining details of the new stock item as required.
7. Click **OK**.

Automatically Inactive Stock Items

A one-off stock item is automatically set to inactive status when there has been a stock movement and the total stock on hand falls to zero.

To keep the stock item for future transactions, change the **Classification** of the stock item from "ONE-OFF" to "NORMAL"

One-off items will remain active for historical reporting and warranty tracking, but will be excluded from regular stock line reporting if they are marked as inactive.

Stock Serial Numbers

About Serial Numbers

This section gives a technical overview of key serial number processes.

Serial numbers can only be used with stocked items; lookup items cannot be serialised.

Before serial numbers can be used, they must be activated for the database by ticking the Company-level profile setting **Enable serial number tracking**. There are other profile settings that also govern their behaviour.

> **Note:** See the "Stock Serial Numbers" white paper for technical information on all available profile settings.

Serial Numbers versus Batch Numbers

Serial numbered items differ from batch numbered items in the following fundamental ways:

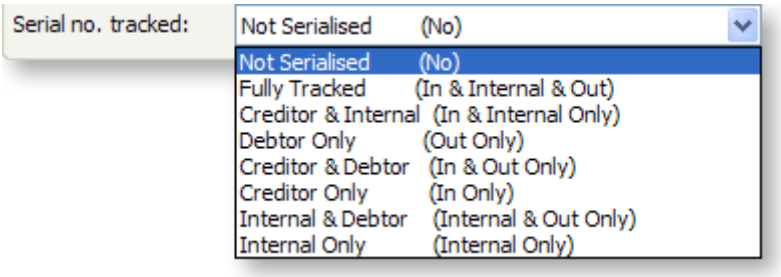
- Each serial number has an implicit quantity of one. They cannot be used with decimalised or zero quantities. Batch numbers have a quantity and these can be decimalised.
- Multiple serial numbers can apply to a single document line and stock transaction. The batch number for a document line must be constant for the entire line quantity. If multiple batches are required per stock item on the document then multiple document lines must be entered.
- Serial numbers are entered in a separate grid or form usually appearing during the document Save process. Batch numbers are entered directly on the document line prior to saving.
- Serial numbers are maintained against the database by application program code. Batch numbers are maintained from triggers in the database when a stock transaction containing a batch number is committed.

Serial Number Types

Occurrence of serial number processing depends on both the serial type (mode) of the stock item, and the class of the trading partner in the particular EXO Business function. There are three classes of trading partners:

- Creditor (Supplier), e.g. purchase orders and Creditor invoices
- Internal (no Creditor or Debtor), e.g. adjustments, transfers and works orders
- Debtors (Customer), e.g. sales orders and Debtor invoices

The user defines the serial type of each stock item. Types are offered for each combination of the three trading partner classes. The Stock Item Details screen (see page 164) offers this as a drop down combo control on the Details 1 tab:



The types offered are:

- Not Serialised – the item is not serialised. Serial number dialogs and tabs will not appear for this item.
- Fully Tracked (Creditor, Internal, Debtor) – the item is serial tracked for all stock transaction types. This setting ensures that a serial number list by location will match the total in stock quantity for that location. It requires that serial numbers be identified for all stock movements and is therefore maintenance intensive.
- Creditor and Internal – the item is serial tracked only for the inwards supply chain, i.e. a transaction associated with supplier/Creditor processing and internal stock movements but not transactions associated with Debtors. Use this setting if you need to trace the source of a serial number (including internal transfers) but do not require information on the customer it was sold to.
- Debtor Only – the item is only tracked for transactions associated with a Debtor. Use this option if you only require tracing customer sales by serial number (e.g. for customer warranty purposes) and do not require serial detail for purchases or stock on hand.
- Creditor & Debtor – the item is tracked for all movements except internal movements (e.g. transfers). Use this option if you need to know both trading partners associated with this item (e.g. for both Supplier and Customer warranty), but do not need to keep stock levels by serial. This option can reduce the required serial processing compared to “Fully Tracked” when lots of adjustments, transfers, or works orders are involved.
- Creditor Only - the item is only tracked for transactions associated with a Creditor. User this option if you only require tracing supplier purchases by serial number (e.g. for supplier warranty purposes) and do not require serial detail for stock on hand or sales.
- Internal & Debtor – the item is serial tracked only for the outwards demand chain, i.e. a transaction associated with customer/Debtor processing and internal stock movements but not transactions associated with Creditors. Use this setting if you need to trace the destination of a serial number (including internal transfers) but do not require information on the supplier it was obtained from.
- Internal Only – the item is tracked only for internal movements that do not involve either a Creditor or Debtor. Use this setting if you do not require the tracking of the purchase of this item but do need to trace it through internal transfers or consumption (e.g. raw materials used in production).

Stock Levels and Serial Numbers

It is possible for the stock level of a stock item and the quantity of serial numbers for the stock item to not be equal.

Items set to anything other than “Fully Tracked” can be considered loose bindings as they can process some stock movements without entry of serial numbers. This does not imply that serial numbers are chosen automatically by the system where not requested, but rather that serial numbers are not maintained in those cases. The serial number list for an item is therefore not necessarily an accurate representation of stock on hand.

Serial number records are maintained indefinitely once created. In EXO Business, all serial number processes check for and maintain the uniqueness of a serial number within a stock item (regardless of stock location). Serial numbers may be duplicated across differing stock items.

Each serial record has a property, INSTOCK, which will have a value of “Y” or “N” to indicate the last known state of that serial. Also, the property LOCNO indicates the last known location of that serial number. In cases where the item is not fully tracked, LOCNO will be amended where necessary by the last participating stock transaction.

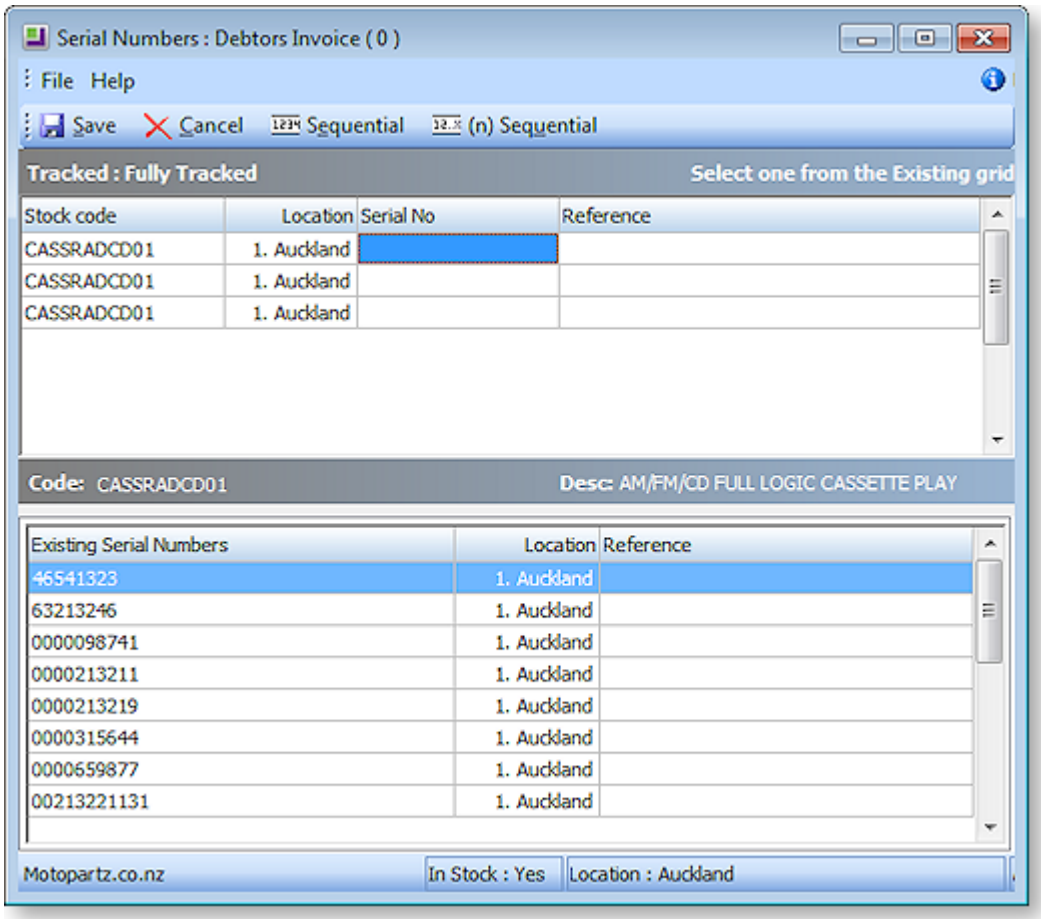
As an example, for a Creditor & Debtor only item:

- After purchase and before sale LOCNO will reflect the location of the inwards goods receipt. This is still true even if an internal transfer has moved the stock to a different location or consumed it as part of a manufacturing process.
- After sale LOCNO is updated to match the supply location.

Also in the above example, if there are no single entry internal only type movements (adjustments, works orders etc), then even if transfers (double entry) occur, the total stock across all locations is represented by the serial list but the location breakdown is likely to be incorrect.

Serial Number Processing

Serial numbers are maintained as part of the workflow whenever stock transactions are created for a serialised stock item. This is usually associated with a business document (e.g. Debtor invoice). When the document is saved using the **Save & Exit** or **Save** buttons, the stock items that should be serialised are determined based on the combination of the document class and the serial type of the stock items. The quantity of serials for each of these is computed. A serial numbers screen is displayed:



The top grid is populated with the required number of serialised rows. This is calculated from the line quantities of the parent document, and only items that should be considered serialised for this document class are displayed. If no items require serial processing, then the serials screen will not appear and the transaction will continue.

It is not possible to delete or insert rows, as this would require altering the quantities on the parent document. At any stage the **Cancel** button can be used to discard any serial information entered and return to the parent document that can then be amended as necessary. Clicking **Save** again will return to a fresh serials screen.

As the top grid is navigated:

- The lower grey bar will show the stock item code and name, and the upper grey bar will show the serial number type and available actions.
- The lower grid will show any applicable serial number list for the item in focus.
- The status bar beneath shows the filters that were applied in presenting this list and stock the stock status, location selection, and account selection.

Usually the lower grid shows a list of available serials. When the item is for a contra (negative) quantity such as a credit note, the row in the upper grid will be coloured red and the lower grid typically shows a list of serials previously traded with this partner. The column header wording of the first column (e.g. Existing Serial Numbers in the above example) also changes to reflect this.

Navigation and Data Entry

For some serial number types and document classes the serial numbers must already exist in the list shown in the lower grid. In others they may be created.

The following points should be noted when navigating the serial number screen:

- When the cursor focus is in a **Serial No** cell of the upper grid, the left and right arrows move along this upper grid row, while the up and down arrows move the selected line in the lower grid. If the cursor focus is in another upper grid column (e.g. **Expiry** or **Reference**) then the up and down arrows navigate the top grid.
- Entering, scanning or selecting a serial number will move the focus line of the top grid down one row. This accommodates rapid entry.
- If an entered serial number matches an entry in the lower list, it is selected. Selection can also be done using a mouse or navigating the bottom grid and pressing ENTER. A selected serial will copy all its static attributes such as Expiry and Reference.
- Selected serials disappear from the bottom grid so that they may not be selected multiple times. If a serial is selected in error, simply select another. The newly selected serial will replace the previous selection, and the replaced serial will be returned as the last row on the bottom list (i.e. the lower grid is not automatically resorted).

Sequential Entry

After entering a serial number, sequential numbers can be automatically entered or selected for consecutive rows that have the same stock code. This is done using the **Sequential** or **(n) Sequential** buttons.

The **Sequential** button will recurse until a change of stock code is detected. The **(n) Sequential** button will request a quantity and recurse this many times or until a change of stock code (whichever comes first). These functions are also available on the right mouse click menu, or by pressing F12 or CTRL-F12 respectively

When using these functions to create new serials the right-most portion of the serial number in focus is used as the incrementing integer. For example if started with a serial in the form ABC-123-1001-Z, then 1001 will be the portion incremented. The next serial will be ABC-123-1002-Z. This function will also clone the Expiry and Reference fields from the starting row.

When selecting existing serials the system will select from the lower list in sequence. Expiry and Reference will be obtained from the selected serial.

Closing the Serials Window

When all rows of the upper grid are populated the **Save** button may be clicked to close the serials screen and continue with the transaction save.

Clicking **Save** without all rows populated will present a warning dialog before returning to the serials screen.

Clicking **Cancel** will return to the parent document. All serial number entry in the current session will be discarded.

Pre-assignment

When pre-assigning serials (see page 210), the same workflow occurs as described previously for stock transactions.

If serials have been pre-assigned, then when the serial selection screen re-opens (either for review or subsequent stock transitions), the serials previously assigned will automatically populate the upper grid.

If the quantity required in the current session is less than the quantity pre-assigned then the pre-assigned serial will populate the upper grid in ascending Serial No. sequence (e.g. a Sales Order for ten items may have ten pre-assigned, but only four are being supplied for the current session). The additional assigned serials will show in the lower grid as rows with a different background colour. This allows easy identification for preferred substitution. A non-assigned serial may also be chosen as replacement if desired.

If insufficient serials have been pre-assigned, blank serial number cells will appear and will require entry.

Reporting on Serial Numbers

For most document types, MYOB EXO Business maintains link fields in the serial number records to both the header-level and line-level records of the participating document.

Clarity

Clarity reports can be used to detail serial numbers used on transaction documents.

Link fields can be used by Clarity documents to optionally print sub-reports showing serial number lists per document or per document-line. The sample file **InvoiceWithSerials.CLF** is provided in the Clarity Variants Library available on the partner website.

> **Note:** See the "Stock Serial Numbers" white paper for technical detail on the joins expected when linking sub-reports to document headers or lines.

Older FMT reports do not support reporting from the STOCK_SERIALS table.

Serial Number Tracking

The Serials tab of the Debtor, Creditor and Stock Item Details screens, and the **Serial Number Tracking** menu function both provide a grid showing serial numbers for a stock item.

Right-clicking on a serial number row will offer a list of document classes to drill to. Classes with no link will be greyed out on this menu. The separate Serial Number Tracking screen also has buttons on the button bar for each document class plus buttons for Debtor and Creditor account screens. These buttons are disabled when no link is present so scrolling this screen quickly identifies the links present. This screen can also be accessed as a separate window from the Serial Nos tab of the Stock Item Details account screen by clicking the  button.

The available drill-down features are:

- Creditor Account
- Debtor Account
- Purchase Order

- Inwards Goods
- Sales Order
- Creditor Invoice
- Debtor Invoice
- Assigned Document

Two additional options are possible when this form is accessed from other EXO Business modules:

- Stock Transfer Requests (Supply and Sales Order Workflow)
- Jobs (Job Costing)

Additional Serial Number Considerations

Changing Serial Number Types

Changing the serial number type (see page 202) for an item that has no stock transaction (e.g. a new item) poses no problems.

Changing the serial number type when tractions exist is a different matter, especially when stock on hand is non-zero. EXO Business provides tools that allow the user to align the list of serials with the stock level without also creating stock transactions (i.e. not altering basic stock keeping field). These tools are locked by default.

Access to the serial number editing tools is controlled by the User-level profile setting **Allow serial number override**. If it is set to "Y", two additional buttons are available on the Serials tab of the Stock Item Details account screen:

- **Add new serial numbers** - request the quantity of serials to be added and then input a list of serials.
- **Remove the selected serial number** - delete the serial row highlighted in the grid (a confirmation dialog appears).

Crediting Serials (Returns)

When crediting serial numbered stock, the system offers a list of serial numbers for selection from serial numbers previously traded with that business partner (Debtor or Creditor). Items that are set to "Fully Tracked" will not permit entry of serials that do not exist in the selection list. Other serialised stock items that are appropriate for the trading partner may either be selected from the offered serial list or a new serial number can be created.

Creation of serial numbers on return for a "Fully Tracked" item is blocked by default. The intent is to block fraudulent returns from a customer or prevent an item being returned to the incorrect supplier. Some circumstances may mean that this restriction is not appropriate, e.g. when the EXO Business software has been implemented after some trading of these items has commenced. It may be necessary to process a return for an item legitimately traded on a previous occasion whose transaction was never recorded in an EXO Business database.

The profile setting **Serials numbers creation on return** allows for loosening these controls. It has the following values:

- No – the system is constrained for both Creditors & Debtors (default)
- Creditors return – no constraint on Creditors but Debtors constrained
- Debtors return – no constraint on Debtors but Creditors constrained
- Both Debtors & Creditors return – neither Creditors nor Debtors are constrained

Deferred Invoicing

This refers to the case where a Debtors or Creditors invoice is created at a later time (i.e. not in same process as stock transaction). This occurs when costing receipts or supplying Sales Orders and the invoice is not generated at the same time.

In a partial invoice situation (invoicing less than supplied), the system matches the serials by invoice reference from the linked stock transaction (i.e. EXO Business finds the stock transaction for the invoice and locates serials with a matching link). This assumes that there has not been a subsequent stock transaction of the same class prior to invoicing (e.g. a customer return between supply and invoice). Processing of different classes is accommodated (e.g. item is received from supplier, supplied to customer, customer invoice raised, creditor invoice processed).

Last-link Storage

When multiple transactions of a similar class occur for the same serial number (e.g. a Debtors Invoice followed by a Debtors Credit Note for goods return) the links are only maintained for the last movement. Each document class has its own set of links and therefore do not interfere with each other.

In the case of a credit note, for example, the STOCK_SERAILNOS fields INVSEQNO, STOCKOUTSEQNO and DRINVLINESEQNO will point at the Credit Note and the links from the serial number to the original invoice are lost. If the invoice was created from a sales order then the original sales order links are still retained, provided that the credit note was manually entered and not a negative quantity sales order.

Note that STOCKINSEQNO and STOCKOUTSEQNO are direct (non-visible) links to the STOCK_TRANSACTIONS table and apply to multiple business transaction classes. A STOCKINSEQNO originally linked to the STOCK_TRANS for an INWARDS_GOODS_LINE may be overwritten with the link to a STOCK_TRANS associated with a CR_INVLINE used to return the goods to supplier. Both the IGRLINESEQNO and the CRINVLINESEQNO in STOCK_SERAILNOS remain valid but the original STOCKINSEQNO link to the STOCK_TRANS for the incoming goods is lost.

Maintaining all this history would require an additional table and would add additional complexity to the internal processing. It was decided that this was not warranted as usually only the last stock movement of that business type for a given serial number was of interest.

Serial history may have been recorded by document if creating PDF output of business documents.

Stock Take

By default serialised items are included in a stock take setup. Serials can be excluded from this process.

> **Note:** To exclude serial numbered items from stock take, enable the Company-level profile setting **Exclude stock items with serial numbers from stock take**, or tick the **Exclude Serialised Stock Items** option on the on the **Stock Take Options window (see page 183)**.

Stock adjustments for serial numbered items pose their own considerations:

- If the stock item is of serial type Fully Tracked, then any adjustments must also provide the additional serials or determine which serials to be removed. This can be done by keying stock adjustments in the Stock Movements screen.
- Other serial types do not insist that the sum of serials for a stock item / location combination match the stock level. It therefore becomes the user's choice if serial numbers are to be adjusted in association with stock take discrepancies. This consideration would normally only apply to serial types with the Internal attribute.

Reference Field

Serial numbers also offer an alphanumeric reference field for each serial item. This field has no special significance and can be used to store any additional information. Up to 30 characters is accommodated per serialised item.

This field is always present but can be hidden, if not required, by using the visible column attribute of the Exogrids. Blank or null entries are permitted so use is optional.

> **Tip:** Adding the menu item **Setup Stock Serial Numbers** accommodates correcting serial reference numbers and even changing an existing mis-keyed serial number. This item is not installed to the default menus for security reasons.

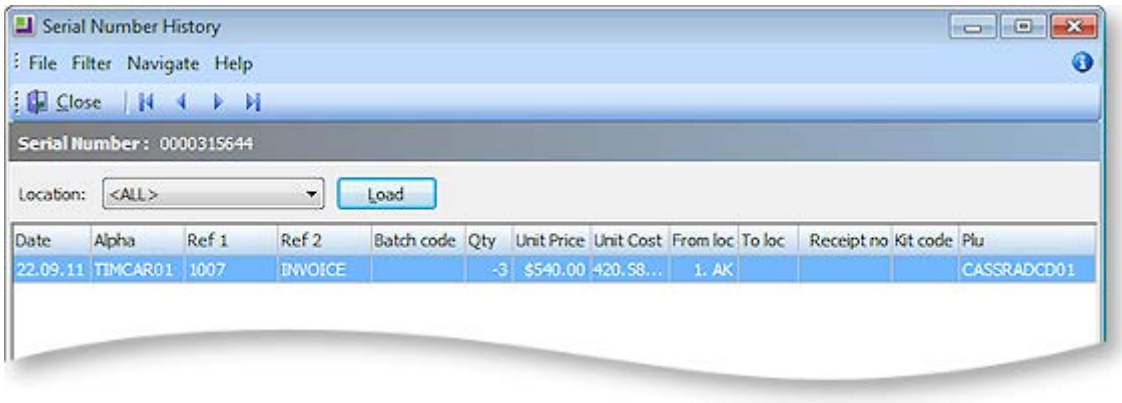
Although serial numbers are identified during processing by their recorded serial number the system assigns each serial number a unique identifier to each item (SEQNO). EXO Business does not use the actual value of the serial number field for linking purposes therefore this tool can safely change it. This is useful if say some goods were accidentally receipted (created) with the wrong serial number. Uniqueness of serial numbers within a stock item is still an imposed constraint.

> **Note:** **Extra Fields functionality (see page 24)** is not supported on the STOCK_SERIALNOS table.

Serial Number History

MYOB EXO Business provides several screens to view the history of serial numbers. The main serial number record stores only the last document number for each document class. Access to these documents is provided via a right-click menu from the Serials tab in the Debtors, Creditors and Stock account screens.

On the Serials tab of the Debtors, Creditor and Stock account screen, the right click menu includes a **View History** item. This opens a window of stock transactions associated with the serial number:



Transactions in this window can be drilled into in the same way as on the main Transactions tab in the stock account screen.

The **View History** menu item may also be accessed from the available serials window in the lower grid when processing serial numbers.

> **Note:** The Serial Number History screen shows stock transactions associated with stock movements. If invoicing (Debtors or Creditors) is done subsequent to the supply or receipt, the stock transaction does not contain the invoice number and hence cannot directly drill to the invoice.

For Sales Orders the stock transaction provides right-click menu access to Sales Order history from which the invoice(s) may be drilled.

To facilitate reprint of invoices with serial numbers, the system also maintains separate audit by serial number linked to invoice number. This may optionally be used in Clarity instead of the links to the primary serial number record. For compatibility with earlier versions, the default Clarity files provided still use the single level of history provided by the main serial number record.

Note: See the "Stock Serial Numbers" white paper for technical information on the table structures and links that may be used in Clarity.

Advanced Serial Number Features

This section covers optional advanced features that capture additional data or extend the workflow. By default they are inactive.

Expiry Dates

If the Company-level profile setting **Use expiry dates for batched & serialised items** is active, the system will offer and expect expiry dates to be entered on serial records if the **Item Expires** option is also checked on the Details 1 tab of the Stock item (see page 164). Expiry dates are entered in the form dd.mm.yy.

Pre-Assignment

Pre-assignment is the process of linking or associating a serial number with a document prior to the workflow that generates a resulting stock transaction. This is normally a reversible process in that alternative serial numbers may be exchanged for pre-assigned ones at any time prior to creating the stock transitions.

Pre-assignment is optional and requires that the Company-level profile setting **Allow serial number assignment** be activated.

Three processes may pre-assign serial numbers. These are:

- Inwards Goods – serial numbers can be entered in Inwards Goods Receipts and then recalled for processing during Inwards Goods Costing.
- Sales Orders – serial numbers can be entered at time of Sales Order Entry and then recalled for processing during supply.
- Stock Transfer Requests – when stock is moved to the In Transit location using the **Send** button (creates stock transactions) then if the pre-assignment profile is set, the selected serial numbers are tagged as assigned to the Request document until received into the destination location. This ensures that only the sent serials are processed on during the Receive process. This is especially useful where serials for a stock item may exist in the in-transit location for multiple transfer requests at any given time. On using the **Receive** button, the tagged list of in-transit serials is recalled for easy processing.

Pre-assignment has no effect on free stock levels or other stock calculations. By associating a serial with a document, the user can:

- Create a serial number record prior to actual stock transaction processing.
- Tag a serial to a particular document so that it is unavailable for selection on any other document.
- Allow rapid recall of the pre-assigned list at time of generating the stock transaction.

Note: The true document class link fields are not updated until a stock transaction is processed. In this way, if a serial participates more than once for a given document class (e.g. returned item sold on a subsequent Sales Order), the original link is not lost until overridden by the new stock transaction. De-assigning a serial number thus restores the history condition that existed previous to assignment.

Pre-assignment is determined from the serial number property ISASSIGNED, which can be one of the following values:

- N - not assigned
- i - Inwards Goods (Supplier)
- o - Sales Order (Customer)

- q - Stock Transfer Requests (Internal)
- r - (Reserved for future use)

Note: These values are case-sensitive.

An assigned serial number will also have header and line level links in a pair of fields designated for this purpose. These are separate from the links associated with the particular document class. The assigned links have indeterminate values when ISASSIGNED = 'N' (i.e. they are not cleared after use). If using assignment links in Clarity then the query must explicitly test the ISASSIGNED field for the correct letter associated with the document class.

Bills of Materials

EXO Business provides some additional support for serial numbers when processing Bills of Materials.

The BILLCODE is stored in the field STOCK_SERIALNOS.KITCODE for participating serial numbers.

There is no logic to correlate or link output serial numbers to component serial numbers. In other words, the individual component numbers for an individual serial number of an output stock item is not determinable where the output quantity is greater than one. Serial numbers, both component and output, can be determined for a document.

When a bill of material is embedded within another document (e.g. Sales Order or Debtors Invoice) then the BOM type is relevant to the serialised actions taken:

- A BOM of type "Kit" sells the component directly and does not manufacture an output item. A serial number will therefore not be requested for the OUTPUTCODE. The component lines are true sales lines and therefore serial numbers will be requested only if the stock item's serial type contains the debtor attribute.
- A BOM of type "Build" (manufactured) involves two simultaneous processing functions: manufacture (internal attribute) and sale (Debtor attribute). Serial numbers will be requested for items (both components and output) that have either internal and/or Debtor attributes.

If EXO Business were to apply exact rules of definition, then a BOM of type "Build" should theoretically not request serial numbers for components which do not contain the internal attribute (e.g. such as those marked Debtor only). This was deemed contrary to popular expectation where serial numbers for components of a manufactured item are often listed on the debtor invoice for documentation purposes only, even though the output item is the only stock code that is participating in the sale process.

The parent supply or invoice processes do not check for discrete multiples of a BOM across all components. For example, manufacturing five units where each require a component quantity of three does not enforce the supply or invoice quantities of that component to be a multiple of three. The row count for serials requested will simply derive from the supply or invoice quantities entered (as per a non-BOM line). Pre-assignment also works in the usual way.

Style, Size, Colour

The Style Colour Size feature enables you to create and process stock (see page 156) in variations of colour and size. A common example of how this might be used is the fashion industry, where a single item is sold in variations of colour and size. The Style Colour Size feature is available at no extra cost to MYOB EXO Business users. The feature is enabled by configuring profile settings (see page 212).

Fitness for Purpose

What follows is a brief description of the use of these functions. The feature is limited to the functionality described in this book, and no additional (undocumented) functionality is implied. It is widely acknowledged that there are specialised software applications developed to handle Style Colour Size requirements, these are generally expensive to buy and complex to install and use. Our intention here is to better accommodate MYOB EXO Business users who have an element of Style/Colour/Size within their product range, or who have found existing specialised software to be an 'overkill', either being too complex or too expensive. It is essential that the users satisfy themselves that the demonstrable capabilities are sufficient for their purposes prior to purchasing MYOB EXO Business or adding this functionality.

Style Colour Size Profile Settings

The following profile settings are available in EXO Business Config to set up and customise the Style Colour Size feature.

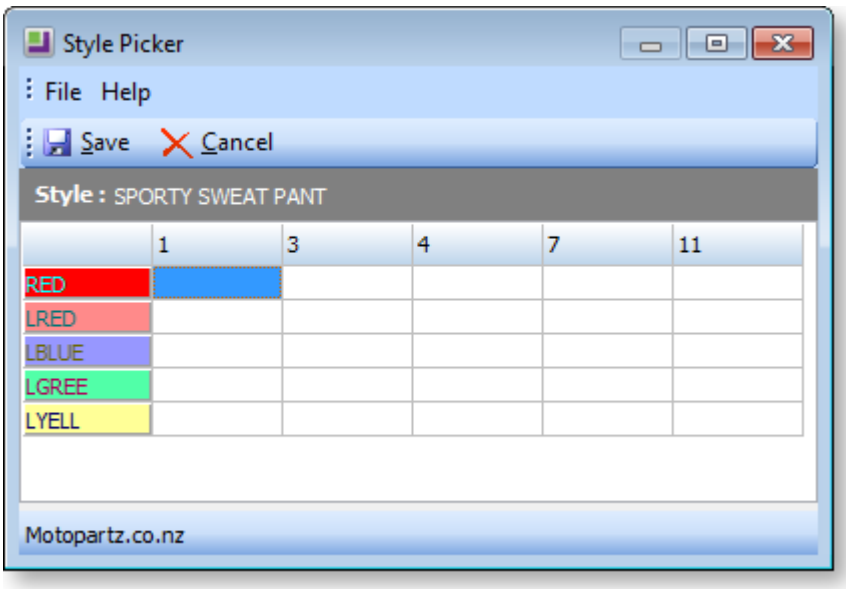
Enable Style Colour Size features

To enable Style Colour Size features, tick the **Enable size/colour** Company-level profile setting and click **Save**. Close any instances of MYOB EXO Business and Config and restart for the feature to be enabled.

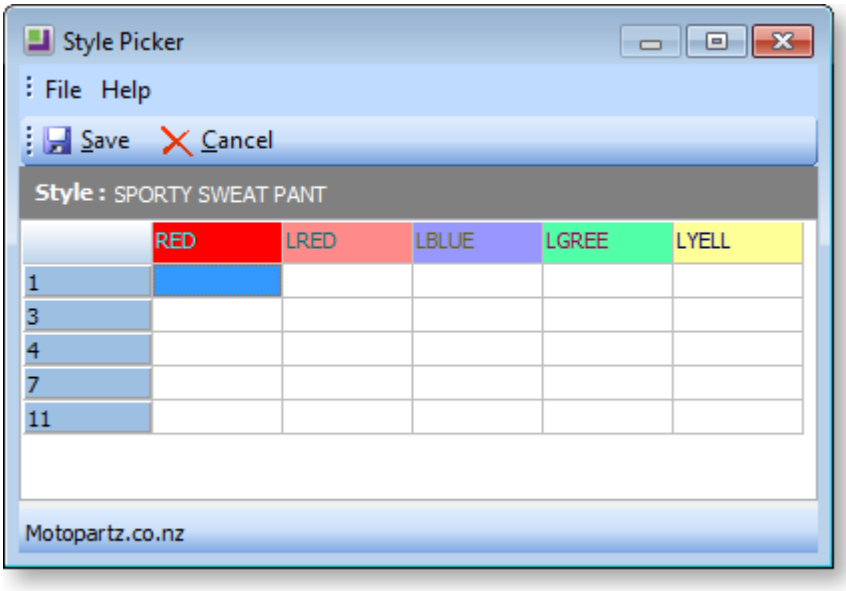
Style Colour Picker Swap Axis

To swap the Style Picker axis, check the **Style colour picker swap axis** Computer-level profile setting and click **Save**.

The default setting has colour as the vertical axis:



When this setting is enabled, colour becomes the horizontal axis:



Style Colour Size Stock Code Formula

To change the formatting of the Style colour code formula, edit the **Size colour code formula** Company-level profile setting as necessary.

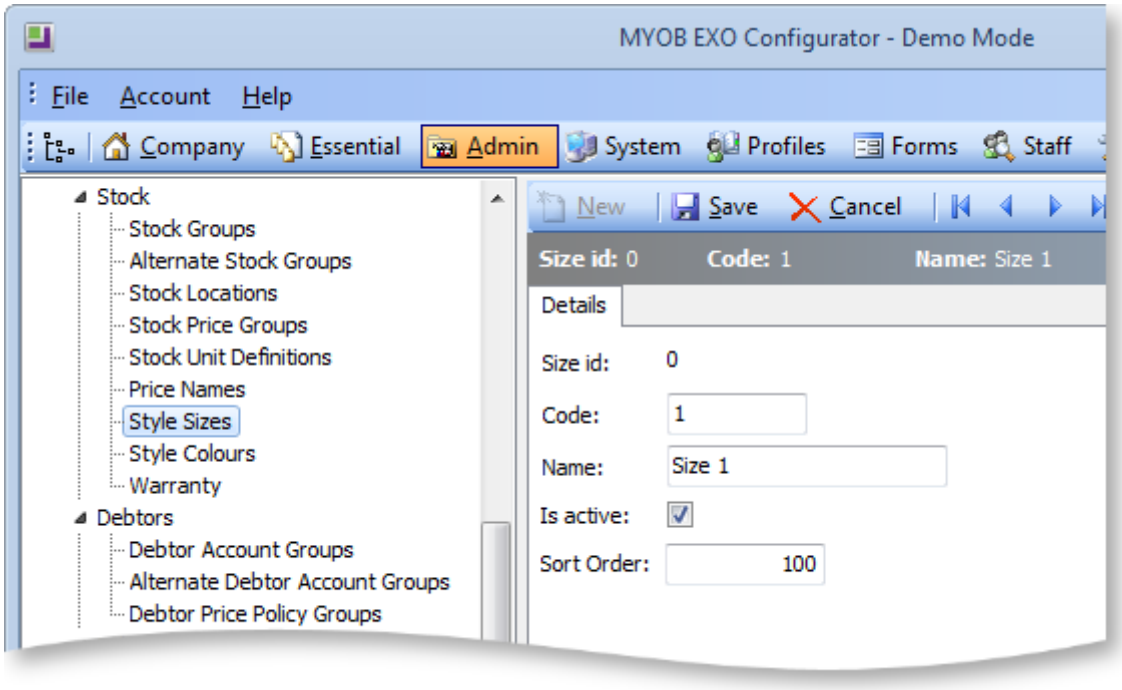
Style Colour Size Stock Description Formula

To change the formatting of the Style colour description formula, edit the **Size/colour description formula** Company-level profile setting as necessary.

Creating Style Size Options

Before you can generate any styles in MYOB EXO Business you will need to establish what sizes will be available across your whole product range. For example you may have some styles which come in only three sizes Small Medium and Large, other styles may come in a more comprehensive range of sizes ranging from sizes 6 through size 14. If you have a style that has an extra dimension to its sizing e.g. Black - Size 10 shoes (wide or narrow fitting), then you will need to create a separate sub style to accommodate the wide or narrow fitting or create specific sizes '10N' and '10W'. MYOB EXO Business accommodates two dimensions: Size and Colour.

To create style size options use the option in MYOB EXO Business Config as shown below:



The **Size ID** is a unique key assigned by the system. It cannot be altered by the user and is invisible during normal operation.

The **Code** is a short abbreviation of the size. It is used in the formula that auto-generates stock codes for the style.

The **Name** is a long description used in the formulation of the descriptions of Stock items in this style.

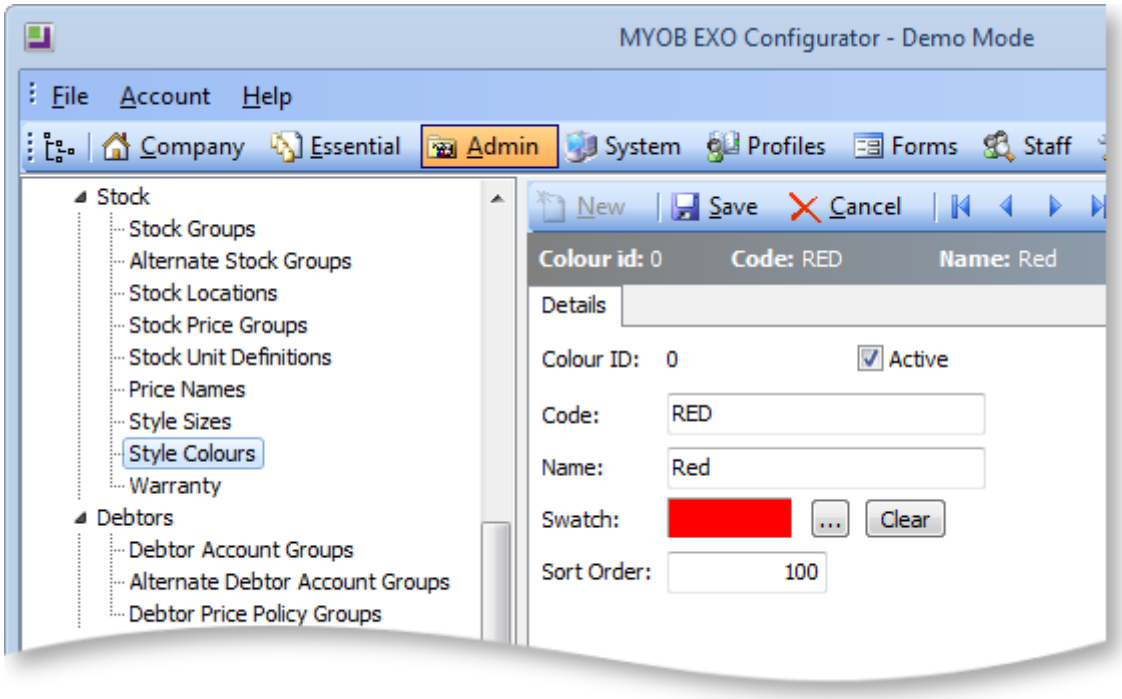
The **Is active** option is enabled by default. Sizes can be made inactive if they are no longer available.

The **Sort Order** determines the size's position when displayed on the Style Picker (see page 219).

Creating Style Colour Options

Before you can generate any styles in MYOB EXO Business you will need to establish what colours will be available across your whole product range. If you have a style that has fabric options e.g. Leather or Plastic, then you will need to either create a whole separate sub style to accommodate the different fabric options, or create specific Colour options e.g. 'Red L' and 'Red P'. MYOB EXO Business accommodates two dimensions: Size and Colour.

To create style colour options, use the option in MYOB EXO Business Config as shown below:

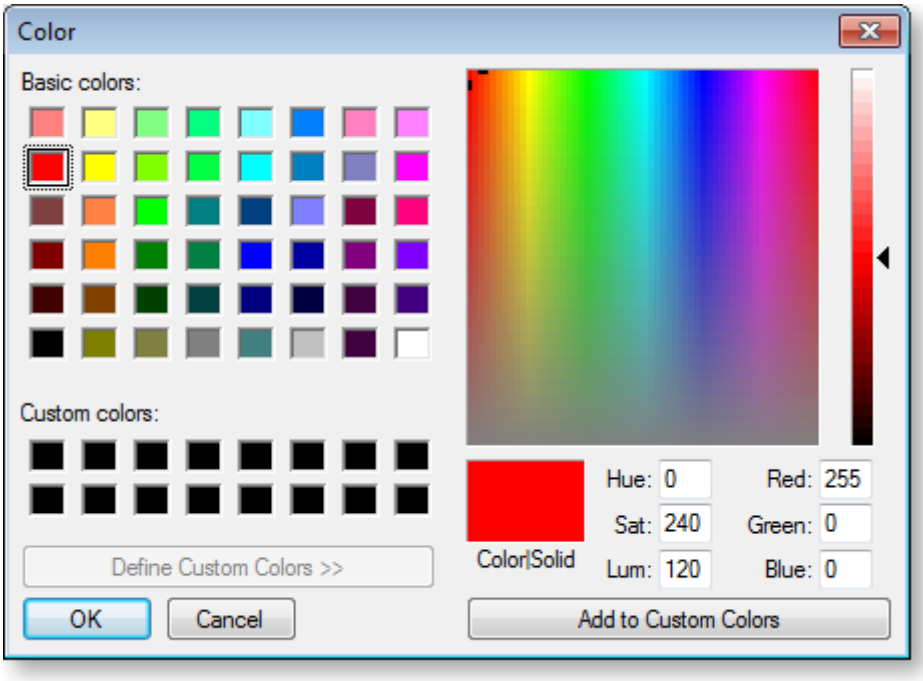


The **Colour ID** is a unique key assigned by the system. It cannot be altered by the user and is invisible during normal operation.

The **Code** is a short abbreviation of the colour. It is used in the formula that auto-generates stock codes for the style.

The **Name** is a long description used in the formulation of the descriptions of Stock items in this style.

The **Swatch** lets you pick a colour to act as a visual cue when picking this style on an order. Clicking the edit button opens a standard colour select window:



The **Is active** option is enabled by default. Colours can be made inactive if they are no longer available.

The **Sort Order** determines the colour's position when displayed on the Style Picker (see page 219).

Creating a New Style

A style is a collection of Stock codes that are common but with minor variations. These variations are typically Size and Colour. The Size and Colour variations are two common problems for businesses that deal in styles. These are creation of a new style (maybe involving a hundred-or-so stock codes), and representation of the style in a visually compact fashion using a matrix where size is represented by the X-Axis and Colour on the Y-Axis.

In MYOB EXO Business, a Style is analogous with a Stock Group, you can set the name of product group as 'Style' using the display names option in EXO Business Config. Stock Groups can be grouped under parent grouping Stock Group 2. For example sales of various styles of socks might be reported under the collective stock group 2 'Socks'.

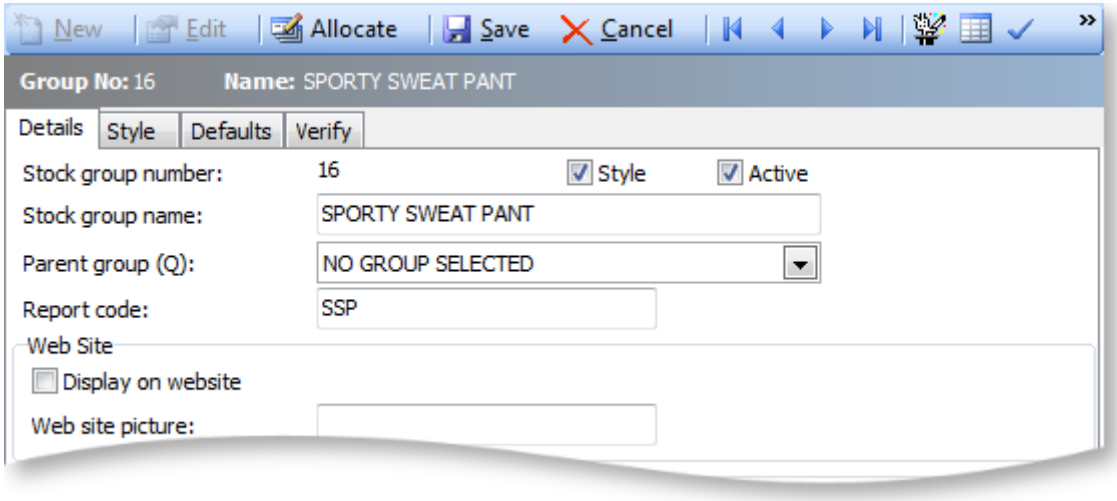
Also the Price Groups function can be used as a useful method of controlling discounts of promotional pricing across a whole style at once.

Not all product groups are required to have style attributes:

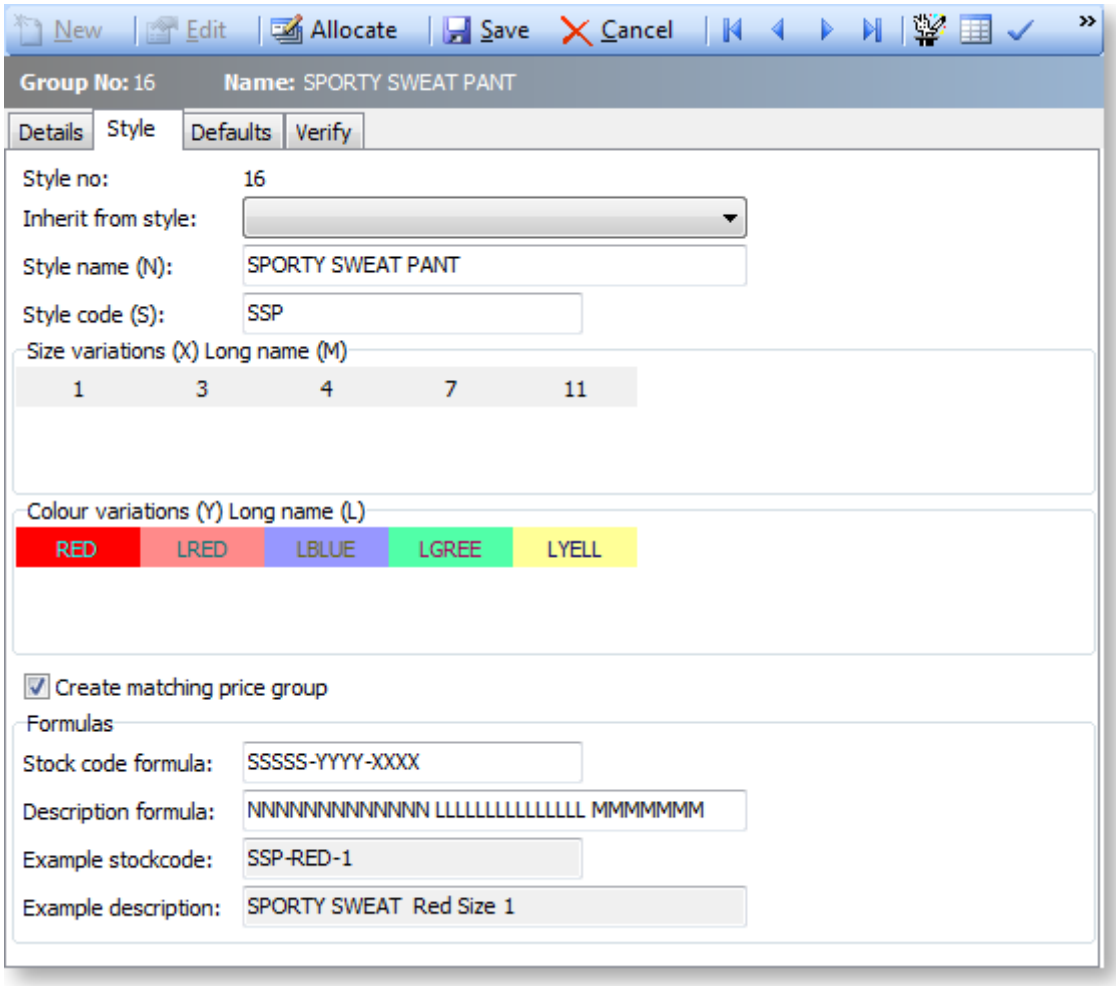
- A sports equipment shop may sell all sorts of sports equipment, but only sports apparel and sports shoes have Style/Colour/Size requirements.
- A furniture store may sell furniture and bedding, but only Bed sheet product lines have a size colour attributes.

For this reason there is a flag on each product group indicating that this product group has Style attributes.

Click **New** on the screen above to create a new stock group, then proceed to set up the stock group in the normal manner. Tick the Style box and three more tabs appear:



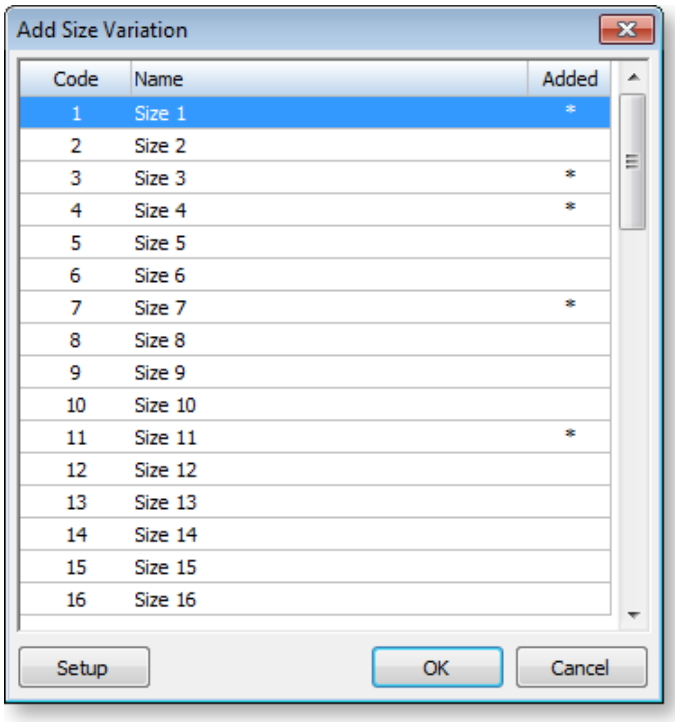
The Style tab is the key to creating a whole style and its constituent stock items in one step.



Field	Description
Inherit from Style	You can inherit the properties of a similar style already created in your system. This is a very fast way to set up a style based on a style from last season. The new style need not be an exact duplicate. You may change attributes after copying.
Style Name (N)	A long description of this style (equivalent to product group description) used in the formulation of Stock Item descriptions.
Style Code (S)	Equivalent to Product group report code used as an abbreviated for of the style in the formulation of Stock codes.

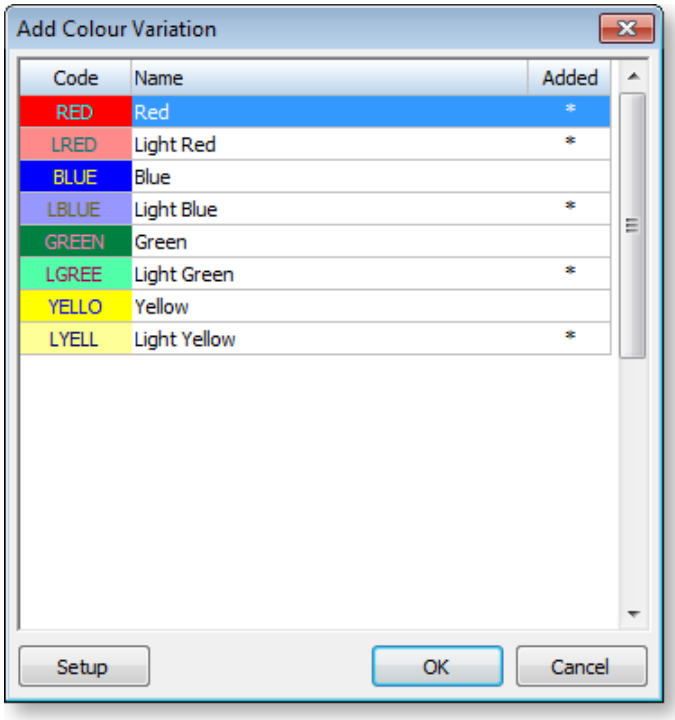
Size Variations (X) and (M)

Double-click in this area or right click on this area and select **Add** to pick from a list of available sizes. You can add these by double-clicking on a size or highlighting one and clicking **OK**.



Colour Variations (Y) Long Name (L)

Double-click in this area or right-click on this area and select **Add** to pick from a list of available colours. You can add these by double-clicking on a colour or highlighting one and clicking **OK**.



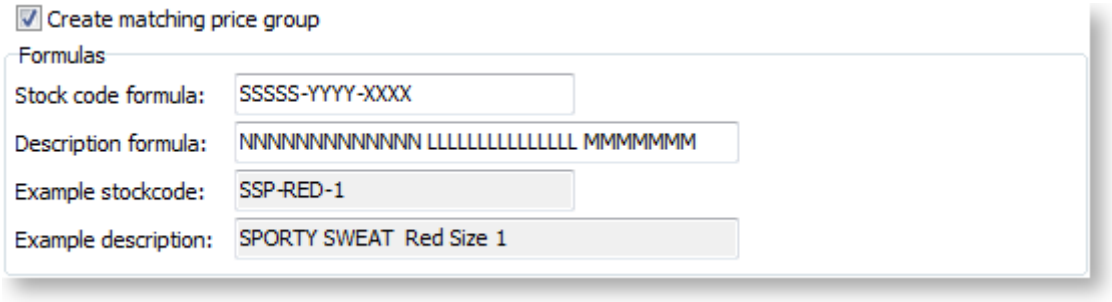
When you click **OK**, these colours are shown against the style. If you attempt to add a colour that is already selected for this style you will receive a warning.

You can delete a selected colour by right-clicking on it and selecting **Delete**.

Create matching price group	To facilitate easy maintenance of price rules for promotions or discounting of all products in the style you can automatically generate a stock Price group to match the style. Check this option if you want to create a matching price group for this purpose.

Formulas and masks

MYOB EXO Business allows you to automatically build consistent stock code details using a 'mask' or template. The example section gives you an illustration of how the stock codes and descriptions might appear when created. If you change the formula, you will see the examples change as you do so. The letters used in the formulae correspond to the letters in brackets on the style creation screen.



There are two company level profile settings that are used to set the default formulae; however, if a style is inherited then the formula will be inherited as well. The two profiles are called:

- SIZE_COLOUR_CODE_FORMULA
- SIZE_COLOUR_DESC_FORMULA

Stock code Formula - can only use P, S, Y and X characters. These represent Alternate Stock Group ReportCode (P), Style Code (S), Colour Code (Y), Size Code (X)

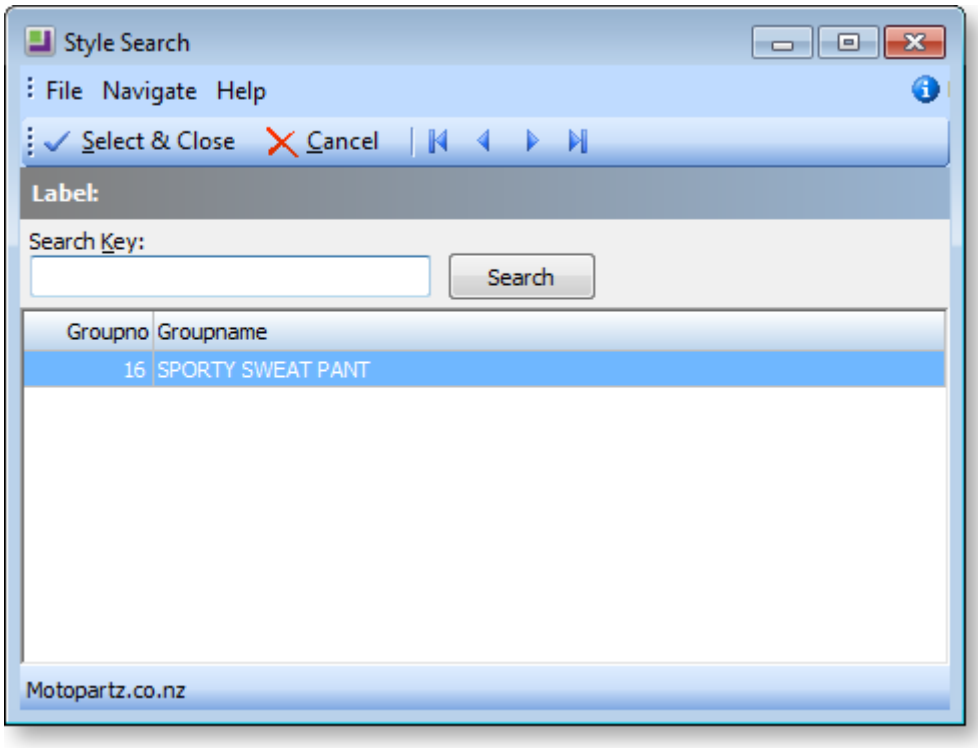
Description Formula – are limited to Q, N, L and M characters. These represent Alternate Stock Group Name (Q), Style Name (N), Colour Name (L), Size Name (M).

The Stock code is generally set to 23 characters and stock descriptions to 40 characters. If you need more than 40 characters, you can add additional descriptions in the notes field of the stock item. It is recommended to keep descriptions limited to 40 characters so that they can be properly viewed on reports and Invoices. Also, ensure that you have enough characters to accommodate the longest size and colour codes / descriptions before creating the style.

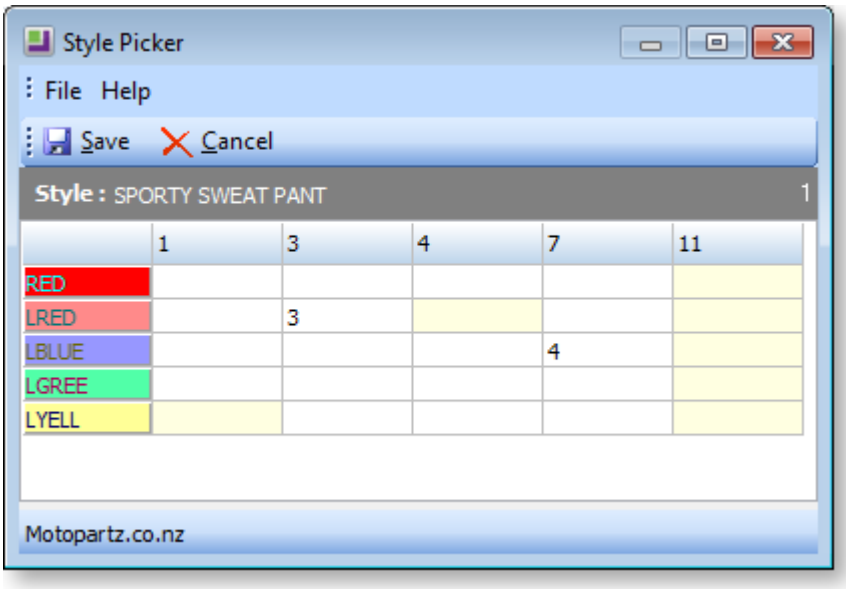
Processing Styles using the Style Picker

While you can treat a stock item that belongs to a style as a unique stock item, (e.g. point of sale where you may scan a barcode on the product) the style picker is used as an aid to selecting multiple stock items from the same style. An example is when you are ordering various sizes and colours from suppliers or if you are distributing a variety of colours and sizes to your customers.

The Style Picker is available in Sales Order Entry and Purchase Order Entry screens. Similar to using the dot (.) to signify you are entering a KIT code, you can use the forward slash (/) to indicate you want to search on styles:



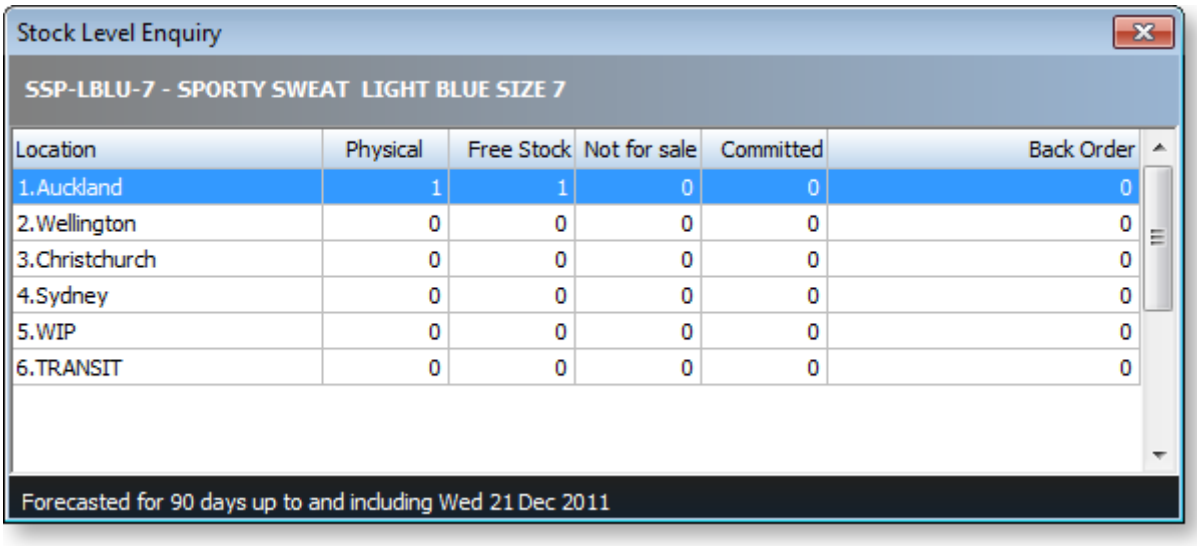
Select a style and the Style Picker opens, showing all size/colour combinations set up for the style:



Note: Sizes and colours are ordered according to their **Sort Order** property. If multiple sizes/colours have the same sort order, they are ordered by their **Size ID**/**Colour ID**.

A light yellow cell indicates that a particular size/colour combination is not available. You can set an item as unavailable by making the stock item inactive or by removing the size or colour extra field settings. The system also blocks you in entering data on a yellow cell.

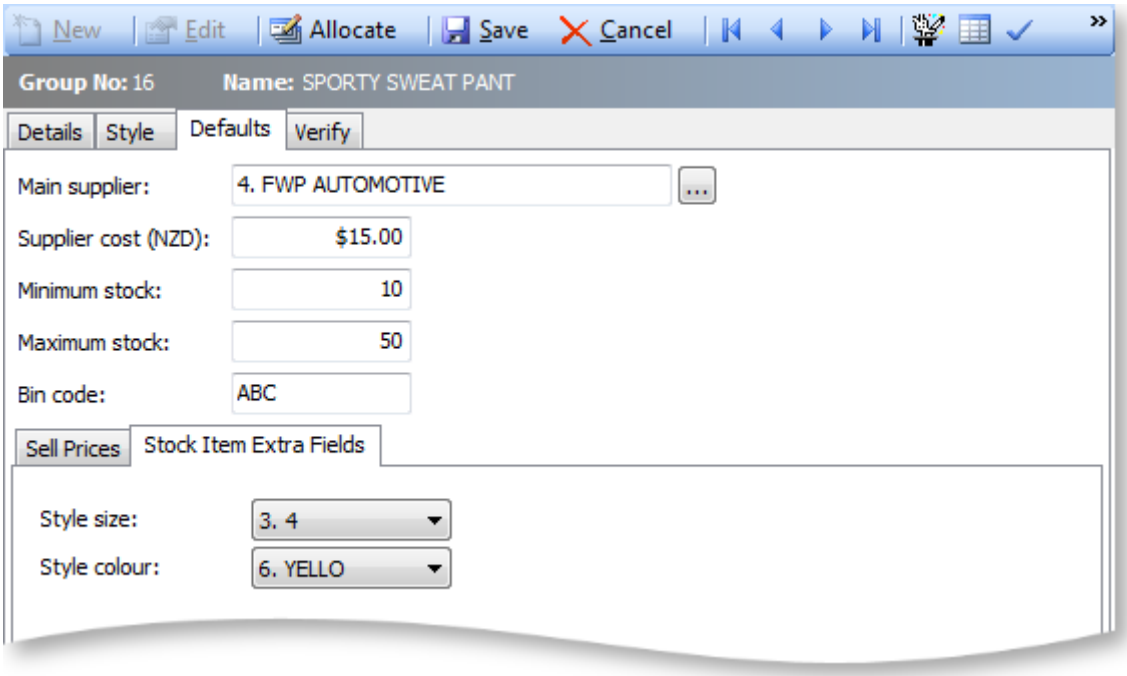
You can double-click on any available cell in the grid to view the summary of the stock on hand availability for that stock item across all locations.



Select the required quantities using the Style Picker matrix, then click **Save** and the order will be populated with the required quantities of each stock item. From here on, the lines are independent stock codes and the order is processed as it would be normally.

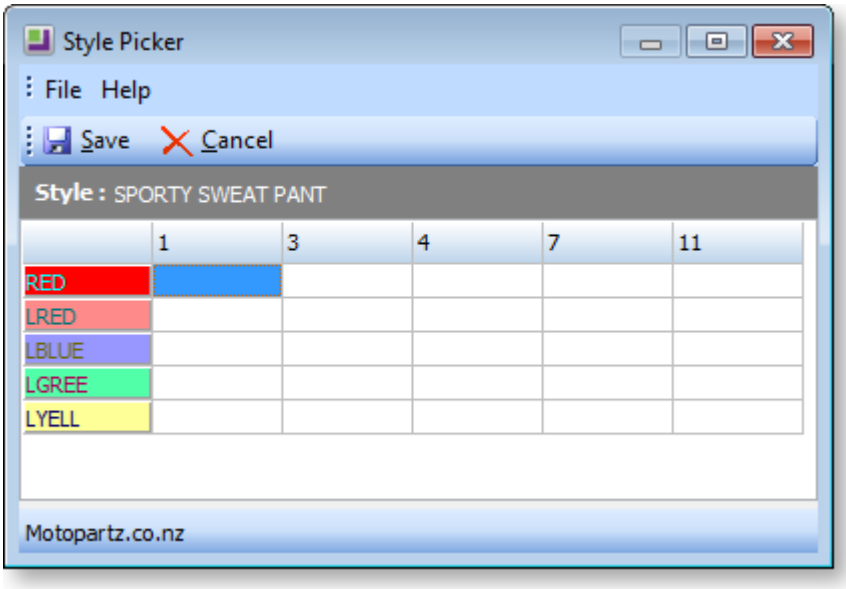
Setting Other Default Values

Before creating the stock items that will make up a style, you can predefine default settings for these stock items, as illustrated below.



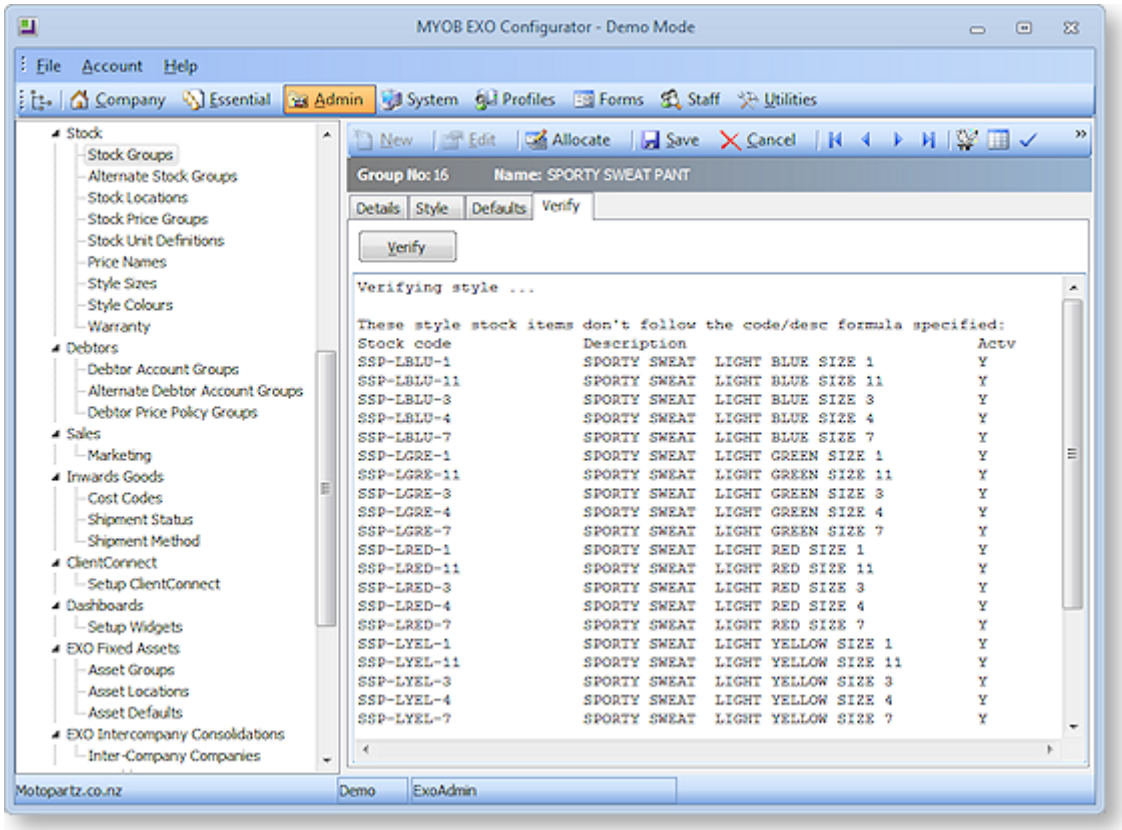
Note: The secondary stock group for each of these stock items is set at the stock group level.

You can also preview the style before you create it using the view/size colour matrix option on the toolbar ( ).



You can save the description of this style without generating associated stock items.

You can verify the style description by clicking the **Verify style** toolbar button ( ), or by going to the Verify tab and clicking the **Verify** button.



The verification checks the style description you have made, and checks any existing stock items that are attached to this style (created manually) that do not have size or colour specified. The full list of possible errors is as follows:

No style code specified

No style name specified

No size variations specified

No colour variations specified

No matching price group found

Matching price group found but 'Create matching price group' unselected

No stock code formula specified

The stock code formula contains no style mask (S)

The stock code formula contains no colour mask (Y)

The stock code formula contains no size mask (X)

No description formula specified

The description formula contains no style mask (N)

The description formula contains no colour mask (L)

The description formula contains no size mask (M)

No style stock items exist - select 'Generate' button

No style stock items with size/colour exist - select 'Generate' button

These style stock items don't have size or colour specified:

These style stock items have inactive flags:

These style stock items don't follow the code/desc formula specified:

These style stock items don't have the matching price group:

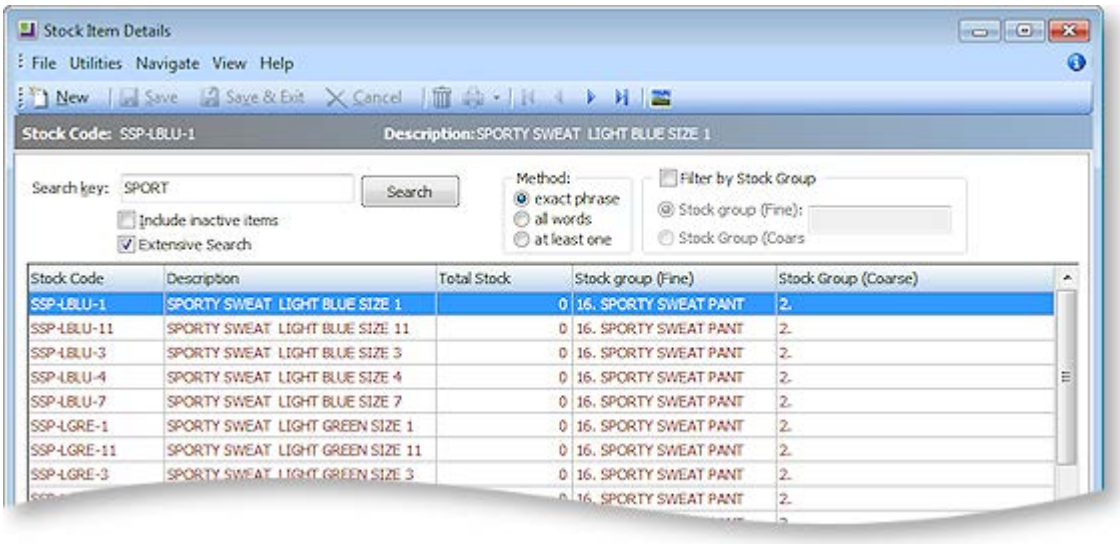
These style stock items have the matching price group when shouldn't:

There is not ONE ONLY style stock item for these size/colour combos:

Generation of the stock items is a separate task performed when you click the  button on the toolbar. When you click this icon you will see a progress box appear as the stock items are created. Once the style is created, a confirmation message will appear.

Stock Items

If you search your stock items list you should now see all the constituent stock codes created by the style generator as illustrated below:



If you examine one of these items you will see that there are two extra fields that contain the stock items size and colour attributes. These are the key to building the on screen style picker matrix.

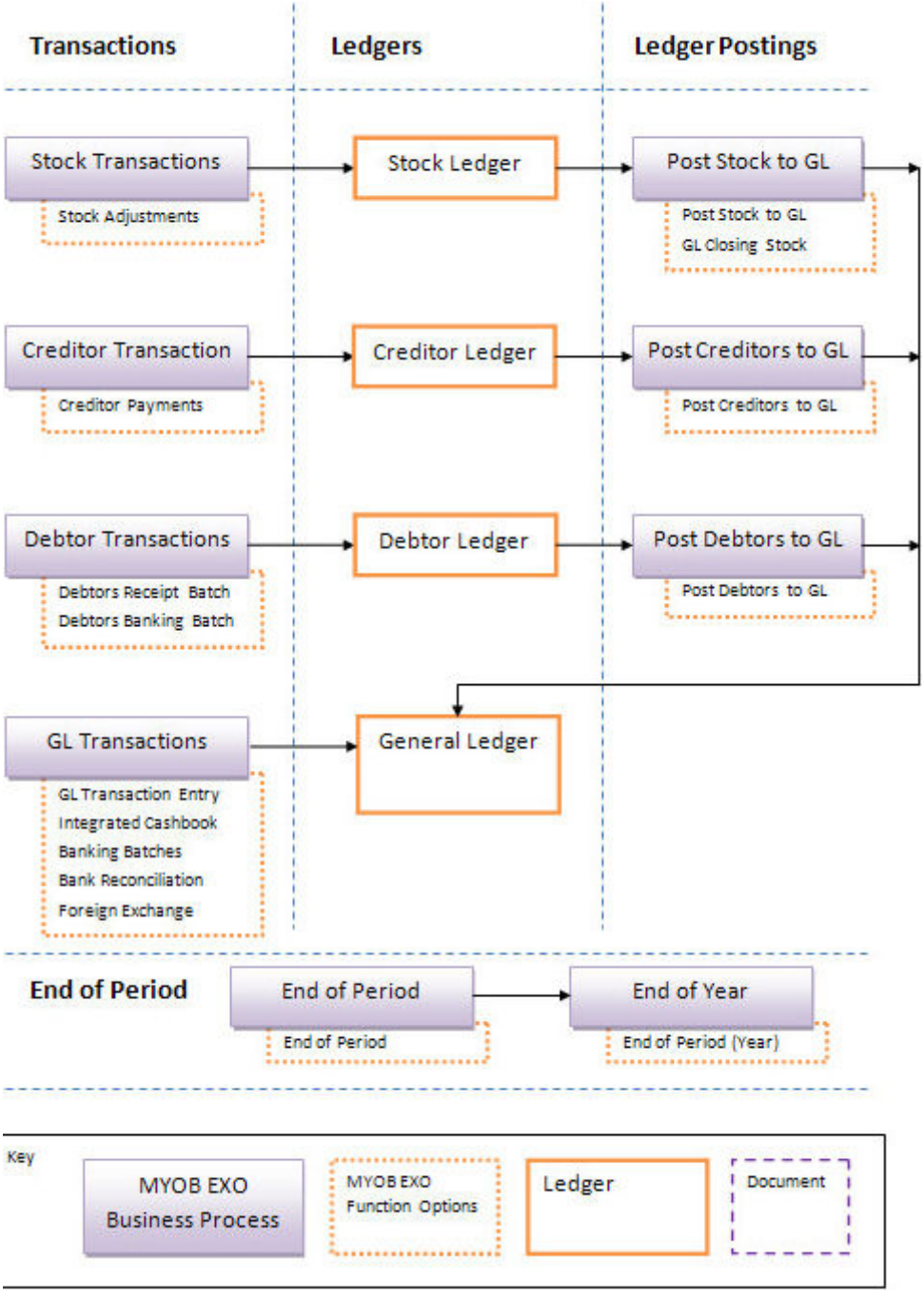
The General Ledger

General Ledger Overview

The General Ledger (GL) is the consolidation of all the movements created in the debtors, creditors and stock sub ledgers. The GL forms the basis of the recording of business activity. By creating as many or as few GL accounts you can define the level of detail you wish to report. The reporting can be consolidated from the GL accounts using the Report Writer. Budgets can be created to monitor the performance against expectations.

This section describes the set up related to the GL – account groups, accounts and control accounts. It also explains the procedures for entering transactions, reconciling the GL and generating reports.

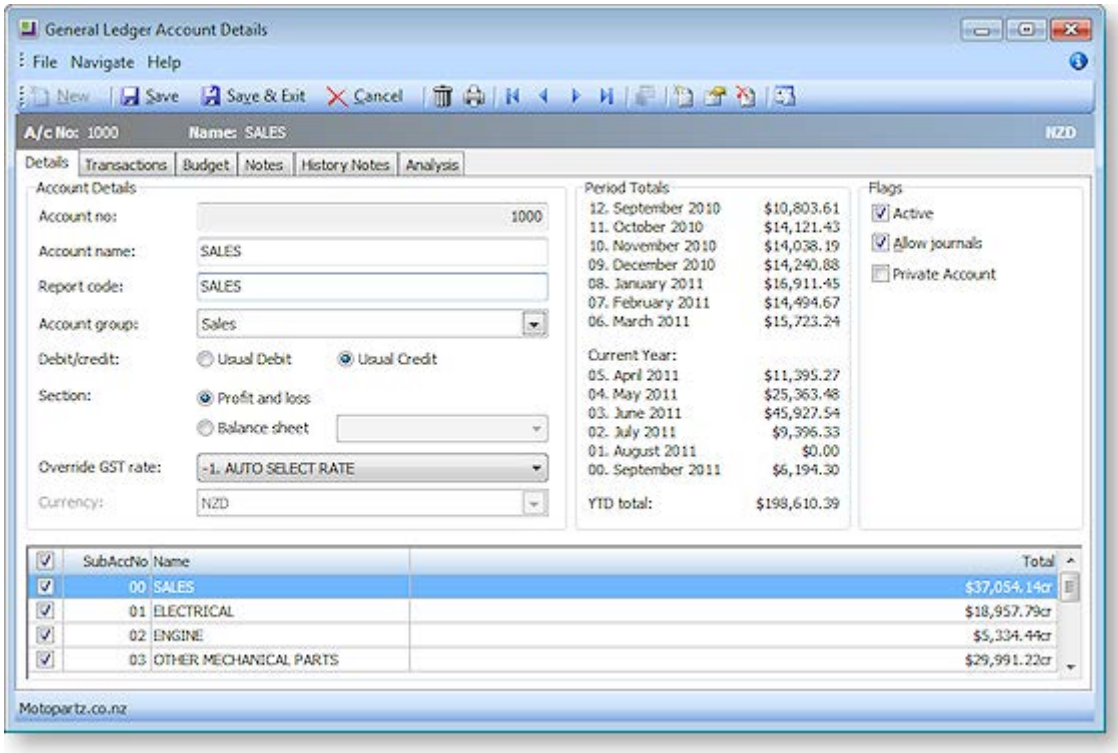
General Ledger Transactions



General Ledger Master

Account > General Ledger

The General Ledger (GL) is the consolidation of all the movements created in the Debtors, Creditors and Stock sub-ledgers. GL accounts are used to identify and access accounts in the General Ledger to prepare financial reports at the end of each period and each financial year.



Details (see page 229) – contains General Ledger account no, name, report code, account group, default GST rate and flags. It also identifies the type of GL account, the currency used and if it's a usual debit or credit account.

Transactions (see page 233) – lists all the records that matched the search criteria based on period, sub accounts and branches.

Budget (see page 235) – allows multiple budgets to be set up and used for reporting purposes.

Notes (see page 141) – this tab provides a way for users to record any communication or general information related to the account. Users can insert the username and date/time when the info is recorded and common phrases (see page 143) can be entered easily.

History Notes (see page 141) – this is like the Notes tab, but is more structured. This makes it easier to search for previous notes related to the account. It's also easy to create, delete, or email history notes.

Analysis (see page 237) – show trends of a particular account in graphical form.

Note: The buttons in the toolbar at the top of the General Ledger Account Details window change when moving between tabs.

Setting up GL Accounts

Quick Guide to Setting up GL Accounts

GL accounts are used to identify and access accounts in your GL and to prepare your financial reports at the end of each period and each financial year. Here is a checklist of the steps involved in setting up GL accounts:

1. Determine the accounts you require. Your accountant can help you by providing a "chart of accounts" that is used to produce your end of year accounts. If you set up similar accounts in your GL, it helps reduce the amount of work required to produce your end of year accounts.

   Every transaction you enter must belong to an account. Having too many accounts makes account selection more difficult during transaction entry. Having too few accounts reduces the amount of information shown in your reports. The GL chart of accounts has an impact on modules such as Asset Register and features like Foreign Currency.

2. Decide on a coding system for your accounts. You also need to decide the branches and sub-accounts to be included, depending on the options set up in **EXO Business Config > Essential > General Ledger**.

3. Set up your GL Control Account in **EXO Business Config > Admin > General Ledger > GL Control Accounts**. This setting determines the default GL accounts you want to use as your main bank account, debtor and creditor control accounts, errors account and so on.

4. Set up your GL Account Groups in **EXO Business Config > Admin > General Ledger > Account Groups**. If there are some account groups that have already been set up, you can leave them as they are or if you prefer change them or add others to suit your requirements. These options determine the grouping of your GL accounts. For example, Sales and Purchases, Overheads, Assets, Liabilities and Capital.

5. Enter your GL accounts by selecting **Account > GL**. When entering your GL accounts, note the account numbers that you will be using in your GL Control Account.

Additional Accounts

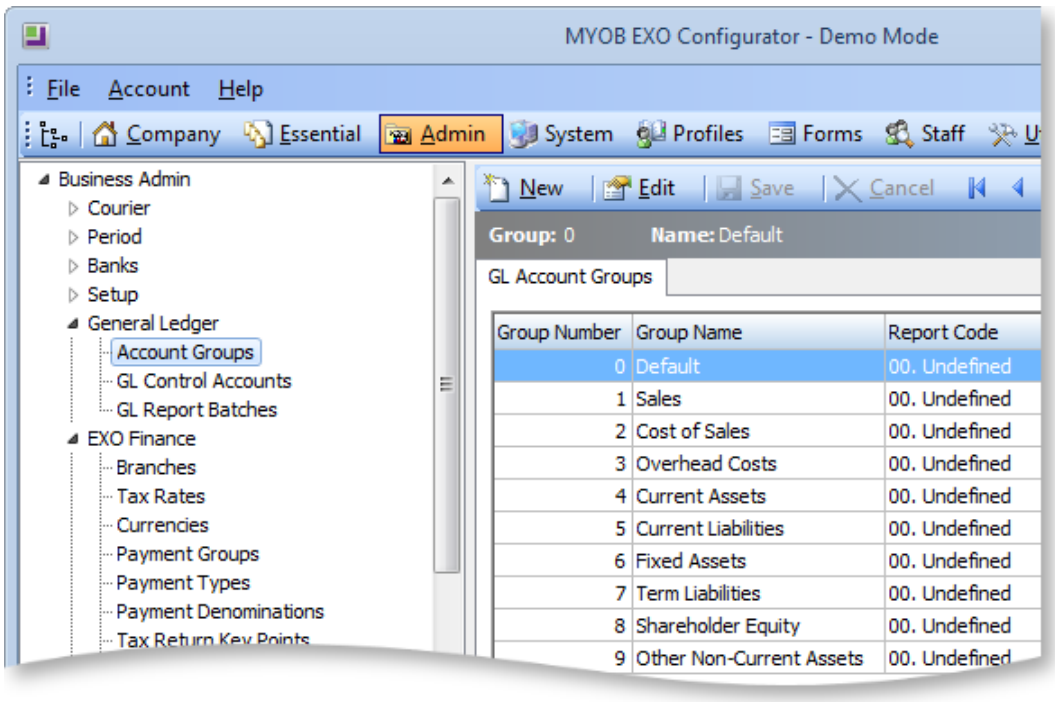
MYOB EXO Fixed Assets is an asset management system that is completely integrated with MYOB EXO Business's General Ledger to ensure that your asset management and financials are kept up-to-date at all times. When using Fixed Assets, more control accounts are required - these are set up in the Fixed Assets.

The Foreign Currency (see page 293) feature allows you to make adjustments in the General Ledger for movements in Forex, both realised and unrealised. You should create accounts to be used in the Forex calculator.

Setting up GL Account Groups

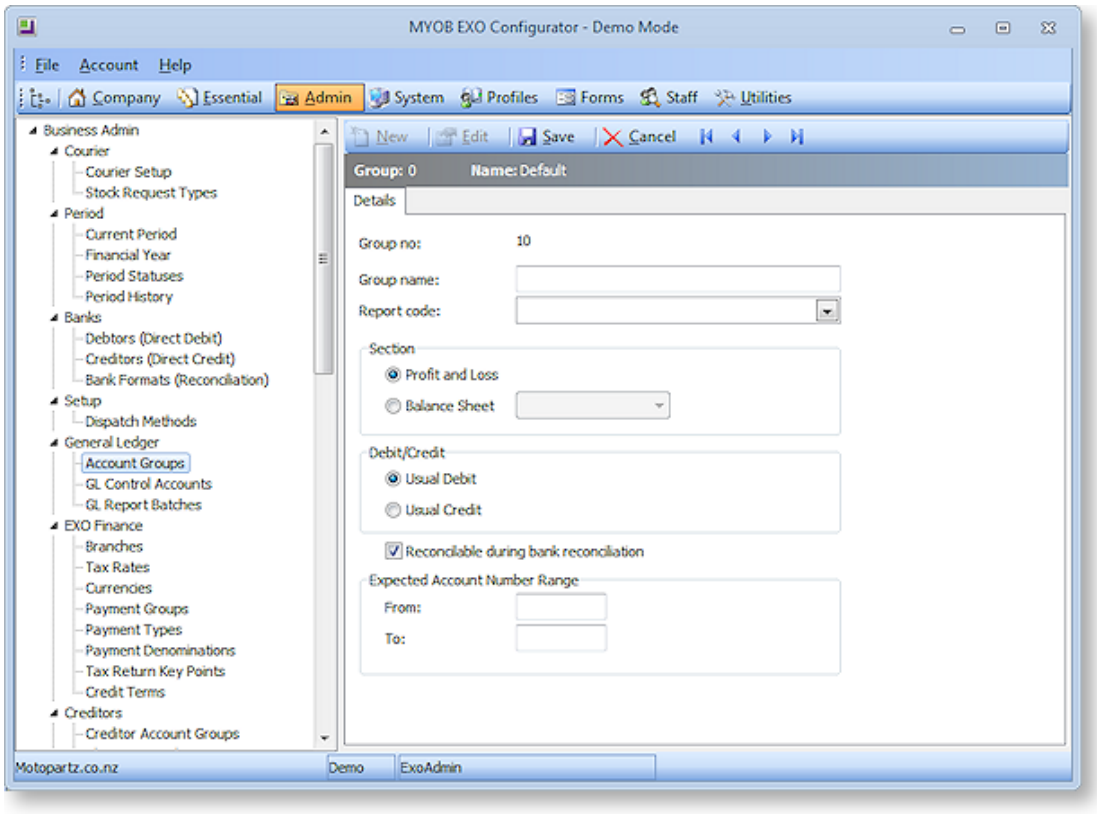
The GL is grouped into accounts with different functions such as Sales, Asset and Liability accounts and Overheads. When setting your GL you need to name and define the groups you require.

To set up a GL account group, select Setup GL Account Groups from the MYOB EXO Business Setup menu: **Setup > Business Admin Settings > Account Groups**. The GL Account Groups window is displayed.



To add a new group:

1. Click the **New** button.



2. The **Group no** is automatically assigned and this will be the next sequential number in the list.
3. Enter a brief, descriptive **Group name**.
4. Select the **Report code**.
5. Choose the Section type. If “Balance Sheet” is selected, select the type: Asset, Liability or Equity.
6. Choose the Debit/Credit type.
7. If the new group is to be reconcilable, tick the **Reconcilable during bank reconciliation** check box.
8. Configure the range of expected account numbers by entering them into the **From** and **To** fields.
9. Click **Save** to save this entry.

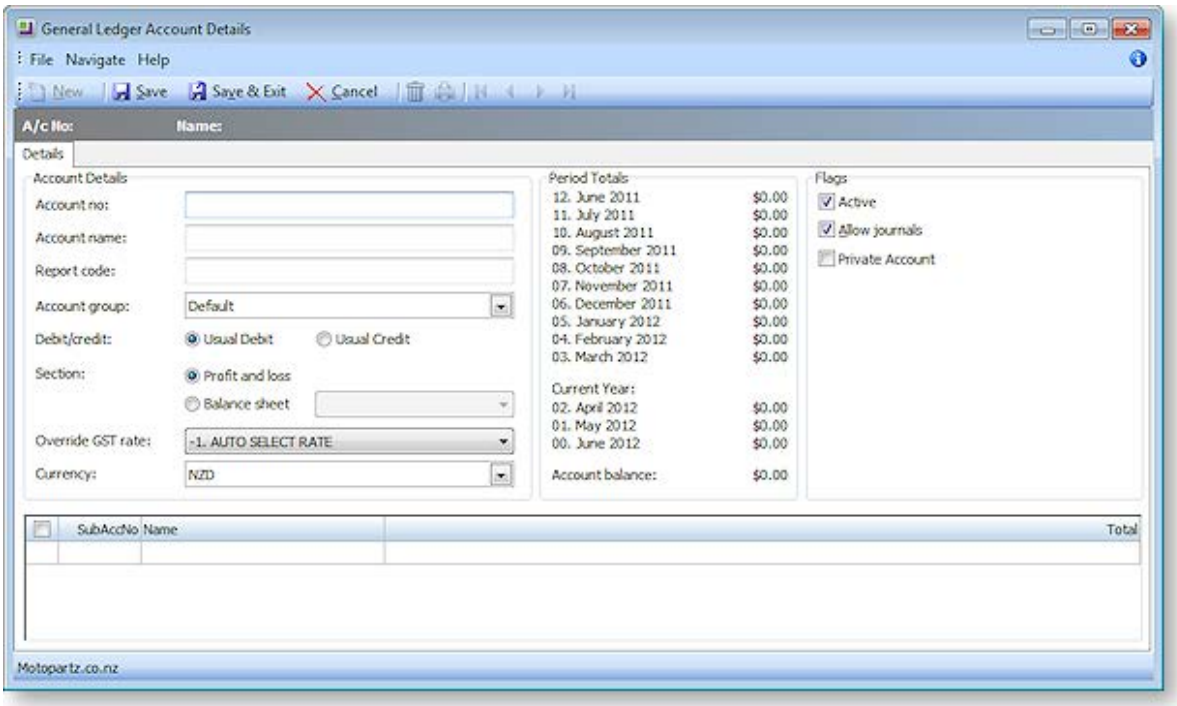
Setting up GL Accounts

You can set up your GL accounts based on your chart of accounts (a structured plan of how accounts are numbered), which is created to fit the needs of your business.

Entering GL Account Details

To enter GL details:

1. **Account > General Ledger**, this opens the GL (search) window.
2. Click **New** to create a new GL account. The General Ledger Account Details window opens at the Details tab:



3. Complete the entries in each field, using the table below as a guideline.

Item	Description
Account no	The account code for the GL Account from the chart of accounts. If you have branches and sub codes, these will be entered later, so just enter the main GL Account number here. The account number cannot be zero. **Note:** Once you have saved your account details, you cannot go back and edit the account number.

Account Name	The name or description of your GL account.
Report Code	Any alternate account codes. This is an optional alphanumeric field. You could use this field to store old account codes that may help you if you need to search for the old account at a later stage. This code can also be used by the Report Writer to group accounts.
Account Group	The Account Group to which the account belongs, for example (in the demo database) Trade, Retail or Foreign. Select a predefined account group from the list.
Debit/Credit	Select against the usual sign of the account, either a Usual Debit or a Usual Credit.
Section	Choose the GL report type for this account, Profit and loss or a Balance sheet. If the Balance sheet is selected additional options can be selected. These options are Asset, Liability and equity.
Override GST rate	Select the override GST rate from the list.
Currency	Select the currency that applies to this GL Account. **Note:** The option is available only when multi currency is enabled.
SubAccNo	A sub account number. This number is automatically assigned; however it can be overwritten with another number.
Name	This is the name of the sub account.
Period Totals	In MYOB EXO Business, transaction ages are numbered from current (0) backwards. This may be different from the system you are familiar with, however it does give you some useful logic consistency. Example: 0 = current period 1 = One period ago (last month) 2 = Two periods ago 54 = Fifty-four periods ago etc. EXO Business knows which period in the period table is the current one, and uses this as a point of reference to display the name of the period on reports and within data entry screens. It is important you are comfortable with this and that all users understand the approach. **Note:** For a Profit and Loss account, the period totals will display the account movement for the period; for a Balance Sheet account, the period totals are the accumulated balance for the period.

Flags

- **Active** - Check this option to indicate whether the account is active or inactive. If inactive, the account is hidden from the main Search view.
- **Allow journals** - Check this option to allow journals on this account.
- **Private Account** - Check this option to make this account private.

Note: Some GL accounts should have the **Allow journals** checkbox unticked, so accounts will be system-maintained, e.g. Debtors control account, Creditors Control Account, Stock on Hand.

The other tabs on the General Ledger Account Details window become visible after a GL account is created and saved.

Viewing GL Account Details

Account > General Ledger > [Search] > {double click the GL Account name}

The field descriptions are the same as for creating a new account (see page 229).

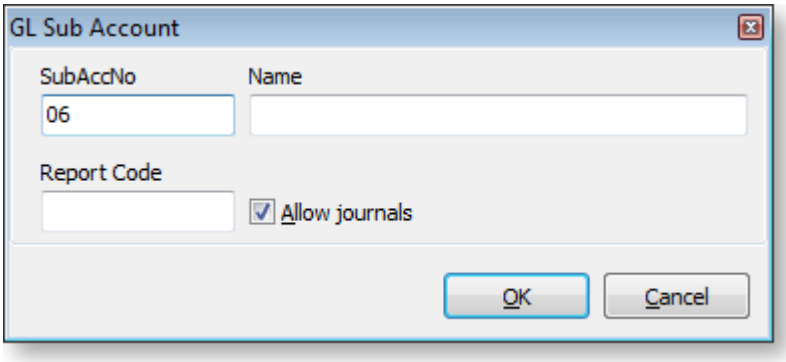
The only changes are to the toolbar menu buttons:



1. **Transaction navigation**. Previous, next, forward and last record.
2. **Show amounts in foreign currency**. If more than one currency is enabled for this account, this is only possible if it was enabled in the EXO Business Configurator.
3. **Enter a new sub account**. Use this option to create a Sub Account (see page 231).
4. **Edit the selected sub account**. Use this option to delete a sub account's details (see page 231).
5. **Delete the selected sub account**. Use this option to delete a sub account (see page 232).
6. **View delete and calculate movements**. This opens the General Ledger Movements window (see page 232).

Creating GL Sub Accounts

To create a new sub account, open the relevant master account and click the **Enter a new sub account** button on the General Ledger Account Details window ( ).



In the GL Sub Account window complete the following fields:

Field	Detail
SubAccNo	A sub account number. This number is automatically assigned by EXO Business. You can override this number by overwriting it with another number. Once the sub account is saved, this number cannot be changed.
Name	The name of the sub account.
Report Code	The report code as per the GL accounts. This field entry is optional.
Allow journals	Check this option to allow journals on this account. The default value for this setting is determined by the **Allow journals** option on the master account.

Click **OK** to save this sub account in the list.

To edit an existing sub account, click the **Edit the selected sub account** button () to open the GL Sub Account window. Make any changes by overwriting the current information, then click **OK**.

Note: You cannot edit the account number.

To delete a sub account, select the account from the list and click the **Delete the selected sub account** button ().

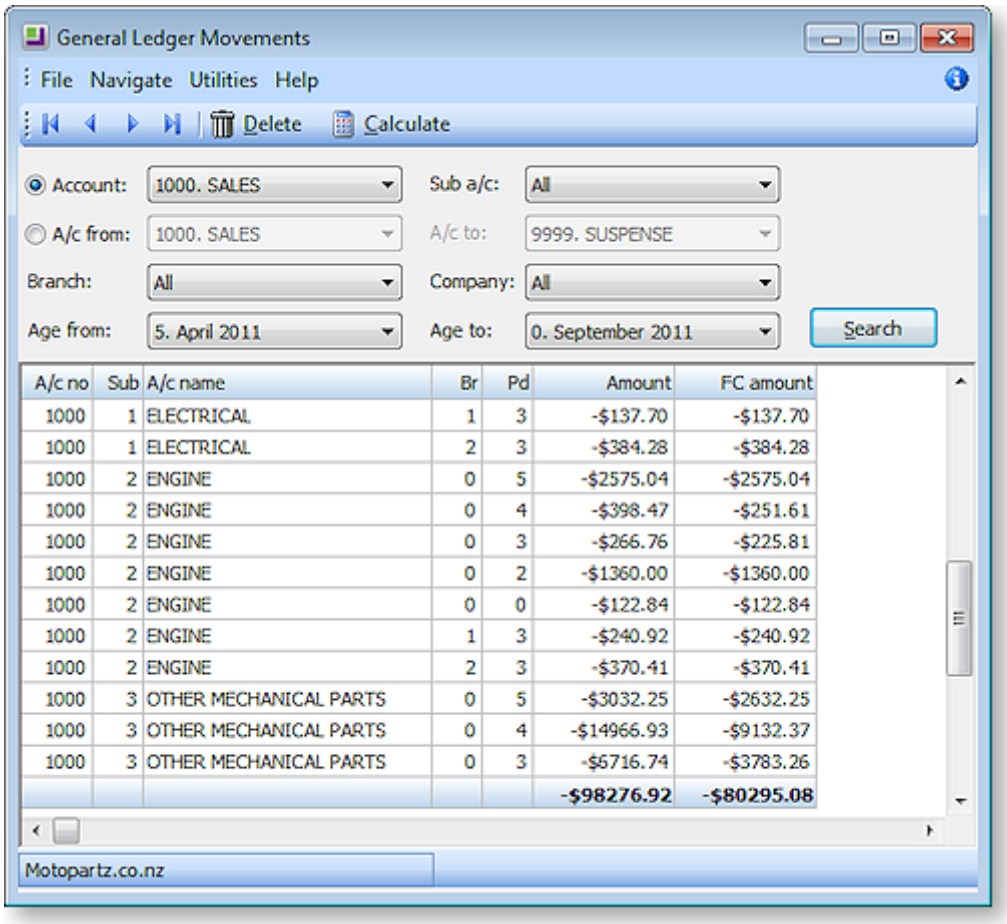
If you delete a sub account that has transactions against it, any previous transactions are transferred to the 00 Sub Account. However, if there are any stock items that were previously posted to this sub account they need to be re-linked to a GL account before you process any transactions. To link these stock transactions enter a new Sales GL Code in **Account > Stock > Details 2**.

General Ledger Movements

The General Ledger Movements utility is used to display, delete and recalculate the GL movements. It is also used to initially populate the GL Movement table, although GL Movement records will be inserted and maintained automatically as transactions are processed.

Note: Populating the GL Movements table for all existing transactions could take a considerable period of time, depending on the volume of GL transactions.

Open the General Ledger Movements utility by clicking the button on the General Ledger Account Details window toolbar.



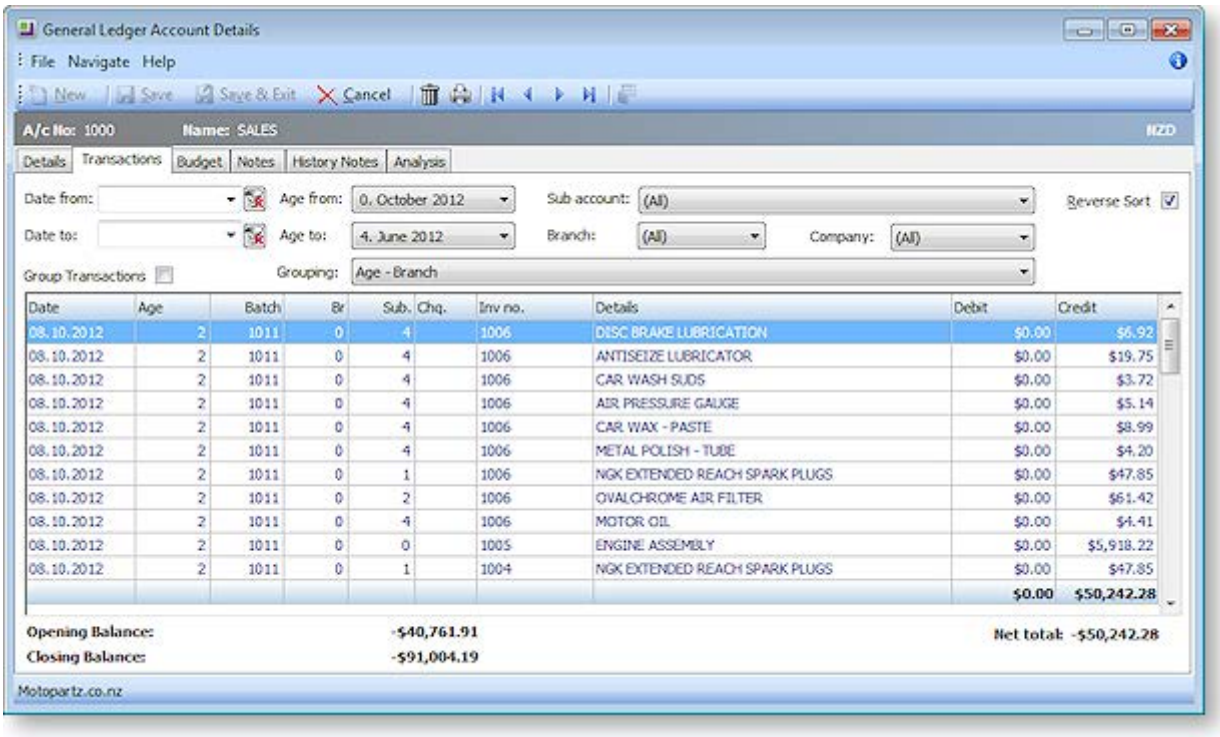
A/c no	Sub	A/c name	Br	Pd	Amount	FC amount
1000	1	ELECTRICAL	1	3	-$137.70	-$137.70
1000	1	ELECTRICAL	2	3	-$384.28	-$384.28
1000	2	ENGINE	0	5	-$2575.04	-$2575.04
1000	2	ENGINE	0	4	-$398.47	-$251.61
1000	2	ENGINE	0	3	-$266.76	-$225.81
1000	2	ENGINE	0	2	-$1360.00	-$1360.00
1000	2	ENGINE	0	0	-$122.84	-$122.84
1000	2	ENGINE	1	3	-$240.92	-$240.92
1000	2	ENGINE	2	3	-$370.41	-$370.41
1000	3	OTHER MECHANICAL PARTS	0	5	-$3032.25	-$2632.25
1000	3	OTHER MECHANICAL PARTS	0	4	-$14966.93	-$9132.37
1000	3	OTHER MECHANICAL PARTS	0	3	-$5716.74	-$3783.26
					-$98276.92	**-$80295.08**

1. Click the **Calculate** button on the toolbar to calculate the initial GL movements for the accounts/ branches/ periods/ companies specified in the selection options.
2. Select either a range of accounts or a specific account, and other required filter information, and click Search to display a list of the GL movements. A result similar to the illustration above will be displayed.
3. Clicking the **Calculate** button on the toolbar recalculates the GL Movements for the accounts/ branches/ periods/ companies specified in the header. Alternatively, highlighting appropriate rows on the grid selecting **Calculate** from the right-click menu will recalculate only the selected rows.

Note: Deletion of records is based on the selected criteria (or selected rows if right-click > Delete is used). If all records are deleted through this utility, the identity seed (MSSQL) is reset to zero so new records will start at 1.

Viewing GL Transactions

Account > General Ledger > [Search] > {double click the GL Account name} > (Transactions Tab)



To view the transactions in the window filters should be defined before clicking on the **Search** button. These are detailed in the table below.

Note: The search behaviour on this screen is affected by the **Hide GL transactions when viewing an account** User-level profile setting.

Field	Description
Date from and to	The option to set a period range.
Age from and to	The option to select set a period range for the transactions you want to view.
Sub account	The list of sub accounts. Select a sub account from the list to view transactions for all sub accounts.
Branch	A list of branches. You can select a particular branch or to view accounts in all branches.
Company	Select the company name from this list.
Reverse Sort	Enable this option to reverse the order of displayed accounts.
Group Transactions **Grouping**	To group the displayed transactions, select one or more properties to group by from the **Grouping** dropdown, then tick the **Group Transactions** option.

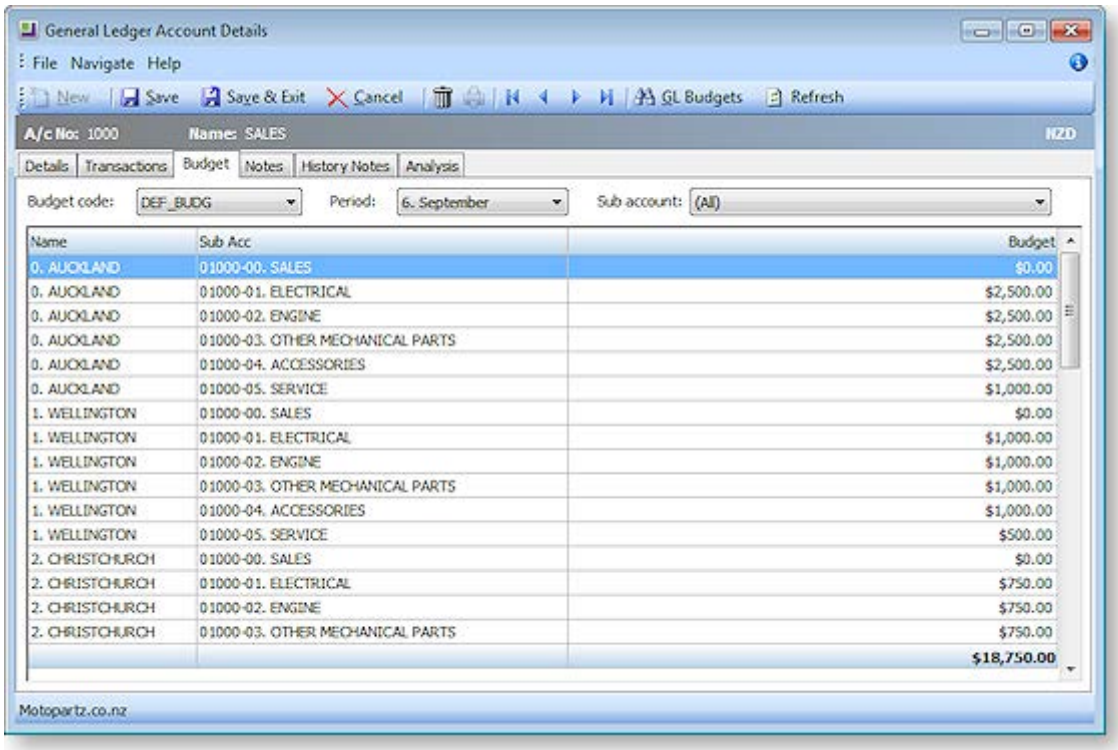
Account details column headers	
Date	The date the transaction took place.
Pd	The period number to which the transaction has been posted. (For example, 0 refers to the current period, 1 is the last period.)
Batch	The batch number to which the transaction was entered.
Br	The branch for the transactions.
Sub	The sub account number to which the transaction applies.
ChqNo	A cheque number appears here, if one applies to the transaction.
InvNo	The invoice number that applies to the transaction, if appropriate.
Details	The analysis column for the transaction (generally details about the transaction).
Debit	Positive entry in the transaction list.
Credit	Negative entry in the transaction list.

In the transaction list, you can right-click on a transaction open a popup menu. The options are:

Menu Item	Description	Debit	Credit
View GL Batch	This opens the GL Batch Transactions window for the batch number associated with this transaction.	●	●
View Source Account	This opens the creditors master (see page 106) source account details window.	●	
View Source Transactions	This opens a preview of an invoice for this transaction.	●	
Edit Transaction references	This feature is available for receipts and adjustments. It opens a window with options to change the **Transaction Date**, **Invoice Number**, **Cheque Number** and the **Narrative**.	●	●
View Analysis Codes	This opens the Analysis Codes (see page 84) window for this transaction.	●	●

Reviewing a GL Budget

Account > General Ledger > [Search] > {double click the GL Account name} > (Budget Tab)



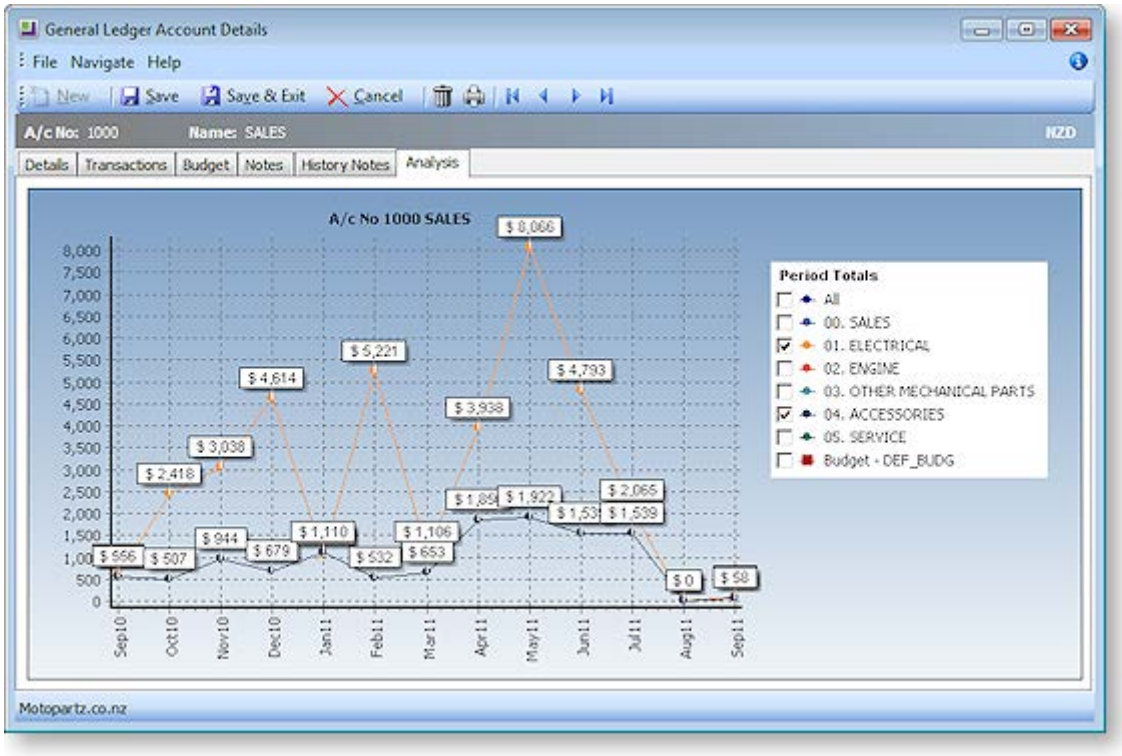
Field	Description
Budget code	The code for the budget. Select the code from the list.
Period	The period for which the budget is being viewed. Select the period from the list.
Sub Account	A sub account number. This number is automatically assigned by MYOB EXO Business. You can override this number by overwriting it with another number.
Branch	The name of the branch where the transaction took place.
Budget	The budget amount set for this account.

To edit a budget, click the **GL Budgets** button to open the GL Budgets window (see page 268). You can now make changes to the budget.

Viewing GL Account Trends

Account > General Ledger > [Search] > {double click the GL Account name} > (Analysis Tab)

You can view the trends of a particular account by clicking the **Analysis** tab on the General Ledger Account window.



Note: Right-clicking on the graph provides you with the option to copy the graph into another Windows application as Word or Excel. You can also print the graph.

To display the monetary value labels, double click anywhere in the graph.

To view other legends, such as the budget, tick the appropriate check box under **Period Totals**.

To print the graph, click the print button ( ).

General Ledger Analysis Codes

Under normal operation, there are three levels of analysis in the General Ledger: Branch, Account and Subaccount. The General Ledger Analysis Codes feature allows you to define additional levels of analysis for more detailed reporting, e.g. Branch-Account-Subaccount-Analysis1-Analysis2

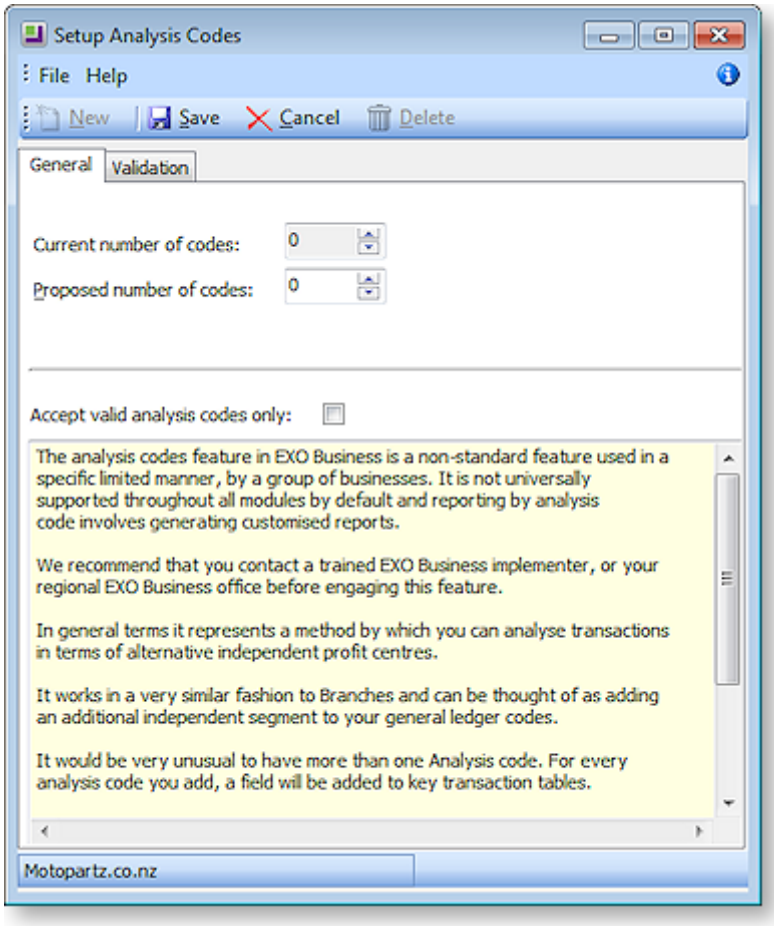
Note: This feature is not to be confused with **Analysis Codes (see page 84)**, which provide a more powerful and comprehensive method of adding analysis data to transactions.

GL analysis codes are intended for use during transaction entry. They are not available on any master files, e.g. GL Control accounts, Stock Item records. In general, if a GL account can be entered or edited on a transaction, you should also be able to enter analysis codes.

The built-in General Ledger Report Writer (see page 247) does not report on GL Analysis Codes; to report on them, you must use Clarity Reports.

Setting up GL Analysis Codes

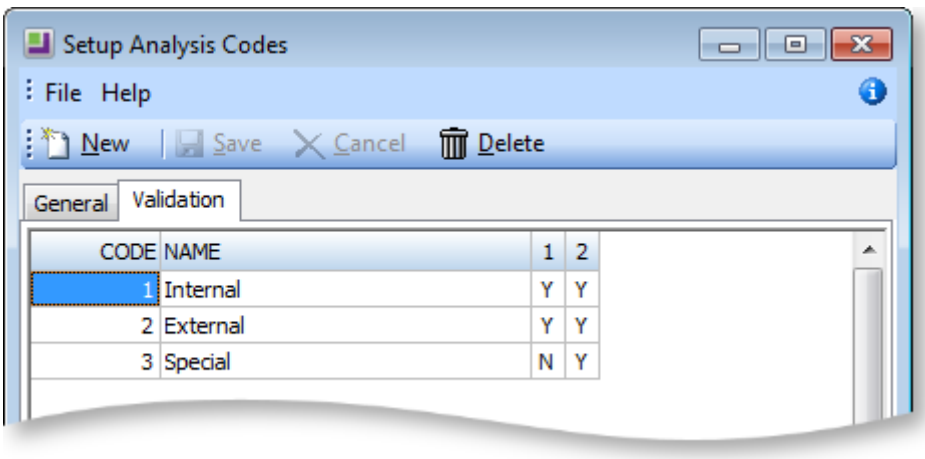
Select **Setup > Setup Analysis Codes** to define the codes. If this menu option is not available, it must be added to the menu using the Menu Designer - **Setup > Setup Menu** or use EXO Business Config (see page 55).



The current number of analysis codes in use is displayed. Specify the number of codes required in the **Proposed number of codes** field. If this number is changed, the database must be updated to recreate the GL Movements metadata - EXO Business will close automatically so that an update can be run from EXO Business Config (see page 56).

If the **Accept valid analysis codes only** check box is not ticked, then any number can be entered as a GL analysis code.

If the box is checked, you must set up valid codes on the Validation tab:



Click **New** to create a new code, then specify a descriptive name for the code. Codes are automatically numbered sequentially starting at 1.

The Validation tab contains a numbered column for each analysis code, i.e. if you selected to use two codes on the General tab, there will be two columns on the Validation tab. For each code, enter “Y” or “N” in each column to indicate whether the code can be used for the appropriate analysis code.

In the example above, codes 1 and 2 (“Internal” and “External”) can be used for Analysis Code 1 or Analysis Code 2, while code 3 (“Special”) can only be used for Analysis Code 2. This means that the following GL code is valid:

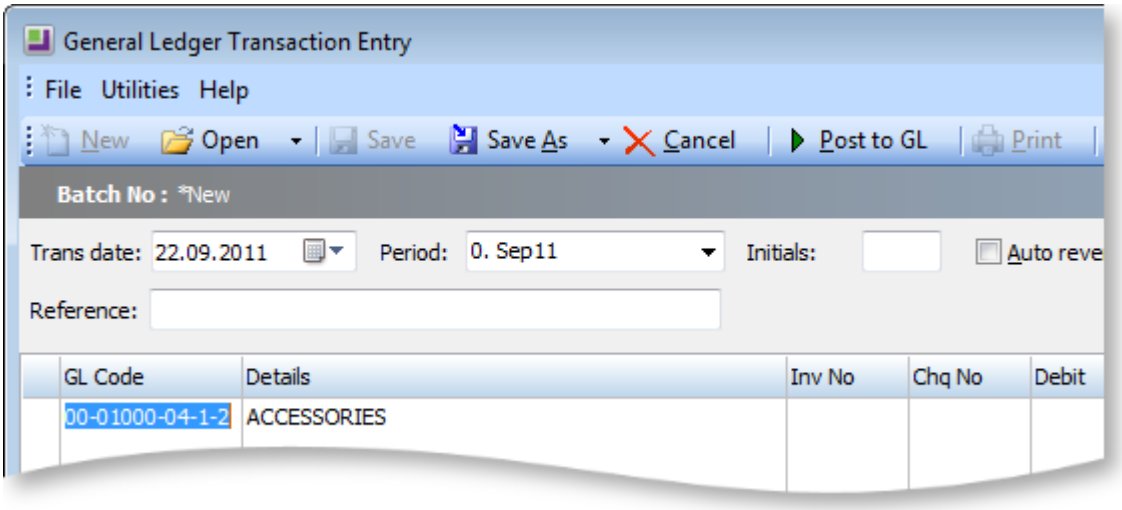
00-0100-01-1-2

However, the following GL code is invalid, as code 3 appears in the Analysis Code 1 position:

00-0100-01-**3**-2

Using GL Analysis Codes

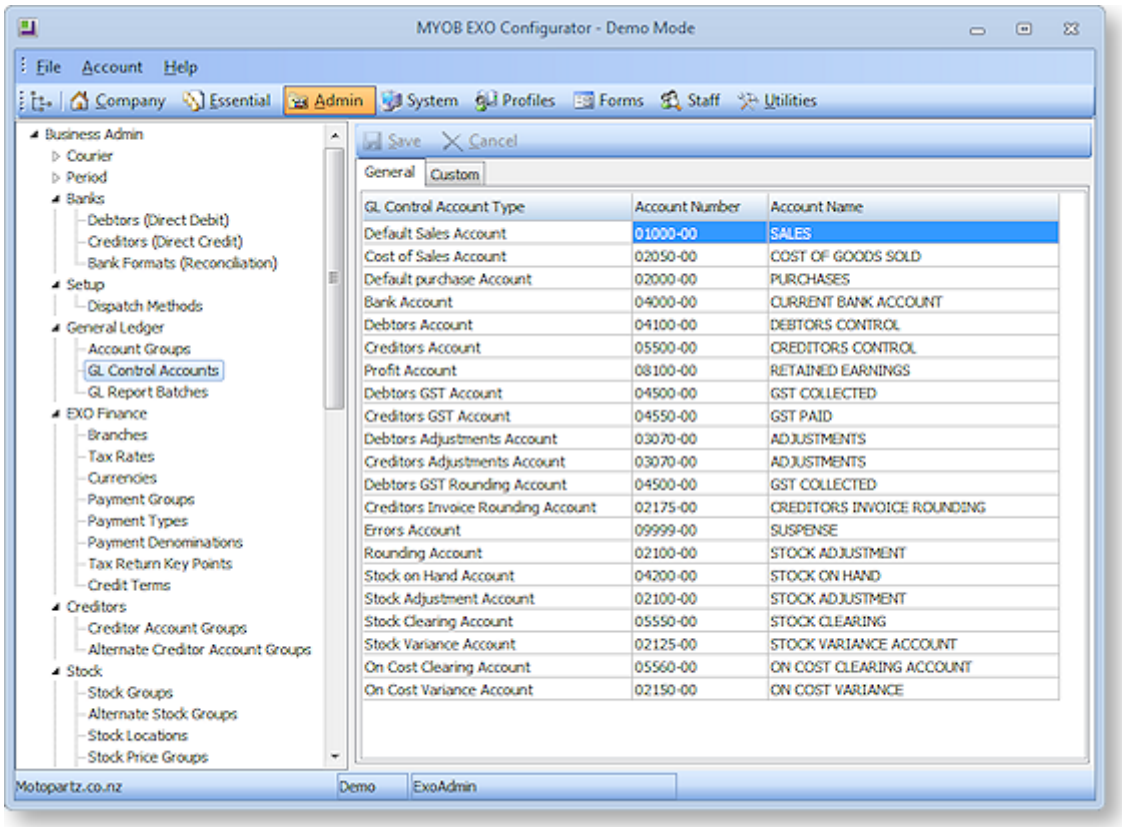
Enter GL analysis codes by appending them to GL codes in the **GL Code** fields on entry screens such as Debtor and Creditor invoices. GL analysis codes are separated by hyphens, i.e. Branch-Account-Subaccount-Analysis1-Analysis2 etc.



Setting up GL Control Accounts

Setup> Business Admin Settings > [GL Control Accounts] (General)

The GL Control Account Setup window (General tab) opens.



Enter the GL Account type that each posting should go to.

The following table provides more information:

Item	Description
Default sales account	The default account for Sales (Debtors) transactions. When you enter a new stock item, this is the sales code that the stock item defaults to.
Cost of sales account	The cost value of debtor invoices.
Default purchase account	The default account for Purchases (Creditors) transactions. When you enter a new stock item, this is the purchases code that the stock items default to.
Bank account	The General Ledger account that represents your main (default) bank account.
Debtors account	The control account that represents the total amount outstanding by your debtors. When all debtor transactions have been posted to the GL and any Forex movements processed, this account should balance to the Debtors Aged Balance report.

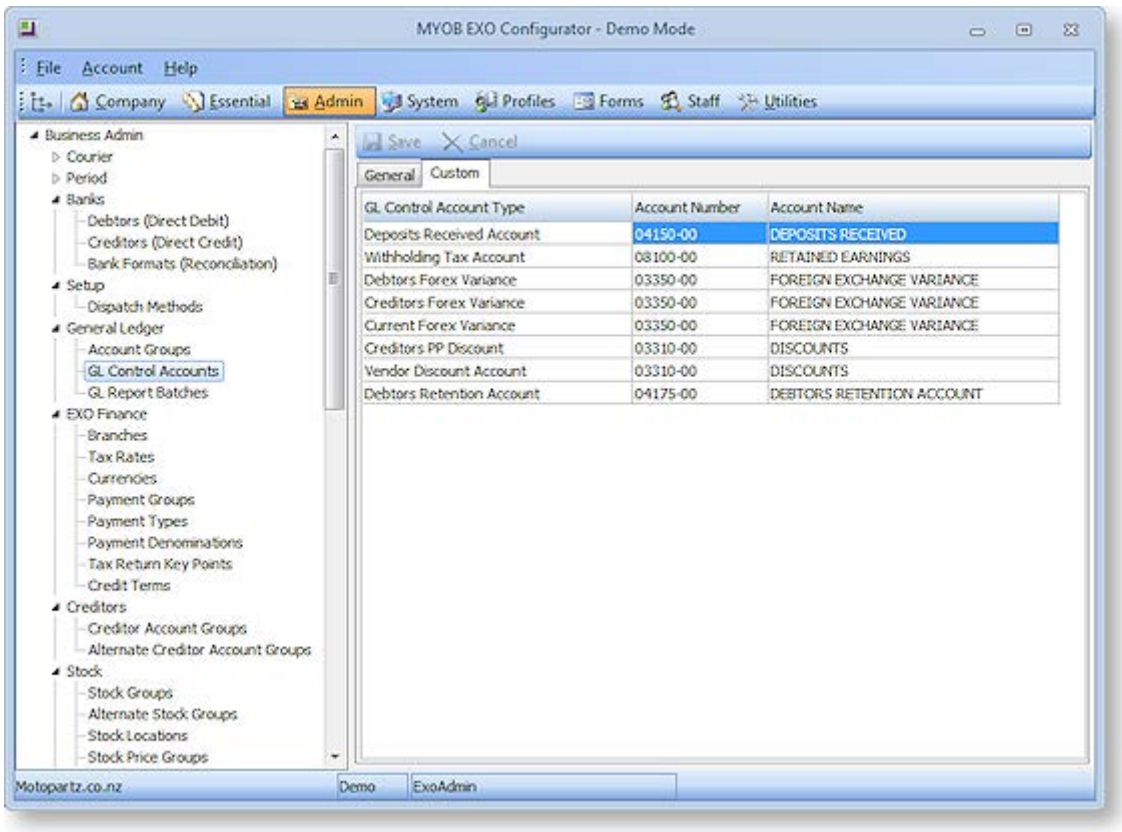
Creditors account	The control account that represents the total amount owing to your creditors. When all creditor transactions have been posted to the GL and any Forex movements processed, this account should balance to the Creditors Aged Balance report.
Profit account	An account number for the Running of the End of Financial Year process. This account is where the end of year profit (or loss) is posted during the end of year process. The account is also known as the Retained Earnings or Revenue Reserves Account.
Debtors GST account	The GL Account that the GST component from your Debtor ledger invoices get posted to – GST Output Tax account.
Creditors GST account	The GL Account that the GST component from your creditor ledger invoices get posted to. It is also known as the GST Input Tax account.
Adjustments accounts	The account that comes up as the default GL account when you enter debtor and creditors adjustment transactions. You may often need to re-journal these transactions to other GL accounts. The GL account for each adjustment can be set at the time of making the adjustment in the sub ledger.
Errors account	The account that stores any postings that have been incorrectly set up. For example, the stock item to GL linkages have not been set correctly. **Note:** Do not leave this blank. It is recommended that you nominate an errors account so that if there is a problem posting to a GL Account, the transactions are posted to this account so that they are not lost and you just need to enter a journal out of this account and into the correct GL Account.
Rounding account	An account that receives the result of any value rounding. Typically, any debits or credits tend to cancel out and the account has a small balance.
Stock on hand account	The account you want to post the cost of your purchases of stock items before posting to the Cost of Sales Account.
Stock adjustment account	The account where adjustments are made to stock accounts. This account is available if you have selected Live Stock to GL Integration in MYOB EXO Business **Config > Essential > General Ledger**.
Stock clearing account	The account where invoices have not been processed for stock received. This account is available if you have selected Live Stock to GL Integration in MYOB EXO Business **Config > Essential > General Ledger**.

Note: The **Stock GL Coding button** on the window allows you to update the default purchases account on the **Details 2** page of the Stock Item Details window to the default stock clearing account. You can elect to perform this on all stock items with a stock classification or no stock items.

GL Control Account Custom Settings

Setup> Business Admin Settings > [GL Control Accounts] (Custom)

The GL Control Account Setup window (**Custom Page**) opens.



Enter the GL Account type that each posting should go to.

The following table provides more information:

Field Descriptions

Item	Description
Deposits Received Account	Enable the **Allow deposits in sales orders and general ledger** profile setting in EXO Business Config if you want to store deposits on sales orders/laybys.
Withholding Tax account	Enable the **Withholding Tax on Creditors Payments** setting in the **Essentials > General Settings** section of EXO Business Config if you want to store withholding tax from creditors.
Debtors forex variance	Debtors Foreign Exchange variance account.
Creditors forex variance	Creditors Foreign Exchange variance account.
Current forex variance	Current Foreign Exchange variance account.

Creditors PP discount	Creditors prompt payment discount.
Vendor discount account	Vendor discount account only used if vendor discount is active.

Click **Save** to save any edits.

Note: See the "Stock Integration" White Paper for more information on Stock and Control Accounts. This White Paper is available on the MYOB EXO Business partner site (login required).

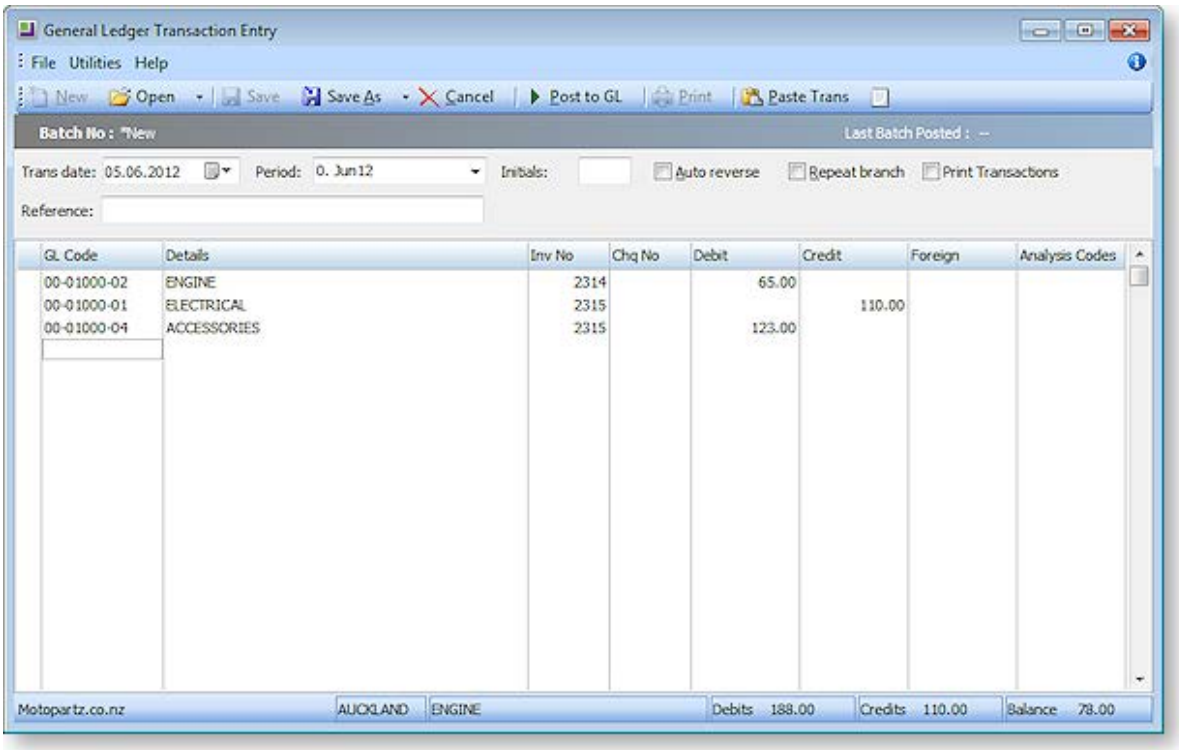
Creating GL Batches

Creating and Posting GL Batches

GL batches contain sets of individual transactions. Batches can be created for different purposes. This includes recording or splitting existing batches or creating recurring batches for prepaid accounts such as insurance.

To create and post a batch:

1. From the Transactions menu, select **General Ledger > GL Transactions**. The General Ledger Transaction Entry window opens:



2. From the main window, click the **New** button to enter a new transaction. Complete the necessary fields using the table below as reference.

Field Descriptions

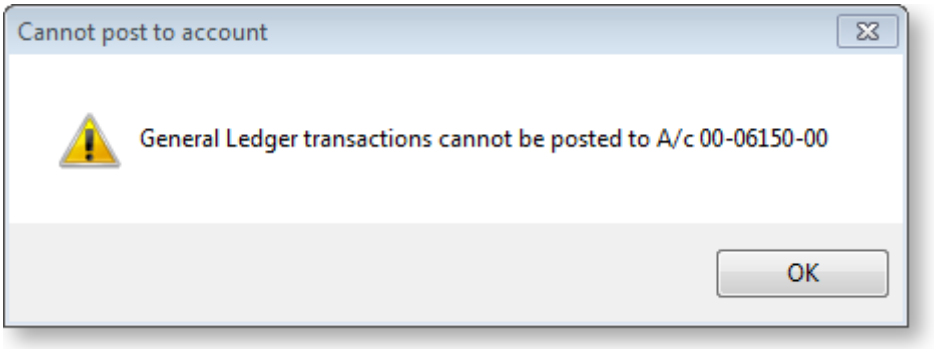
Item	Description
Date	The date of the transaction.
Period	The period during which the transaction takes place.

Initials	Enter your initials here.
Reference	A brief description detailing the transaction.
Auto reverse	A check if you wish to create an auto-reversing batch. In this case the system automatically reverses the batch while performing the end of period rollover.
Repeat Branch	Check the Repeat branch checkbox to automatically copy the branch used previously to the next transaction line.
Print Transactions	Check the print transactions checkbox to enable printing of this transaction.
GL Code	The GL code you want to post the transaction to. If you do not know the GL code, press **?** followed by **TAB** for a list of GL codes and select the ones needed. This will automatically enter the code and details in the fields.
Details	A descriptive reason for the transaction.
Inv No	The invoice number of the transaction. This needs to be entered only if applicable.
Chq No	The cheque number of the transaction. This needs to be entered only if applicable.
Debit	Positive entry in the transaction list. Ensure that the sum of the debits and credits in the batch is equal to zero to be able to post transactions.
Credit	Negative entry in the transaction list.
Foreign	The transaction amount. This field is used only when selecting a GL account with a currency other than the default currency.

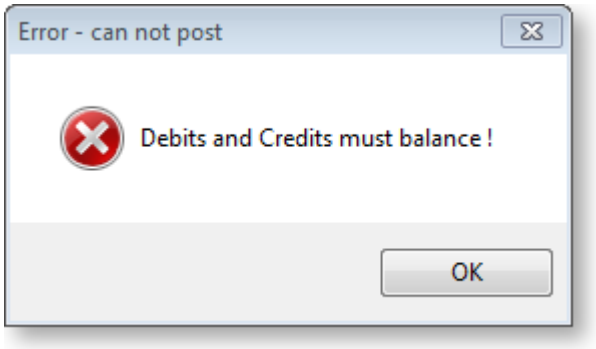
3. Click **Post to GL.** This saves the transactions in the batch and posts the batch to the GL.

Error Messages

If you enter a GL code for an account where you have not selected the option **Allow journals** on the Details tab of the General Ledger Account Details window, the following warning message is displayed:



The sum of the debits and credits of the transactions in the batch should be equal to zero. If not, you cannot post the batch to the GL. The following error message is displayed:

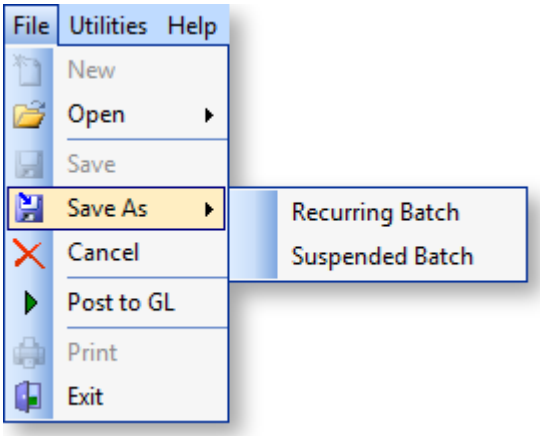


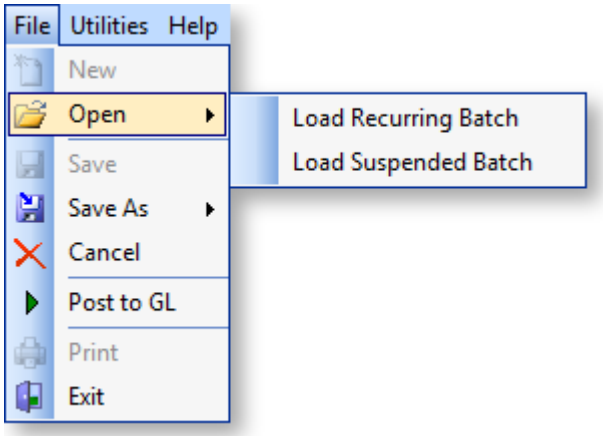
Note: There may be batches that cannot be immediately posted to the GL. You need to **save these batches until a later time (see page 245)** when they can be posted.

Holding GL Batches for Later Posting

Transactions > General Ledger > GL Transactions

Some batches are saved as Recurring Batches or Suspended Batches until they are ready for posting. The Utilities menu in the General Ledger Transaction Entry window provides you with options related to later posting:





Recurring Batch

A Recurring Batch is a batch that is used on a repeated basis. For example, an insurance account which has been prepaid and coded to a prepayment (Current Asset) account will be spread back to expenses evenly over the period of the insurance cover. Saving a batch as a recurring batch is a quicker way to handling a batch that you have to enter every month.

Saving Recurring Batches

To save a recurring batch:

1. After entering the batch transactions, click the **File** menu in the General Ledger Transaction Entry window and select **Save As > Recurring Batch**. The batch is given temporary file name.
2. Click **OK**.

The batch is stored for future recall and posting.

Posting Recurring Batches

To post a recurring batch:

1. Click the Utilities menu in the General Ledger Transaction Entry window and select Open Recurring Batch(es).

   Note: You can open one or more recurring batches. Recurring batches can be appended to make a super batch.

   The Open Recurring Batch(es) window opens.
2. Complete the fields on the window.
3. Click the **Open** button. The saved recurring batch is added to the list on the General Ledger Transaction Entry window.
4. Click the **Post to GL** button on the transactions window. This posts the recurring batch to the GL.

   Note: Repeat the steps listed above, each time you need to post a recurring batch to the GL.

Suspended Batch

A Suspended Batch is a batch created for a 'one-time' use only. For example, a batch has been created but cannot be immediately posted because transactions in the batch have to be checked and approved by another staff member. The batch is saved as a Suspended Batch.

Saving Suspended Batches

To save a suspended batch:

1. After entering the batch transactions, click the Utilities menu in the General Ledger Transaction Entry window and select Save As Suspended Batch. The **Save As Suspended Batch** window opens.
2. Complete the fields in the window and click **OK**. The batch is stored for future recall and posting.

Posting Suspended Batches

To post a suspended batch:

1. Click the Utilities menu in the General Ledger Transaction Entry window and select **Open Suspended Batch.** The Open Suspended Batch window opens.
2. Complete the fields within the window.
3. Click the **Open** button. The saved suspended batch is added to the list on the General Ledger Transaction Entry window.
4. Click the **Post to GL** button on the transactions window. This posts the suspended batch to the GL.

Reconciling GL

As an accounting staff member you need to carry out a bank reconciliation (see page 451) to aid in the matching of transactions in the GL bank codes to the bank statements. You can perform a bank reconciliation either as a manual system where you work from a hard copy bank statement or an electronic system using a .CSN format file from the bank.

Generating GL Reports

General Ledger Report Writer

MYOB EXO Business provides you with the ability to generate a variety of reports such as the GL Graph, GL Trial Balance and GL Transaction Batch Listing. You need reports as a reference for yourself as well as to provide your financiers and government authorities with the financial performance and position of your organization.

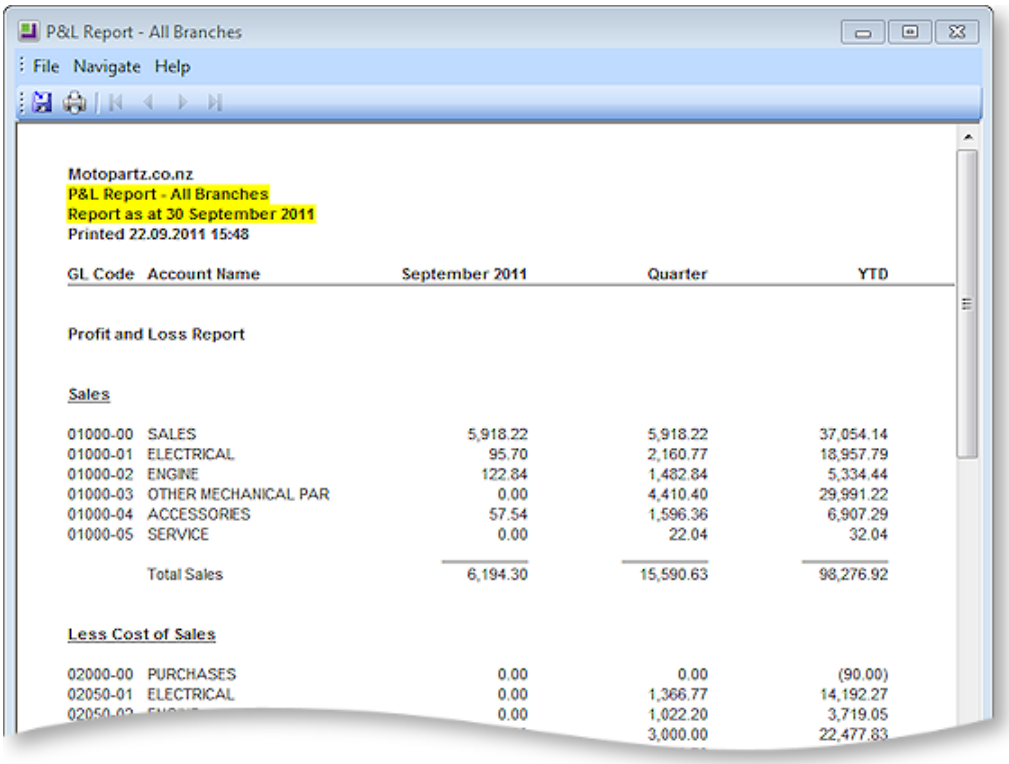
The GL Report Writer enables you to report on transactions that have been posted to the General Ledger. It is period-driven in the same way as the transactions in the General Ledger being reported on.

The Report Writer is set up in a tabulated format with rows and columns. The rows determine the content by General Ledger account or group of accounts. The columns determine the periods or budget. The report is written in a sequential order both in terms of the rows and the columns. You need to define the sequence of actions to take place, dependent on the numbering of the rows and columns. It is recommended that the first draft of the report has the rows and columns numbered in a way (say increments of 10) that allow you to insert rows or columns at a later date.

Sample Report

Reports > General Ledger Reports > Setup GL Reports

The following report is a sample of how you can use the features available in the EXO Business Setup GL Reports (see page 248) utility to specify settings (see page 248) and options in rows and columns (see page 251) to create a clear and well-presented report.

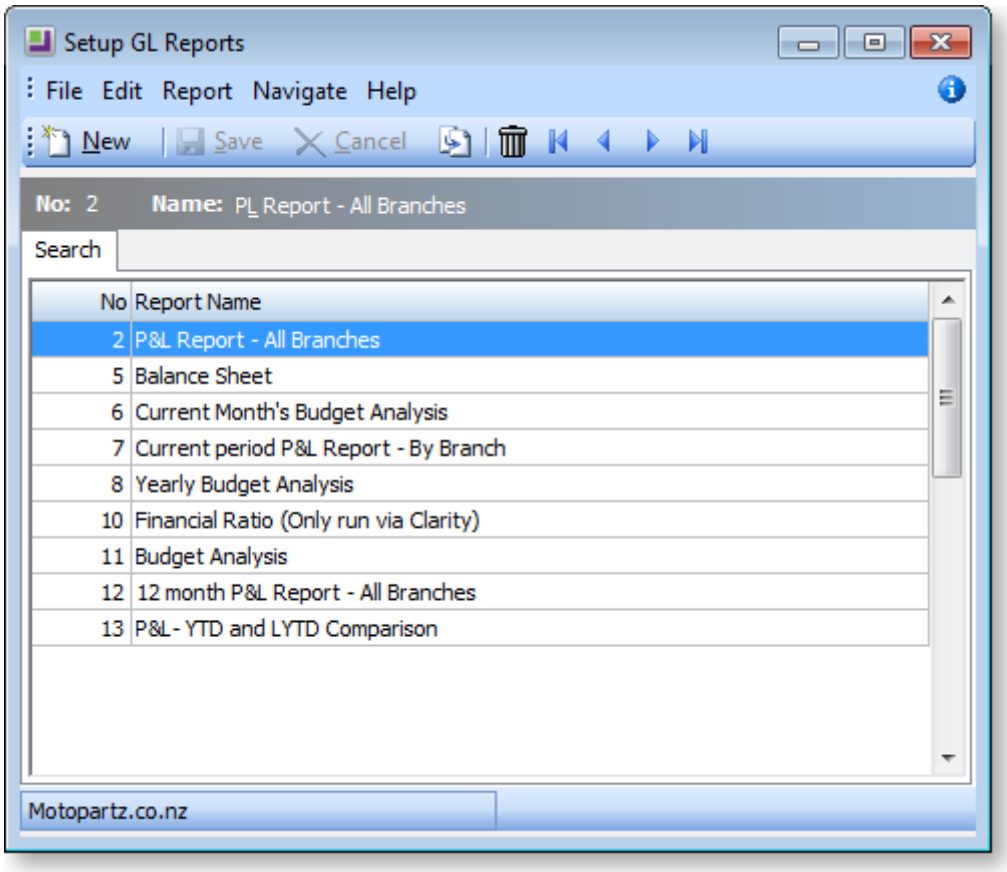


Using the GL Report Writer

GL Report Writer Setup

Reports > General Ledger Reports > Setup GL Reports

When using Setup GL Reports the user is presented with a search window. The first time the window is displayed, no reports are listed as none have yet been set up. In the example below, a few reports have been defined.



The following options are available:

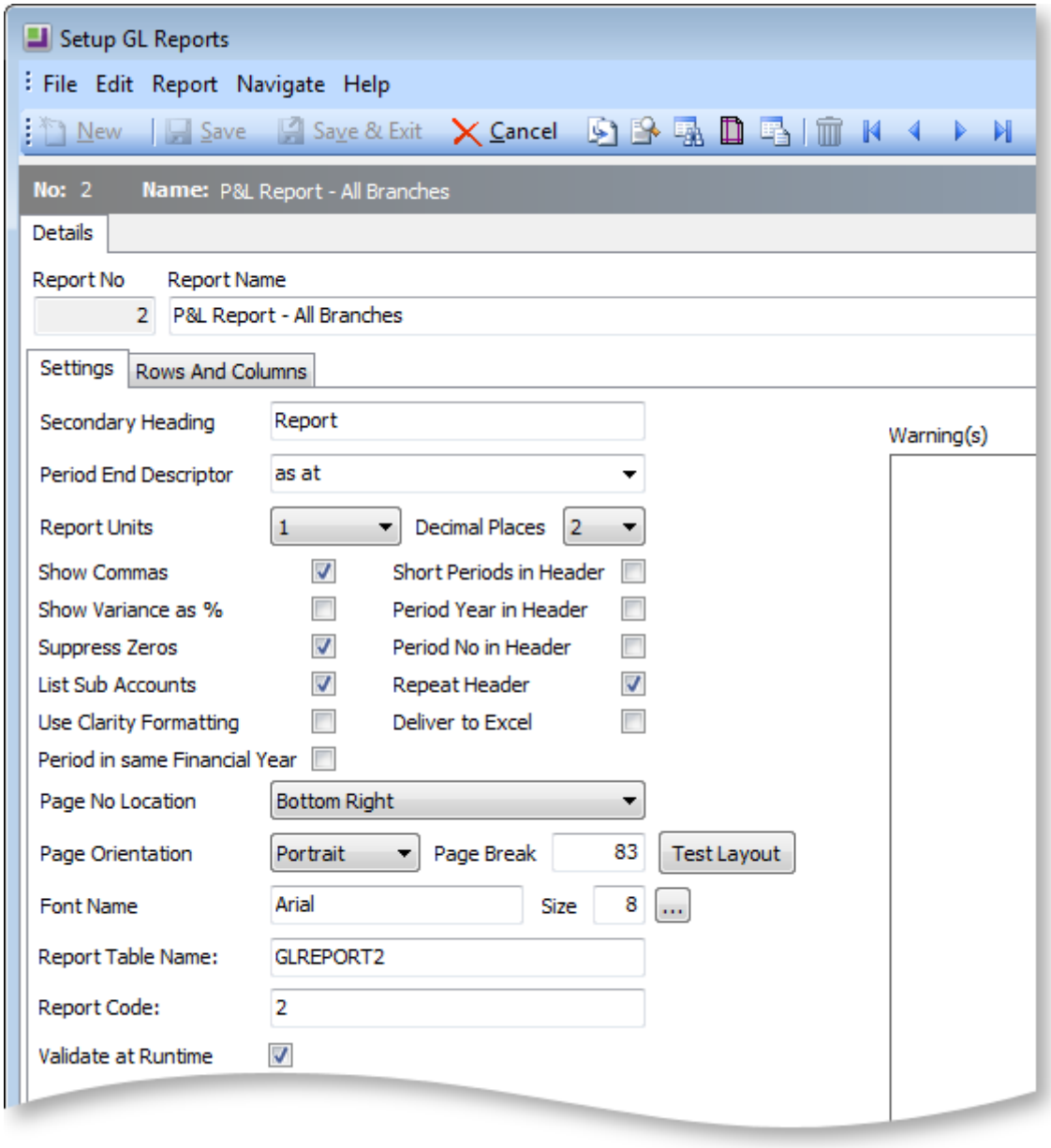
- To create a new report, click the **New** button. The Details tab (see page 248) containing the Settings and Rows And Columns sub-tabs is displayed.
- To create a copy of an existing report, select the report name, then click the button. A copy of the report is added to the list of existing reports. The user can change the name of the copy by overtyping the default name.
- To delete a report from the list, select the report and click the button or press the DELETE key.

Once reports have been set up, the search window displays a list of these reports. The user can double-click a report name for details.

GL Report Writer Settings

Reports > General Ledger Reports > Setup GL Reports > [New]

The Settings sub-tab on the Details tab allows the user to specify the settings for the report. Initially, the page contains default settings which provide the basic settings that the report requires. If the defaults are being used, the user can move to the Rows and Columns sub-tab.



Click the **Test Layout** button for a preview of the layout.

Field Descriptions

Item	Description
Report No	The system generated number assigned to the report.
Report Name	Enter a descriptive name of the report here.
Secondary Heading	Provides a detailed heading and is in addition to the report name.

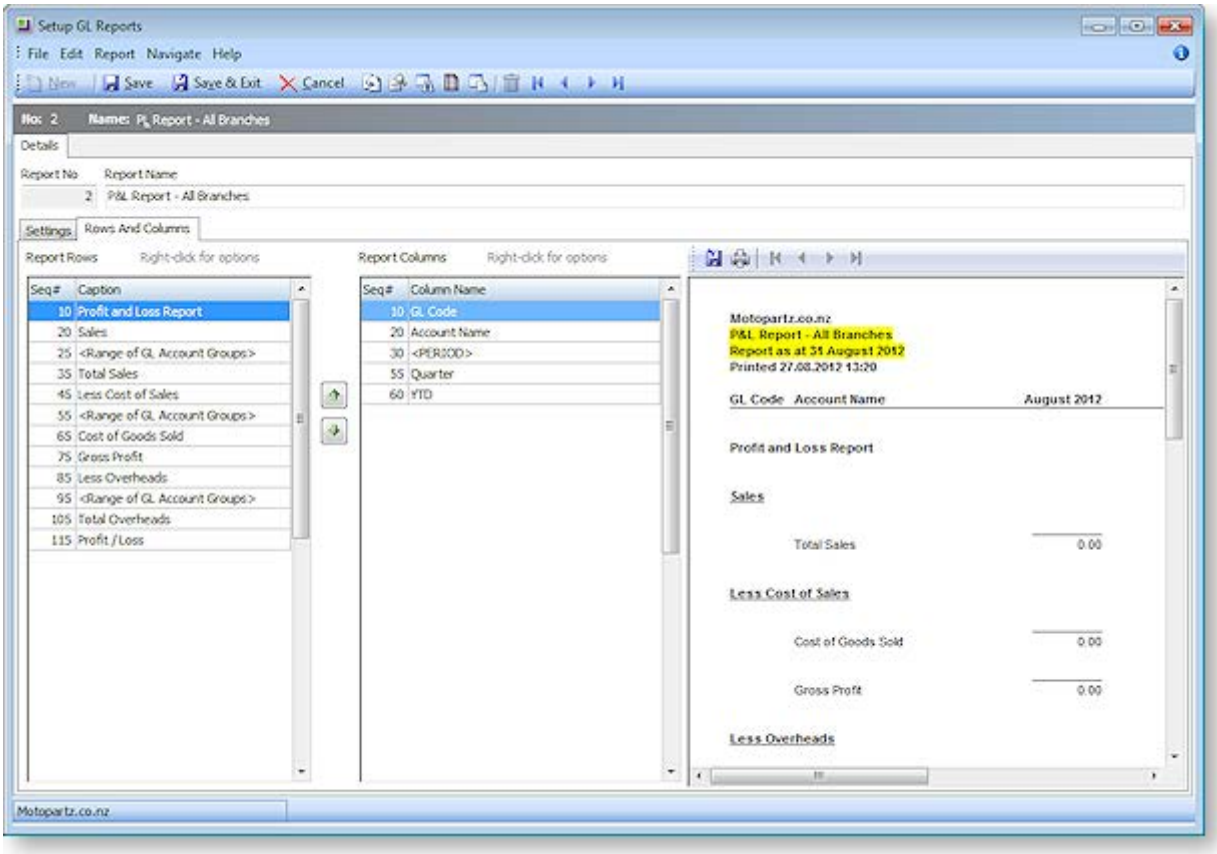
Period End Descriptor	Affects the text of the period label at the top of the report. Select either "for the period ended" (for Statements of Financial Performance) or "as at" (for Statements of Financial Position). There are a number of display options for each (lower case, sentence case, upper case); select the preferred option from the list.
Report Units	This is used as a divisor to change the units which the report will use. For example, selecting 1000 means the report is printed in thousands (000's).
Decimal Places	Determines the number of decimal places shown on the report.
Show Commas	Determines if a comma separates the units of the report at each 000 break.
Short Periods in Header	Uses a shorter form of the period name (for example, Jan instead of January).
Show Variance as %	Shows the budget variance between actual and budget instead of a $ value.
Period Year in Header	Puts the period year in the header where period has been selected as a column.
Suppress Zeros	A default setting which can be overwritten when actually running the report to determine if the report shows a row when all columns in that row equal 0.
Period No in Header	Puts the period number in the header where period has been selected as a column.
List Sub Accounts	A default setting which can be overwritten when actually running the report to determine if the report shows sub accounts, where they exist.
Repeat Header	Determines if the report header should be repeated where the report continues over more than 1 page.
Use Clarity Formatting	Tick this option if a Clarity formatting template (CLF) is to be used.
Deliver to Excel	Tick this option if the generated report is to be exported to an Excel compliant format.
Period in same Financial Year	This option only applies to the "P&L Report - All Branches" Report Type. If this option is ticked, then at run time fields set to rolling 12 months are limited to reporting the financial year only. Fields not set to rolling 12 months are not affected by this option.
Page No Location	Determines the position on the page for the page number to appear. There is also an option not to display a page number.
Page Orientation	Selects the page as either portrait or landscape. The selection here will be determined by the number of columns the user would like to display, the font, font size and report units.

Page Break	Varies depending on page orientation, font and font size selections. This could require trial and error to find what best suits the user's report.
Font Name	The font to be used when printing the report.
Size	The size of the font to be used when printing the report.
Report Table Name	Enter a name for the report table in this field. This is essentially the file name storing the report settings.
Report Code	Enter a short, descriptive code for the report. Reports are ordered by their Report Code on the Run GL Reports window (see page 258).
Validate at Runtime	If this option is ticked, EXO Business checks the Chart of Accounts when the report is run or previewed. If the Chart of Accounts has changed since the report was last edited, warnings to check the report setup appear at the end of the report and in the **Warning(s)** pane on the right of this tab.

GL Report Writer Rows and Columns

Reports > General Ledger Reports > Setup GL Reports > [New] > (Rows and Columns)

The report is made up of rows and columns. As a general rule, the rows are used for a subject while the columns refer to the period to be reported on.

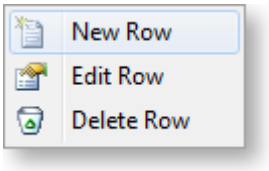


You can re-order report rows by clicking on them and dragging or by using the  and  buttons. Alternatively, you can edit the rows' sequence numbers on the Report Row Record window (see page 252).

A preview of the report is displayed in a pane on the right of the window. Click the **Preview** button ( ) to refresh the preview (the preview is also refreshed when the Save button is clicked). By default, the preview displays no data, allowing it to display and refresh faster. To display real data on the preview, click the **Preview with Data** button ( ).

Report Row Record

Right-clicking on a Report Rows field grid displays the following shortcut menu:

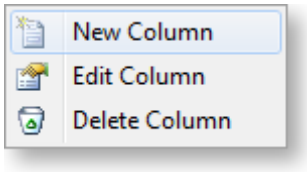


- **New Row:** Displays a blank Report Row Record window.
- **Edit Row:** Displays the Report Row Record window populated with the information related to the selected row.
- **Delete Row:** Deletes the selected row from the report.

When either the new or edit row option is selected the Report Row Record window (see page 252) opens.

Report Column Setup

Right-clicking on a Report Columns field in the grid displays the following shortcut menu:

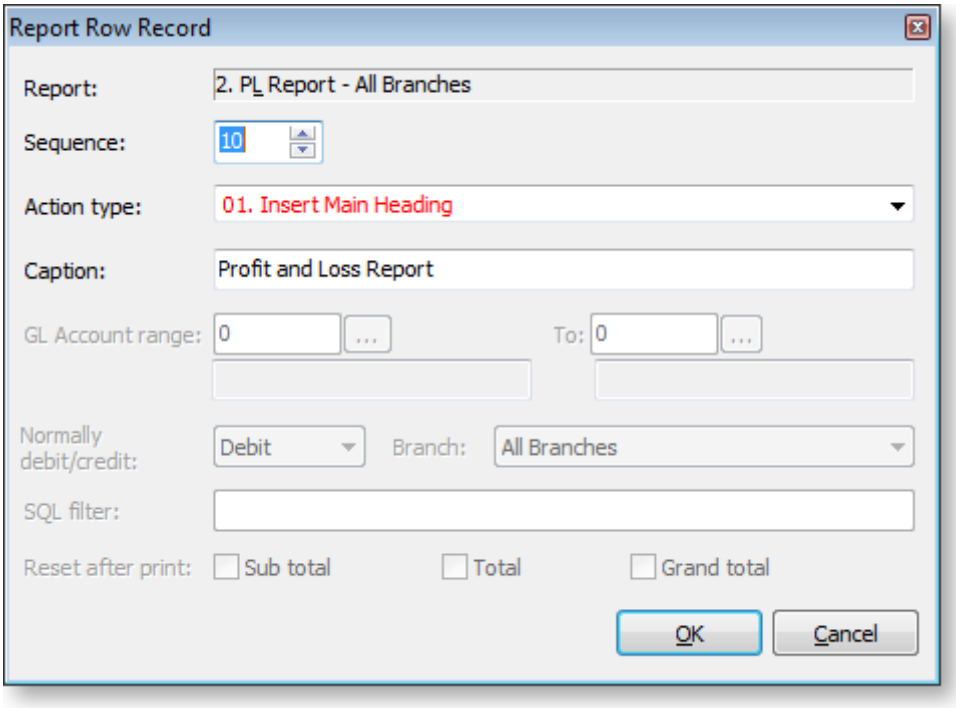


- **New Column:** Displays a blank Report Column Record window.
- **Edit Column:** Displays the Report Column Record window populated with the information related to the selected row.
- **Delete Column:** Deletes the selected column from the report.

When either the new or edit row option is selected the Report Column Setup window (see page 255) opens.

Editing a Report Row Record

GL Report Rows are added and edited by right-clicking on a row on the Rows and Columns sub-tab of the Setup GL Reports window (see page 251):



Field Descriptions

Item	Description
Report	The name of the selected report. This is displayed by default.
Sequence	Enter a number here to set or change the sequence that the row performs its defined action. **Note:** You can also use the  and  buttons on the **Setup GL Reports window (see page 251)** to re-order report rows, which changes their sequence numbers.
Action type	Determines the function that the row performs. The table below (see page 254) lists and describes each function.
Caption	The description that appears in the row of the report.
GL Account range	The GL Account range to be reported on.
To	The GL Account range to be reported on.
Normally debit/credit	Determines what sign (+ve or –ve) to be applied to the number being printed.
Branch	Determines if the row is to be branch specific. If branches are being used in columns this should be set to Acc.

SQL filter	Used as the where clause in a SQL statement. **Note:** By default, this filter does not apply to the Budget column (if one exists). To make the SQL filter apply to the Budget column, enter **/B=** followed by the SQL statement to be run against the GLBUDGETS table, e.g. GLTRANS.BRANCHNO = 1 /B= GLBUDGETS.BRANCHNO = 1
Reset after print	Used with Sub Total, Total and Grand Total lines to reset the accumulator after printing.

Action types

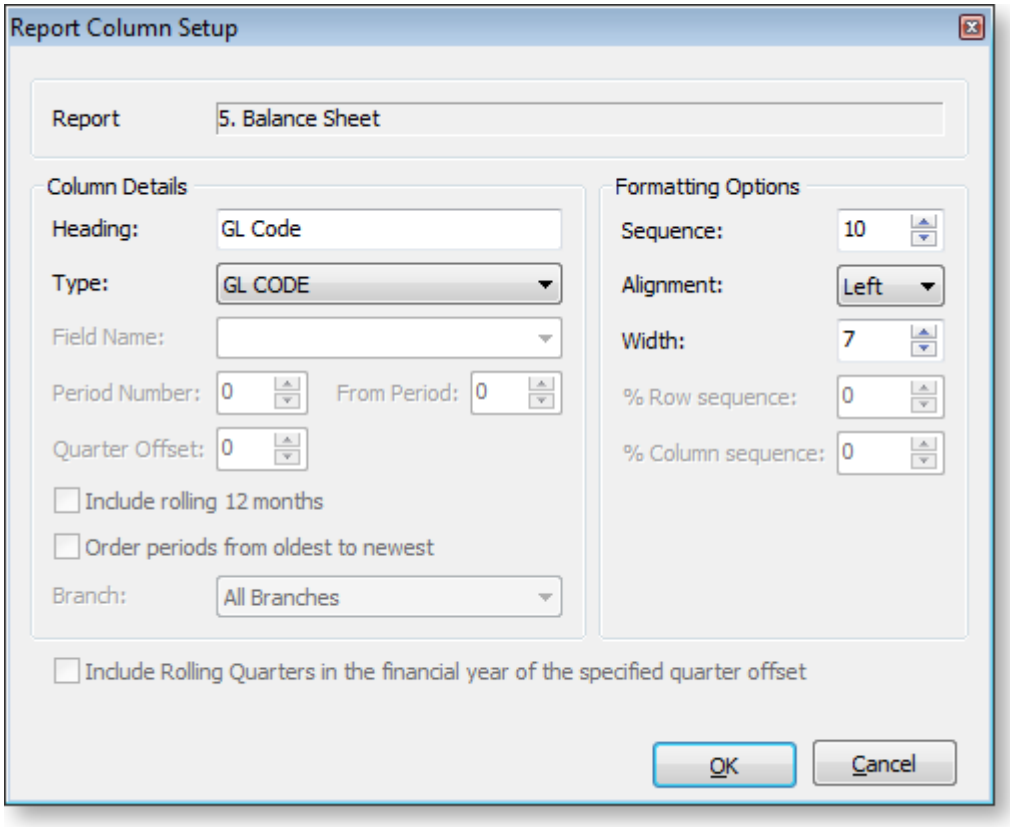
The following types are available from the **Action type** dropdown:

	Item	Description
01	**Main Heading**	The heading text for the report, which is displayed in bold.
02	**Sub Heading**	Subheading text is displayed in bold and underlined.
03	**Narrative**	Narrative lines are plain text with no emphasis.
04	**Page Break**	This will force a page break at this row. This overrules any page length setting made on the Settings page.
05	**Single Account Group**	Allows the user to specify a GL account to be printed in the report.
06	**Single Account Group Conditional on Value**	Same as single account group but it allows user to specify Normally Debit/credit (Normally Debit/credit combo box on the screen is enabled) as an extra criteria
07	**Sequential Range of Account Groups**	If selected this shows information of GL accounts that falls in between the specified GL account group range.
08	**Single General Ledger Account**	If selected this shows information of a single GL account
09	**Single General Ledger Account Conditional on Value**	If selected this shows information of a GL single account but it allows user to specify Normally Debit/credit (Normally Debit/credit drop-down list on the screen is enabled) as an extra criteria.
10	**Sequential Range of Accounts**	If selected this shows information for a range of GL account.
11	**Profit and Loss Account Range Total function**	Allows the user to print a total similar to a P&L Range Value but which gets added as a P&L Total.

12	**P&L Subtotal**	Prints the total of the list above it. If the previous subtotal has not been reset then the subtotal also includes any prior subtotals.
13	**P&L Total**	Prints the subtotals above the total. If the previous total has not been reset then the total also includes any prior totals.
14	**P&L Grand Total**	Prints the totals above the grand total. If the previous grand total has not been reset then the grand total also includes any prior grand totals.
15	**Bal Sheet Range Tot**	The same as the P&L Range Total except that it is used for a Statement of Financial Position.
16	**Bal Sheet SubTotal**	The same as the P&L Subtotal except that it is used for a Statement of Financial Position.
17	**Bal Sheet Total**	The same as the P&L Total except that it is used for a Statement of Financial Position.
18	**Bal Sheet Grand Total**	The same as the P&L Grand Total except that it is used for a Statement of Financial Position.
19	**P&L Ledger Total**	Used in the Statement of Financial Position to provide the user with the sum of the current year's Statement of Financial Performance. In a technical sense it is the total of the GLTRANS where the GLACCS section = 0 for the current financial year.
20	**P&L Range Value**	Allows the user to combine GL accounts based on a SQL Filter.
21	**Bal Sheet Range Val**	The same as the P&L Range Value except that it is used for a Statement of Financial Position.
22	**Opening Stock**	Used in conjunction with periodic closing stock.
23	**Closing Stock**	Used in conjunction with periodic closing stock.

Editing a Report Column Record

GL Report Rows are added and edited by right-clicking on a column on the Rows and Columns sub-tab of the Setup GL Reports window (see page 251):



Field Descriptions

Item	Description
Report	The name of the selected report. This is displayed by default.
Column Details	
Heading	The heading for the column. As well as plain text, this field can contain the parameters <PERIOD> or <QUARTER> - at runtime, these parameters will be replaced with the name of the period/quarter being reported on.
Type	Determines the function that the column performs. The following list describes each function. • **GL Code** - Lists in the column the GL Code, where applicable. • **Data Field** - Lists the name of the account or the description used (if any) in the Report Row Record. • **Period** - Allows the user to define the period to be printed. • **PD Range** - Allows the user to define a period range, e.g. three months for a quarter.

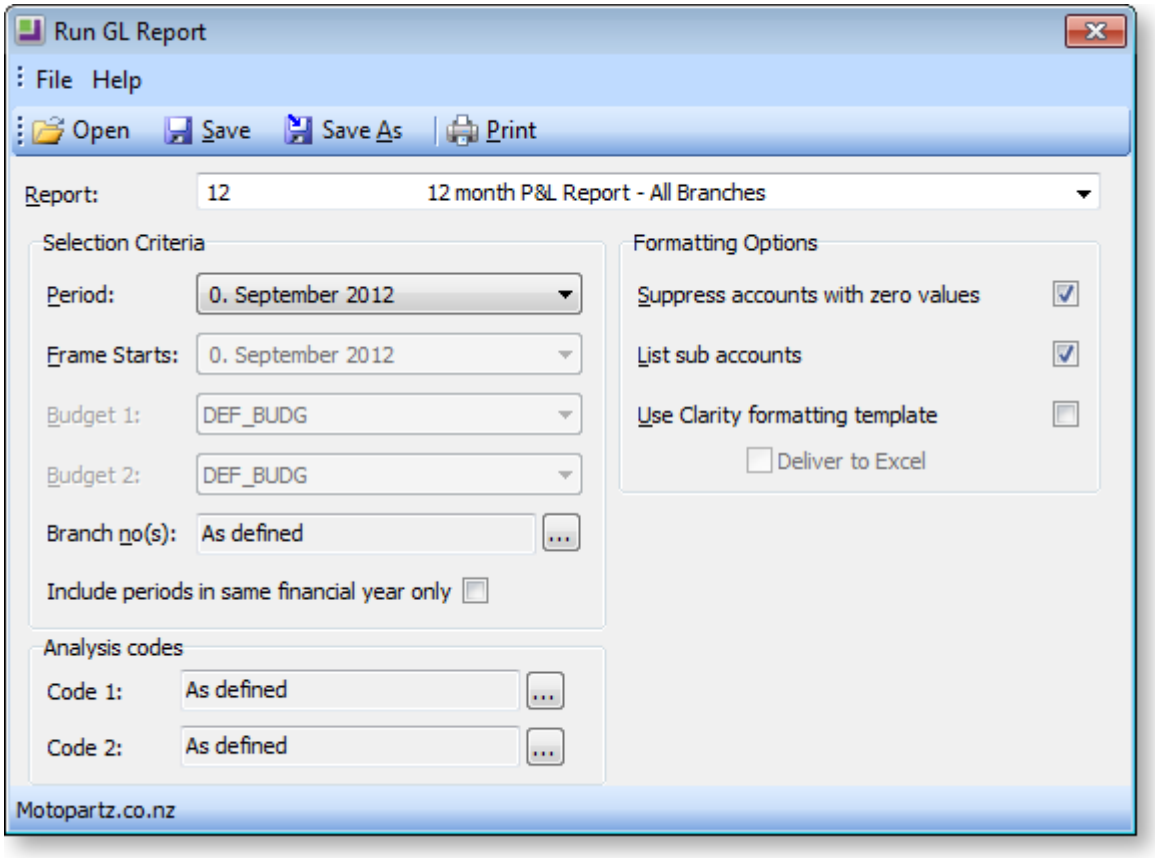
- **Moving frame of periods** - Allows the user to define a period range, represented by the **Frame Length** value. This period range is relative to the **Frame Starts** period specified at runtime (see page 258).
- **This Year** - Displays the Year to Date value for the current financial year.
- **Last Year** - Displays the Year to Date value for the last financial year.
- **Last Year End** - Displays the year end value for the last financial year.
- **Budget** - Displays the budget value for the current financial year.
- **YTD Budget** - Displays the budget value for the current financial year to date.
- **Percentage** - Allows the user to select a column to report on the percentage of a row.
- **Quarter** - Displays individual periods with totals for the quarter to their right.
- **Quarter Total** - Displays only the totals for the quarter.
- **Quarter Budget** - Displays budget values for individual periods with totals for the quarter to their right.
- **Quarter Budget Total** - Displays only the budget totals for the quarter.

Field Name	This becomes active if the "Data Field" option is selected in the **Type** field. Allows the user to select directly from the GLACCS table.
Period No	Determines the period to be reported on. Current Period = 0.
Frame Length	This becomes active if the "Moving frame of periods" option is selected in the **Type** field. It specifies the number of periods to report on.
From Period	Used in conjunction with PD RANGE. Period No becomes the start period and From Period is the end Period No.
Quarter Offset	This becomes active if the one of the "Quarter" options is selected in the **Type** field. Specify the quarter to report on. The current quarter is 0; numbers greater than 0 signify past quarters, e.g. 1 is the previous quarter, 4 is the current quarter in the previous year.
Include rolling 12 months	The system accommodates reporting on either a financial year or rolling year (rolling 12 months) and the choice can be made at run time. This is achieved without having to modify the report after each period roll. For each column in the report you wish to optionally report on a rolling 12 month basis, tick this option so that this field will be either rolling 12 months or financial year only dependant on run time selection. If not ticked, then the field will always report financial year only.

Order periods from oldest to newest	This option applies to columns where the **Type** is set to "Moving frame of periods", or where the **Type** is set to "Period" and the **Include rolling 12 months** option is ticked. It affects the ordering of columns: when ticked, columns are ordered from oldest to newest, e.g. July 2011, August 2011 ... June 2012; when unticked, columns are ordered from newest to oldest, e.g. June 2012, May 2012 ... July 2011.
Formatting Options	
Branch	Used to set a specific branch in a column. If using branches in the column the user should have branches in rows set to All.
Sequence	Enter a number here to set or change the sequence that the row performs its defined action.
Alignment	Sets the option for printing alignment to the right or the left of the column.
Width	Determines the column width.
% Row Seq	When using percentage, the Row Seq and Col Seq provide the coordinates for the figure to be used as 100%
% Col Seq	When using percentage, the Row Seq and Col Seq provide the coordinates for the figure to be used as 100%
Include Rolling Quarters in the financial year of the specified quarter offset	Tick this option to report on quarters in a financial year going back from the quarter entered in the **Quarter Offset** field.

Running GL Reports

To run a predefined report (see page 248), select **General Ledger Reports > Run GL Reports** from the Reports menu.



Item	Description
Report	Select the report to run. Reports are listed with their Report Code and Report Name, as set up on the Settings tab of the Setup GL Reports window (see page 248).
Period	The period selection box determines where the report starts with respect to a period = 0 selection. For example, if the period selected in the period list is period 2, the report adds 2 periods to each column where it has a period determined (0 will become 2, 1 will become 3, and so on).
Frame Starts	This field is only available if the report contains columns with the type "Moving frame of periods". It specifies the starting period for the frame of periods. The length of the frame, i.e. the number of periods to be reported on, is specified by the **Frame Length** column property (see page 255).
Budget 1 and 2	If the GL report being run has budgeting columns, the Budget list turns active and allows the user to select the budget to be reported against.
Branch no(s)	Use the branches either as defined or manually check the branch numbers from the window opened through the ellipsis [...] button.

Include periods in same financial year only	This checkbox is only available if the "P&L Report - All Branches" Report Type is selected. If this option is ticked, then at run time fields set to rolling 12 months are limited to reporting the financial year only. Fields not set to rolling 12 months are not affected by this option.
Suppress accounts with zero values	This setting determines if the report shows a row when all columns in that row equal 0. The default value is determined by the **Suppress Zeros** check box on the Setup GL Reports window (see page 248).
List sub accounts	This setting determines if the report shows sub accounts, where they exist. The default value is determined by the **List Sub Accounts** check box on the Setup GL Reports window (see page 248).
Use Clarity formatting template	Tick this option if a Clarity formatting template (CLF) is to be used.
Deliver to Excel	Tick this option if the generated report is to be exported to an Excel compliant format.
Analysis codes	If GL Analysis Codes have been set up (see page 237), codes can be specified here.

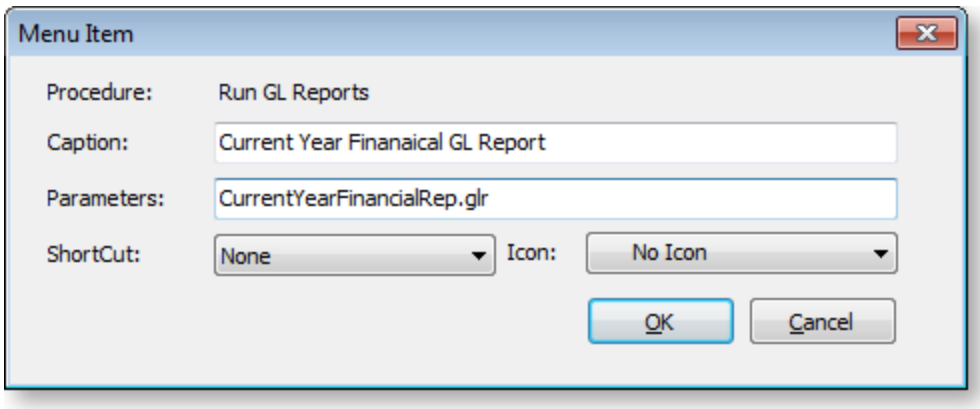
Once all settings are configured, click the button to generate the report.

Saving GL Report Writer Settings

The settings on the Run GL Report window can be saved to a file, so that they can be re-used at a later time. Click the **Save** or **Save As** buttons (or) to save the settings as a file with the extension .GLR.

To load settings from a .GLR file, click the button and browse to select the file.

A .GLR file can also be specified as a parameter when adding the **Run GL Reports** menu item (see page 77):



Specifying a .GLR file means that when the menu item is selected, a GL report will be automatically generated using the settings in the .GLR file (the Run GL Report window does not appear). It is possible to set up multiple GL Report menu items, each with different settings, so that a variety of GL Reports can be generated quickly.

Note: By default, .GLR files are saved in the directory specified by the **Directory location for standard Clarity forms** profile setting (several example .GLR files are installed in this directory). When running a GL Report from a menu item as illustrated above, the .GLR file is assumed to be in this directory.

Setting the Default Report

When adding the **Run GL Reports** menu item (see page 77), it is possible to specify which report should be selected by default when the Run GL Reports window opens. Enter the parameter REPORTID=x into the **Parameters** field, where x is the **Report No** of the default report.

GL Report Batches

Reports > General Ledger Reports > Setup GL Report Batches

The GL Report Batches utility enables multiple GL Reports (see page 247) to be batched together and scheduled to run at a convenient time. A GL report batch could be a collection of different reports such as P&L and balance sheet, but may also include repetitions of the same report with different parameters. An example of this repetition could be multiple occurrences of P&L by branch report where there is one for each branch.

Batches can be run (see page 264) via the user interface or run from a command line prompt. The latter allows scheduling of a batch using an external scheduler such as the "AT" command provided with Microsoft Windows. The batch can therefore be run with no user interaction.

GL reports may also be directed to file rather than printer. For example, they may be written directly to PDF files for publication to Adobe Acrobat reader. The system automatically takes care of any output dialogues to achieve this, and so can be run without user interaction.

Setting up GL Report Batches

The Setup GL Reports Batch utility allows establishment of GL report batches. This is available from both the main MYOB EXO Business menu, and the Configuration Assistant.

Note: There are three profile settings that should be set before creating GL report batches, as well as additional profiles that also apply to all batches:

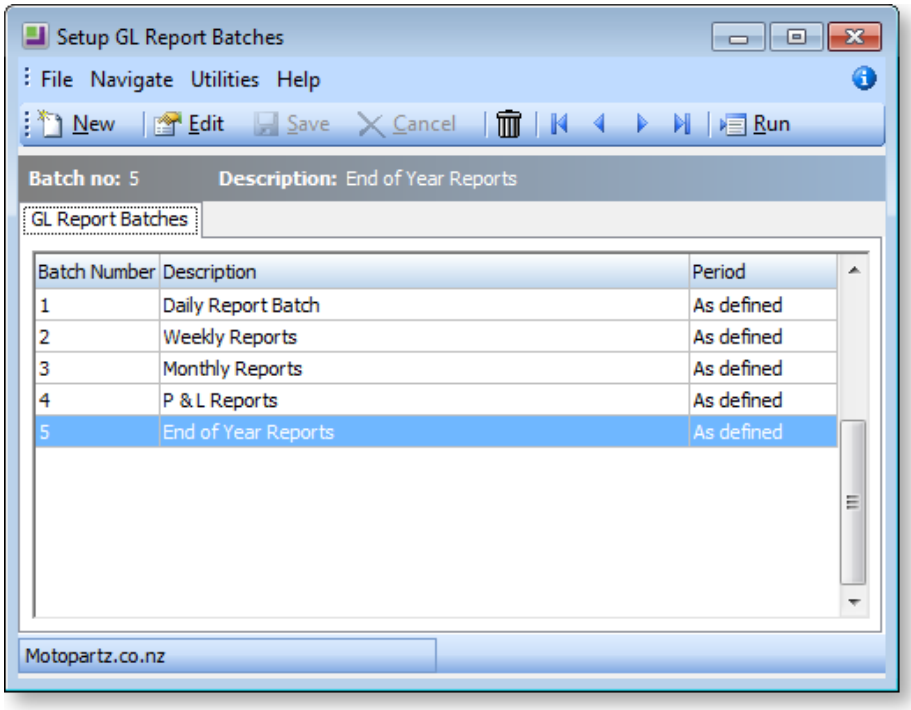
- Directory location for GL Report Batch runs (Computer-level General profile)
- Save GL report batch files as CSV (Computer-level General profile)
- GL Report Batch output device (Clarity Form profile)

To create a GL reports batch:

1. Start the utility from **Reports > General Ledger > Setup GL Report Batches**.

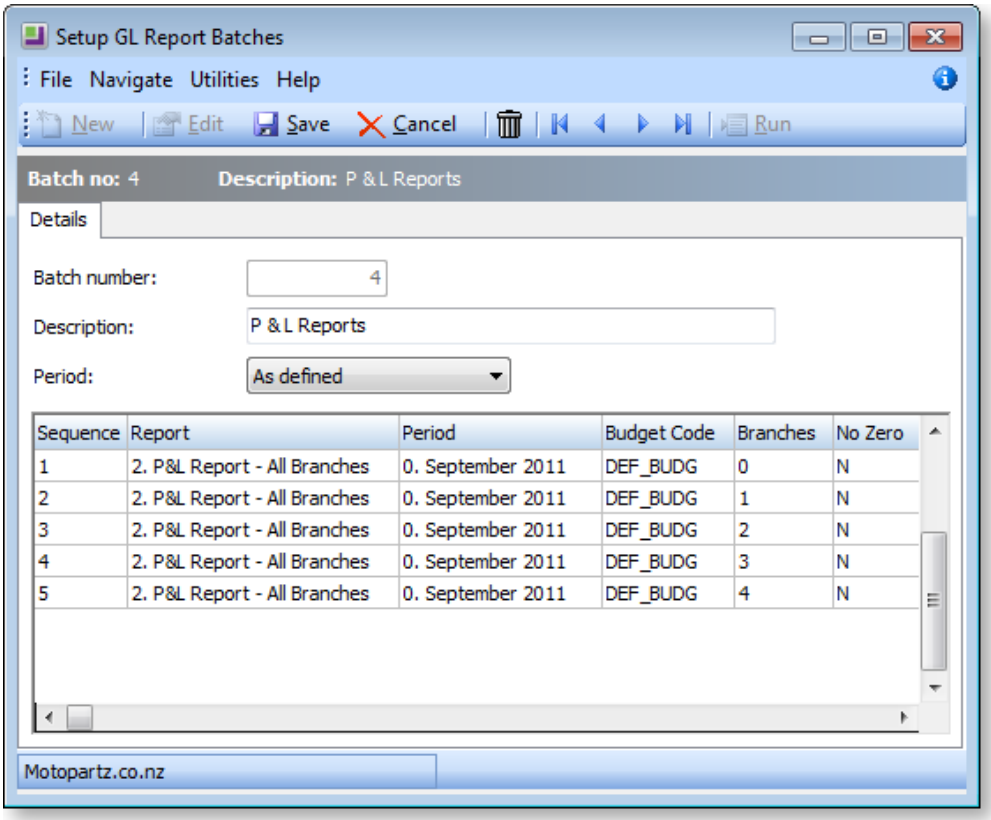
   Note: GL Report Batches can also be set up in EXO Business Config at **Admin > General Ledger > GL Report Batches**.

2. When a batch is selected or created, the system shows the Search tab. From here existing batches can be selected for editing or new batches created.



3. Double-click a row or click **Edit** to edit an existing batch, or click **New** to create a new batch.

4. When creating or editing a GL Report Batch, the Details tab is shown. This shows some header information to identify the batch and lists the GL reports that are contained within the batch. The grid on the Details tab lists the reports to be run, in a specific order, with specific parameters. The contents of the grid are edited directly, to set the options for each report to be run. Moving off the line or saving the batch validates each line for correct entry.



Item	Description
Batch number	On insert, this field is automatically set to the next available number but can be changed before saving.
Description	Use this field to describe the purpose of the batch, or to distinguish it from other batches.
List seq	Enter a number here to set or change the sequence that the reports (with specific parameters) are run. On insert, this is automatically set to the next available number.
Report	Select the GL Report to run from the drop-down list, which is accessed using the spacebar. This is a required field.
Period	Select the period for which the report is to be run from the drop-down list, which is accessed using the spacebar. This is a required field.
Budget code	Select the budget for which the report is to be run from the drop-down list, which is accessed using the spacebar. This is not a required field, but should be set for reports that use budget columns. To clear the field use the backspace key.
Branches	If the report is to be run using the branch numbers defined in the report then leave this field blank. Otherwise, to override the branches set up in the report, either enter a comma-separated list of branch numbers, or right-click on the grid to Select Branch(es) or press CTRL+B.
No Zero	Set this to "Y" to suppress reporting of lines that have only zero values.
Sub A/C	Set this to "Y" to report sub-accounts on separate lines. This defaults to "Y" for systems using sub-accounts.
Clarity	Set this to "Y" to view the report using Clarity instead of the usual report viewer.
Save to File	Set this to "Y" to save the report to file instead of printing it.
Printer Name	This field is used to determine what printer the report is sent to. This field is not relevant if saving to file. Leave this field blank, to use the default printer. Right-click on the grid or press CTRL+P to select a printer.
Copies	If the report is not saved to file, this field is used to determine the number of copies to be printed, and defaults to 1. This field is not relevant if saving to file.

5. The following operations are available:
    - Insert a line using the down arrow key.
    - Cancel an insert/edit using the **ESC** key.
    - Delete a line using **CTRL+DELETE**.

- Copy a line using **CTRL+L**. Use this to quickly set up a batch with reports using similar parameters, for example, a batch of P&L Reports, one for each branch. This copies the selected batch line, sets its list sequence to the next available number and selects it in the grid.

6. Once the batch report lines have been entered, click **Save** to save the batch.

Additional Batch Tools

The following functions can be used from the main Setup GL Batch Reports window, to help manage the batches.

Copy (Ctrl+O)

Copies the selected batch (including lines) to a specified Batch Number.

Merge (Ctrl+M)

Merges the selected batches into the first batch selected, resetting list sequences and deleting remaining batch headers.

Run (Ctrl+R)

Loads the Run GL Report Batch utility (see page 264), which runs the selected batch.

Running General Ledger Report Batches

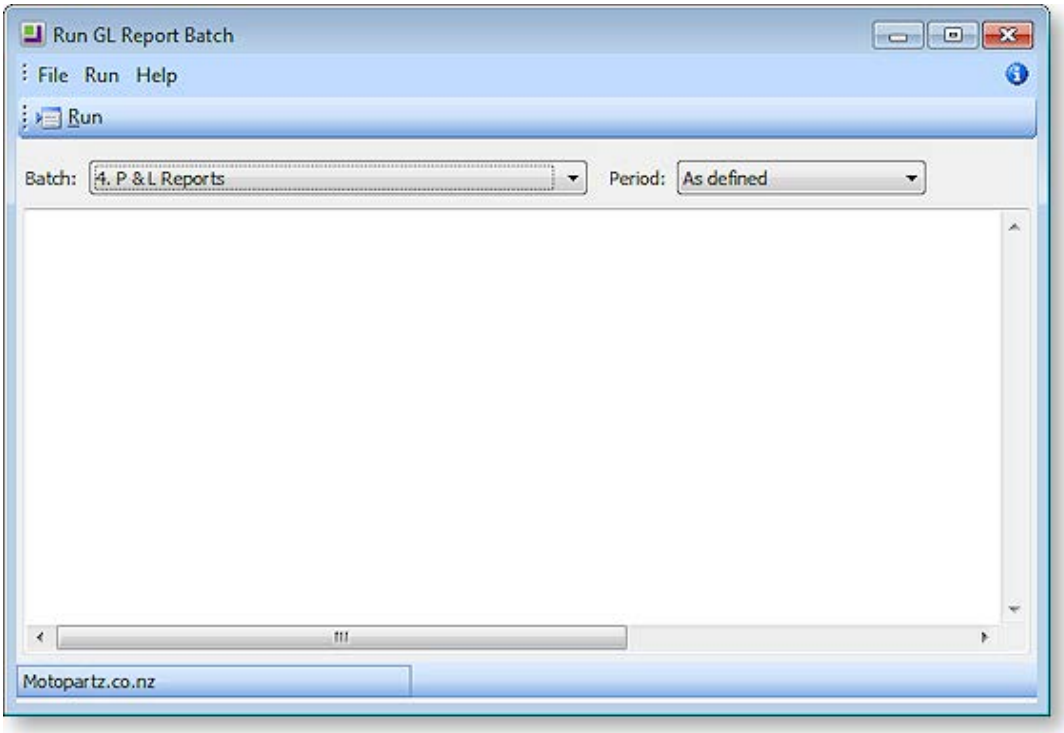
Reports > General Ledger Reports > Run GL Report Batch

GL Report batches can be run from the Setup GL Reports Batch utility (see page 261) or directly from the Windows command line.

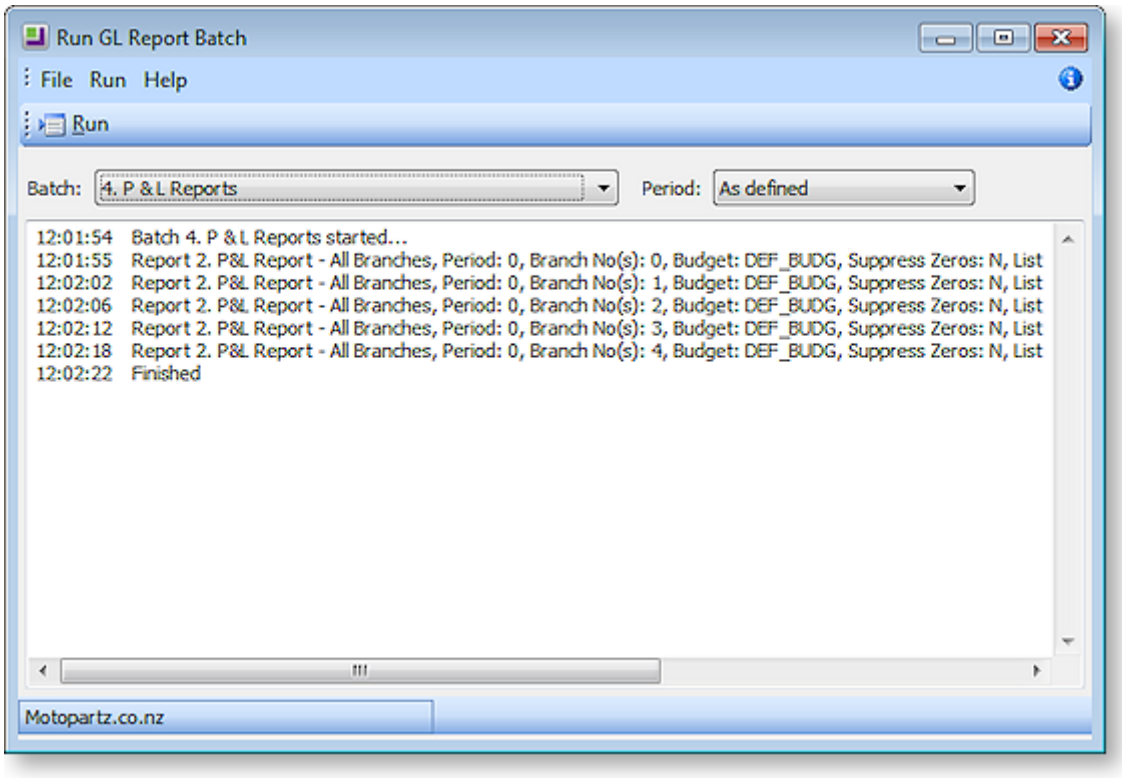
Note: The **Run** command is not available when setting up GL Report batches using the Configuration Assistant.

Running Batches from the Run GL Report Batch Utility

GL Report Batches are normally run from the Run GL Report Batch utility, which can be accessed by clicking the **Run** button on Setup GL Reports Batch utility or by selecting **Run GL Report Batch** from the **Reports > General Ledger Reports** menu.



To run a batch, select the batch from the **Batch** combo box, select a period if necessary, then click the **Run** button. The batch's progress is displayed in the main window. Batches can be run one after another; the progress window clears at the start of each batch run.



On each batch completion, the progress window content is saved to a log file. The file name is in the format:

GLRepBat<BatchNo>_<Date>_<Time>.txt

> **Note:** Log file(s) are saved to the directory specified in the **Directory for GL Report Batch runs** setting.

Errors

If an error occurs while running a report, an error message appears in the progress window.

An error file is saved in the same directory as the log files. The batch continues to run the next report. The batch run error count is displayed on the last progress line.

The file name is in the format:

GLRep<ReportNo>_<Date>_<Time>_Error.txt

Running Batches from the Command Line

A GL Report Batch can be run from the command line by adding the `/GLREPBAT=n` parameter when starting MYOB EXO Business, where n represents the required GL Report Batch number. This parameter must appear on the command line after the EXO Business login parameters.

When a batch is run using the `/GLREPBAT=n` command line parameter, the EXO Business program starts up, runs the Run GL Report Batch utility, runs the batch, saves the log file and any report or error files, and closes itself automatically.

A batch can be run directly using the Windows Command prompt, or by creating a Windows shortcut using the following entry:

```
C:\MYOB EXO Business.exe MyDatabase MyLogin MyPassword /GLREPBAT=2
```

The Windows Scheduler can be used to regularly run the batch at a specified time. The Windows Scheduler options available will depend on the version of Windows being used.

For example, from the Windows Command prompt, enter:

```
at 17:11 /interactive /every:M,T,W,Th,F,S,Su C:\MYOB EXO Business.exe
MyDatabase MyLogin MyPassword /GLREPBAT=2
```

This example would run GL Report Batch 2 every day of the week at 5.11pm. Adjust the time or the day list in '/every' to suit your requirements.

Tip: To view all scheduled jobs, enter AT by itself and press ENTER.

Alternatively, use the Scheduled Tasks tool (**Control Panel > Scheduled Tasks**) to schedule batches.

Running Multiple GL Report Batches

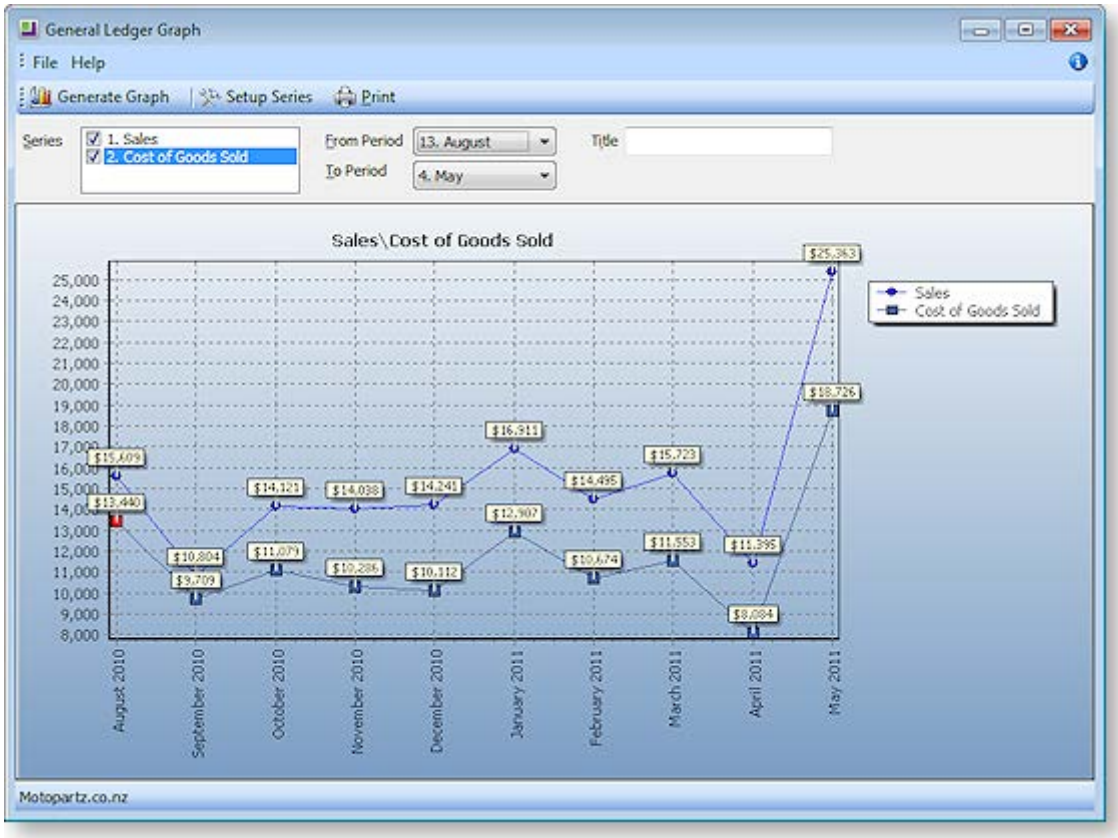
To run multiple GL Report Batches together, create a batch file of GL Report Batch commands using Notepad, then run this file from Windows Explorer, or as a scheduled task.

GL Graph

The graph allows you to view the status of a series based on the selected criteria.

Viewing the GL Graph

Utilities > General Ledger Utilities > General Ledger Graphs



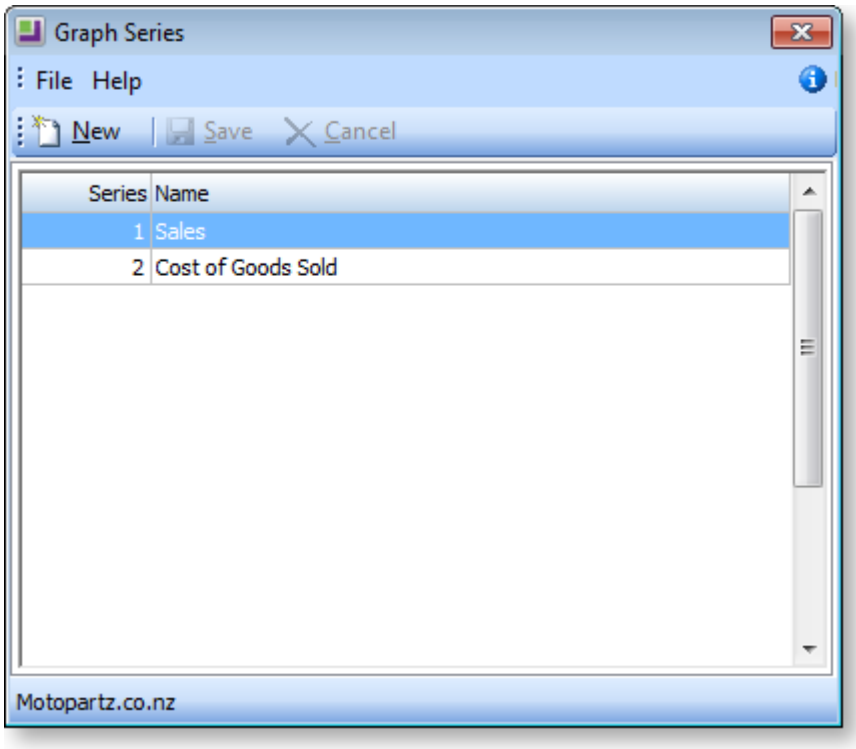
1. Specify the criteria for the graph:
    a. Select which series to display on the graph.
    b. Specify start and end periods for the graph.
    c. Enter a title for the graph.

2. Click the **Generate Graph** button to generate the graph. The resulting graph can be printed using the **Print** button.

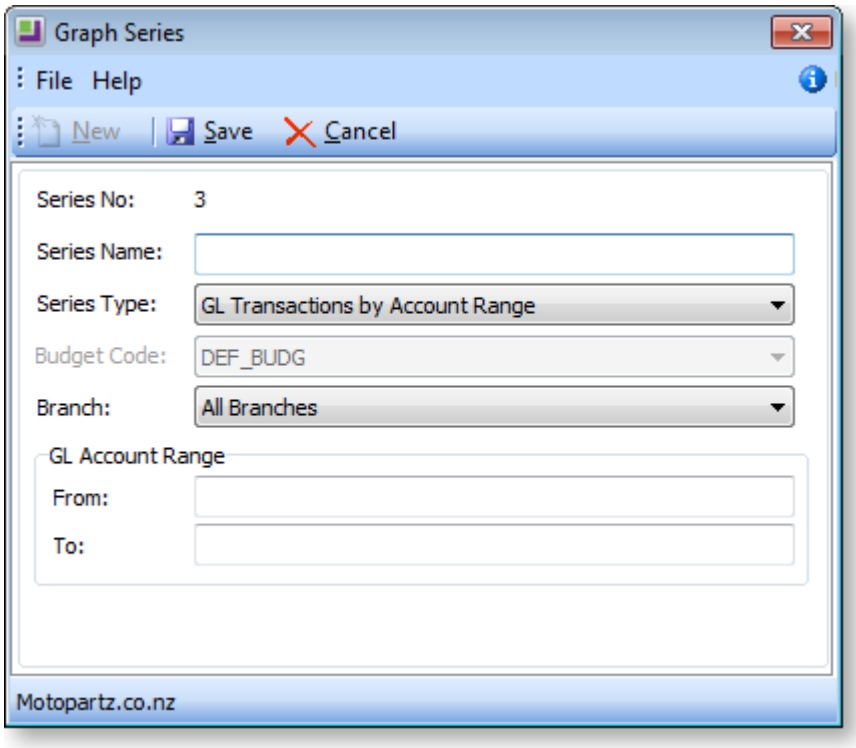
Setting up Graph Series

You can define additional series for the graph if more are required:

1. Click the **Setup Series** button on the General Ledger Graph window. The Graph Series window opens:



2. Click the **New** button.



3. Enter a concise name for the series in the **Series Name** field.

4. Select the **Series Type** from the drop down list. Depending on the type selected, other options become available. These are defined in the next few steps, bear in mind that some of these will only be available according to the Series Type chosen.
5. Select the **Budget Code** to which the series is to be restricted from the drop down list.
6. Select the **Branch** from the drop down list.
7. Specify the from and to **GL Account Range** as specified in the GL.
8. Click **Save** to add this series to the list or **Cancel** to lose your edits and close this window.

Maintaining GL Budgets

The GL Budgeting tool is a function within the MYOB EXO Business core product. This tool enables you to store a projection and report against it. The reporting is against transactions that have been posted to the General Ledger. It is period-driven in the same way as the transactions in the General Ledger being reported on.

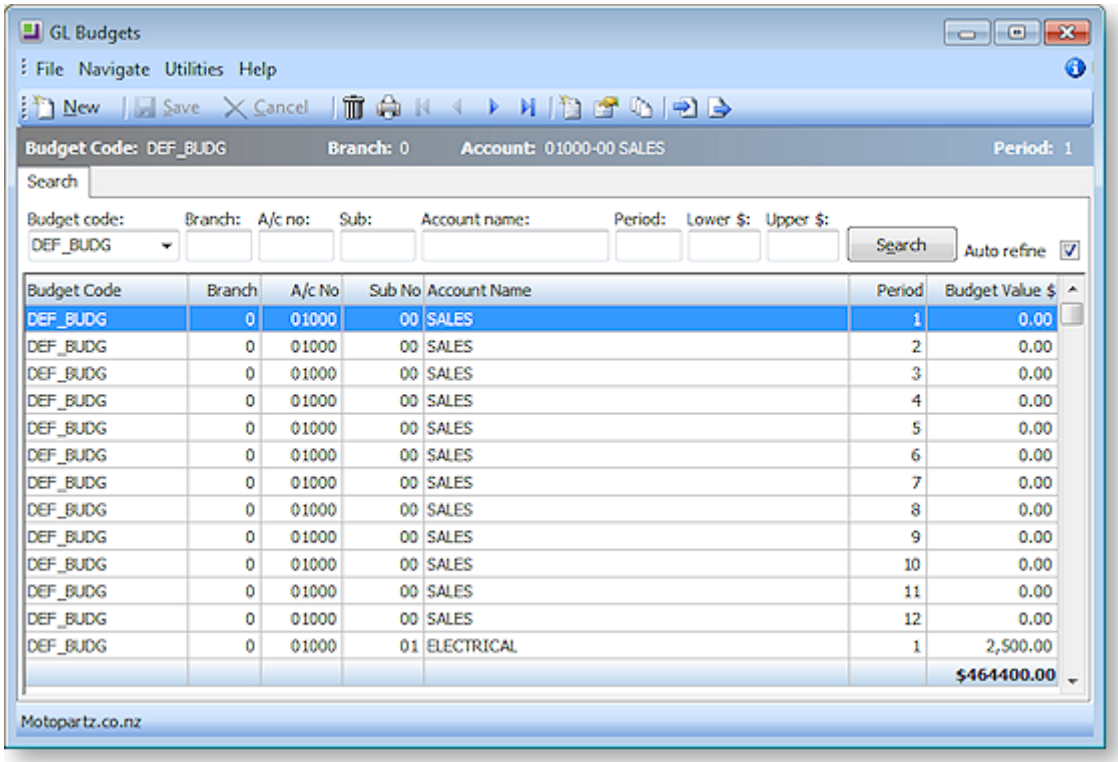
GL Budgets can be entered directly into MYOB EXO Business or imported in the form of a .csv file. EXO Business can export budgets to a spreadsheet (for example, Excel) for modification and import the budgets back into EXO Business. You have the ability to store multiple budgets, for different years or a reforecast within the same financial year.

GL Budgeting Tool

Setting up the GL Budgeting Tool

Utilities > GL Budgets

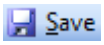
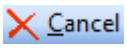
The first time the window is displayed no budgets are listed, as none have been set up yet.



Field	Description
Budget code	If there is no code in the list, then one needs to be set up (see page 270).
Branch **A/c no** **Sub** **Account name** **Period** **Lower $** **Upper $**	Once a Budget Code has been selected, enter data into these fields to refine the list in the grid.
Search	If **Auto Refine** is unchecked, click this button the display the results of the search in the grid below.
Auto Refine	With this selected, the results in the grid will automatically refresh when information is entered into the search parameters

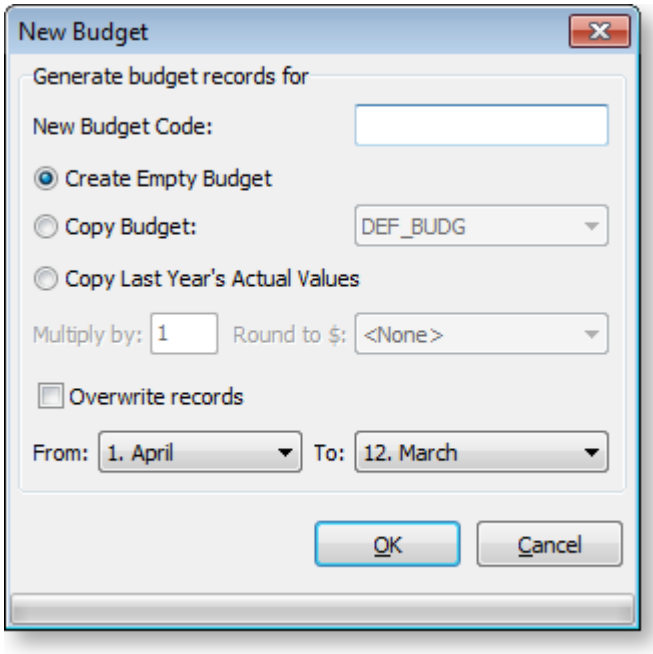
Menu Options

From this window the following options are available to the user.

Icon	Name	Description
	New Record	Creates a new budget record for a budget.
	Save	Save the new budget record.
	Cancel	Cancel the creation of a record for a budget.
	Delete (see page 271)	Deletes budget records from a budget.
	Print (see page 276)	Prints the budget with the data entered or imported.
	Nav keys	The arrow icons are used to navigate between transaction records.
	New Budget (see page 270)	Creates a new budget in MYOB EXO Business.
	Edit Budget (see page 271)	Allows the user to edit a budget. It is not used to change the numbers within a budget, but it is used when a GL code is added. This creates the records for the new GL code that did not exist at the time the budget was created.
	Spread Budget (see page 272)	Spreads budget per period based on the spread method used.
	Import Budget (see page 274)	Imports a CSV file and modifies it before importing it into the budget table.
	Export Budget (see page 275)	Exports the budget to the Excel spreadsheet, in a CSV file format.

Create a New GL Budget

To create a new budget, click the **New Budget** button ( ) on the GL Budgets window (see page 268).

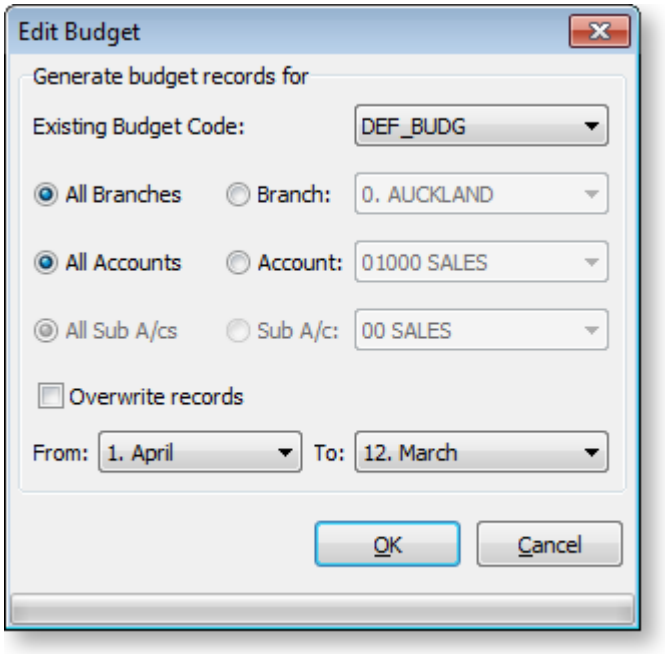


Window Functions

Item	Description
New Budget Code	The code for this budget. When running a GL Report, (**Reports > General Ledger Reports > Run GL Reports**) this code appears in the Budget list.
Create Empty Budget	Select to create a budget record for all branch, account numbers and sub account numbers with a zero value.
Copy Budget	Select to replicate an existing budget. The budget to be copied needs to be selected from the list.
Copy Last Year's Actual Values	Select to create a budget record for all branch, account numbers and sub account numbers with a value from the equivalent period in the previous year.
Multiply by and Round to $	These options are only available when you are creating a new budget from an existing budget or creating a budget from the previous year's actual results.
Overwrite records option	This allows you to replace an existing budget with new records. **Note:** The existing records are deleted.
Period range selection	Allows you to only create records for a specific range. For example, you may be half way through a financial year and require a re-forecast for the last 6 periods. Fewer records in the database mean that reports operate quicker than they would with a large number of zero values. The periods 1 to 12 are the periods of the financial year. 1 is the first period of the financial year and 12 is the last. So, for example, if the financial year is July to June, July is period 1 and June is period 12.

Edit a GL Budget

To create a new budget, select the **Edit Budget** button ( ) on the GL Budgets window (see page 268).

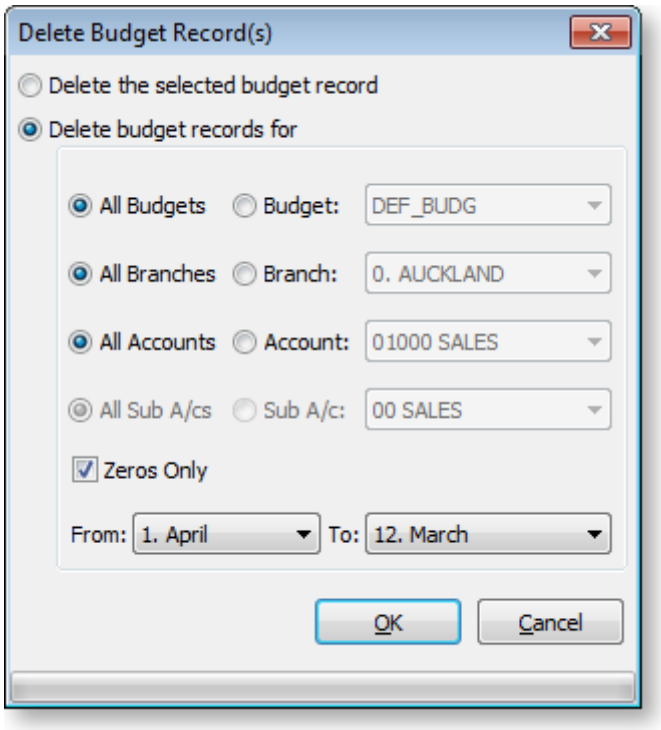


Window Functions

Item	Description
Existing Budget Code	From the list, select the code of the budget that is to be modified.
All Branches **Branch**	Select the relevant option. If a specific branch is to be modified, the name should be selected from the list. For example, the opening of a new branch during the financial year.
All Accounts **Account**	Select the relevant option. If a specific GL account is to be modified, the name should be selected from the list. For example, the creation of a new account during the financial year.
All Sub A/cs **Sub A/c**	Select the relevant option. If a specific GL sub account is to be modified, the name should be selected from the list.
Overwrite records option	The same as Overwrite records option in the Create a New Budget window (see page 270).
Period range selection	The same as Period range selection in the Create a New Budget window (see page 270).

Delete GL Budget Records

To delete a budget record, click the **Delete Budget** button ( ) from the GL Budgets window (see page 268).

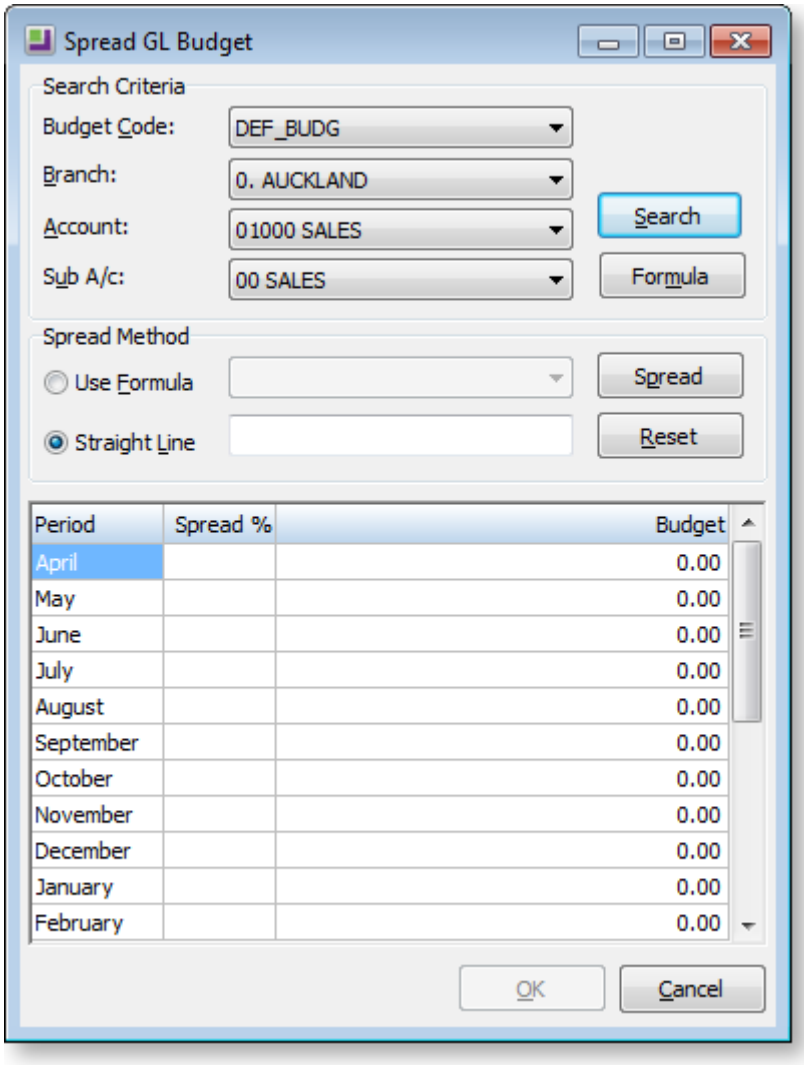


Window Functions

Item	Description
Delete the selected budget record	Select the option to delete the record highlighted in the GL Budgets (search) window, from the budget.
Delete budget records for	Select the option to delete records in a budget. The method is similar to the one used when editing a budget (see page 271), except that in this case records are removed instead of added
Zeros Only	This allows you to reduce the size of the database and speed up the running of reports by removing all records in a budget that have a value of zero.
Period range selection	This functions the same as Period range selection in the New Budget window (see page 270).

Spread a GL Budget

To spread a GL budget, select the **Spread Budget** button ( ) on the GL Budgets window (see page 268).

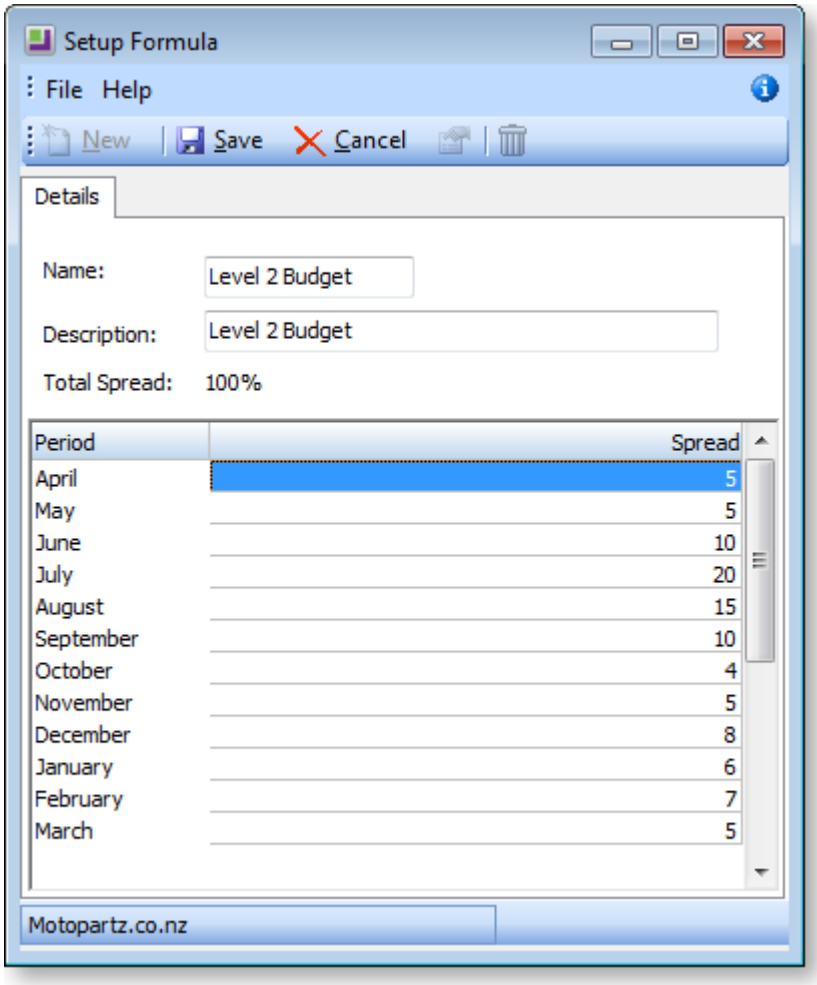


1. Choose a budget to be spread over the year using the Search Criteria. Click the **Search** button to load this budget into the spread tool.
2. Select a Spread Method. Choose from:
    - Use Formula - spread the budget according to a pre-defined formula.
    - Straight Line - distribute the spread evenly throughout the year.
3. Click **Spread**. The resulting spread will display in the grid. These figures can still be manually edited if need be.
4. Click **OK** to apply this spread to the GL budgeting tool.

Formula Method

If the Formula method is to be used, click the **Formula** button to load, edit or create a formula to apply to this spread:

1. The Setup Formula window opens. If no previous formulas have been defined, click the **New** button to create one. Alternatively, select an existing formula from the grid.



2. Give the new formula a name and a brief description for future reference.
3. In the grid, define the spread for the financial year by entering them adjacent to the month. These figures are in a percentage for the annual budget. Click **Save** to save this new spread.

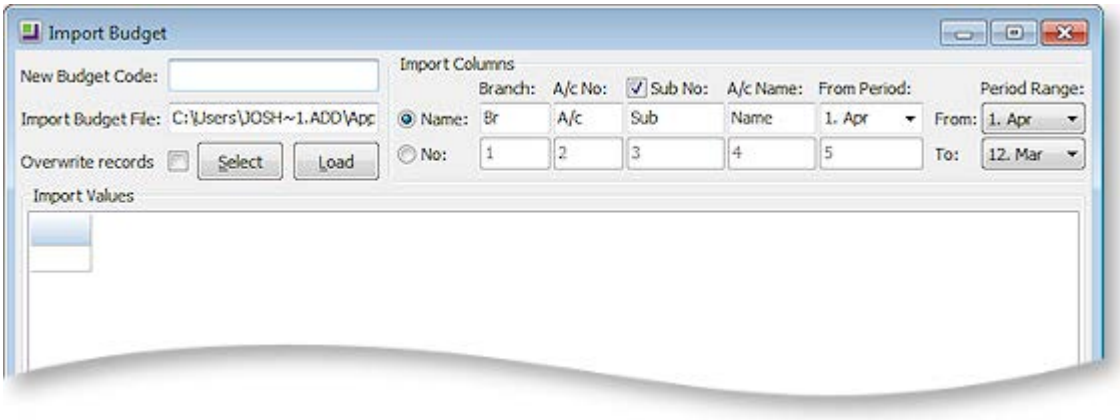
Straight Line Method

Use the Straight Line Spread Method to distribute the spread evenly throughout the year:

1. Enter the total combined budget amount for the year into the **Straight Line** field.
2. Click the **Spread** button to spread this amount to selected account.

Import a GL Budget

To import a budget, select the **Import Budget** button ( ) from the GL Budgets window (see page 268).

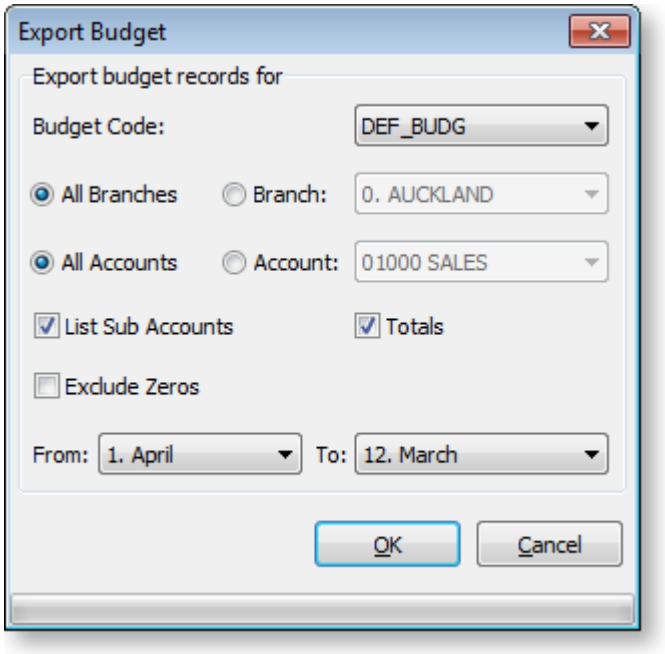


Window Functions

Item	Description
New Budget Code	The code for this budget. When running a GL Report, (**Reports > General Ledger Reports > Run GL Reports**) this code appears in the Budget list.
Import Budget File	The location and name of the CSV file to be imported into the budget table.
Import Columns	Defines the format of the CSV file to be imported. The specifications are based on the format of the existing file.
Period Range Selection	The same as Period range selection in the Create a New Budget window (see page 270).
Sub No option	This option needs to be selected if sub accounts are required in the budget.
Select Button	Allows the user to search for the CSV file that needs to be imported.
Overwrite records option	Is the same as Overwrite records option in the Create a New Budget window (see page 270).
Load Button	Loads the CSV file into the grid (see page 10). This is an intermediate stage prior to importing the records into the budget table. You can edit the data prior to clicking the **OK** button.
OK Button	Loads the data from the grid into the budget table. The program performs an error check at this time to ensure that each record has a unique combination of Branch, Account and Sub Account.
Cancel Button	Ends the session without putting data into the budget table and takes you directly back to the main budget window.

Export a GL Budget

To export a budget, select the **Export Budget** button ( ) from the GL Budgets window (see page 268).

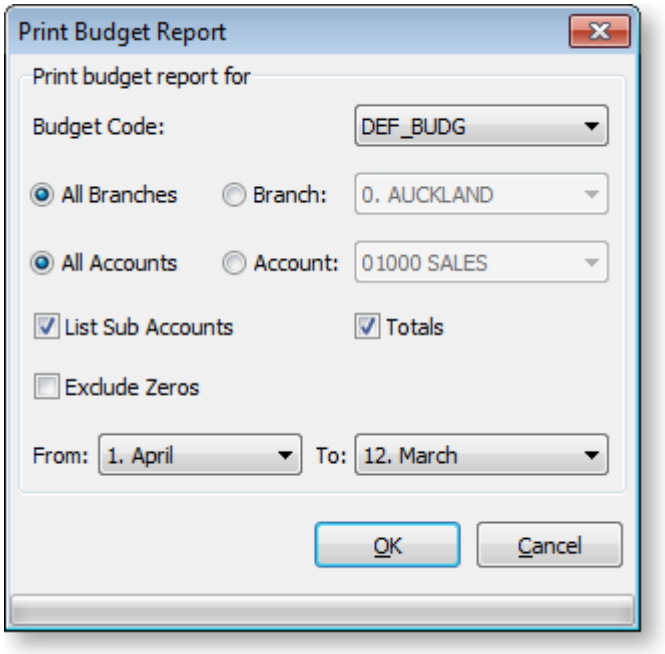


Window Functions

Item	Description
Budget Code	The code of the budget to be modified/exported. Select the relevant code from the list.
Branches, Accounts and Sub Accounts	Allows you to reduce the number of records to be exported.
Totals option	Totals on the report, both down and across
Exclude Zeroes	Allows you to reduce the size of the database and speed up the running of reports by excluding all records in a budget that have a value of zero when exporting the budget.
Period Range Selection	The same as Period range selection (see page 270) in the create a new budget window.
OK Button	Exports the budget to a CSV file, launches Excel and populates the spreadsheet with the budget data.
Cancel Button	Ends the session without putting data into the budget table and takes you back to the main budget window.

Print a GL Budget Report

To print a budget report, select the **Print Budget** button ( ) from the GL Budgets window (see page 268).



Window Functions

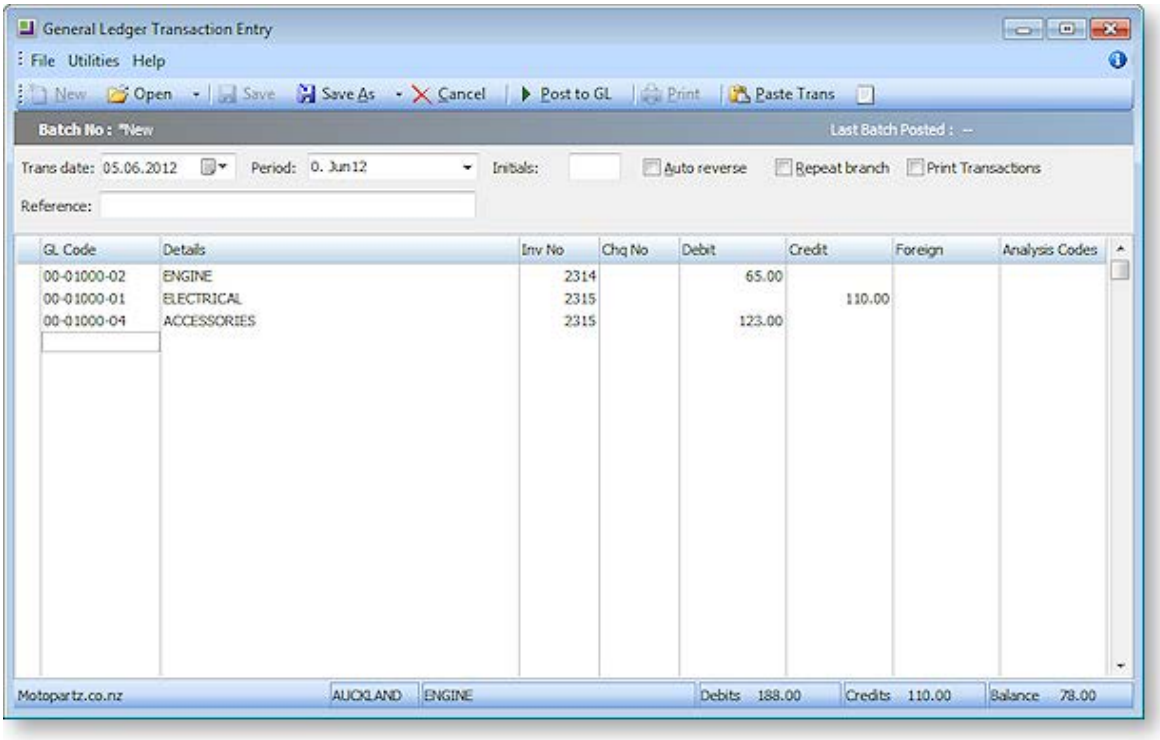
Item	Description
Budget Code	The code of the budget to be printed. Select the relevant code from the list.
Branches, Accounts and Sub Accounts	Allows you to reduce the number of records to be printed.
Totals option	Totals on the report, both down and across to appear in the printout.
Exclude Zeroes	Allows you to reduce the size of the printout by excluding all records in a budget that have a value of zero when printing the budget.
Period Range Selection	Is the same as Period range selection in the Create a New Budget window (see page 270).
OK Button	Print the budget report according the defined options above.
Cancel Button	Ends the session without printing and takes you back to the main budget window.

General Ledger Transactions

General Ledger Transaction Entry

Transactions > General Ledger > GL Transactions

Transactions are generally posted to the GL from the sub ledgers. However, if there is an error or special posting to made, or if there provisions which have not yet been entered in the sub ledger, manual GL Transaction Entry can be used.



1. Click **New** to create new GL transaction batch.
2. Complete fields in the screen like **GL Code**, **Details**, **Invoice No**, **Amount** and *Reference*. Ensure that the sum of the debits and credits in the batch is equal to zero to be able to post transactions.
3. Some batches can be saved as a **Recurring** or **Suspended** batches until they are ready for posting. The Utilities menu provides options related to later posting.
4. Click the **Post to GL** button to save the transactions in the batch and post the batch to the General Ledger.

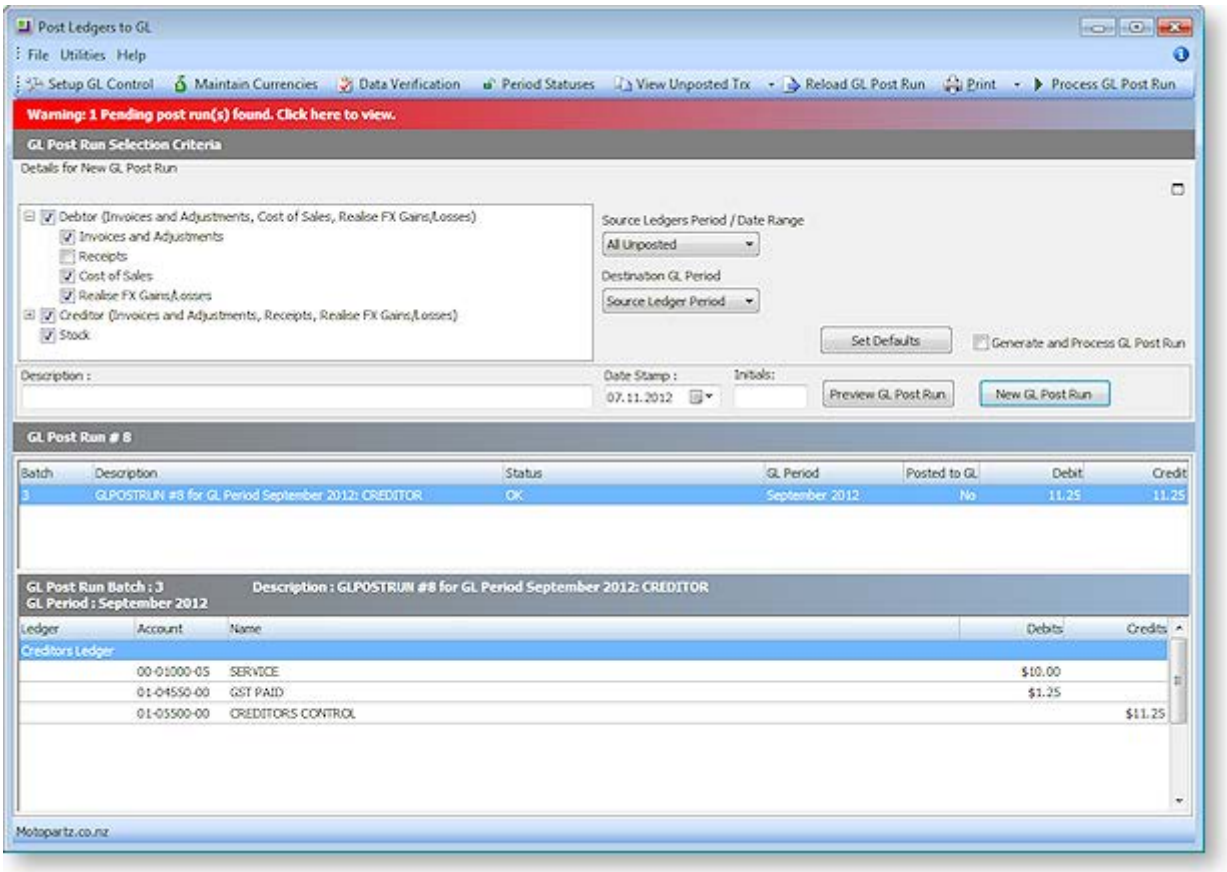
Notes

- Accounts can be blocked from allowing manual journal postings. A warning message will be given if an entry is made to a GL account that does not allow manual journal postings, e.g. debtors control account.
- One or more recurring batches can be opened and appended to make a 'super batch'.
- Posted GL Batches can be viewed through the GL Batch Transactions screen. A single batch number (e.g. 50), a batch range (e.g. 50-55), or selected batch numbers (e.g. 50, 51, 55) can be specified.
- Select the **Repeat branch** checkbox to automatically copy the branch used previously to the next transaction line.
- Transactions can be viewed all for periods but posting is limited to a maximum of 24 periods.
- Recurring transactions are created when rolling the period, and are posted on the current period.

Posting Ledgers to GL

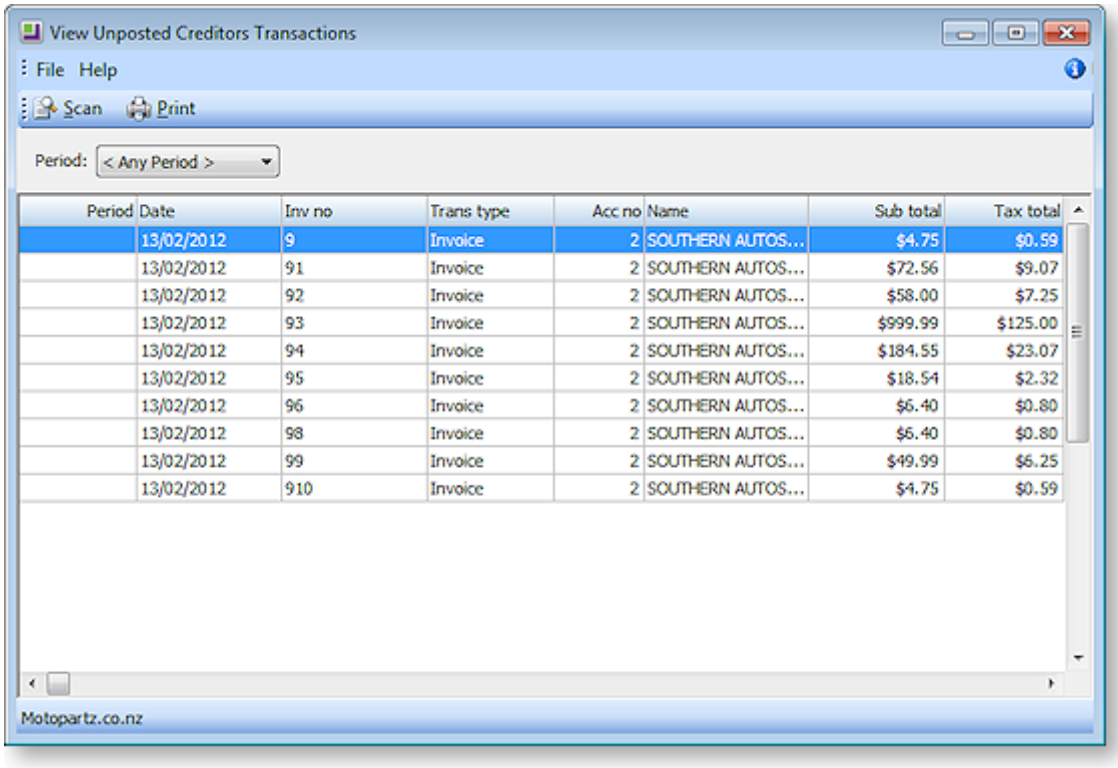
Utilities > Ledger Posting > Post Ledgers to GL

All three source ledgers (Debtors, Creditors and Stock) can be posted to the General Ledger at the same time. One batch is created for each ledger. Batches are created on combination of Period and ledger, i.e. one for each period and ledger combination. The Description field for the batch indicates the ledger for which the batch has been created.



Toolbar buttons are available to access the setup screens for GL Control Accounts (see page 65), Currencies (see page 69) and Period Statuses (see page 68), as well as the Data Verification utility (see page 57). These options are also available in the Utilities menu.

You can view transactions that have not yet been posted by selecting an option from the **View Unposted Tx** button menu.



Period	Date	Inv no	Trans type	Acc no	Name	Sub total	Tax total
	13/02/2012	9	Invoice	2	SOUTHERN AUTOS...	$4.75	$0.59
	13/02/2012	91	Invoice	2	SOUTHERN AUTOS...	$72.56	$9.07
	13/02/2012	92	Invoice	2	SOUTHERN AUTOS...	$58.00	$7.25
	13/02/2012	93	Invoice	2	SOUTHERN AUTOS...	$999.99	$125.00
	13/02/2012	94	Invoice	2	SOUTHERN AUTOS...	$184.55	$23.07
	13/02/2012	95	Invoice	2	SOUTHERN AUTOS...	$18.54	$2.32
	13/02/2012	96	Invoice	2	SOUTHERN AUTOS...	$6.40	$0.80
	13/02/2012	98	Invoice	2	SOUTHERN AUTOS...	$6.40	$0.80
	13/02/2012	99	Invoice	2	SOUTHERN AUTOS...	$49.99	$6.25
	13/02/2012	910	Invoice	2	SOUTHERN AUTOS...	$4.75	$0.59

To post ledgers to the GL:

1. Select what information to post. Choose from:
    - Debtors Invoices and Adjustments
    - Debtors Receipts
    - Debtors Cost of Sales
    - Debtors Realise FX Gains/Losses
    - Creditors Invoices and Adjustments
    - Creditors Receipts
    - Creditors Stock Cost Variances
    - Creditors Realise FX Gains/Losses
    - Stock (if EXO Job Costing is installed, this option becomes “Stock and Work in Progress”)

    Note: The availability and default settings for these options are determined by the profile settings **Allowed ledgers to post** and **Default status of the ledgers in Post ledgers to GL screen**.
2. Specify the period or dated range you want to extract data from. Choose from:
    - **All Unposted** - All unposted transactions.
    - **Prior to Current Period** - Everything except the current financial period.
    - **Selected Period Range** - Selecting this option lets you specify a From and To period to determine the source range.
    - **Selected Date Range** - Selecting this option lets you specify From and To dates to determine the date range.

3. Select the destination GL period. Choose from:
    - **Source Ledger Period** - With this mode each source ledger period will create a distinct General Ledger batch in the matching GL period. Where multiple periods exist in the selected set of source data, multiple GL batches will be produced.
    - **Custom GL Period** - Selecting this option lets you specify a specific GL period to receive all selected transactions. In this mode only one GL batch will be created even if multiple periods are included in the source ledger data selected.
4. Enter post run details:
    - The **Date Stamp** you want to use to date the GL transactions being posted
    - The **Initials** of the person performing the post run
    - A **Description** of the post run.
5. Click the **New GL Post Run** button. This creates suspended batches and marks the source ledger transactions as posted. You are given the option of printing a report on the post run. If the **Generate and Process GL Post Run** option is ticked, the post run will be processed automatically.

    Note: Instead of clicking **New GL Post Run**, you can click **New Preview GL Post Run** to extracts and views GL data without marking the source transactions as posted. This is useful for first GL post runs, particularly during implementation. This gives you the opportunity to correct data in the source ledgers and/or ensure system setup (such as GL accounts on stock items etc.) is correct.
6. The batch(es) appear on the Post Ledgers to GL window. Review the transactions listed and ensure the total debit and total credit values balance. From here you can edit the batch if necessary by right-clicking on it (some options are not available if the batch was processed automatically):
    - Right-click and select **Print Batch** to print a report on a batch.
    - Right-click and select **Edit Batch > Description** to edit the batch's description.
    - Right-click and select **Edit Batch > General Ledger Period** to change the General Ledger period that the batch will post to.
    - Right-click and select **Edit Batch > Fix Imbalance** to create a rounding line in the batch for the amount of the imbalance, subject to the threshold you specified by the profile setting **Post Ledgers to GL Maximum**. For amounts less than the threshold, the rounding line is automatically created; for amounts greater than the threshold, you are prompted for your password if you are supervisor, or if you are not a supervisor, a list of supervisors is displayed, for a supervisor to enter their password.
    - Right-click and select **Validate Batch** to check the batch for imbalances.
    - Right-click and select **Reverse Batch** to reverse the batch transactions. For pending batches, this reverts all of the source transactions from the batch to their original state. For posted batches, this takes all the source transactions from the batch and reverses the Debits and Credits.

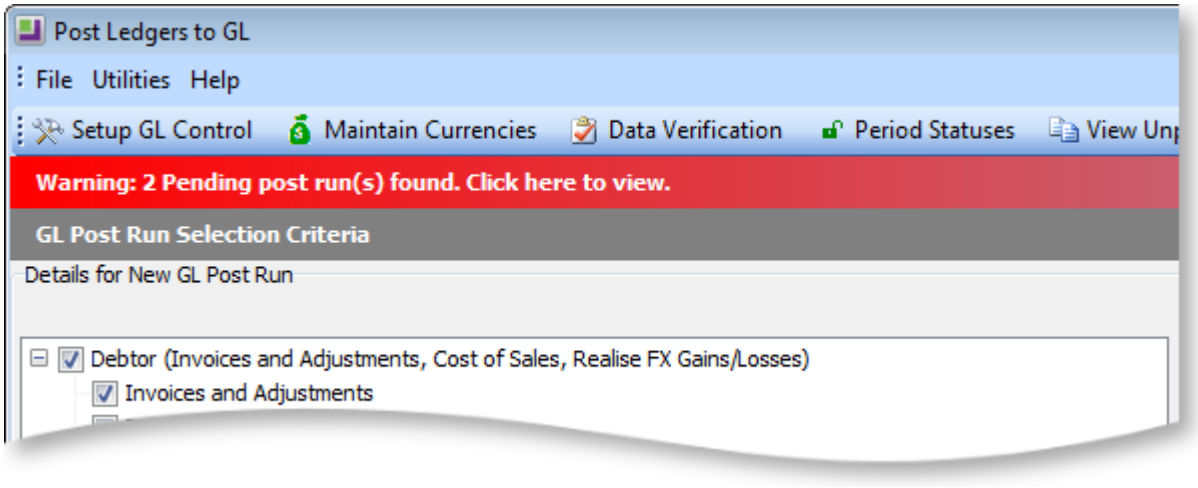
    Note: To enable the **Edit Batch > Transactions** option, use the **Drop Down Menu Designer (see page 77)** to add the parameter "+EGL" to the Post Ledgers to GL menu function.

    You can also view additional information about the transactions in the batch by right-clicking on the transactions in the bottom section of the Post Ledgers to GL window:
    - Right-click and select **View GL Account** to open the General Ledger Account Details window (see page 229) for the relevant account.
    - Right-click and select **View Pre Posted Transactions > Selected Account** to display the showing the pre-journals that will be posted for the account that was right-clicked on.

- Right-click and select **View Pre Posted Transactions > All Accounts** to display the showing a consolidated view the pre-journals for all accounts in the grid.

7. If the **Generate and Process GL Post Run** option is not ticked, click **Process GL Post Run** to post all batches to the General Ledger.

If you close the Post Ledgers to GL window without processing the GL post run, the next time you open it you can click **Reload GL Post Run** to re-open any pending post runs. If there are any pending post runs, a warning message will appear at the top of the window:



GL Batch Transactions

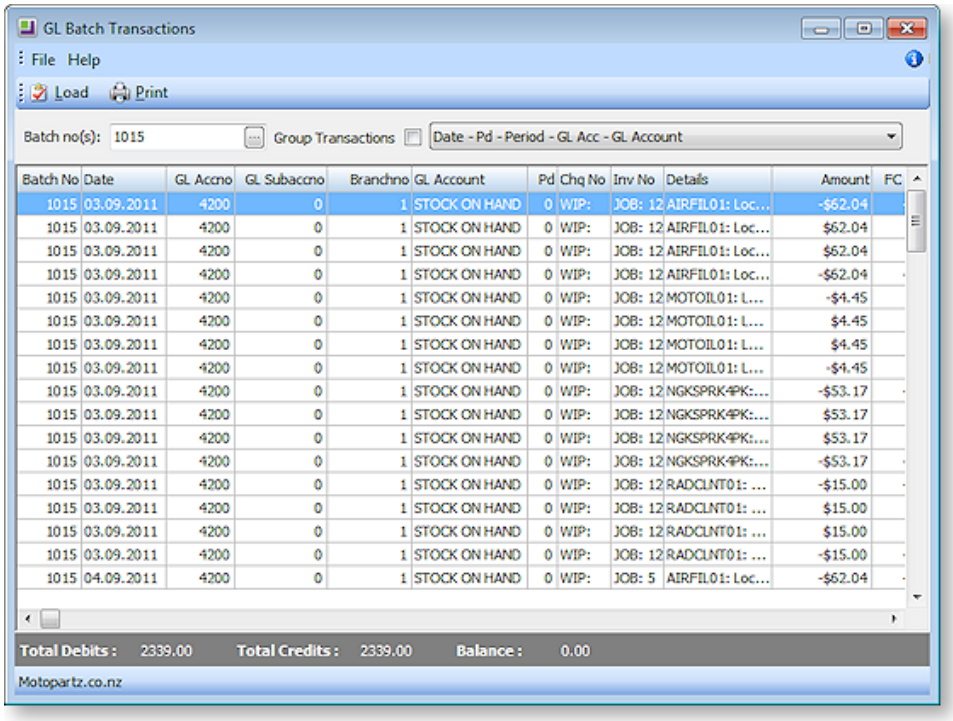
Utilities > General Ledger Utilities > GL Batch Transactions

You can view transactions related to a specific GL Batch if you are looking for the location of a posted transaction.

To view a GL Batch:

1. Open the GL Batch Transaction window using the path above.
2. Select the batches to display:
   - Enter one or more numbers into the **Batch No** and click the **Load** button. You can specify a single batch number (for example, 50 that lists all batch transactions with the batch number 50) a batch range (for example, 50 – 55 listing all batch transactions with batch numbers from 50 to 55) or selected batch numbers (for example, 50, 52, 54 which lists all batch transactions with batch numbers 50, 52,and 54).
   - Enter "?" into the **Batch No** field and press TAB or ENTER to open a search window, or click the … button next to the **Batch No** field. Select one or more batches (you can select multiple batches by holding down CTRL) and click **Select & Close**.
3. To group the displayed transactions, select one or more properties to group by from the **Grouping** dropdown, then tick the **Group Transactions** option.

4. The batch details are displayed with the following details:



Field Descriptions

Item	Description
Batch No	The batch number of the listed batch.
Date	The date the last transaction in the batch was posted.
GL Code	The GL code related to this batch.
GL Account	The name of the GL account related to this batch.
Pd	The period number of the transaction.
Chq No	The cheque number of the transaction, where applicable.
Inv No	The invoice number of the transaction, where applicable.
Details	The description of the GL account related to this batch.
Amount	The Foreign Currency debit amount. This is available only if the batch contains foreign currency transactions.
FC Credit	Foreign currency credit amount. This is only available if the batch contains foreign currency transactions.
Initials	The person who posted the transaction.
Source	The GL Sources that this batch is recorded in.

Click **Print** to print the batch report.

Period Handling

MYOB EXO Business employs a method of tagging all transactions with a nominated period number at the time of posting. As an extra validation EXO Business can ensure that the transaction date given is valid for the period that the transaction is being posted to. This method is used to avoid the traditional problems associated with incorrectly keyed dates and extra processing overhead required to 'age' transactions into periods, which often makes purely date based solutions very limited in scale.

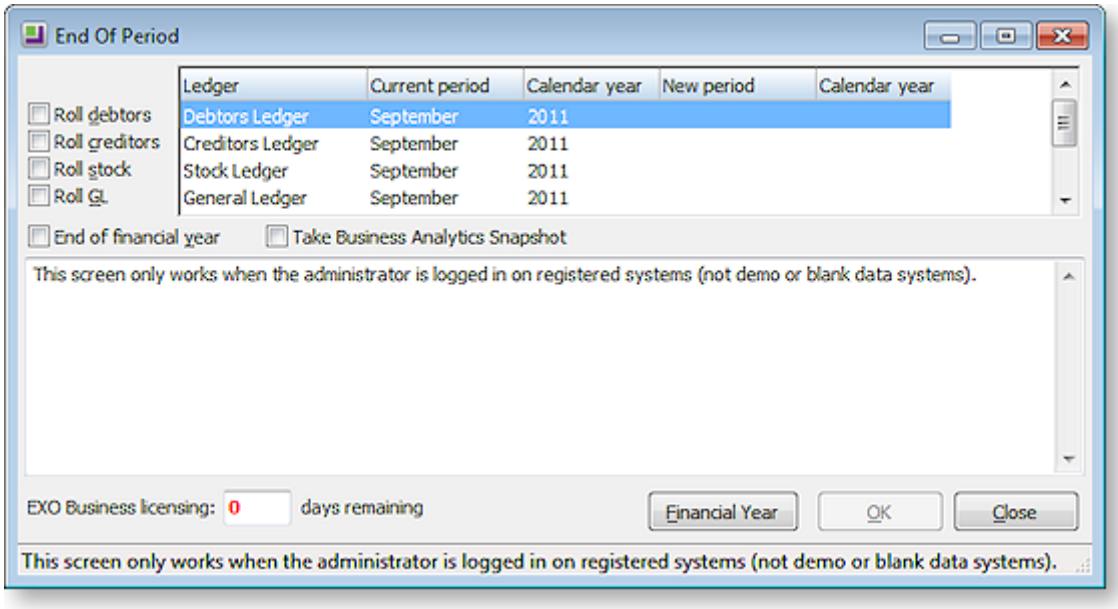
When starting up the EXO Business system, you need to tell EXO Business how many periods have transpired before you begin to process transactions. This is used in General Ledger reporting and budgeting and is carried out through the General Ledger Control Accounts Setup window.

Running the end of period routine is performed from the End of Period window (see page 284). The actions performed for the General Ledger are listed on the window to indicate progress.

Note: See the White Paper "Period Handling and Transaction Ageing" for more information on setting up periods and rolling ledgers. This White Paper is available on the MYOB EXO Business partner site (login required).

End of Period/Year

Utilities > End of Period



MYOB EXO Business has a definite "end of period" or "roll-over" procedure. This process does the following:

- Sets period totals
- Sets month totals
- Copies aged balances to last period balances
- Sets aged balances
- Increments the transaction age
- Increments the allocation age
- Updates the allocation statuses
- Sets the closing rates for all currencies
- Ages the period status
- Rolls the period status

Each ledger (Debtors, Creditors, Stock and General Ledger) can be rolled separately or all ledgers can be rolled simultaneously (recommended). Tick the required boxes, then click **OK** to roll the selected ledgers.

Ticking the **End of financial year** box means that the End of Year procedure will be run as well as the End of Period procedure. The additional steps taken in an End of Year procedure are discussed below.

Ticking the **Take Business Analytics Snapshot** means that a snapshot is taken for the EXO Business Analytics module (see page 551) as part of the end of period process. This ensures that the final day's trading is always completely captured.

Rolling the Debtors Ledger

Normal sequence of events:

1. Back up your database (you might want to keep this backup long term).
2. Finish entering all transactions for the period and the financial year.
3. Print and save all required Debtor reports (especially any involving year to date totals etc).
4. Print Debtors statements.
5. Post all Debtor transactions to the General Ledger (**Utilities > Ledger Postings > Post Ledgers to GL**).
6. Run the End of Period utility.

Extra steps performed in an End of Year procedure:

- Copies the This Year total to the Last Year total on all Debtor accounts.
- Zeros the This Year totals on all Debtor accounts.

Rolling the Creditors Ledger

Normal sequence of events:

1. Finish entering all transactions for the period and financial year.
2. Print and save all required Creditor reports (especially any involving year to date totals etc).
3. Print remittance advices, etc.
4. Post all Creditor transactions to the General Ledger (**Utilities > Ledger Postings > Post Ledgers to GL**).
5. Run the End of Period utility.

Extra steps performed in an End of Year procedure:

- Copies the This Year total to the Last Year total on all Creditor accounts.
- Zeros the This Year totals on all Creditor accounts.

Rolling the Stock Ledger

Normal sequence of events:

1. Finish entering all Debtor invoicing and Stock receipts for the period and financial year.
2. It is normal to run a stock take just prior to the End of Year, to ensure your closing stock valuation figures are as accurate as possible.
3. Print and save any required Stock reports such as Stock Valuation and Stock Sales reports.
4. Run the End of Period utility.

Extra steps performed in an End of Year procedure:

- Copies the This Year totals to the Last Year total on all Stock items.
- Zeros the This Year totals on all Stock items.

Rolling the General Ledger

Normal sequence of events:

1. Finish entering as many transactions for the period and financial year as you can. Even after the roll over you can post to prior years' periods.
2. Extract and Post all transactions for the period and year from the Debtors and Creditors ledgers (**Utilities > Ledger Postings > Post Ledgers to GL**).
3. Print and save all required General Ledger reports (Balance Sheet, Profit & Loss etc)
4. Run the End of Period utility.

Extra steps performed in an End of Year procedure:

- Zeros off the Profit & Loss accounts and posts the resulting Profit or Loss to the retained earnings account as defined in the GL Control account screen.
- The Profit & Loss current year movements are cleared.

Note: The General Ledger has the capability of multiple open periods – even periods in past financial years. The system will detect whenever a GL Batch is entered into a period of a past financial year and prompt you as to whether it should update the previous year's P/L figure. (You should normally agree to update this, to prevent the Balance Sheet from going out of balance.) You can continue to enter transactions for the past year after you have rolled the End of Year, and revised Profit & Loss and Balance sheets can be printed.

Points to Note

- An End of Period **must** be performed before any transactions can be entered into the new period.
- It is **not** necessary that all transactions be posted to General Ledger before a ledger is rolled over.
- Complete specialised procedures like Exchange Rate Variance calculations before doing an End of Period.
- There is no loss of transaction detail as a result of the End of Period or End of Year procedures. Transaction details are retained as history and are never automatically deleted by EXO Business.
- Processes and controls exist to allow transactions to be posted back into prior periods. Period lock controls help manage this process, and periods would normally be locked once period reporting has been completed.
- The **Post to Past Period** User-level profile setting must be enabled to allow users to post transactions on previous or past periods.
- The **Allow end of period rollover** User-level profile setting must be enabled to allow a user to roll the end of period.
- A Company-level profile setting called **Enable warning for transactions not posted to GL before end of period processing** can be enabled to prompt users if Post Debtors/Creditors/Stock to GL has not been processed yet an attempting to do an end of period.

Note: See the "Period Handling and Transaction Ageing" white paper for more detail.

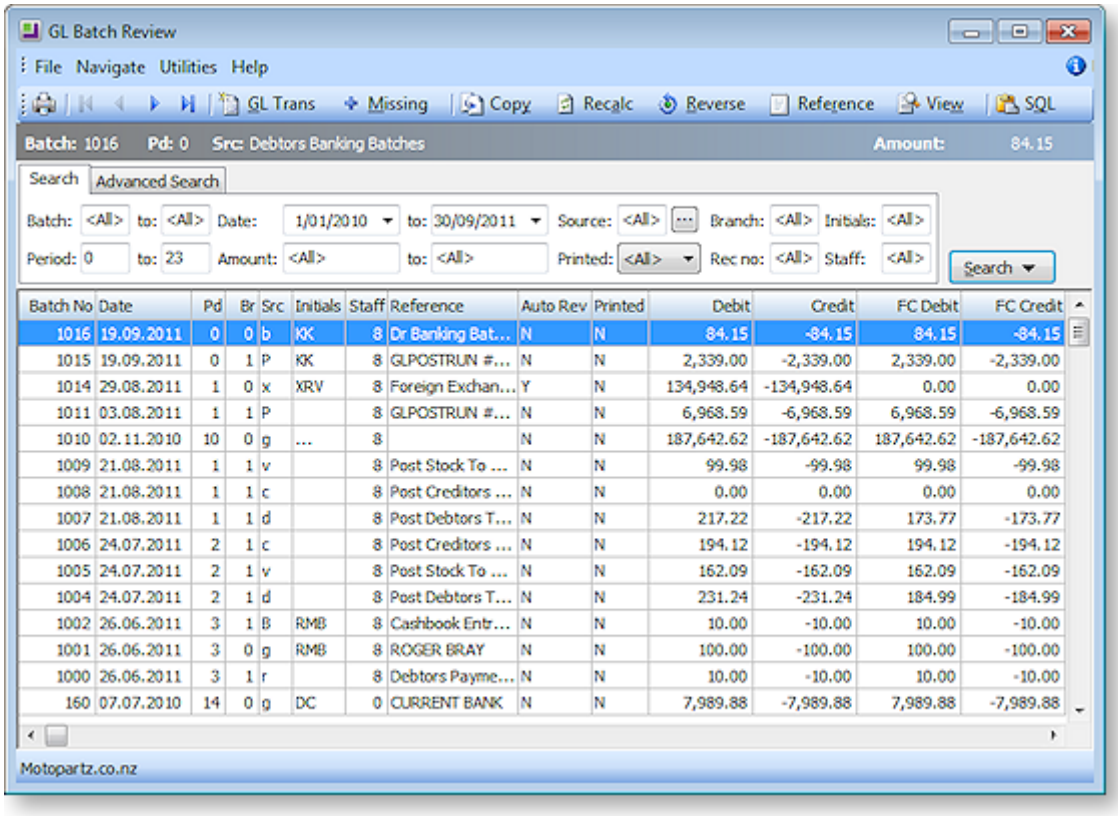
GL Batch Review

The GL Batches report allows you to search for a set of GL Batches based on specified criteria. With these results, you can print listings with header or transaction detail, view and edit narratives, view transactions, copy or reverse a batch, insert missing batch headers, recalculate header totals etc.

Viewing GL Batches

Transactions > General Ledger > GL Batch Review

If this menu option is not available, it must be added to the menu using the Menu Designer - **Setup > Setup Menu** or use the EXO Business Configuration Assistant (see page 55).



1. Specify the criteria (see page 287) for your search on the General (search) page of the window. The more detail entered in these search options, the more refined your search result will be.
2. Select the options (see page 289) from the Search list and click this **Search** button (see page 289). The transactions that meet the specified criteria are displayed on the window.

Search Field Definitions

Item	Description
Batch To	The batch range to be searched.
Period To	The period range to be searched.
Date	The date range to be searched.
Amount	The amount related to the batch to be searched.

Source	The GL sources (see page 289) that this batch is recorded in. Clicking the ellipsis **[...]** opens a popup window with options to select the sources for inclusion in the search.
Printed	The print status of this batch. **<All>** | **Y** - Yes | **N** - No
Branch	The branch number to be searched.
Rec No	The branch reconciliation number to be searched
Initials	The initials of the person entering the search criteria.
Staff	The staff member number to be used in the search
Search	A click **v** if you want to display the Search list and select options (see page 289). **Tip:** As you enter details in each field, the scope of the search is narrowed. If all the search fields are left blank, the search results bring up a list of all batches. You receive the same result (list of all batches) if fields are set to the default option <All>.
Field Headings	
Batch No	The batch number of the listed batch.
Date	The date the last transaction in the batch was posted.
Pd	The period of the transaction
Br	The branch number where the transaction has been posted.
Src	The GL source that this batch is recorded in
Initials	The person who posted the transaction
Staff	The staff member who posted the transaction.
Reference	The reference for the batch of transactions.
Auto Rev	The transaction reversal status for the next rollover. **Y** - Yes | **N** - No
Printed	The print status of this batch. **Y** - Yes | **N** - No
Debit	The sum of the debit transactions in the batch.
Credit	The sum of the credit transactions in the batch.
FC Credit	The Foreign Currency Credit amount. This is available only if the batch contains foreign currency transactions.
FC Debit	The Foreign Currency debit amount. This is available only if the batch contains foreign currency transactions.

Reversed in	The batch number where the reversal of a transaction has taken place
Reversed of	The batch number where a transaction has been reversed.
Copied from	The number of the original batch, if this is a copy.

3. If you have further details for the transaction you wish to locate, you can refine the list of transactions that are displayed on the General page. Click the Advanced tab on the window.
4. Type the information you have in the relevant field.
5. Select the options from the Search list and click the Search button. The transactions displayed now are related to your advanced search criteria.
6. Click Print to print the list of batches. The Print GL Batch Listing (see page 290) box is displayed.

Search List and Button

The Search button on the GL Batches window has a dual function. When you click it, it displays a list with search criteria and is also a search button. After you have selected the option on the list, the system begins the search. Once the search is complete, the batches that match the search criteria are displayed on the window.

Searching by Header asks the system to locate a batch from the Batch Header Record in the GL Batch table. The system takes the search criteria that you have specified and matches them with data available in the GL Batch table. Criteria as Narrative (Advanced tab) can only be located in the GL Batch table while others as Batch, Period or Source(s) are available in both Header and Transactions.

When **searching by Transactions**, the system looks for a batch from the GL Trans table. The search criteria that you have specified are matched against the data in the GL Trans table. Criteria as Details can only be located in the GL Trans table, while others as Date, Period or Source(s) can be located in both GL Batch and GL Trans table.

If you click **Both**, the system gives you a list of all batches that meet the search criteria from either the GL Batch table or the GL Trans table. This can include batches outside your specified search range. For example, your period range may be limited from June to November 2000, but the system locates batches that relate to both Header and Transactions criteria and may display batches out of the specified date range.

The options on the search list appear in the order of their search times. Of the three options, Header displays a list of batches in the shortest time frame while Transactions takes a longer period. Both involves a larger search and thus requires the longest time frame.

Note: The **Search** button also acts as a refresh button that you can click to reset your search options, after you have made any changes such as copying a batch, after changing the criteria in your search list (searching batches based on criteria in the Advanced page) or returning to the General page to search again for the previously displayed list.

Select GL Sources

One of the factors involved in the selection criteria for the GL Batches is the transaction source. If you know the feature, function or ledger that this transaction has been created by, you can click the 'ellipsis' **[...]** button next to the Source(s) field. This displays the Select GL Source(s) window.

You can select one or more options in the displayed list, or if the name does not appear on the list the name can be typed in the Other field. Clicking the **Clear All** button allows you to deselect options while **Select All** quickly selects all available options on the list.

Utilities Menu / Toolbar

The Utilities menu on the GL Batches window contains functions related to the batches. You can also right-click a batch line to bring up a popup (see page 290) version of this menu.

- **GL Trans Entry** - Provides a shortcut to the GL Transaction Entry window.
- **Insert Missing** - Looks for any missing GL Batch Header and inserts the missing header.
- **Copy** - Copies the selected batch. You can edit the batch details in the GL Transaction Entry window.
- **Recalculate** - Recalculates the debits and credits (Debit, Credit, FC Debit, FC Credit) transactions in the batch, based on the GL transaction records for that batch.
- **Reverse** - Takes all the transactions from the batch and reverses the Debits and Credits.
- **Reference** - Opens a window with an option to edit the reference text for the selected grid item.
- **View** - Displays the transactions for the selected batch.
- **SQL** - Brings up the SQL form that allows you to view or copy the SQL statement.

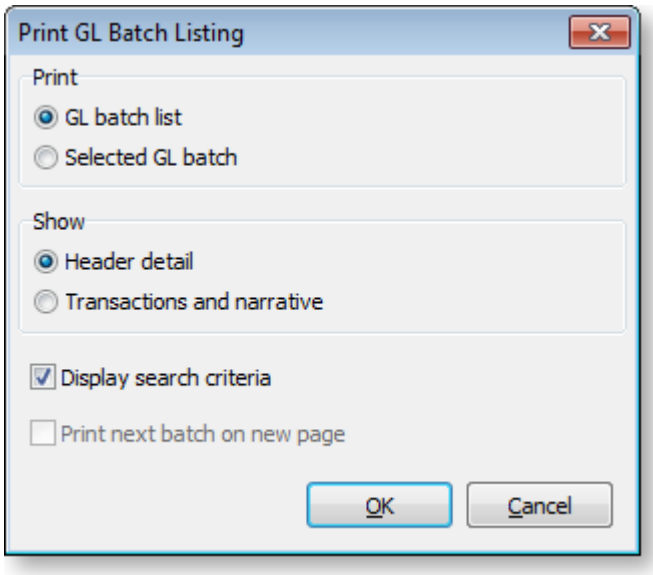
Popup Menu

The popup menu can be accessed by right clicking anywhere in the grid (see page 10). The commands available on this popup replicate those on the Utilities menu (see page 290).

Print Options

When printing the GL Batch Listing, you have a range of options to choose from.

Transactions > General Ledger> GL Batch Review > File > Print



Print > GL Batch List - Prints the Batch List based on the specified search criteria.

- If you choose **Show > Header Detail**, the printed copy contains the GL Batches displayed on the window with fields from the GL Batch table.
- If you choose **Show > Transactions and Narrative**, the printed copy provides the name of the batch and all the transactions it contains with fields from the GL Trans table.

Print > Selected GL Batch - Prints the selected batch.

- If you choose **Show > Header Detail**, the printed copy contains the selected batch line with fields from the GL Batch table.
- If you choose **Show > Transactions and Narrative**, the printed copy contains all transactions related to the batch line with fields from the GL Trans table.

Show > Header Details - Prints the batch header detail with the fields form the GL Batch table.

Show > Transactions and Narrative - Prints the transactions and narrative with fields from the GL Trans table.

Display Search Criteria - Checking this option prints the search criteria that you have entered on the window. This option is available only with the following:

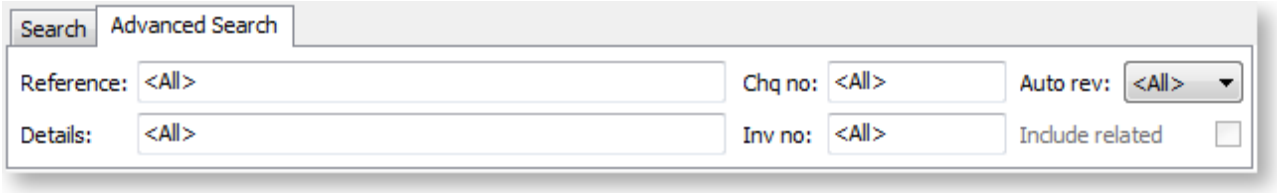
- **Print > GL Batch List** and **Show > Header Detail**
- **Print > GL Batch List** and **Show > Transactions and Narrative**

Print Next Batch on New Page

Prints each batch of transactions on a new page. This option is available only with the following:

- **Print > GL Batch List** and **Show > Transactions and Narrative**

Advanced Search Tab



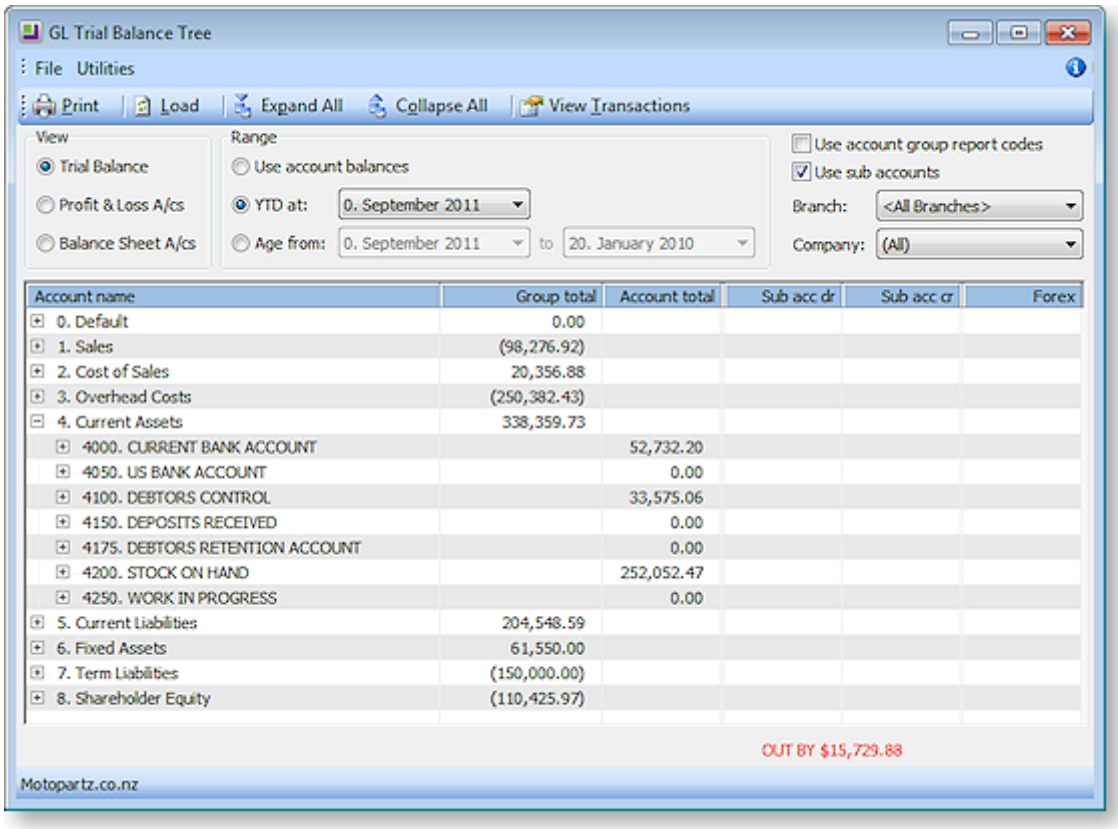
Item	Description
Reference	The description of the batch.
Details	The details of the batch, as listed in the GL Transactions window.
Chq No	The cheque number
Inv No	The invoice number included in the GL Transactions.
Auto Rev	The transaction reversal status of the batch. **<All>** | **Y** - Yes | **N** - No
Include Related	The batches where another batch is related to the batch found in the search, e.g. Reversed in and Reversed of
Search	Click to display the Search list and select options

GL Trial Balance Tree

The Trial Balance Tree is a complete list of all GL accounts split between Profit & Loss and Balance Sheet accounts. It allows you to scroll down the list of accounts and select the one you require.

It is useful for creating a dynamic trial balance report; additionally it's used to review transactions, primarily by account and period range.

To view a GL Trial Balance, select **Reports > General Ledger Reports > GL Trial Balance Tree**. The Trial Balance Tree window opens:



Select the options on the window. The following table provides more information.

Item	Description
Load	Clicking this button loads the Trial Balance tree relative to the options selected in the View and Range configuration area.
Expand All **Collapse All**	The transactions in the grid are listed by account name. Adjacent to this is a group total. To view the details and subtotals of this account it needs to be expanded, as illustrated for current assets above. This button expands all the accounts, this action can be undone by clicking the Collapse All button.
View Transactions	Clicking this will open the transaction details window for a selected account from the tree. **Note:** This has to be an individual account from an expanded account group.

View:	**Trial Balance**	With this option selected clicking the load button loads the trial balance details into the tree view.
	Profit and loss A/cs	With this option selected clicking the load button loads the profit and loss accounts details into the tree view.
	Balance Sheet A/cs	With this option selected clicking the load button loads the Balance Sheets accounts details into the tree view.
Range:	**Use account Balances**	
	YTD at:	A check if you want the tree to display the values for the entire year.
	Age from:	The period range for which you require the list of GL accounts. This option is available only if you have not selected the YTD Values option.
Use account group report codes		Enable this option to display the **Rep code total** column. (You must click **Load** again to refresh the display after enabling this option.)
Use sub accounts		This is only available if the Range is set to a date Range and not sorted by balances. Enabling this option adds the **Sub acc dr** and **Sub acc cr** columns. (You must click **Load** again to refresh the display after enabling this option.)
Branch		Only available when sub accounts is ticked. Choose the branch from the list to filter by branch. Click **Load** to view the sub account totals.
Company		Only available when sub accounts is ticked. If available, choose the company from the list to filter by company. Click **Load** to view the sub account totals.

Foreign Currency

The purpose of multi-currency is to allow users to store Debtors, Creditors and Balance Sheet accounts in a currency other than the default currency. MYOB EXO Business has a utility to convert these transactions into the default currency for the General Ledger.

> **Note:** Enabling multi-currency within the system adds options to many transaction entry screens and reports and may complicate the system unnecessarily if the user's business does not require frequent foreign exchange transactions. If the transactions in foreign currency are infrequent, it is recommended that this function is not enabled.

Setup

Enabling Foreign Currency Features

To enable EXO Business to accommodate foreign currency transactions the option **Operate in multiple currencies** must be ticked at **EXO Business Configuration Assistant > Business Essentials > General Settings**.

Once this option is ticked, the **Currency** property becomes available when creating new accounts.

Setting up Local Currencies

You can maintain exchange rates at **EXO Business Config > Administration > Finance > Currencies**.



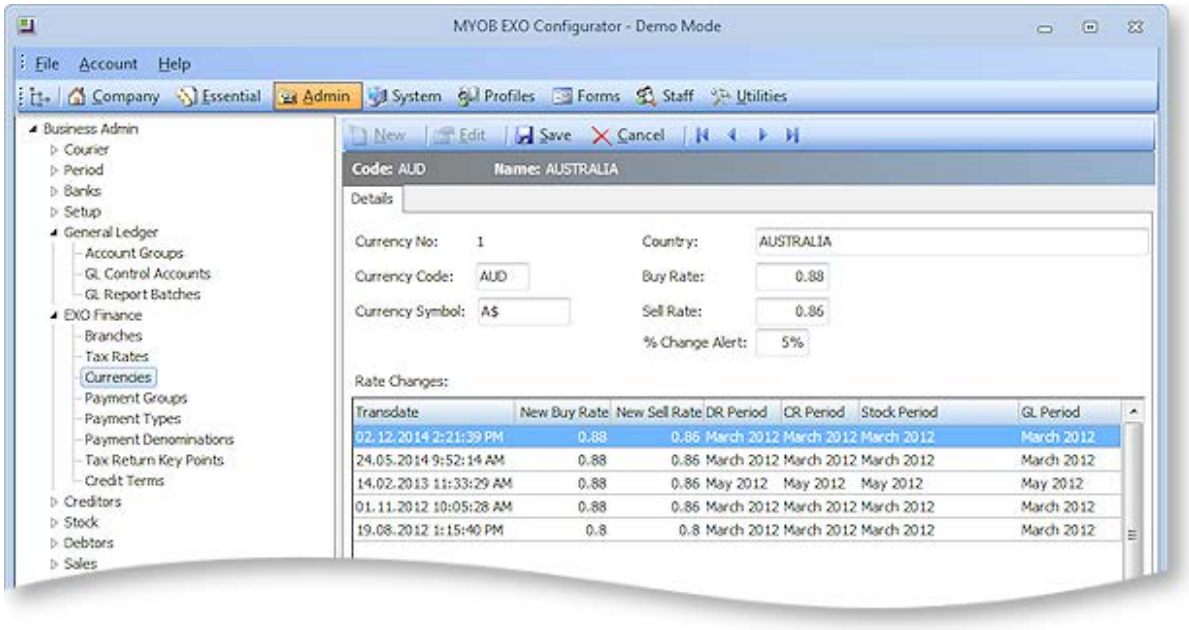
Note: You can also edit currencies from within the main EXO Business application by adding the **Setup Currencies** menu item.

The local currency (0) exists in all EXO Business databases when they are initially created. If the local currency does not reflect the region the user is in, it should be changed immediately, before any further transactions are entered. The local currency rate must always have buy and sell rates of 1.

Click **New** to create a new currency rate.

Exchange for all currencies except the local currency can be edited directly on the Current Rates tab. The **Buy Rate** for each currency is the exchange rate used when purchasing from Creditors; the **Sell Rate** is the exchange rate used when selling to Debtors. The **Local Curr Val Buy** and **Local Curr Val Sell** values show the inverse values of the **Buy Rate** and **Sell Rate** respectively. It is expected that users will update currency exchange rates frequently. When editing rates, users are warned if they attempt to change rates by more than a pre-defined limit (set by the **% Change Alert** property on the Details tab).

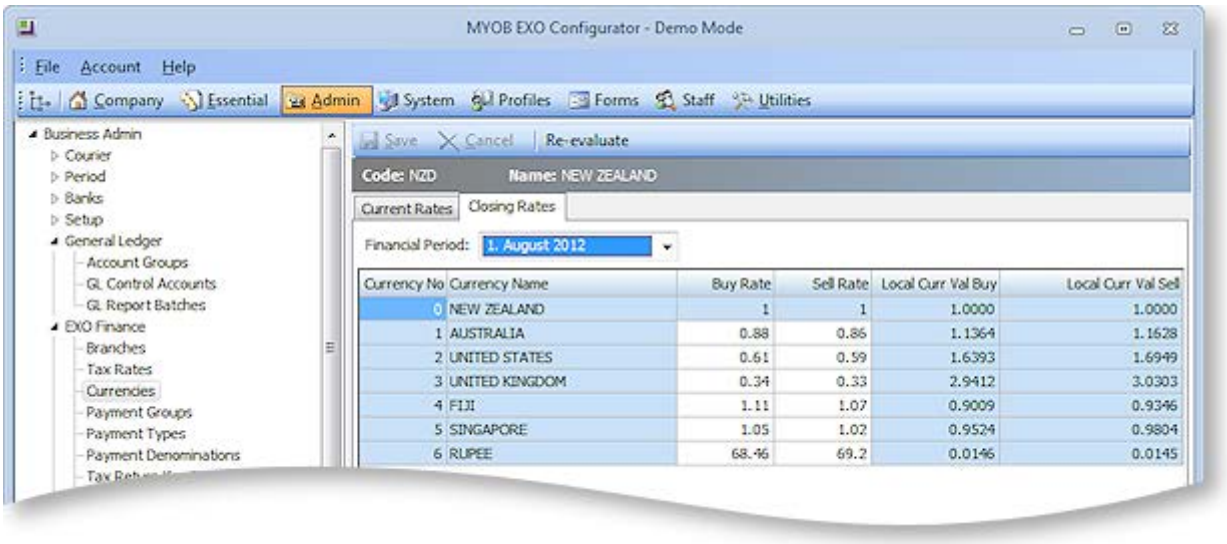
To edit all properties of an existing currency rate, double-click on it or select it and click **Edit**. The Details tab is displayed:



The Details tab also contains a history of all rate changes for the currency.

Currency Closing Rates

The Closing Rates tab on the Currencies screen displays the closing currency rates for each financial period:



These rates are used for all future valuations relating to the period ending balance, e.g. in period end reports such as Control account reconciliation reports and Aged balance reports. Closing rates can be set or altered for the prior period (age 1); for all other periods, the rates are read-only. Unrealised foreign exchange gains and losses can also be re-evaluated (see page 299) for the prior period.

Setting up Control Accounts

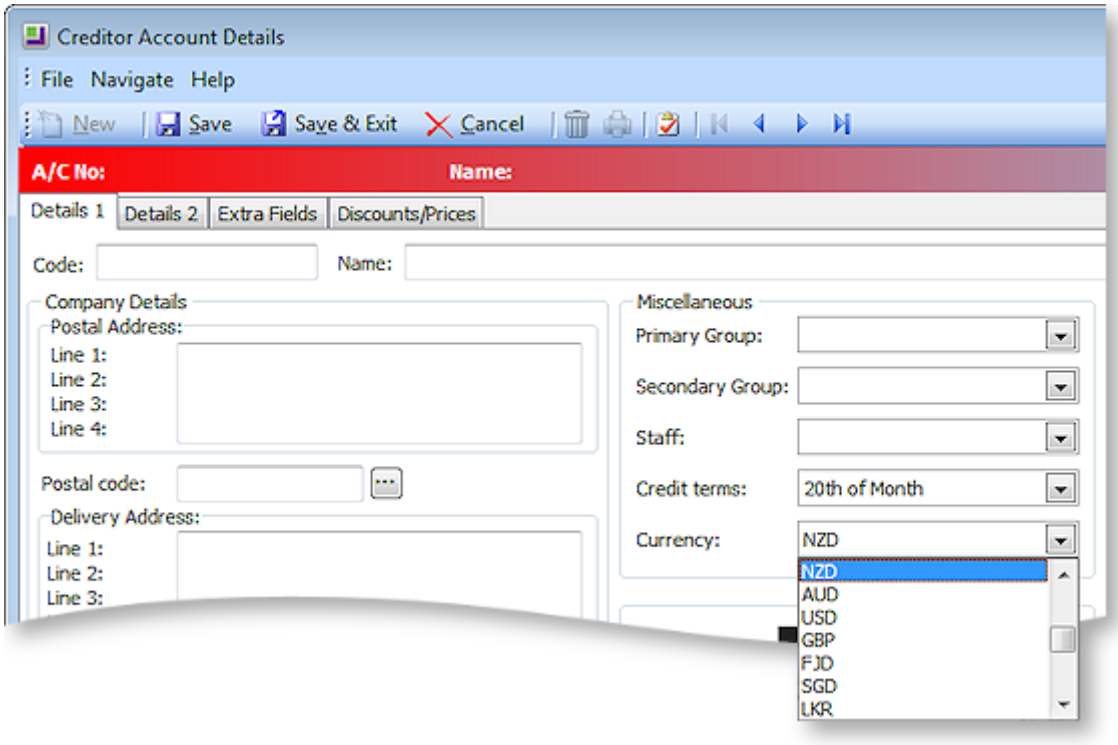
In order that variances in exchange rates can be accommodated within the GL to balance the changes in the Debtor and Creditor control accounts, the user needs to create a Forex Gain/Loss account in the profit and loss section of the GL.

> **Note:** Once a Debtor/Creditor or GL bank account has had any transactions posted to it, the user cannot change the currency.

After the necessary GL accounts have been created, the user needs to nominate the Forex Gain/Loss accounts as control accounts for each ledger.

Setting up Customers/Suppliers

A guiding principle of having customers and suppliers in foreign currencies is that any transaction that takes place is in the customer's/supplier's currency. The user's view of the account will also be in the customer's/supplier's currency. The required currency should be selected from the Currency list when creating a Debtor or Creditor account:



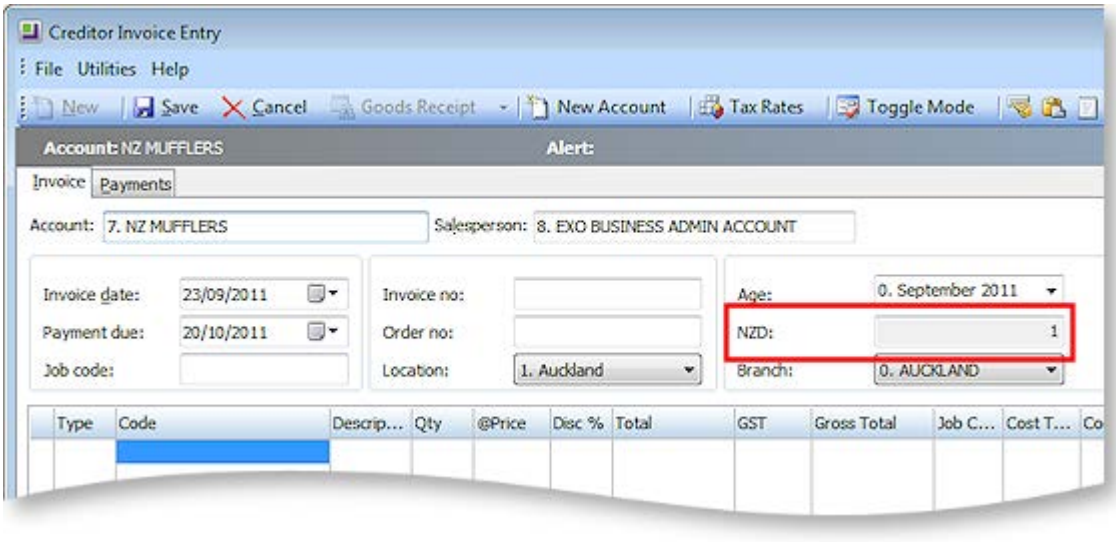
Sales reports and all Stock movements are always converted to local currency immediately, at the rate the transaction applied to.

Note: The currency cannot be changed once the account has been saved.

Operation

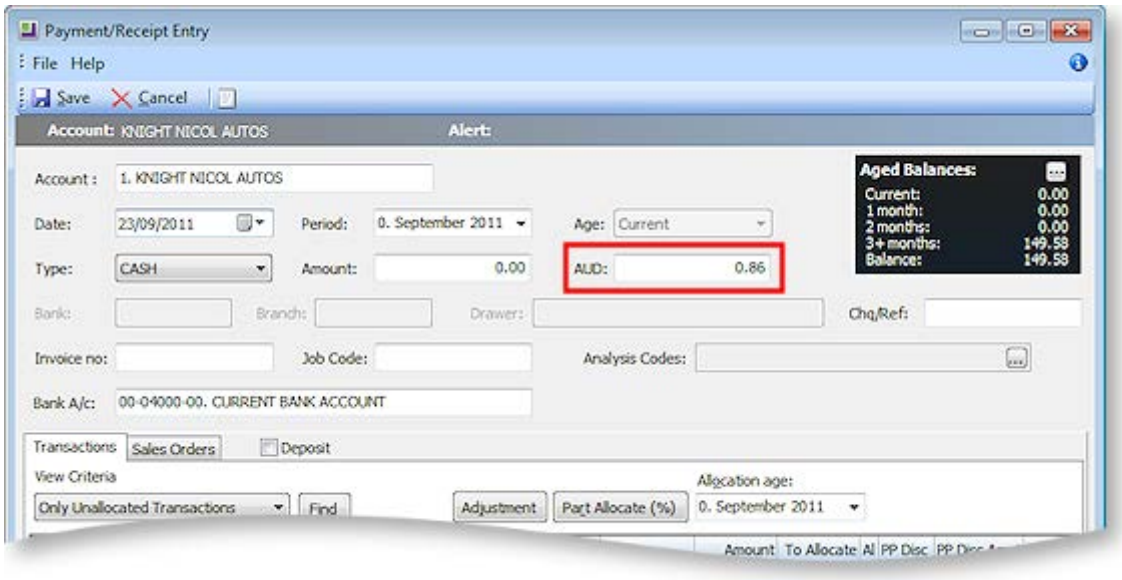
The Foreign Currency option may be required in different situations.

During Sale/Purchase



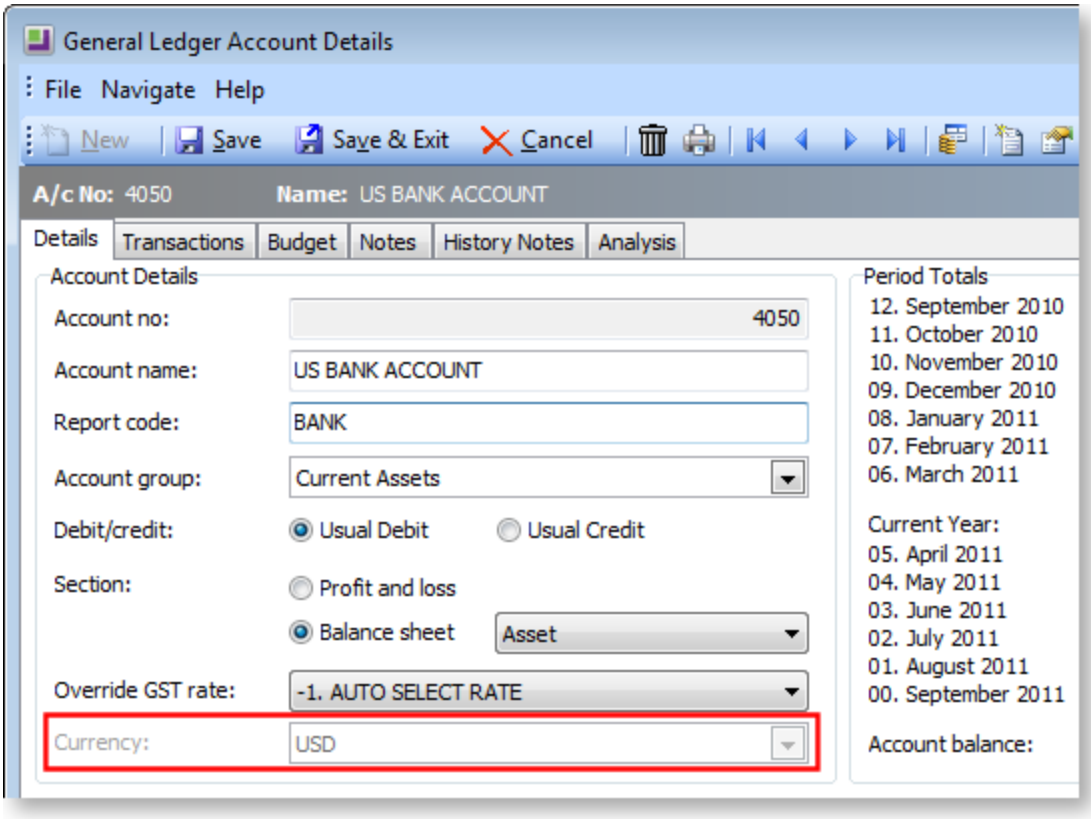
The rate displayed here is the default rate selected from the currency table, as set up in EXO Business Config. You can overwrite the rate here.

During Payment Entry



The rate displayed here is the default rate selected from the currency table, as set up in EXO Business Config. You can overwrite the rate here.

While Designating a Foreign Currency GL Account



The **Currency** is set when the account is first created, and cannot be changed once the account is saved.

The amounts displayed in the Period Totals section are in the local currency. However, if this is a foreign currency account and the user has clicked the **Show amounts in foreign currency** button ( ), these amounts are converted from the local currency to the appropriate foreign currency. The currency button is active only if the account is a foreign currency account.

To change the default setting from the default currency, select the foreign currency previously set up in EXO Business Config. Changing this currency does not affect the currency that the account is reported in.

The foreign currency numbers are stored in the GLTRANS table and used to calculate the unrealised change in the foreign currency.

Note: Once a transaction is entered in the account, the currency cannot be changed.

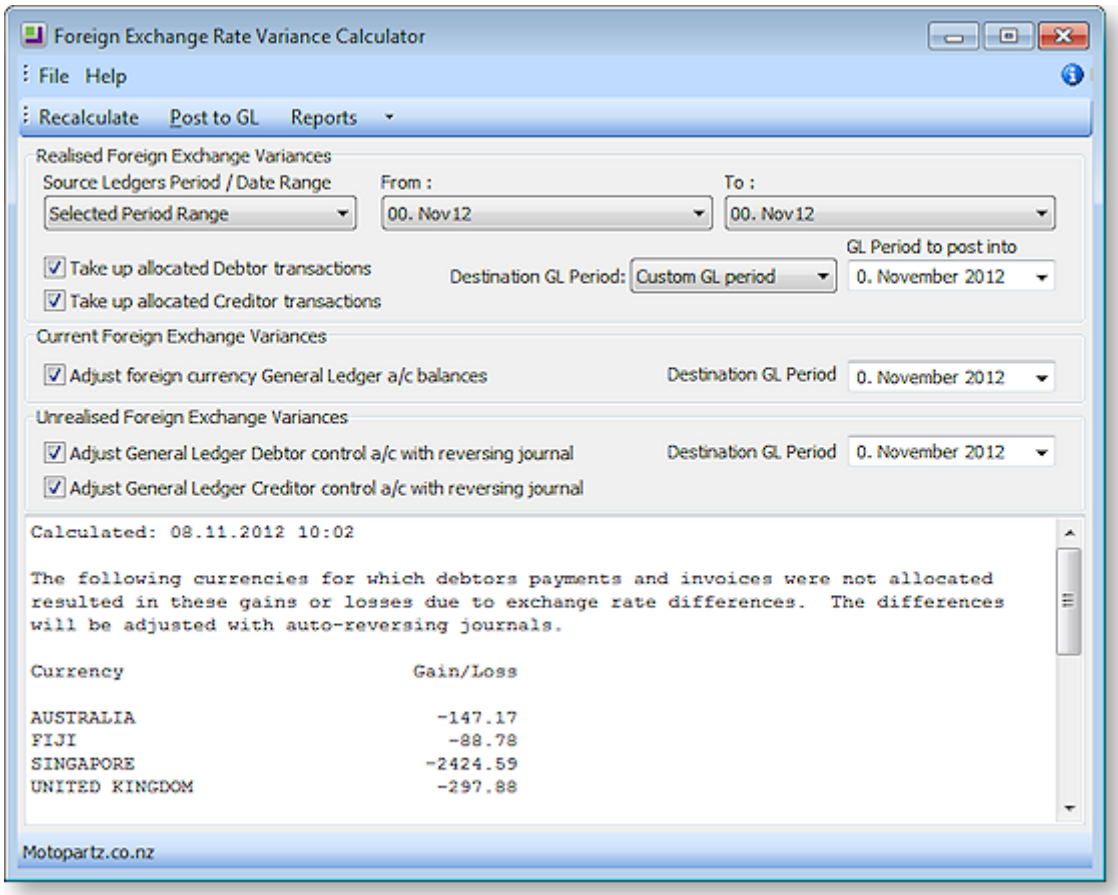
Foreign Currency Reconciliation

Reconciliation is carried out through the Foreign Exchange Rate Variance Calculator window, which calculates variances based on the specified rates.

Before running the reconciliation, the following GL Control Accounts must be set up at **EXO Business Config > Business Essentials> GL Control Accounts**:

- Debtors Forex Variance
- Creditors Forex Variance
- Current Forex Variance

Utilities > Foreign Exchange Rate Variance Calculator



Click the **Reports > Detailed Report** option to generate a detailed report that shows the allocation of payments to invoices in each ledger, with the adjustment made to take up the difference.

Because allocation of payments is all-important in the calculation of variances, the **Unallocated Payments Report** highlights unallocated payments so that these can be redressed prior to recalculation and posting.

Note: The Exchange Rate Change History, Exchange Rate Debtor Gains and Exchange Rate Creditor Gains reports are available as standard Clarity reports.

When you are satisfied with the allocations, the summary screen can be printed (click the **Reports > Summary Report** option on the Foreign Exchange Rate Variance Calculator window). The journal posting in the GL can then be activated by clicking the **Post to GL** button.

Field	Description
Source Ledgers Period / Date Range	Specify the period or dated range you want to extract data from. Choose from: • **All Unposted** - All unposted transactions. • **Prior to Current Period** - Everything except the current financial period. • **Selected Period Range** - Selecting this option lets you specify a From and To period to determine the source range. • **Selected Date Range** - Selecting this option lets you specify From and To dates to determine the date range. This control applies to realised variances only; the entire sub-ledger is re-valued for current and unrealised variances at the end of the specified period.
Take up allocated Debtor transactions Take up allocated Creditor transactions	Provides realised transactions as per the details report. Transactions can be posted to the source ledger period, or a custom period can be selected. A **Destination GL Period** can be selected for realised foreign exchange variances.
Adjust foreign currency General Ledger a/c balances Adjust General Ledger Debtor control a/c with reversing journal Adjust General Ledger Creditor control a/c with reversing journal	Gives the difference in the exchange rates on the actual transactions and the rates in the Setup Currencies screen. A **Destination GL Period** can be selected for unrealised foreign exchange variances and for current foreign foreign exchange variances. Unrealised foreign exchange variances can only be posted into the current period or prior periods (i.e. periods 0 or 1). If EXO Intercompany is installed, they can only be posted to the current period.

Note: The Integrated Cashbook (**Transactions > General Ledger > Integrated Cashbook Entry**), when being used on a foreign currency designated bank account, can be used to enter payments into Debtor and Creditor accounts, as long as the Debtor or Creditor is the same currency as the bank account, or using the local currency. EXO Business converts the transaction using the exchange rate provided.

Note: Realised gains or losses will only be posted to the GL after the invoice(s) and corresponding payment(s) have been allocated.

Foreign Exchange Re-evaluations

Unrealised foreign exchange gains and losses can be re-evaluated from the following places:

- The Setup Currencies window. A **Re-evaluate** button is now available on toolbar. On the Current Rates tab, clicking this button performs a re-evaluation on the current period (age 0). On the Closing Rates tab, the button is only available when the prior period (age 1) is selected.
- During the End of Period process (see page 284). For example, when ending June and rolling into July, the End of Period utility now re-values the unrealised gains/losses for June and sets the closing rates for June. This also applies to the End of Year process.
- The Foreign Exchange Variance Calculator (see page 298).

The **Re-evaluate** button on the Setup Currencies window is disabled when EXO Intercompany is installed, as EXO Intercompany already has its own foreign exchange revaluation functions.

When posting foreign exchange variances to the current period (age 0), the previous revaluation is reversed before a new auto-reversing journal takes place.

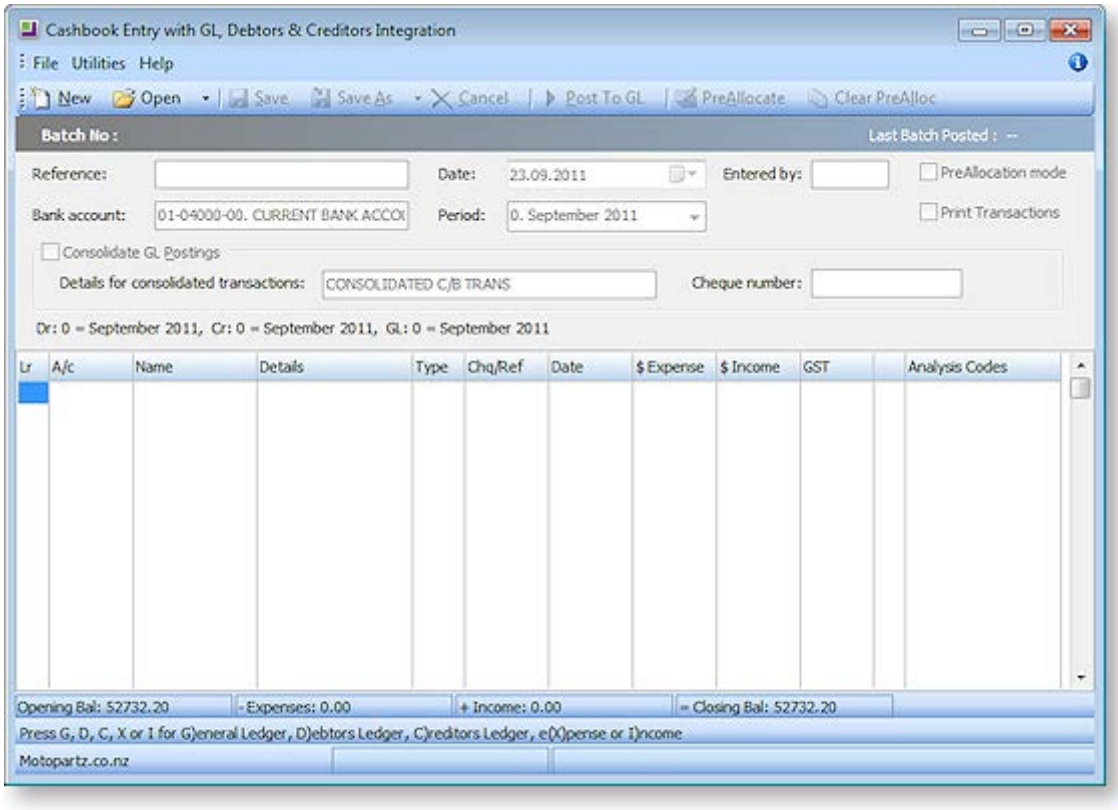
When posting to the previous period (age 1), the existing valuations in age 1 are reversed and new ones are entered for the period. These then auto-reverse themselves out in the next period, i.e. age 0. In addition to this, any existing foreign exchange auto-reversals in age 0 are reversed out as well.

When re-evaluating unrealised gains and losses from the Setup Currencies window, the Profit account (Retained Earnings) is also updated, if the period being re-evaluated is a part of previous year.

Integrated Cashbook

Transactions > General Ledger > Integrated Cashbook Entry

The Integrated Cashbook is used to enter information directly from a bank statement. It is used for Foreign Exchange accounts, bank fees, and interest and for cash transactions that have not been processed by Debtors or Creditors.



To make a new entry:

1. From the main window, click **New** to enter a new transaction. Complete the necessary fields using the table below as reference.

Item	Description
Reference	Enter some reference test to identify this entry.
Bank Account	The GL account for the bank statement
Date	The date the statement is prepared.

GL Period	The period the GL transactions are to be posted to.
Entered by	The initials of the staff member preparing the statement.
PreAllocation Mode	Check this option to enable the Pre-allocation mode.
Print Transactions	Check this option to enable the printing of transactions.
Consolidate GL Postings	Check this option if all Debtor entries are to be consolidated as one.
Grid column headings	
Lr	The name of the ledger. To select the type, click the cursor in the field and press: • **G** (General Ledger) • **D** (Debtors Ledger) • **C** (Creditors Ledger) • **X** (Expense) • **I** (Income)
A/c	The account number or part of the account name. Double-click on the account name to drill down to the relevant GL, Debtor or Creditor account.
Name/Details	The account name or the transaction details.
Type	The type of transaction. To select the type, click the cursor in the field and press: • **C** (Cash) • **Q** (Cheque) • **V** (Visa) • **M** (Mastercard) • **A** (Amex) • **D** (Diners) • **E** (Eftpos) • **I** (Direct Credit) • **T** (Direct Debit)
Chq/Ref	The cheque number or reference number.
Date	The date of the transaction. Enter the date in the format dd.mm.yy

$ Expense	The amount of the transaction if it is an expense.
$ Income	The amount of the transaction if it is an income.
GST	The GST rate number.

2. Click **Post to GL** to process the cashbook transaction. Alternatively, click **Save** to save as a recurring or suspended transaction.

Notes

- The Integrated Cashbook is also accessible from the Bank Reconciliation module.
- Pre-allocation mode is supported.
- System settings are also available to consolidate posting.
- Only D, C, X and I transactions (Debtors, Creditors, eXpense and Income) have a tax component.

General Ledger Export for Accounting Systems

Account > Accounts Systems Export

General Ledger accounts and transactions can be exported in a format that can be imported into the MYOB Accountants Office system using the Accounting System Export window.

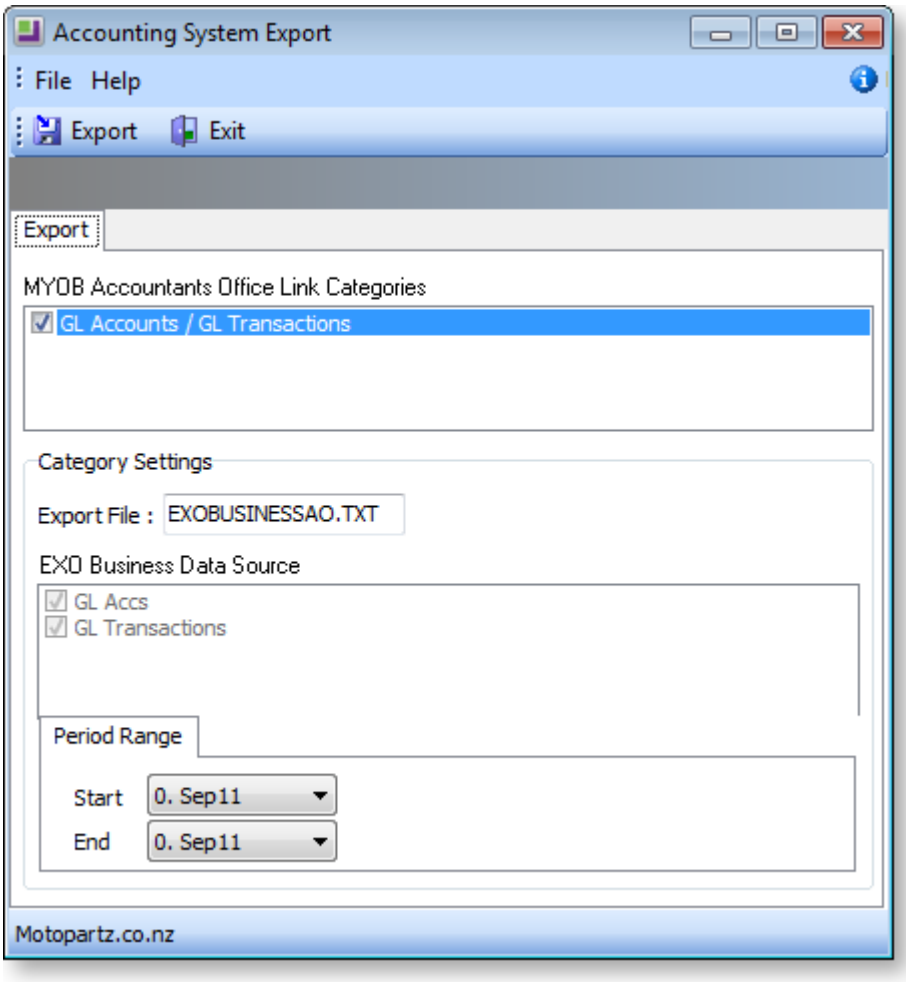
Setting up Accounting System Export

Before the Accounting System Export function can be used, the following setup tasks must be performed:

1. Open the EXO Business Configurator and go to the Profiles section.
    a. Set the **External accounting system** Company-level profile setting to “MYOB Accountants Office Link”.
    b. Edit the **Directory location for documents** Computer-level profile setting to specify the directory that export files should be saved to.
2. Go to the Staff section.
3. Use the Menu Designer at **Staff > Menus > Dropdown Menu** to add the **Accounts Systems Export** menu option to the Account menu, if it is not already available.

Exporting for Accounting Systems

Select the Accounts Systems Export menu option. The Accounting System Export window appears:



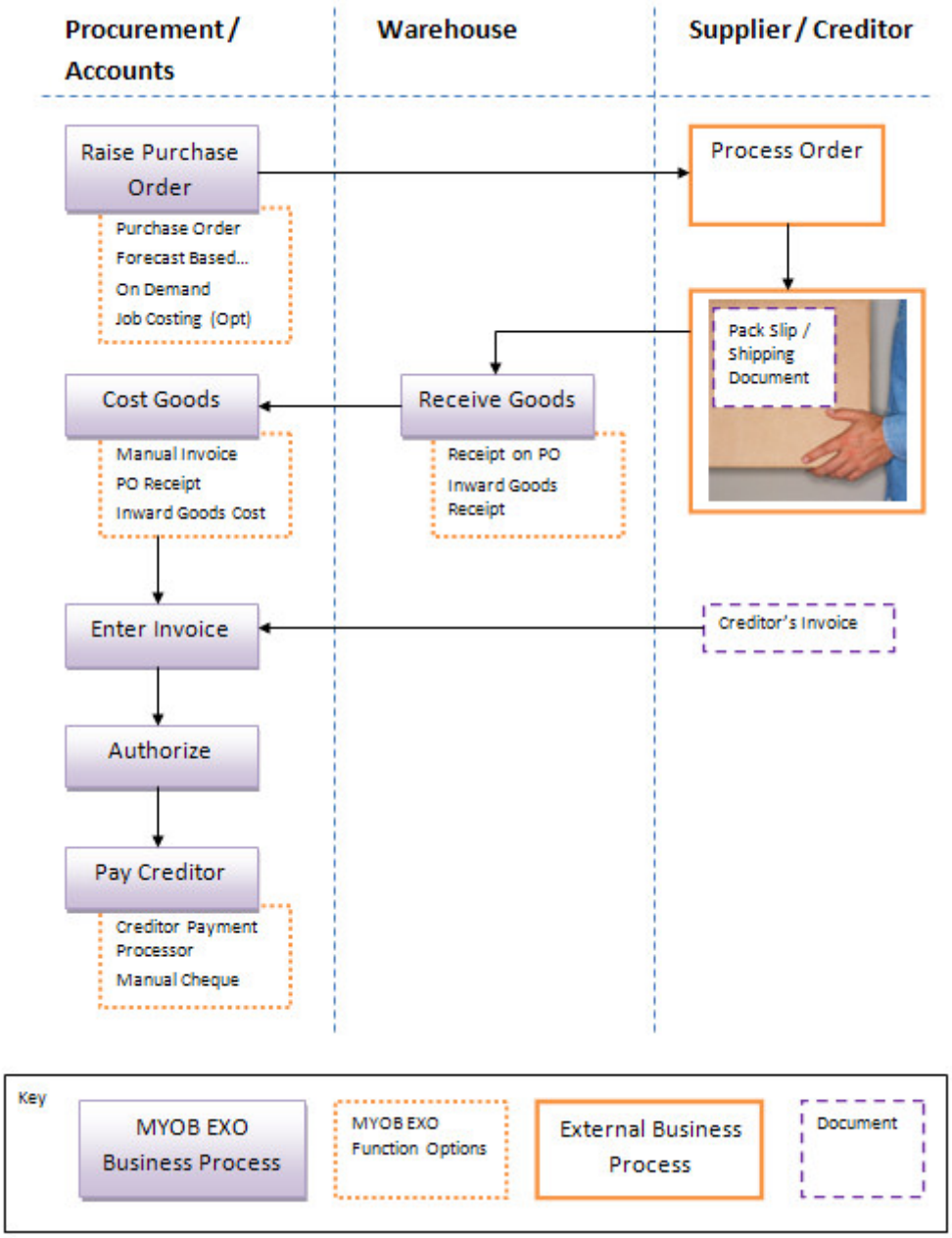
To export data:

1. Enter a name for the export file.
2. Specify the range of periods to export transaction data for.
3. Click **Export**.

The exported file is saved to the directory specified by the **Directory location for documents** profile setting. This file can then be imported from MYOB Accountants Office - contact Accountants Office Support if you need assistance with importing files.

Note: This function updates GLTRANS.EXPORTSEQNO from 0 to 1 so that these transactions will not be picked up again.

The Procurement Cycle



Other Related Procurement Transactions

The following functions are also related to the procurement cycle, including creditor invoice functions.

Creditor Adjustments

Transactions > Creditor Adjustments

Similar to Creditors Payment Entry, this function creates adjustment entries against a creditor account, with predefined reasons for the adjustment.

Editing Creditors Invoice

Account > Creditors > Transactions > Right-click > Edit Invoice

The editing of Creditor Invoices is controlled. If enabled, an existing creditor invoice may be opened for editing, (subject to restrictions such as the transaction already being posted). The process is then very similar to creating a new creditors invoice.

An alternative setting restricts editing of creditor invoices to reference fields only (e.g. narratives and order numbers).

Credit Note/Refund

Account > Creditors > Transactions > Right-click > Generate Credit

The issuing of credit transactions is controlled. If enabled, an existing creditor invoice can be reversed by RIGHT-CLICKING on an existing transaction, and selecting *Generate Credit*. The Creditors Invoice Entry window will be displayed with the original invoice available for editing, but with negative invoice quantities resulting in a negative price.

Alternatively, a credit note can also be generated using the main Creditors Invoice Entry window, using a negative quantity value. The invoice is then processed in the normal way.

Allocating/Reallocating Payments against Invoices

Account > Creditors > Transactions > Allocate

Payments and invoices can be fully, partially or automatically allocated using the allocation tools.

Authorising Creditor Invoice Payment

Account > Creditors > Transactions > Right-click > Authorise

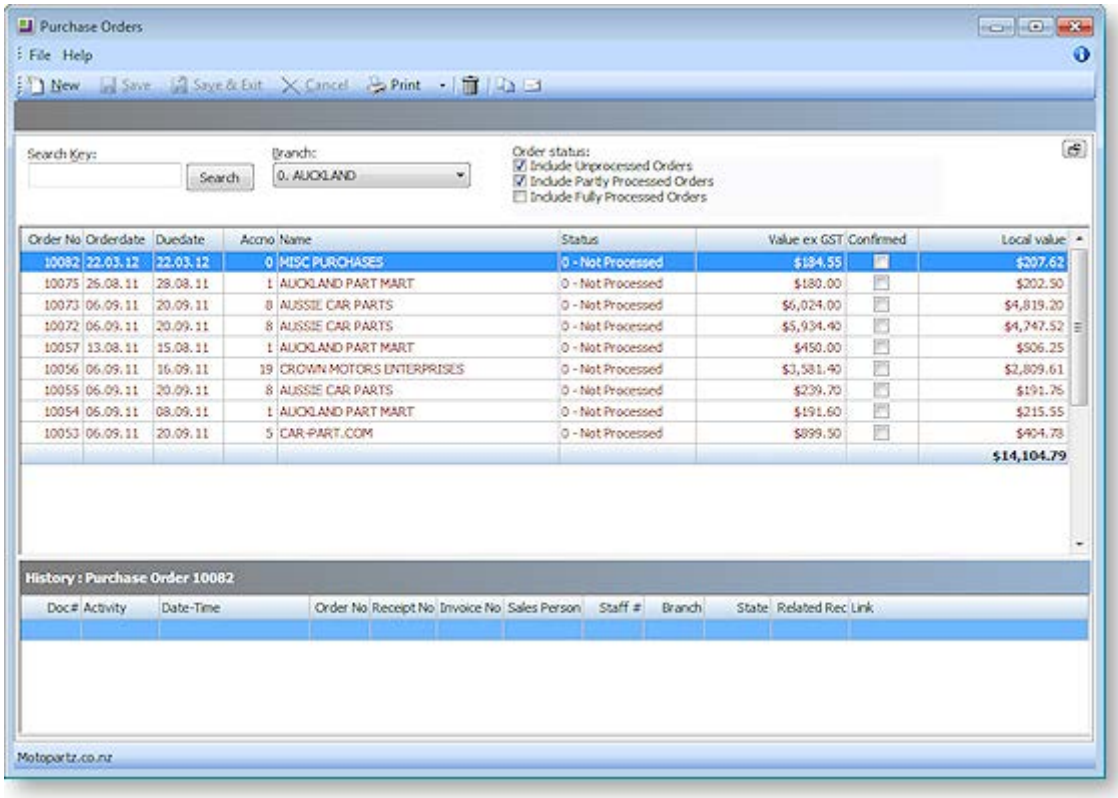
Approving creditor transactions for payments can also be done by right-clicking on a transaction on the creditor account. This then links with the Creditors Payment Processor for payment.

Working with Purchase Orders

Viewing Purchase Orders

Transactions > Purchase Orders > Purchase Orders

Purchase Orders may be used to instigate the purchasing cycle. This functionality allows the entry, searching, editing, and receipting of Purchase Orders, which can later be "converted" into Creditor Invoices (see page 326) to assist in keeping the purchases cycle accurate.



To view existing orders:

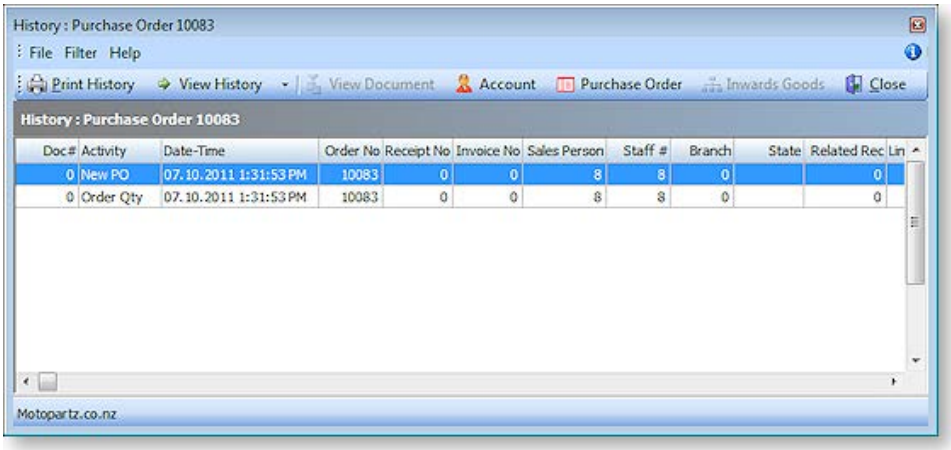
1. Enter text in the **Search Key** field.
2. Select a Branch from the drop-down box
3. Filter by the Order status
4. Click **Search**.

Double-click on the appropriate row to drill-down and open the order. Or right-click and select **Edit the Selected Order.**

The table below details all the fields and functions within this window.

Field	Description
Search Key	This restricts the Purchase Order grid to display orders whose creditor names have part of the search string in their name. E.g. **MAR** for will list Purchase Orders with the word **Mar**t and **Mar**ket in its name. Alternatively if you have details related to the Purchase Order as the Order No, Account No or the Name, enter this information in the Search Key field and click the Search button. This provides you with a list of Purchase Orders that match the search criteria.

Branch	This filters the grid to display orders that originated at a certain branch only. If **<All Branches>** is selected this effectively nullifies this filter.
Order Status	Each of these checkboxes will allow the inclusion of the described order in the grid. • **Unprocessed Orders** - Orders that have been entered but have not been processed. • **Partly Processed Orders** - Orders that have been entered but not supplied, partly supplied (dispatched) or fully supplied (dispatched), but not invoiced. • **Fully Processed Orders** - Orders that have been fully supplied (dispatched) and fully invoiced. If the **Enable extended Purchase Order statuses** Company-level profile setting is enabled, two additional statuses are available: • **Quotations** - Orders that have been created as quotations, which have not yet been converted to a full Purchase order • **Awaiting Authorisation** - Orders whose total exceeds the staff member's authorisation limit (see page 316). These orders must be authorised by a staff member whose authorisation limit is greater that the order total.
	This toggles the display of the Purchase Order history window. By default the history grid is not displayed. However when toggled, the window will retain the last setting, i.e. if it was set to display in the last session, it will continue to do so until it is turned off again.
Grid	The grid is the area that displays a list of the service orders as defined by the search and filter criteria. Right clicking on the Grid header will open a generic popup menu. Right-clicking inside the grid opens a specific popup menu (see page 308). The order items in the grid are colour coded to provide easy identification or the order progress: • Current Order: Navy • Overdue Order: Maroon • Partially Supplied Order: Green • Supplied Order Black
Order No	The order number.
Order Date	The date that the order was processed.
Due date	The expected date to receive the order.
Accno	The creditor account number.
Name	The name of the creditor. This relates to the account number.
Status	This is the order status: 0 - Not Processed (This has 2 sub categories, current and overdue), 1 - Partly Processed, 2 - Fully Processed.

Value Ex GST	This is the combined total of the order, excluding GST.
Confirmed	This checkbox indicates that the supplier/creditor has acknowledged the order.
Local value	This is the combined total of the order, converted to the local currency.
Main Grid Right-click Menu	
Edit the selected order	Takes you to the Order (Entry) window for the selected order. However, you cannot edit a Fully Processed order. This can also be accomplished by double clicking on the order.
Set Status to Fully Processed	Forces the selected order into the "Fully Processed" status, even if it has not been dispatched or invoiced.
Authorise the Selected Order	Authorises an order with status "Awaiting Authorisation". This status is only available if the **Enable extended Purchase Order statuses** Company-level profile setting is enabled. Staff members can only authorise an order if the order total does not exceed their authorisation limit (see page 316).
Convert Quote to Order	Changes a Purchase Order Quote (order with the status "Quote") to "Not Processed" to accept a quote. **Note:** Quotes are only available if the **Enable extended Purchase Order statuses** Company-level profile setting is enabled.
Delete	Deletes the order in any status.
Copy Order	Copies the selected order.
View Purchase Order History	This opens the Purchase Order history (usually displayed at the bottom of the main Purchase Order window) in a separate window: 

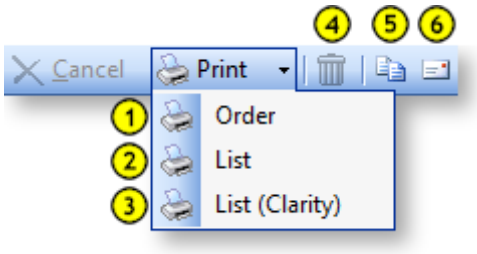
History	

Whether the Purchase Order history is docked in the main Purchase Order interface or opened as a separate window, the function and behaviour is still the same. The only difference with the docked version is that the menu functions are available from the right-click menu and not on the main toolbar.

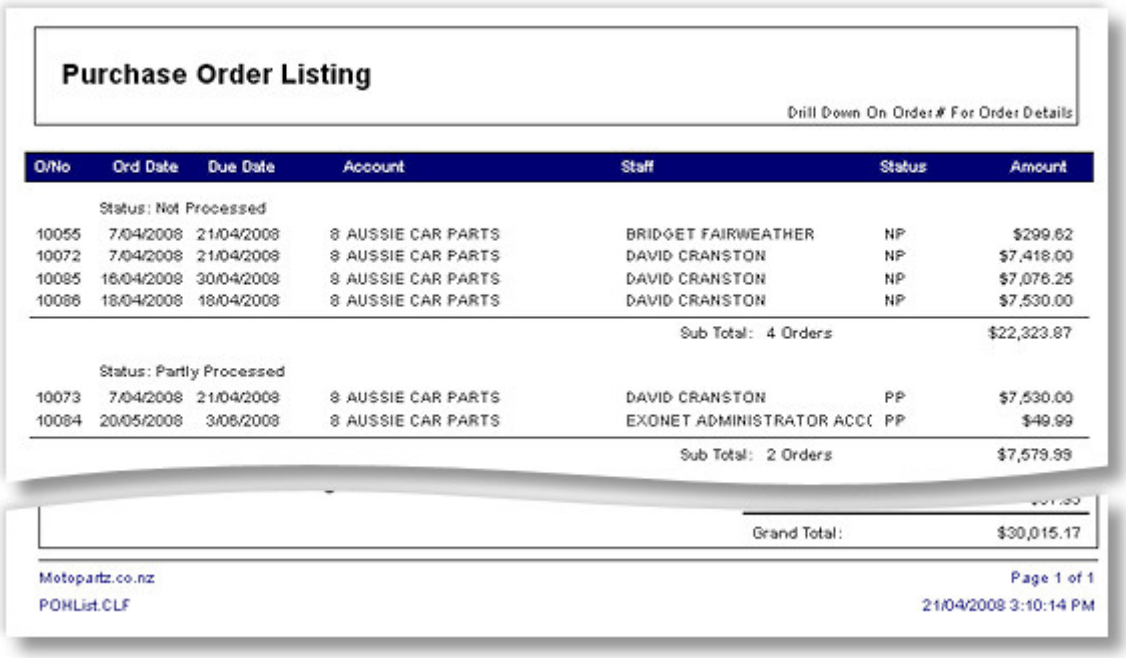
Note: To aid performance on large databases when scrolling the search grid you may care to minimise (hide) the History panel, as in this mode the history is not queried from the database.

Doc#	A system-generated number
Activity	For example New Order, Order Qty.
Date-Time	The date and time of the activity.
Order No	Purchase Order Number as selected from top grid.
Receipt No	The receipt number of the Purchase Order.
Invoice No	The invoice number of the Purchase Order.
Sales Person	The salesperson for the Purchase Order line activity.
Staff#	The Staff # of the salesperson for the Purchase Order line activity.
Branch	The branch where this sales order was created.
State	The state of the Purchase Order.
Related Rec	Any related records to this Purchase Order.
Link	Displays any documents that have been linked to the Purchase Order, such as PDF invoices or statements.
History Window Right-click Menu	
Account	This opens the creditor account details window for the selected history transaction.
Purchase Order	This opens the Purchase Order for the selected history transaction.
Inwards Goods	This opens the inward goods window to enter any details for inward goods.
View Document	This opens a print preview copy of the Purchase Order receipt.
View History	Allows the user to swap the filter on the window to a different class for the highlighted line. For instance you may wish to drill in from a creditors invoice, locate the Purchase Order(s) that it came from and then see what other events may exist for that Purchase Order (e.g. other receipts or invoices where partial shipment has occurred).
Print History	This opens a print ready print preview of the Purchase Order History report for the selected history transaction.

Toolbar



1. **Print Order:** This prints the selected order.
2. **Print List:** This prints the list defined by the search result.
3. **Print List (Clarity):** This prints the list to a clarity preview window, click **here** to see a sample.



Purchase Order Listing

Drill Down On Order # For Order Details

O/No	Ord Date	Due Date	Account	Staff	Status	Amount
Status: Not Processed						
10055	7/04/2008	21/04/2008	8 AUSSIE CAR PARTS	BRIDGET FAIRWEATHER	NP	$299.62
10072	7/04/2008	21/04/2008	8 AUSSIE CAR PARTS	DAVID CRANSTON	NP	$7,418.00
10085	16/04/2008	30/04/2008	8 AUSSIE CAR PARTS	DAVID CRANSTON	NP	$7,076.25
10086	18/04/2008	18/04/2008	8 AUSSIE CAR PARTS	DAVID CRANSTON	NP	$7,530.00
				Sub Total: 4 Orders		$22,323.87
Status: Partly Processed						
10073	7/04/2008	21/04/2008	8 AUSSIE CAR PARTS	DAVID CRANSTON	PP	$7,530.00
10084	20/05/2008	3/06/2008	8 AUSSIE CAR PARTS	EXONET ADMINISTRATOR ACC(	PP	$49.99
				Sub Total: 2 Orders		$7,579.99
				Grand Total:		$30,015.17

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POHList.CLF — 21/04/2008 3:10:14 PM

4. **Delete Order:** Clicking this icon marks the order as deleted.
5. **Copy Order:** This opens the copy order window, providing options to copy selected components of this order. In the Copy To: fields, the order number is automatically assigned to the next one in the list. Choose the account to copy to, note you can use the **?** > **Tab** shortcut to open the account search window. Choose whether to copy the contents of the Header narratives and / or the Line narratives by checking the appropriate checkboxes.
6. **Email Order:** This emails the selected order directly to the associated Creditor as a PDF attachment.

Note: If the **Confirm before sending email** profile setting is enabled, the email will appear before sending, giving you the opportunity to edit it. If the setting is disabled, the email will be sent automatically without being displayed.

Entering Purchase Orders

The Purchase Order option in the Transactions menu is used to enter, edit supply, invoice and delete Purchase Orders. Purchase Orders can be fully or partly invoiced at a later time.

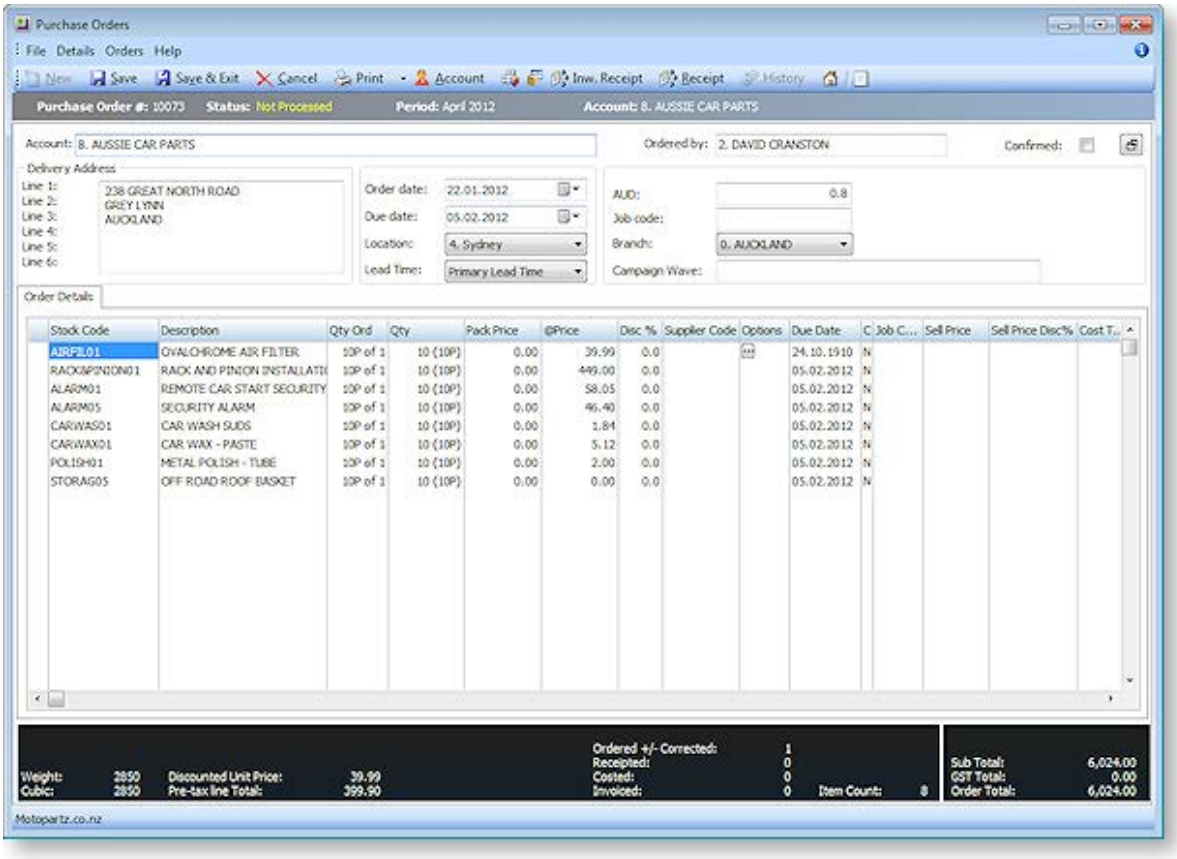
Note: If the **Allow new lines to be added to partly processed purchase order** User-level profile setting is enabled, it will be possible to add new lines to a partly processed Purchase Order. It will also be possible to edit any lines on a partly processed order that have not yet been receipted or invoiced.

To enter a Purchase Order:

1. Open the Purchase Orders window (see page 306).
2. Click **New**. Alternatively, click the **Copy** button to copy and edit an existing order.

   Note: If the **Enable extended purchase order statuses** Company-level profile setting is enabled, the **New** button becomes a dropdown that allows you to create a new Purchase Order or a new Purchase Order Quote.

   The following window opens:



3. In the account header section, enter the Creditor account number followed by the **TAB key**, or search for the account by entering part of the account name, or simply '**?**' and **ENTER** to search through all accounts.
4. Complete the remaining header fields, such as date, delivery address, stock location, lead time and Purchase Order header extra fields. See the table below for field definitions.

   Note: You can click the button to hide the header details, leaving more room for viewing the Purchase Order lines.

5. On the Order Details tab enter the stock item code (or use '**?**' to search), the quantity, and enter or override the price if necessary. You can key in percentage discount per Purchase Order line. You can right click on the PO line to add line narrative or create one off stock item or view stock levels.

   Note: Purchase Orders are limited to a maximum of 2000 lines; however, 400 is suggested as a sensible maximum. More than this may result in performance degradation.

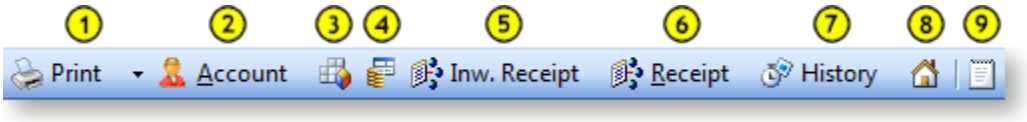
6. Add a Purchase Order header narrative by clicking on the Narrative icon ( ).
7. For foreign creditors, you can click the **Exchange Rate** button to refresh exchange rate and use the buy rate from currencies table.
8. Click **Show Tax Summary** to review tax rates used on Purchase Order
9. Click **Save** to save the Purchase Order. The system will assign the next Purchase Order number, and prompt to print the order.

Field Definitions

Field	Description
Account	The name of the account. If you have specified a default account in MYOB EXO Business **Config > Admin > Creditors > Creditor Account Groups**, the default is displayed here.
Ordered by	The name of the person placing the order.
Confirmed	Check this box to confirm all lines in the Purchase Order, i.e. the supplier / creditor has acknowledged the order. This will also change the order status in the Purchase Orders (see page 306) listing window.
Delivery Address	The address for delivery. The default address is taken from the stock location. Press **F10** or right-click for a list of alternate addresses. **Note:** Stock location addresses are configured in MYOB EXO Business Config at **Admin > Stock > Stock Locations**.
Order Date	The date. This defaults to the current system date. You can change it by selecting the preferred date from the calendar.
Due Date	The date that the goods are due to arrive.
Location	The name of the stock location that the goods will be dispatched from.
Lead Time	Choose between **primary** (the number of days between placing an order and its arrival) or **secondary** (the alternate lead delivery time in days) lead times. These times are defined in the Creditors Details 2 Tab (see page 110).
Exch rate	The currency and exchange rate for the creditor.
Job Code **Sales Order**	The job code, if using the EXO Job Costing module. If the Purchase Order was created from a Sales Order (see page 319), this field instead displays the ID of the Sales Order that the Purchase Order was created from.

Branch	The branch name and number. The default here is based on the one that you set in **MYOB EXO Business** **Config > Admin > EXO Finance > Branches**.
Campaign Wave	If the EXO Business CRM module is installed, Purchase Orders can be associated with a campaign wave to track purchases against a marketing campaign.
Order details	
Stock Code	The code for this purchase item. This code can be either the Stock code or the GL code.
Description	The description of the stock items. This is automatically entered when you press the TAB key after entering the stock code.
Qty	The quantity of the stock item. The default is set to 1.
Price	The price that applies to the stock item. This is the price that is set up in the stock window and is based on the price level assigned to this customer.
Total	The total price for this invoice line.
Supplier Code	The supplier's code for this stock item.
Options	Click on the ellipsis **[...]** to open the Purchase Order Line Periscope (see page 315) window for this stock item.
Due Date	The date the order line is due.
C	Indicates whether the Purchase Order has been confirmed - **Y** (Yes) or **N** (No). This is set by ticking the **Confirmed** checkbox in the Purchase Order Line Periscope (see page 315).
Job Code	The job code. It defaults to the code from the Job code field in the header, but it can be changed per line. This is only relevant for the EXO Job Costing module.
Sell Price	The sell price as detailed in the stock details 1 tab (see page 164) and Setting Cost Methods and Sell Prices (see page 163)
Cost Type	The job type established in EXO Job Costing. This is only relevant for the EXO Job Costing module.
Cost Group	The cost group established in EXO Job Costing. This is only relevant for the EXO Job Costing module.

Menu commands



1. **Print:** There are three print options: Order, List and List (Clarity).
2. **Account:** View creditor Details. This opens the creditor in the Creditor Account Details window (see page 106).
3. **Show Tax Summary:** This opens the Tax Rate Summary window, listing the Tax rate #, name, % Calculated Tax and Actual Tax. This is a static window, no information can be entered or edited here.
4. **Refresh Exchange Rates:** This loads the latest exchange rate from the currencies table.
5. **Receipt using Inward Goods:** This opens the Inwards Goods – Receipt Goods window (see page 345).

   Note: Once a Purchase Order has been fully receipted (no outstanding quantities), this button is disabled.
6. **Receipt this Order:** This opens the Purchase Order Receipt window (see page 320).
7. **History:** This opens the History window (see page 309) for the Purchase Order.
8. **Addresses:** If alternate delivery addresses need to be specified for the delivery of this order they can be selected from this **Extra Delivery Address** window.
9. **Narrative:** To add any comments or notes to the order. This is a very basic text editor and the contents of the comments are saved by clicking the **OK** button.

File Menu Commands

All the file menu commands are replicated on the toolbar (detailed above).

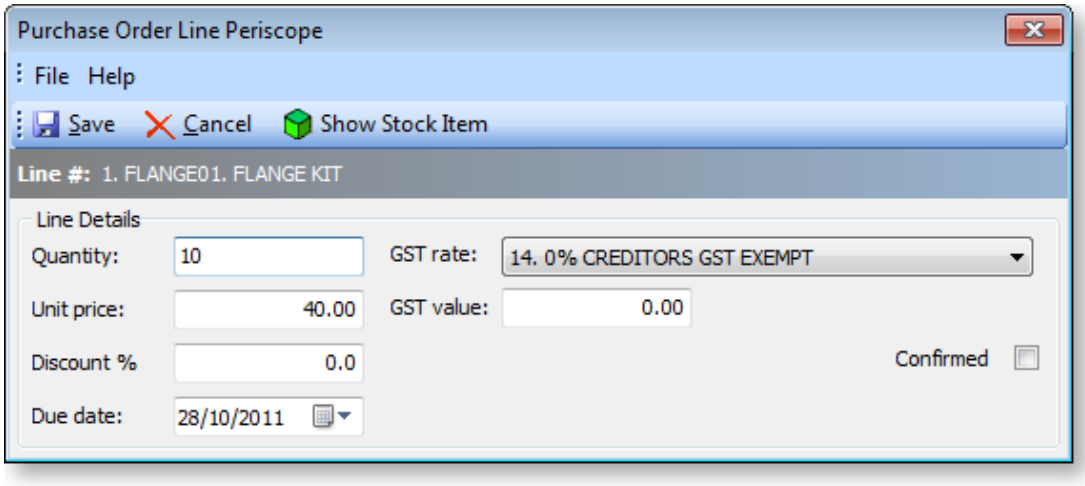
Notes

- Right-click on a stock item to view stock levels in all stock locations (or press CTRL+L), or to create a one-off stock item (or press CTRL+O), or add a line narrative.
- The purchase price of a stock item on a Purchase Order is automatically suggested by the system, based on the following hierarchy:
  - Use the **Stock item > Details 1 > Cost prices > Supplier** price if the Purchase Order is being raised for the **Stock item > Details 1 > Main Supplier**. (If the supplier cost price or the supplier account number is set to 0, then this setting will be ignored).
  - Otherwise, use the Supplier Cost from the Stock item Details 2 tab (see page 167) if there is a supplier cost price set for the stock item. The use of Pack Sizes will also impact on the price selected.
  - Otherwise, use the Price from the most recent Purchase Order raised against that supplier, for that stock item.
  - Otherwise, default the Purchase Order Price to $0.00, ready to be manually entered.
- Maintaining the Alternate Supplier Prices on stock items can assist in automatic entry of the purchase price on a Purchase Order. Having a **Stock item > Details 1 tab > Cost prices > Supplier** of $0 or a **Stock item > Details 1 tab > Main Supplier** of account number 0 on the stock item would mean only the Alternative Suppliers price table needs to be maintained.

- A user's **Check supplier cost prices when purchase prices change** profile can be enabled to prompt to update the supplier cost price when overriding prices when placing or creating a Purchase Order. This assists in interactively maintaining the alternative supplier price lists during Purchase Order entry and purchase pack price for each alternate supplier. Appropriate columns are also added to Purchase Orders entry window.
- Press F10 to select a delivery address from the Extra Delivery Addresses window.
- GL codes can be used instead of stock items on a Purchase Order by using the format @GLCODE. Lookup stock items could also be created to point to a GL account.
- Purchase order lines due dates can be changed on a partially processed Purchase Order through the **Receipt** button.
- The company profile setting **Delivery Addresses Shared** allows delivery addresses to be shared among all accounts.
- A profile can be enabled to update alternate supplier price when costs changes on the Purchase Order. This updates the Supplier_Stockitems.PurchPackPrice field and not the LastCost field. The LastCost field is updated only by the action of costing receipted goods and therefore represents the true landed cost from this supplier.
- Supplier Cost (SKU price) displays the Packcost (purchase price) divided by the pack quantity.
- The **Update LastUpdate field for supplier code cost price when prices change** profile is also available if users want to keep track when the cost price had changed.
- You can confirm or unconfirm all Purchase Order lines by using the PO Orders menu.
- A profile is available to let the system save a transaction when using an **inactive** stock item.
- GET_COST_PRICE stored procedure is used to establish cost prices on a Purchase Order.
- The profile option **Creditors Invoice Line Discounts** controls the availability of the discount column on the Purchase Order entry window.

Purchase Order Line Periscope

Transactions > Purchase Orders > Purchase Orders > [New] > (Order Details) > [...]



This window is used to assist the data entry when creating a new Purchase Order (see page 310). In addition it provides further options to:

- Adjust the GST rate and view the GST value of this adjustment.
- Adjust the price %.
- View the stock item.

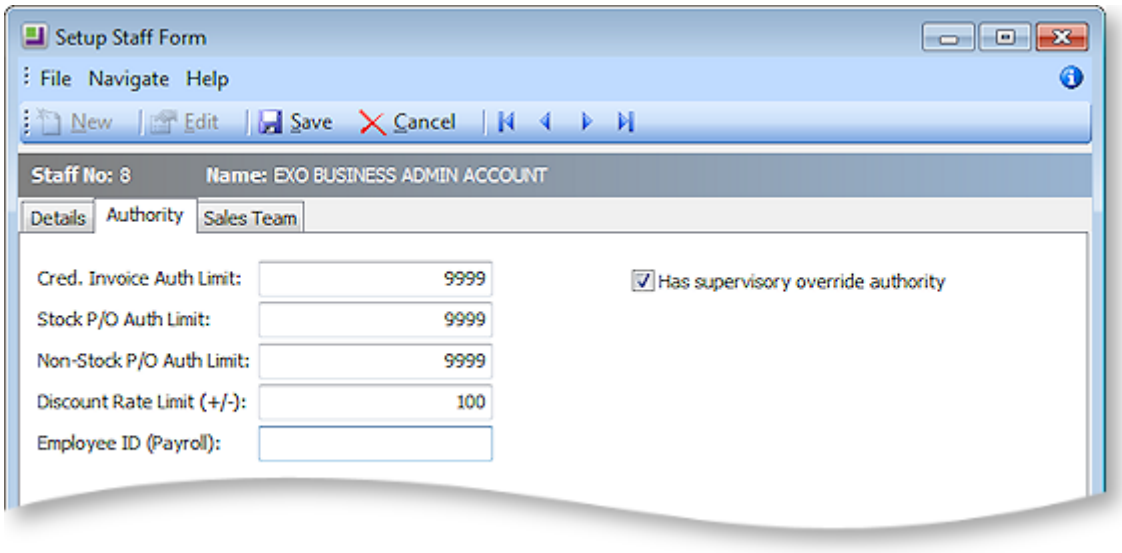
Purchase Order Authorisation

Authorisation limits can be enabled for Purchase Orders. If a staff member creates a Purchase Order with a total that exceeds their authorisation limit, that order will be given the status “Awaiting Authorisation”. An order in this status cannot be processed further until it is authorised by a staff member with a higher authorisation limit (or if the order is reduced so that its total is no longer over the staff member’s limit).

Setting up Authorisation Limits

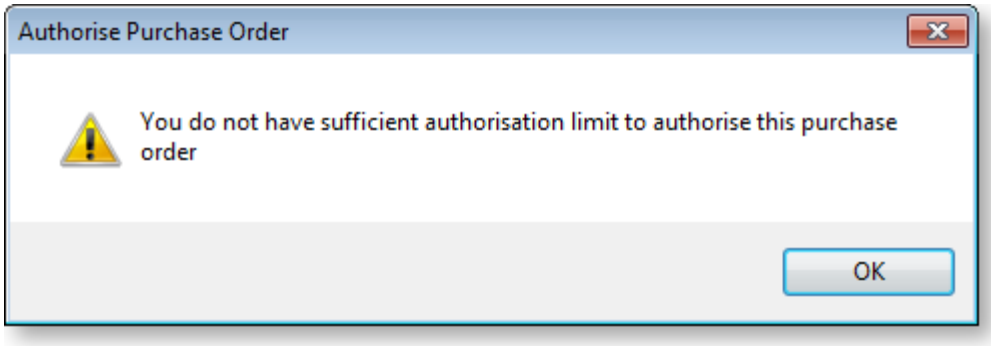
By default, authorisation limits are not applied to Purchase Orders and the “Awaiting Authorisation” status is not available. To enable Purchase Order authorisation, the **Enable extended purchase order statuses** Company-level profile setting must be ticked in EXO Business Config.

Once authorisation is enabled, staff members’ authorisation limits must be set up on the Setup Staff window (see page 20) or the Staff section of EXO Business Config (see page 75). Authorisation limits are set up on the Authority tab:

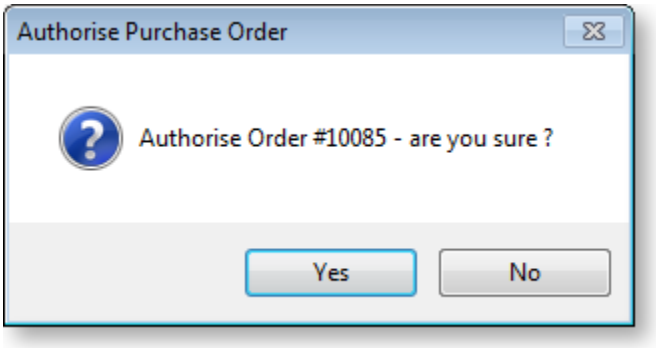


Authorising Purchase Orders

Purchase Orders whose total exceeds the authorisation limit of the staff member that created them are displayed on the Purchase Order screen (see page 306) with the status “Awaiting Authorisation”. To authorise a Purchase Order, right click on it and select **Authorise the Selected Order** from the popup menu. A staff member can only authorise an order if its total is less that the staff member’s authorisation limit; if it is not, an error message is displayed:



If the staff member's limit allows them to authorise the order, a confirmation message appears:



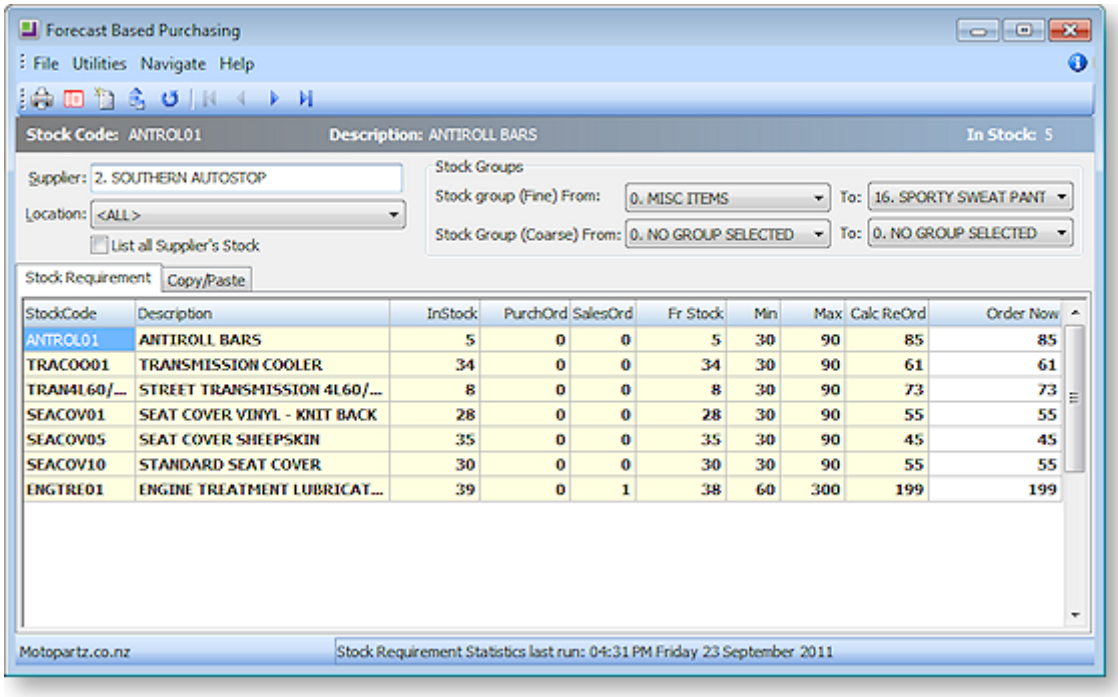
Click **Yes**. The Purchase Order's status is changed to "Not Processed" and it can now be processed as normal.

Forecast Based Purchase Orders

Transactions > Purchase Orders > Forecast Based Purchase Orders

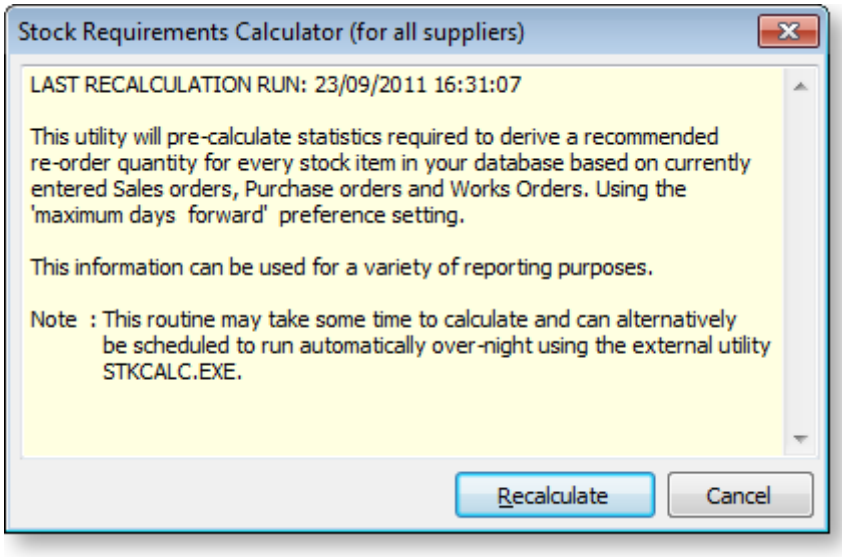
Forecast-based Purchase Orders compare stock on hand and outstanding sales and purchase orders, and suggests the items to reorder based on reorder levels. This uses the **Primary Supplier** field on the stock item.

Note: See also the On Demand Purchase Orders functionality in the Distribution Advantage module. On-Demand Purchase Orders provides an assisted form of creating purchase orders directly from sales order information This function is available in the optional Distribution Advantage module.

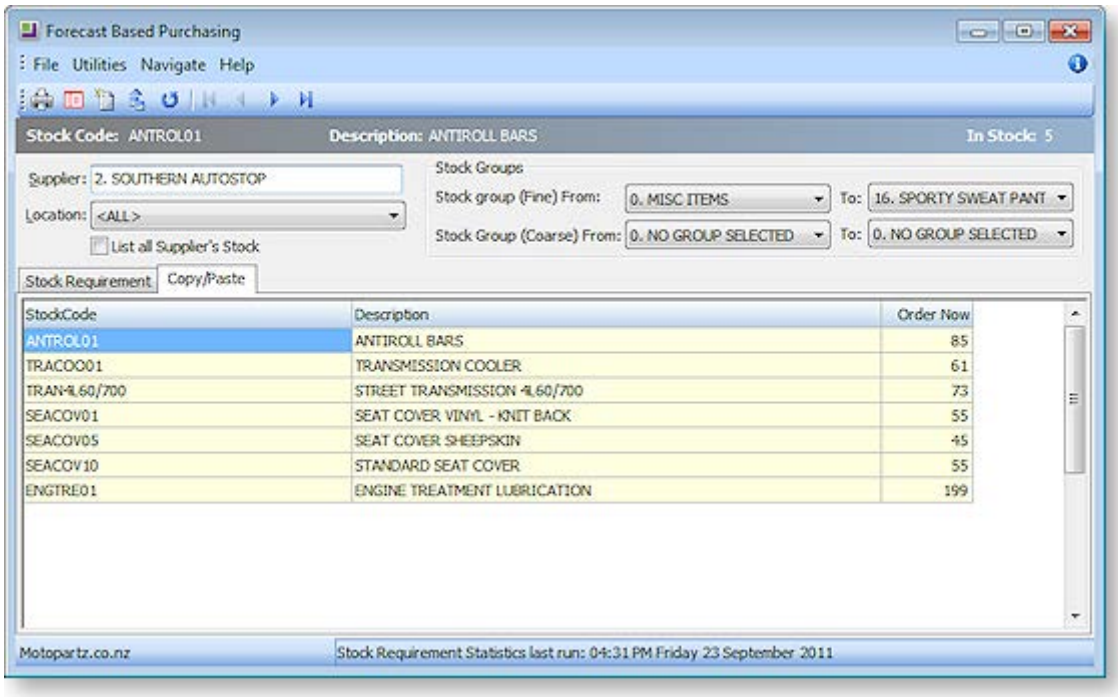


1. Enter the Supplier name that the Purchase Order will be generated against.
2. Select the Primary stock group range, Location and define if the system will list all suppliers' stock or only stock that requires replenishment.

3. Click the **Recompute** button ( ) to recalculate the stock requirement statistics for all suppliers if required.



4. Click the **Generate** button ( ) to generate the stock requirement for a single supplier button and populate the table with stock items that match the search criteria
5. Review the results, and manually override the **Order Now** quantity if required.
6. Click **Print** to print a report of the suggested items. Alternatively, click **Export to CSV File** to output the grid rows in Excel format.
7. The Copy/Paste tab can be used to paste in rows, for example, by exporting the Stock Requirement grid to CSV, editing it in Excel, then pasting the edited rows back into the Copy/Paste tab.



8. Click **Post Order** to open the purchase order window and automatically populate the order based on the reorder item listing created.

Notes

- The system will warn if there are more than 400 records that match the search criteria, to ensure the results remain manageable Users can then use a more restrictive filter options.
- The “Recalculate stock requirement statistics for all suppliers” recalculation can be set as a scheduled task if the calculations are excessively complex.
- The CALC_STKREQUIREMENT stored procedure is used to establish the manner how stock requirements will be calculated.
- Use of economic order quantity in forecast based purchase ordering is possible if an EOQ is specified on the stock item, and the setup profile option Use of Ec**onomic Order Quantities on Auto Purchase Orders** is enabled.

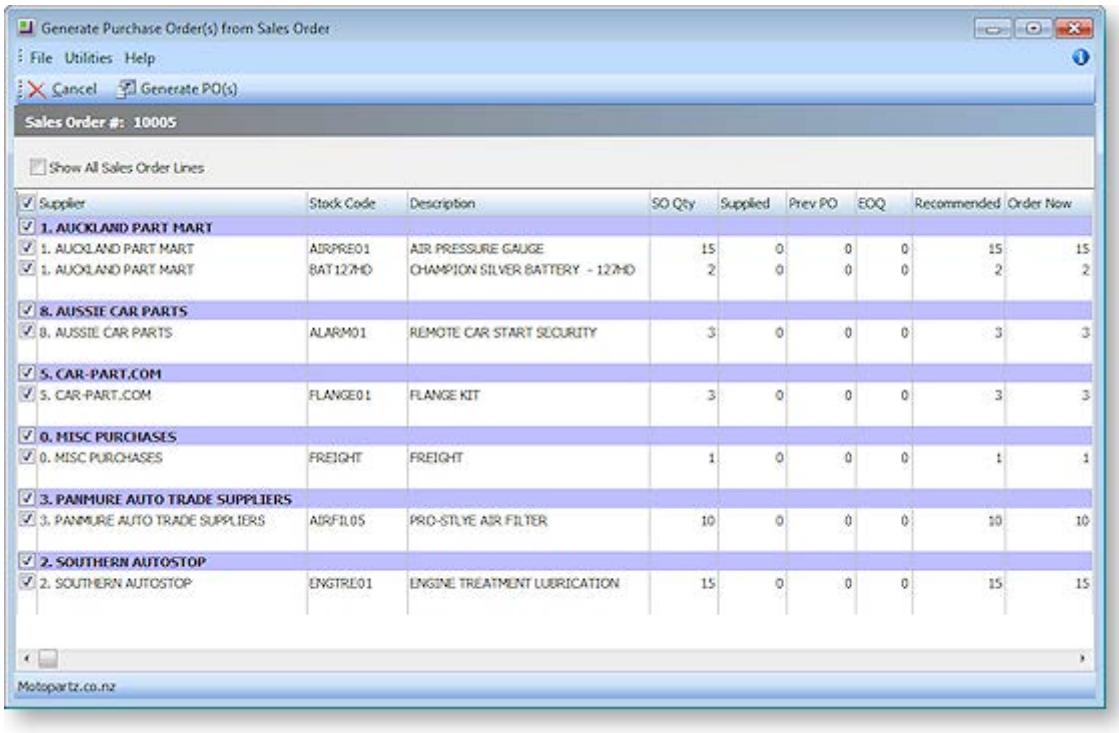
Creating Purchase Orders from Sales Orders

It is possible to create one or more Purchase Orders directly from a Sales Order.

To create Purchase Orders from a Sales Order:

1. Open the Sales Order that you want to create Purchase Orders from.
2. Click the **Generate PO(s)** button on the Sales Order window toolbar, or right-click on the grid and select **Generate Purchase Order(s)**.

   Tip: This button/menu option can be hidden using the **Hide sales order controls** User-level profile setting.
3. The Generate Purchase Order(s) from Sales Order window opens:



   The following details are displayed for each line on the Generate Purchase Order(s) from Sales Order window. All details are read-only, except for **Order Now**.

   Note: By default, only lines where the **Order Now** value is greater than 1 are displayed. To display all lines from the source Sales Order, tick the **Show All Sales Order Lines** box.

Field	Description
Supplier	Supplier for the stock item. If no supplier is defined for a stock item, it will appear under MISC PURCHASES.
Stock Code	The unique code for the stock item.
Description	Description of the stock item.
SO Qty	Quantity from the Sales Order.
Supplied	Quantity that has already been supplied.
Prev PO	Quantity that already appears on previous Purchase Orders.
EOQ	Economic Order Quantity, which sets a minimum amount for orders.
Recommended	This value is equal to: SO Qty - Supplied - Prev PO The value is adjusted up to the EOQ, where this applies.
Order Now	The quantity that will appear on the Purchase Order. The default value is the same as **Recommended**. (If a line is not ticked, its default **Order Now** quantity is 0.)

4. Select/de-select the lines to create orders for. Lines are grouped by supplier; selecting or deselecting a supplier selects/deselects all lines under that supplier.
5. Edit the **Order Now** quantities for selected lines as necessary.

   Note: When editing the **Order Now** quantity, the EOQ is enforced as per the **EOQ prompt on purchase orders** Company-level profile setting (Prompt, Force or No EOQ).
6. Click **Generate PO(s)**.

Purchase Orders are created, one for each supplier. Purchase Orders are created one at a time - once one is saved and closed, the next one opens. All lines that are ticked and have an **Order Now** value greater than zero are included in Purchase Orders. The **Sales Order** field is populated with the ID of the parent Sales Order. (This field replaces the **Job Code** field on Purchase Orders that were created by other means.)

Notes

Bills of Materials are not supported in Purchase Orders. This means that BOMs lose their structure when they reach the Purchase Order, and appear as a collection of individual stock items.

Any changes forced by customer or supplier changes after Purchase Orders have been created will not automatically change the status or quantities of those Purchase Orders. This process must be handled manually.

When the Purchase Order is receipted, costed and invoiced, this has no effect on the original Sales Order in terms of supply, generation of invoice etc. This process must be handled manually.

Receipting Purchase Orders

Transactions > Purchase Orders

After a Purchase Order has been entered, the ordered stock has to be supplied. Depending on availability of stock and requirement of invoice you can click the appropriate button on the Purchase Orders screen.

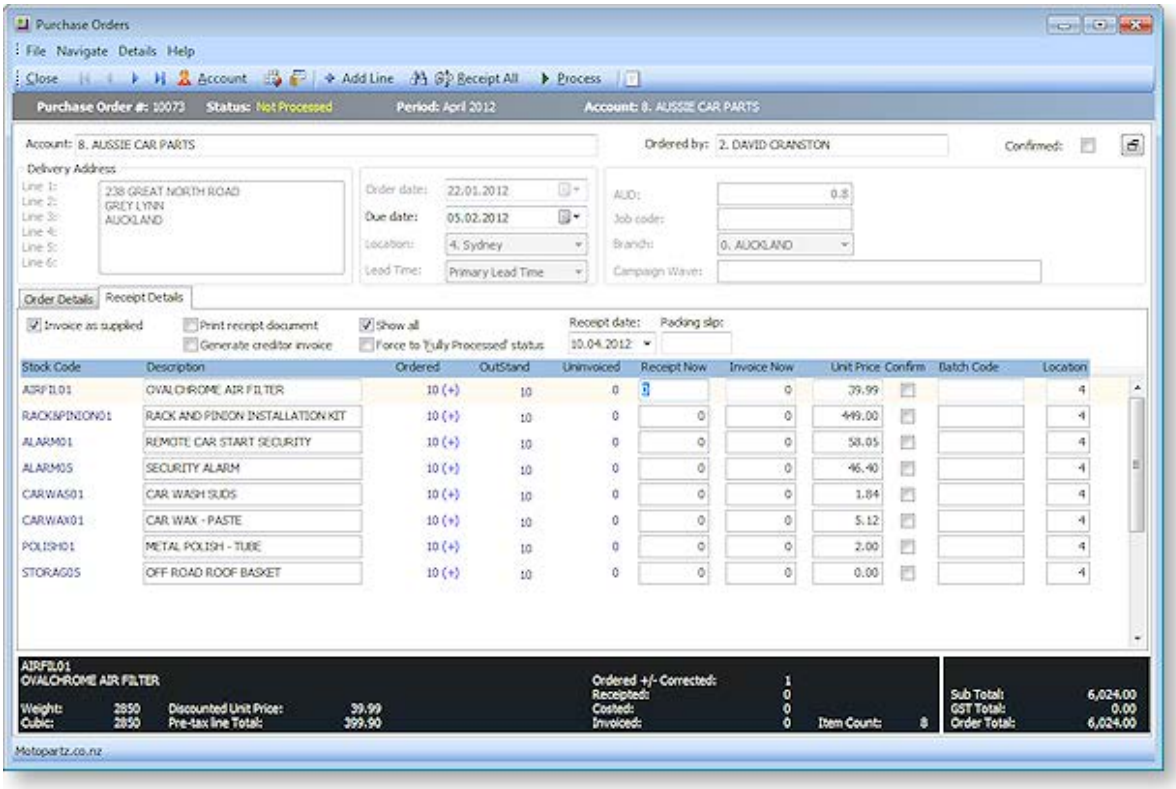
The stock specified on the order may not be available immediately or only a part of it can be supplied at the present time.

You can receipt more than one Purchase Order to a Goods Received Note and invoice it.

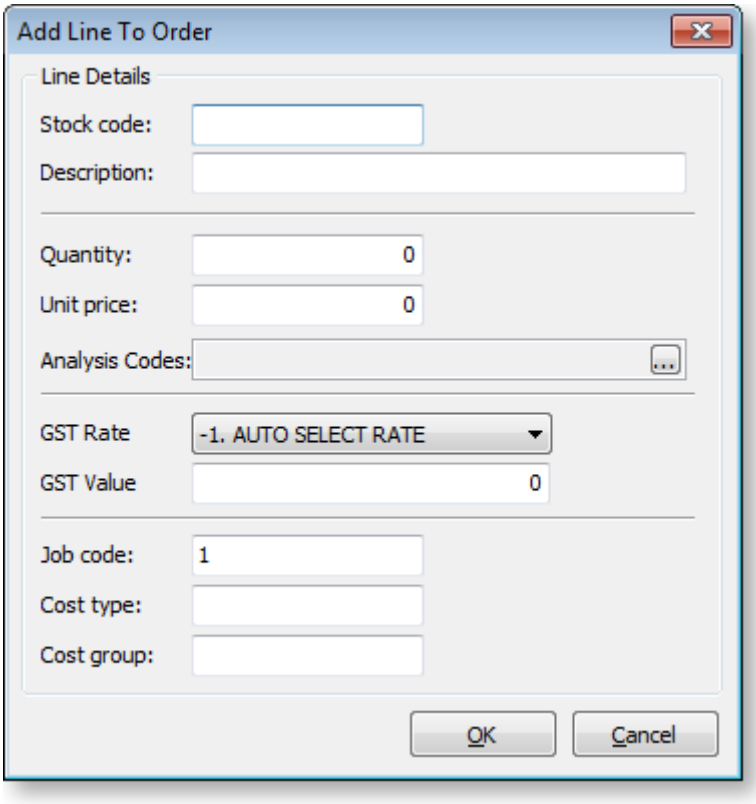
In summary you can receive goods, associate costs and create creditors invoice directly through the purchase order.

Note: This method does not support the more advanced features of the **Inwards Goods (see page 345)** system.

1. Search for the Purchase Order to receipt (see page 306). Once the required order is opened, click the **Receipt** button to open the Purchase Order Receipting window (see page 323) and receive ordered items.



2. Click the **Add Line** icon to add line items to be receipted. This opens the Add Line To Order window:



   a. Enter the stock code or enter "?" and press the **TAB** key to search for the code.

   b. Add a brief **Description** to detail the order.

   c. Enter the **Quantity** and **Unit** price.

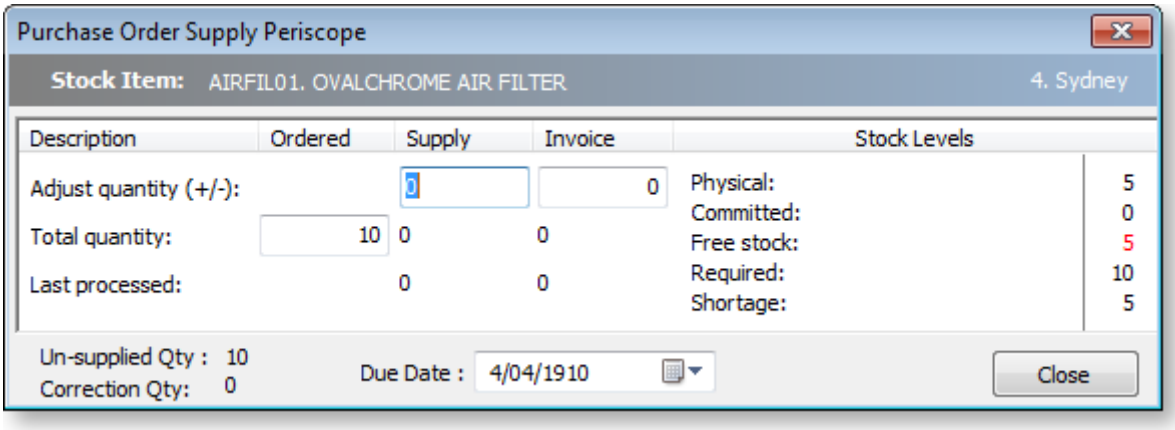
   d. Select **Analysis Codes (see page 84)** by clicking on the ellipsis button [...]

   e. Select the GST Rate and enter the value.

   f. The Job Code, Cost type and Cost group can all be searched by entering "?" and pressing the **TAB** key.

   g. Click **OK** to add the new item to be receipted.

3. Change due dates for all stock lines, or change the due date per line with the Purchase Order Supply Periscope by clicking on the (+) link.



4. Click **Receipt All** if everything is to be receipted at this time.

5. Check the **Generate Invoice** checkbox if a creditor's invoice is to be created at this time. The system will prompt for the entry of the creditor's invoice number when processed.
6. Click **Process** to receipt stock items and optionally create the creditors invoice.

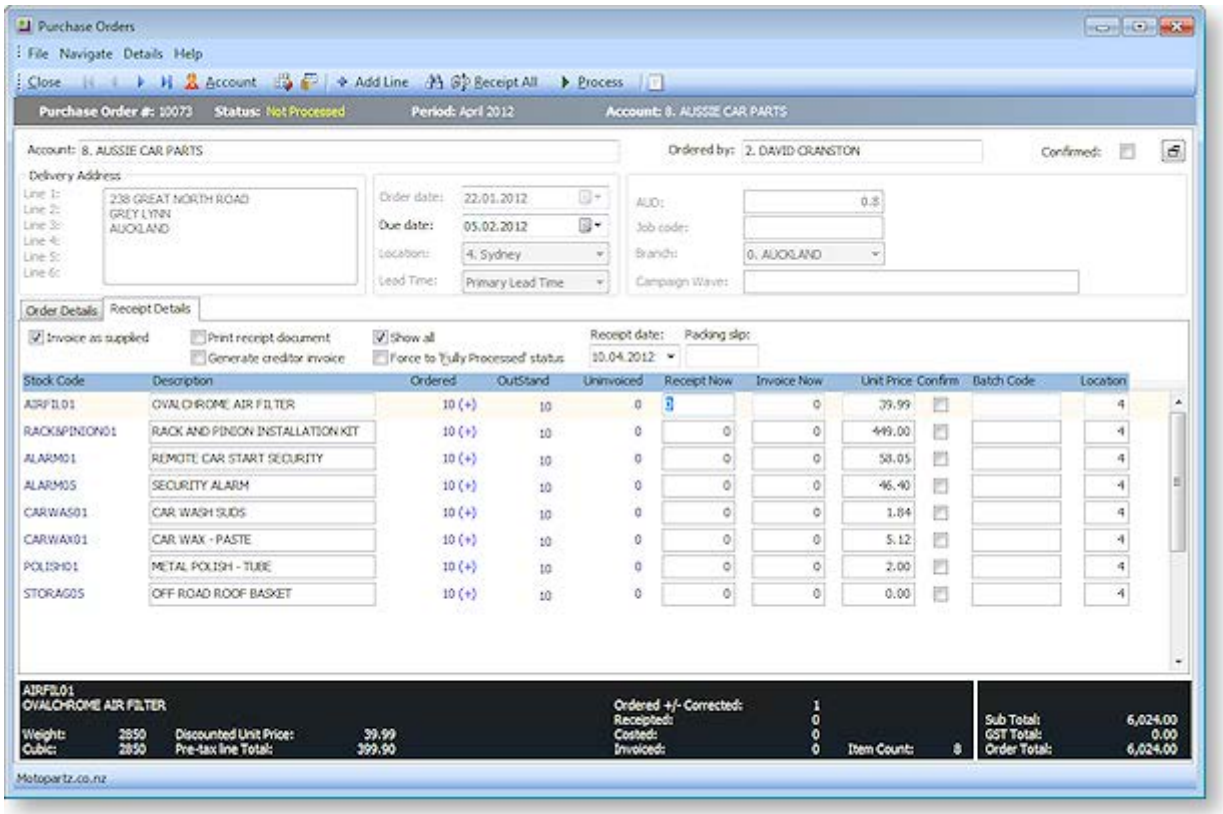
Notes

- Stock transactions can only be posted to the current period using the Purchase Order Receipt method.
- Use the **Inwards Goods Receipt** function to assist in receiving more than one purchase order on a single creditor's invoice.
- The **Receipt or IWG** buttons can optionally be hidden by using the user profile 'Purchase Order Hide Controls'.
- MYOB EXO Business recommends Inwards Goods Receipt as a preferred method in receiving stock.

Purchase Order Receipt Details Tab

This topic provides an overview of the Purchase Order Receipt Details tab.

Transactions > Purchase Orders > Purchase Orders> {Double Click an order} > [Receipt]

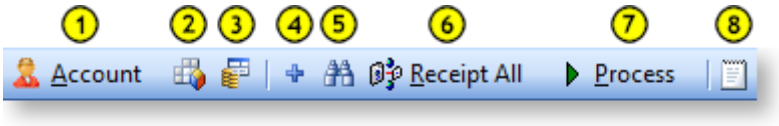


Field Descriptions

Field	Description
Account through to Branch	See Entering a Purchase order - Field Definitions (see page 312).
Checkbox options	
Invoice as Supplied	Enable this option if you want the Receipt Now quantity to be copied to the Invoice Now field. If it is not checked, you will need to manually enter the figures in the Invoice Now field. Entering the quantity is essential if you wish to generate an invoice.
Print Receipt Document	Enable this option if you want a receipt record printed for this order.
Generate Creditor Invoice	Enable this option if you want to generate an invoice for this Purchase Order.
Show All	Enable this option to view all items in the Purchase Order. To view only items that have not been supplied, leave the box unchecked.
Force to Fully Processed Status	Enable this option if you want to force the order to the fully processed status, even though the order may not be fully receipted or invoiced.
Other options	
Receipt date	This automatically defaults to the current system date but you can select the preferred date from the calendar.
Packing slip	The packing slip number.
Grid options	
Stock code	The stock code of the item being receipted.
Description	The description of the stock item as defined in the Stock window.
Ordered	The quantity of the stock item that you ordered.
Receipted	The quantity of the stock item previously receipted.
Outstand	The outstanding quantity.
Invoice	The quantity you have previously generated an invoice for.
UnInvoiced	The quantity that is yet to be invoiced.
Receipt Now	The quantity that you are receiving. If you have checked the **Invoice as Supplied box**, press **TAB** for the system to automatically copy the *Invoice as Supplied quantity* to the *Invoice Now field*.

Invoice Now	The quantity you wish to invoice here. You will be unable to process the invoice if the field is left at 0.
Unit Price	The price that applies to the selected stock item.
Confirm	Enable this option to confirm the purchase order, i.e. the supplier / creditor has acknowledged the order.
Location	The stock location that the goods are receipted to.

Toolbar commands



1. **Account:** This opens the creditor in the Creditor Account Details window (see page 106).
2. **Tax Summary:** This opens the Tax Rate Summary window, listing the Tax rate #, name, % Calculated Tax and Actual Tax. This is a static window; no information can be entered or edited here.
3. **Refresh Exchange Rates:** This loads the latest exchange rate from the currencies table.
4. **Add a line:** This button adds a new line (order item to be receipted) to the order (see page 321).
5. **Find Line:** Opens the Stock Search window (see page 158) to search for a line in the order.
6. **Receipt all:** Click this button to receipt everything for this order.
7. **Process:** Click this button to receipt stock items and optionally create the creditors invoice.
8. **Narrative:** Click this button to open a text editor, so you can enter notes in this editor relating to the selected line.

Reversing Purchase Orders

There are two methods for reversing a Purchase Order in MYOB EXO Finance. You can reverse it through the original Purchase Order or you can reverse it through a new Purchase Order.

To reverse an order through the original Purchase Order:

1. Open the original Purchase Order and click the Receipt button. The Purchase Order (Supply) window is displayed.
2. Note the stock quantity in the Receipted field and type this quantity as a negative in the Receipt Now and Invoice Now fields.

   Note: If you have checked **Invoice as Supplied**, the quantity from the **Receipt Now** field is automatically copied into the Invoice Now fields.
3. Click **Process** to reverse the order. The Payment/Entry window is displayed.
4. Click **OK** to save this refund.
5. If the creditor's account is an Open Item account, the Allocation window is displayed and you can allocate the refund against the credit note. Once you have finished the process, the Purchase Orders (search) window is displayed.

Note: If you have checked **Include Partly Processed Orders**, the order that you have just reversed is marked as a backorder. You can now select this order and remove it from the purchase order system.

The creditor's account in the Transactions tab now contains a credit. If you look at the transaction list for the stock item you reversed, you will see a credit here as well.

You can also reverse a Purchase Order without going back to the original Purchase Order:

1. Create a new order and type the same details but with negative stock quantities.
2. Once you have entered the details in the Purchase Order (Entry) window click the **Receipt** button and ensure that the **Invoice as Supplied** and **Generate Creditor Invoice boxes** are checked.
3. Check the **Enter Payment** box if a payment has been entered.
4. Type the same quantity that was supplied into the **Supply Now** box but as a negative quantity. If the Invoice as Supplied box has been checked, MYOB EXO Business automatically updates the Invoice Now column.
5. Click the **Process** button to process the transaction. If you selected **Generate Creditor Invoices**, the Generate Creditor Invoice window is displayed.
6. Click **OK** to save any changes that you make.

Generating Creditor Invoices

The Creditor Invoice Entry window is used for entering invoices from suppliers where a Purchase Order was not used to initiate the purchase and/or the invoice does not involve the purchase of stock items. The invoice window links directly to the General Ledger Account Codes for coding the purchases, but the transactions are not posted to the General Ledger itself until the Post Creditors to GL option has been run.

Entering a Creditor Invoice

Account > Creditors > {double Click the creditor's name} > (Transactions) > [New Invoice]

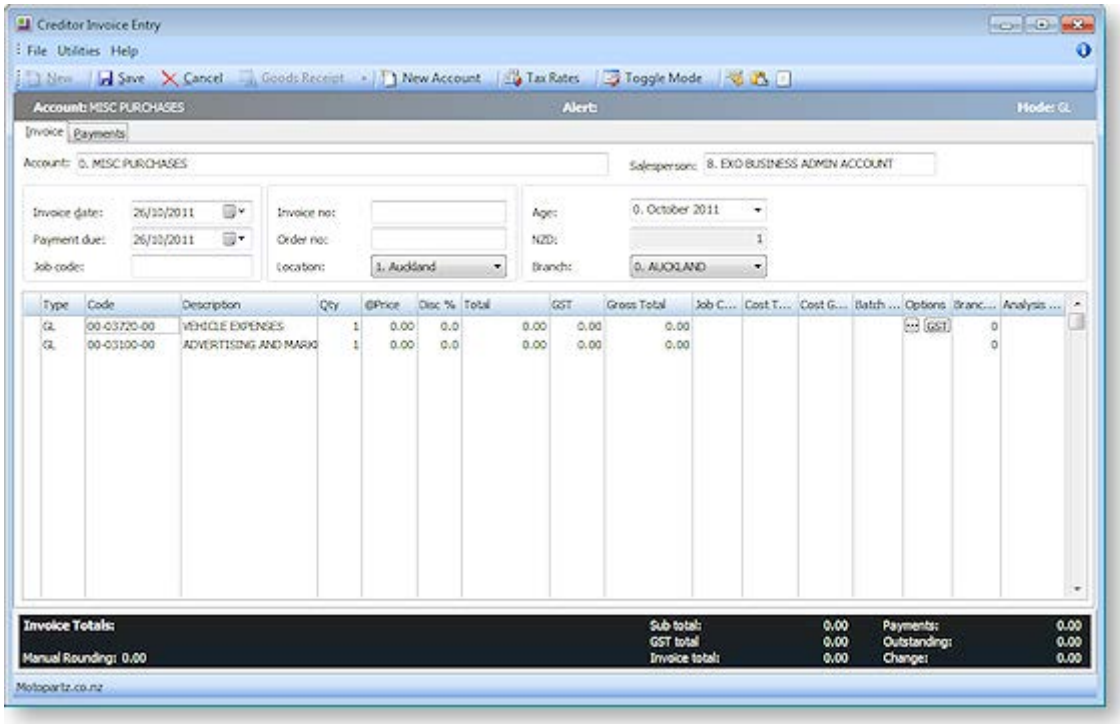
You can create an invoice for an existing creditor through the Invoice Entry window. Invoices can be for stock and non-stock transactions.

Creditors Invoice Entry allows invoices from creditors to be entered into MYOB EXO Business, either by manual entry (supporting both stock and GL code entry), or by automatically pulling information from inwards goods receipts or purchase orders.

Non-stock Transactions

To enter a creditor invoice for a non-stock transaction:

1. From the Creditor Account Details window, click the **Transactions** tab. The Transactions page (see page 129) is displayed.
2. Click the **New Invoice** button on the main toolbar ( ). The Creditor Invoice Entry window (see page 330) is displayed.



Field Descriptions

Field	Description
Account	The name of the account. If you have specified a default account in MYOB EXO Business at **Config > Admin > Creditors > Creditor Account Groups**, the default is displayed here.
Salesperson	The name of the person who is entering the invoice. You can type the name or select from the list.
Invoice date	The date of the invoice. This defaults to the current system date but this can be altered by selecting another from the attached calendar.
Payment due	The date the payment is due.
Job code	The job code.
Invoice no	The invoice number. If you do not enter an invoice number, the system will not allow you to save the invoice entry.

Customer order no	The customer order number.
Location	The location where the invoice is being generated.
Age	The relevant financial period from the list.
(currency)	If you operate in multiple currencies, this is the currency specified for the debtor account, e.g. 'AUD', 'NZD'. If you don't operate in multiple currencies, this field displays as 'N/A' and cannot be edited.
Branch	The name of the branch where the transaction took place.
Type	The code for the type of transaction. This is changed by clicking the toggle mode button. It will be GL for direct coding to General Ledger or Stock for stock item purchases.
Code	Either the GL or Stock code for the item being invoiced. If you do not know the GL or Stock code, press ? + TAB for a list of GL codes and select the one you require. This will automatically enter the description, quantity, price and total fields.
Description	The description of the item. Once you enter the code, the default description is displayed. If you wish to change this, you can overtype the displayed description.
Qty	The required quantity. The default is 1 but you can change to the required quantity.
Price	The unit price of this line item. Whether the price you enter is inclusive or exclusive of GST depends on whether you have selected Creditors GST Inclusive Pricing in MYOB EXO Business at **Config > Essential > General Setup**.
Total	The invoice line total.

Note: You can copy an invoice line by pressing ALT + INSERT on your keyboard. This will copy the line that the cursor is in.

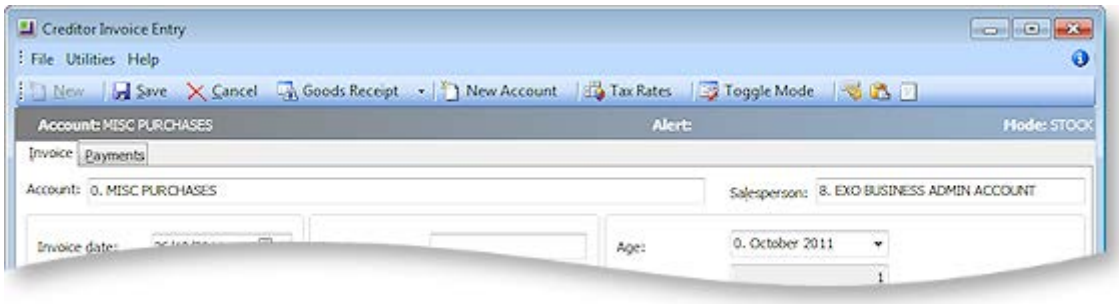
Click **Save** if you want to save the invoice to the creditor's account, or click the Payment tab to enter the payment on the invoice.

Tip: You can also open the Invoice Entry window from the **Transactions** menu in the MYOB EXO Business main window. Click the **Creditors Invoice** option. The Invoice Entry window is displayed.

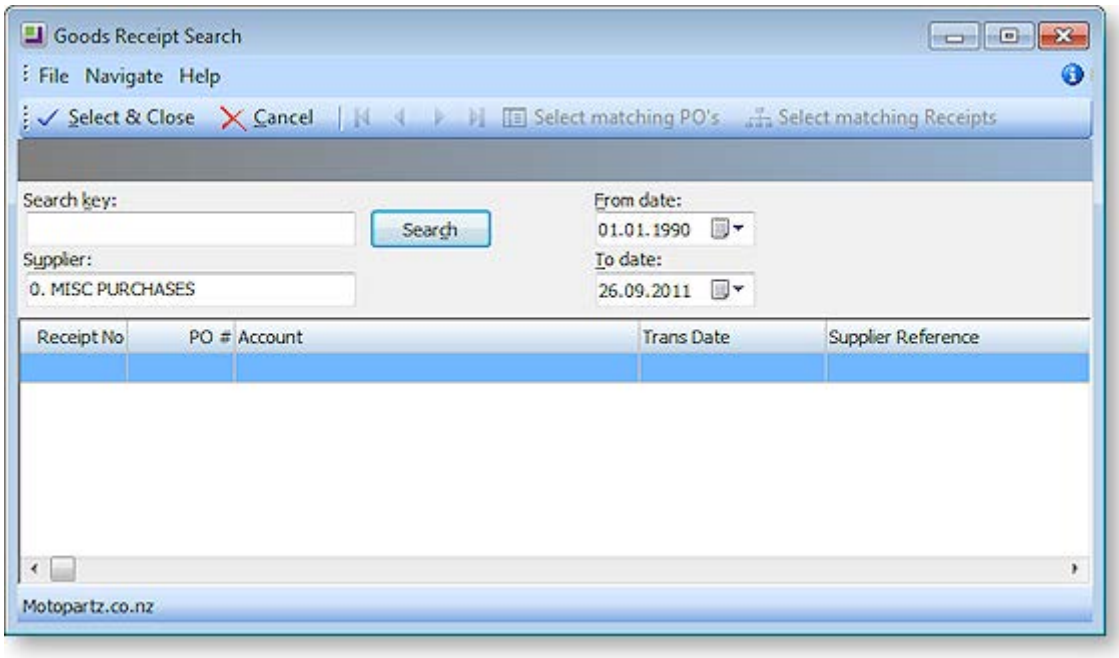
Stock Transactions

To enter a creditor's invoice for a stock transaction:

1. From the Creditor Account Details window, click the **Transactions** tab. The Transactions page is displayed.
2. Click the **New Invoice** button. The Creditor Invoice Entry (see page 330) window is displayed.

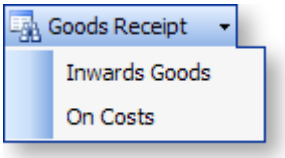


3. If the Mode field displays "GL", click the **Toggle Mode** button so that is displays "STOCK".
4. Click the **Goods Receipt** button. The Goods Receipt Search window opens:

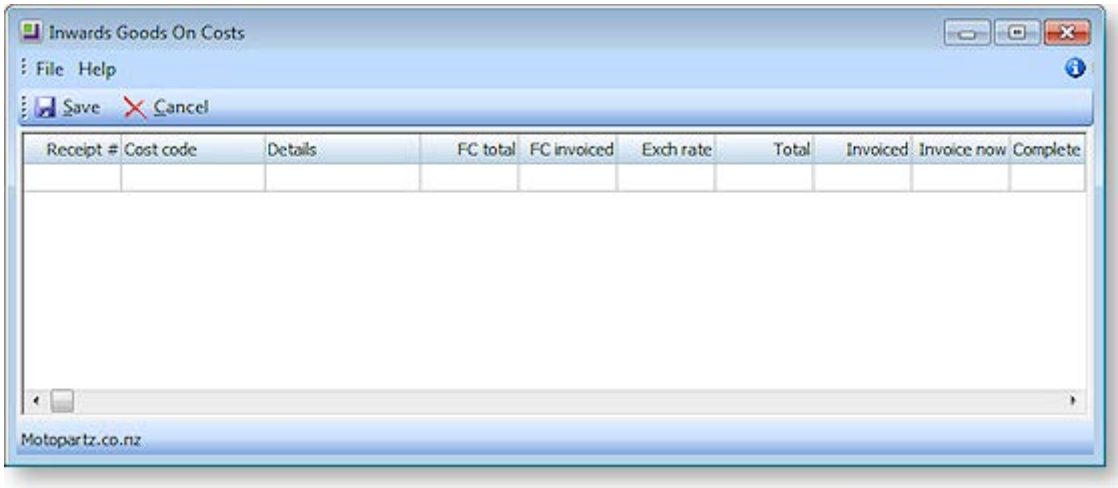


5. You can now receipt multiple purchase orders for one supplier to one Goods Received Note, and then add the landed costs.

In step 4, the **Goods Receipt** button has two options:



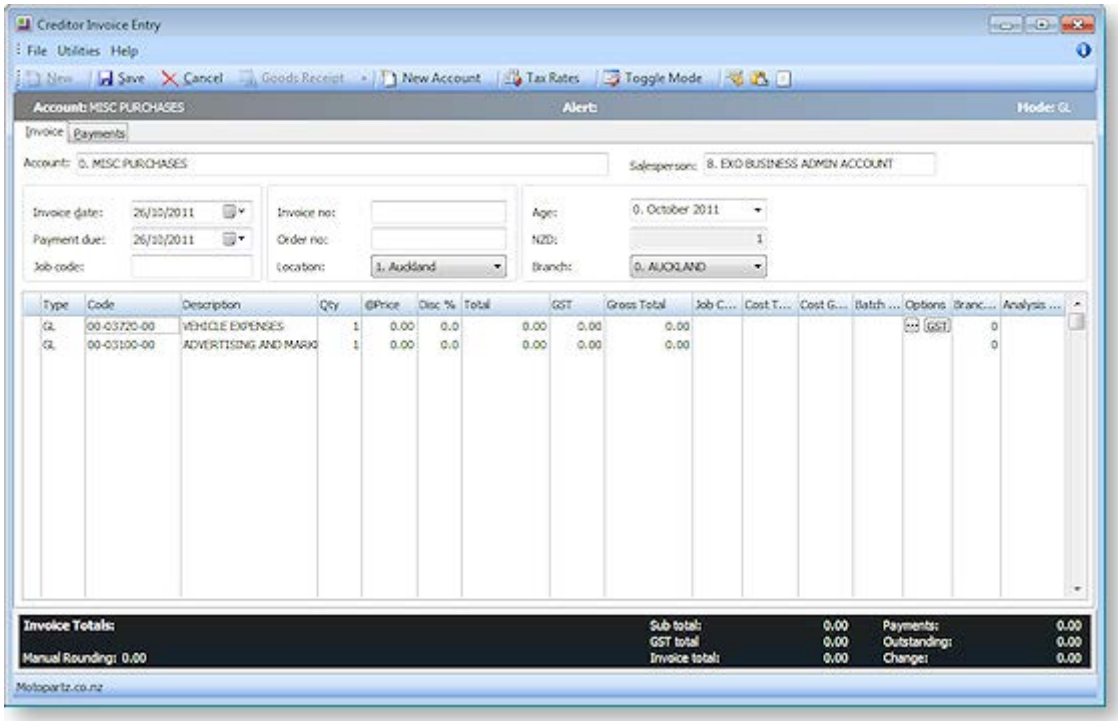
If the **On Costs** option is selected, the Inwards Goods On Costs window (see page 347) opens:



Creditor Invoice Entry

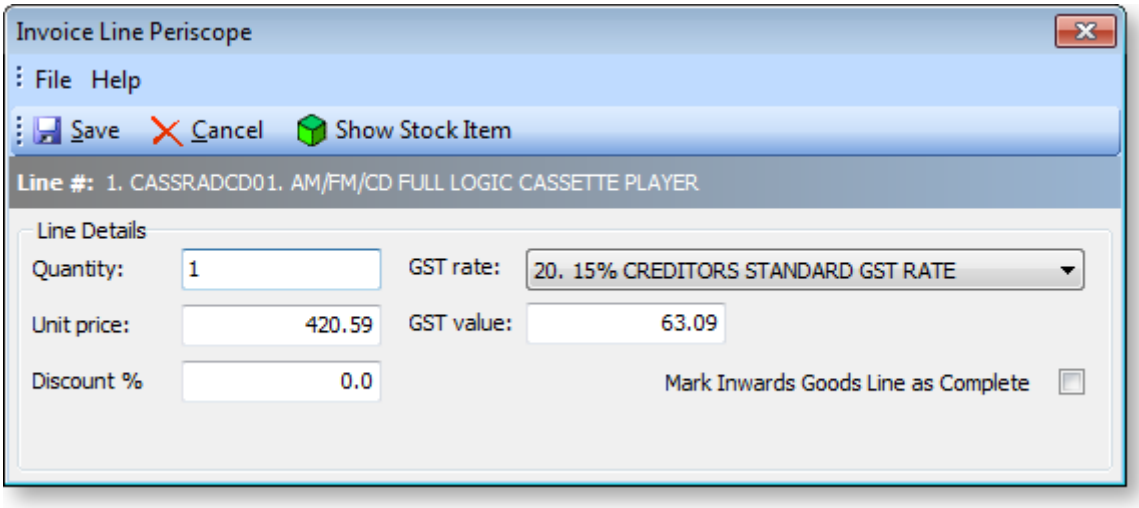
Transactions > Creditors Invoice

The Creditor Invoice Entry window allows invoices from creditors to be entered into MYOB EXO Business, either by manual entry (supporting both stock and GL code entry), or by automatically pulling information from inwards goods receipts or purchase orders.



1. Click **New** to create a new invoice.
2. Enter the creditor account details or '?' to search. Then enter all other invoice header information.
3. For invoices relating to Inwards Goods Receipts, click the **Goods Receipt** button. All un-invoiced Goods Receipts for the selected supplier will be listed. DOUBLE-CLICK on the desired receipt to automatically populate the grid with details from the Inwards Goods receipt.
4. Invoices can be coded to stock or GL accounts. The **Toggle Mode** button switches the mode between 'Stock' and 'GL'. This can be seen in the grid column **Type**.

5. Creditor invoices can be entered for overhead expenses (e.g. cleaning costs). In this case **Type** will be 'GL', and **Code** is the combination of branch code, GL account and GL sub-account.
6. Creditor invoices can also be entered for direct stock purchases (i.e. no purchase order or inwards goods receipt). In this case **Type** will be 'Stock', and **Code** is the stock item. This type of invoice will create stock receipt transactions and the stock-on-hand quantity will be increased.
7. Tax is automatically calculated based on the creditor account, stock item or GL account. However this can be modified on each line by using the periscope in the Option column.



8. The Payments tab can be used if the creditor has already been paid or is being paid at the same time as the invoice is being entered.

Notes

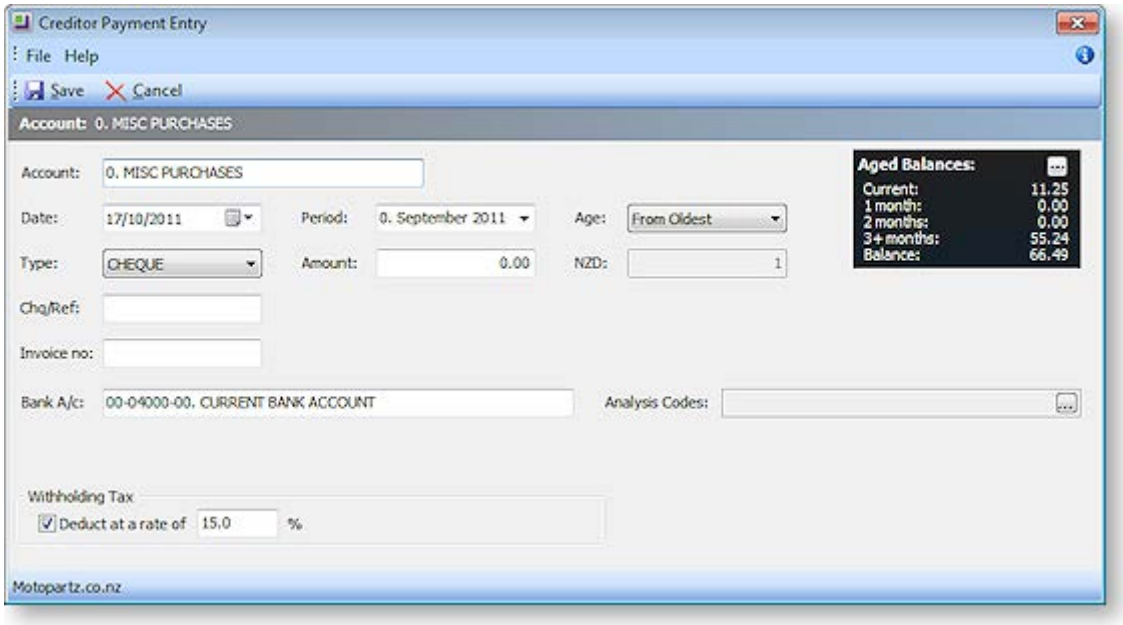
- Use the ***Paste Invoice Lines*** button if the invoice lines have been prepared in another Windows application (e.g. spreadsheet), and are to be pasted into the grid.
- RIGHT CLICK on the line details window to create a one-off stock item. (One-off items allow quick creation of a stock code based on template items, for things such as trade-in items, or creating items as needed from large parts catalogues.)
- The menu item Creditors Invoice Entry from Stock can be used if stock codes are used more frequently than GL codes on a creditors invoice.
- The payments tab on the creditors invoice can be disabled if preferred.
- If you are using the EXO Job Costing module, a **Job Code** column is available to associate the invoice with a job.
- Creditors Invoice maximum limit is 400 rows.

Entering a Payment on a Creditor's Invoice

If you need to enter a payment at the same time as the invoice, you can go to the Payment window and make the payment entries. Alternatively this is for recording individual creditor payments, such as singular payments made by hand-written cheque or electronically. Payments are normally made using the Batch Payment Processor (see page 482).

To enter a payment on a Creditor's invoice:

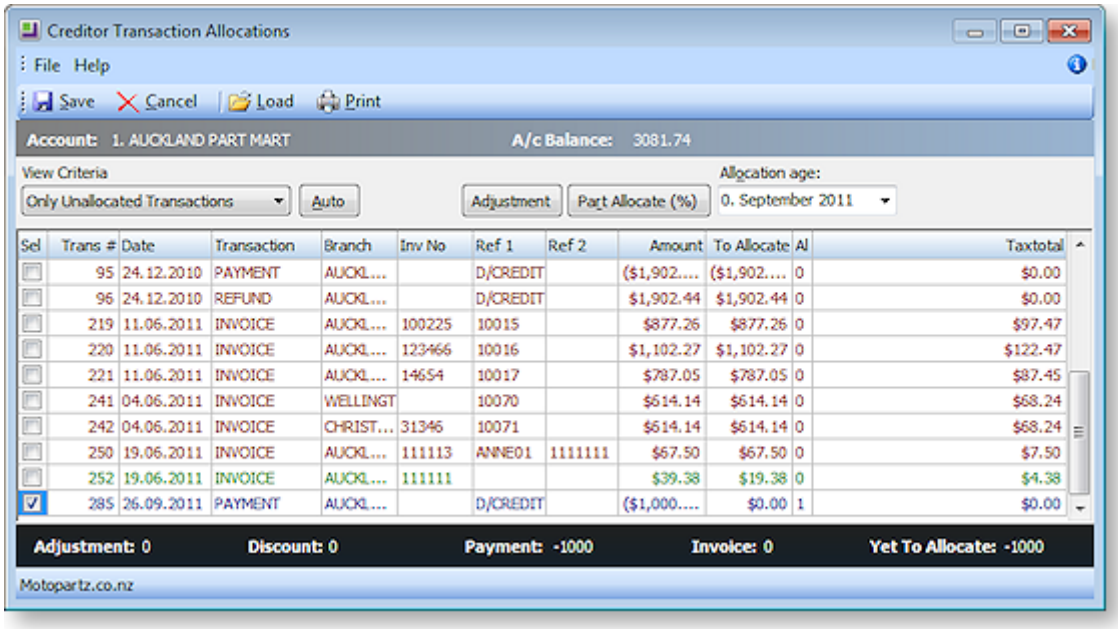
1. Open the Creditor Payment Entry Window:
    - From the Creditor Account Details window, go to the Transactions tab and click the **New Payment** button ( ).
    - Select the **Transactions > Creditor Payments > Creditor Payment Entry** menu item.



Note: Opening the Creditor Payment Entry window from a Creditor account will automatically assign the payment to that Creditor.

2. Enter the account and payment details information.
    - Select the date, period and age (if applicable).
    - Select the payment **Type** from the predefined drop-down list.
    - Enter the payment **Amount** and if it's in foreign currency, enter the conversion rate. (If you enter an amount that is less than the outstanding amount, the balance amount is displayed against Outstanding in the Invoice Summary panel.)
    - If the **Withholding Tax on Creditors Payments** option has been enabled in the **Essential > General Settings** section of EXO Business Config, options to apply withholding tax to the payment become available at the bottom of the window.
3. Click the ellipses **[…]** button to view the creditor account details, to check details if needed.
4. If payment is by a cheque, press F12 in the Chq/Ref field to automatically assign a sequential number.

5. Click **Save**. If the account is an Open Item account, the allocation window will be presented, allowing the payment to be allocated to an invoice.



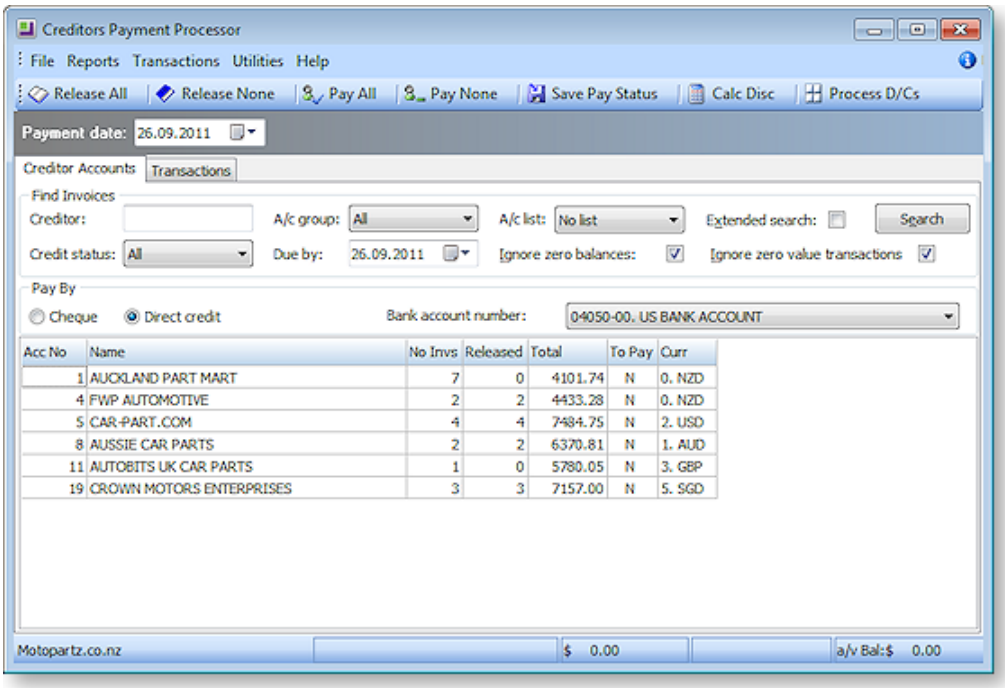
6. Click the **Auto** button to allow the system to automatically balance out based on transaction value.
7. If this is not possible due to the amount, click the Part Allocate % button to allocate the selected amount.
8. Click **Save** to save these allocations.

Note: You can also enter a payment before you allocate the payment to the invoice, or as a **Batch Payment (see page 482)**.

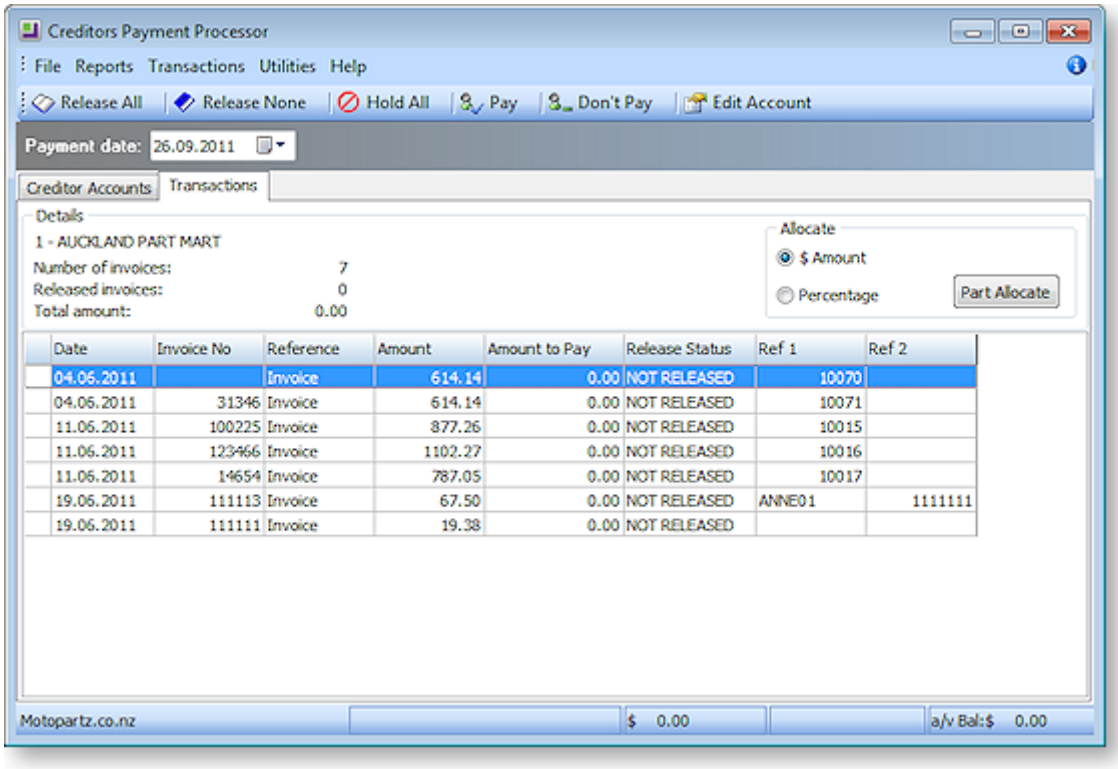
Creditor Payment Run

Transactions > Creditor Payments > Creditor Payment Batch Processing

Creditor payment runs can be performed to create multiple cheque payments or supported direct credit banking files.



1. Enter the selection criteria for invoices to be paid; creditor, account group, due date etc.
2. Also choose the pay method – cheque or direct.
3. Click **Search** to list all creditors that have invoices that meet the selection criteria.
4. Double-click on a row to view the invoices that have been selected.



5. For an invoice to be paid, it must be set to 'Released'. Then for an account to be paid, the 'To Pay' flag must be set to 'Y'. There are a variety of ways of setting these statues.
    - The toolbar buttons on the Creditor Account tab (**Release All**, **Release None**, **Pay All**, and **Pay None**) affect all payable invoices on all displayed Creditor accounts.
    - The toolbar buttons on the Transactions tab (**Release All**, **Release None**, **Hold All**, **Pay, Don't Pay**) affect all invoices on the selected Creditor account.
    - Pressing SPACEBAR on the selected account will toggle 'To Pay'.
    - Pressing SPACEBAR on a selected invoice will toggle the 'Release Status'.
    - Status change options are also available from the right-click menu.
6. Click the **Save Pay Status** button to save the creditor account 'To Pay' status and 'Release Status' of the invoices.
7. Click **Process Cheques** or **Process D/Cs** to start the pay-run. Cheques will be printed or the Direct Credit file created.

Notes

- Use **Calc Disc** to calculate prompt-payment discounts.
- Creditor payment authorisation is an option that is also supported, requiring invoices to be 'authorised' before they can be released for payment if the value of the invoice exceeds the limit of the user that entered them.
- Account Lists can be set up to group accounts by payment priority, category or special account grouping.

- When expected accounts or invoices do not show up on window, review account payment type, invoices due dates and other filter options used.
- Most payment processor reports are now supported in Clarity.

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.

The M-Powered Payments process works as follows:

1. MYOB EXO Business is set up to use M-Powered services.
2. Purchases are made, and invoices are received from Creditors.
3. Payments are entered and authorised in EXO Business, then sent the M-Powered Payments system, which processes the payments.
4. EXO Business is updated with the details of the payment, and remittance advice is sent to Creditors (optional).

Note: The M-Powered Payments service is only available in Australia.

Setting up M-Powered Payments

M-Powered Payments must be set up before the feature can be used in MYOB EXO Business.

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 additional files that are necessary to connect to the M-Powered services database. If you run the EXO Business Installer, these files will be copied to the right location automatically.

Also, 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 you 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.

Set up Shared Directory (optional)

If the same M-Powered database is to be accessed by multiple users, you will need to specify the location of the database on all PCs that will be used to access it. Specify this location by configuring the **Directory location for M-Powered Database** Computer-level profile setting using the EXO Business Configurator.

Activating M-Powered Payments

To activate the M-Powered Payments service, open the M-Powered Service Centre application by selecting the **M-Powered Service Centre** menu option or clicking the M-Powered icon on the Purchases tab of the main graphical menu:



Click the **Send/Receive** button on the Service Centre to contact MYOB M-Powered Services and activate M-Powered Payments.

Set up Banks

One or more bank accounts to use for M-Powered Payments must be set up in the MYOB EXO Business Configuration Assistant:

1. Open the Configuration Assistant and go to the **Administration > Banks > Creditors (M-Powered)** section.
2. Click **New**. Enter the following details:

Field	Description
Bank Number	Enter a unique identification number for the bank.
Bank Name	Enter the bank's name.
BSB Number	Enter the BSB (Bank State Branch) number for the bank and branch at which the company's account is held.
Bank Account Number	Enter the company's bank account number.
Bank Account Name	Enter the name on the company's bank account. This must match the name of the account as recorded by the bank.
Company Trading Name	Enter the name by which the company does business (which may be different from the Bank Account Name).
Default	Select this option to make this bank account (M-Powered) the default account for Creditor payments.

3. Slick **Save**.

Set up Creditors

For all Creditor accounts that you want to use M-Powered Payments:

1. Open the Creditor account and select the Details 2 tab (see page 110).
2. Select "M-POWERED" for the **Default Payment Type** property. This enables the Remittance group of properties.
3. Select the **Send M-Powered Payments Remittances** option if you want to send remittance advice to this the Creditor when payments are made.
    a. If you selected this option, specify whether to send remittance advice by E-Mail or Fax.
    b. Enter an e-mail address or fax number to send remittance advice to.

Recording Payments

Payments made via M-Powered Payments are entered the same way as other Creditor payments. Once made, payments must be authorised and sent to MYOB M-Powered Services.

Single Payments

When entering single payments using the Creditor Payment Entry window (see page 331), select "M-POWERED" for the **Type** field. This enables the following extra fields:

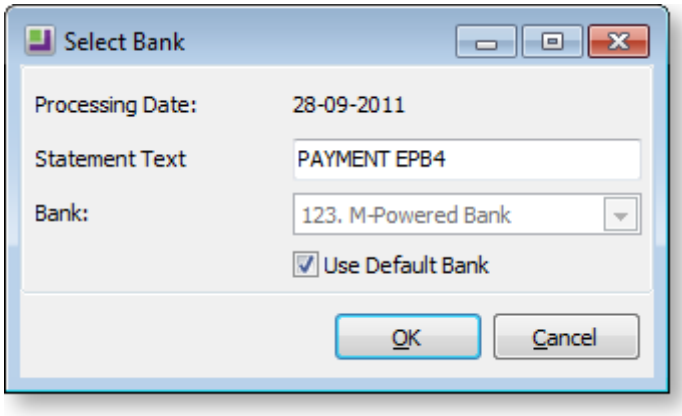
Field	Description
Bank	Select one of the bank accounts you set up in the MYOB EXO Business Configuration Assistant under **Creditors (M-Powered)**.
Your Statement Text	Enter text to appear on your bank statement.
Their Statement Text	Enter text to appear on the Creditor's bank statement.

Enter all other values as normal and click **Save** to enter the payment.

Payment Batches

When entering payment batches using the Creditors Payment Processor (see page 476), select "M-POWERED" for the **Pay by** field (this option is only available when the M-Powered Service is enabled). The grid is populated with all Creditors awaiting payment who are set up to be paid via M-Powered Payments. You can select which payments you want to make in the usual way.

When you are ready, click the **Process M-Powered** button. Specify the following details on the window that appears:

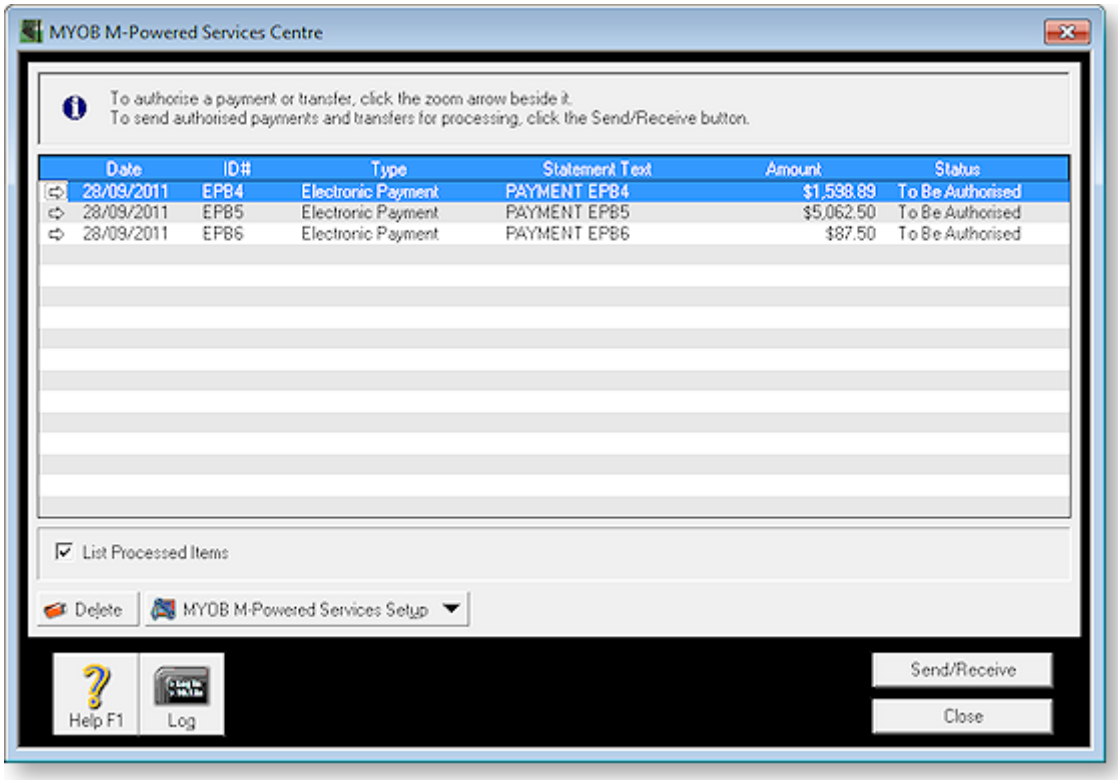


Field	Description
Statement Text	Enter text to appear on your bank statement.
Bank	Select one of the bank accounts you set up in the MYOB EXO Business Configuration Assistant under **Creditors (M-Powered)**. If the **Use Default Bank** option is selected, the default bank is selected and cannot be changed. Untick this option to select a bank manually.

Once the process is complete, you are given the option of launching the M-Powered Service Centre to authorise transactions.

Authorising Transactions

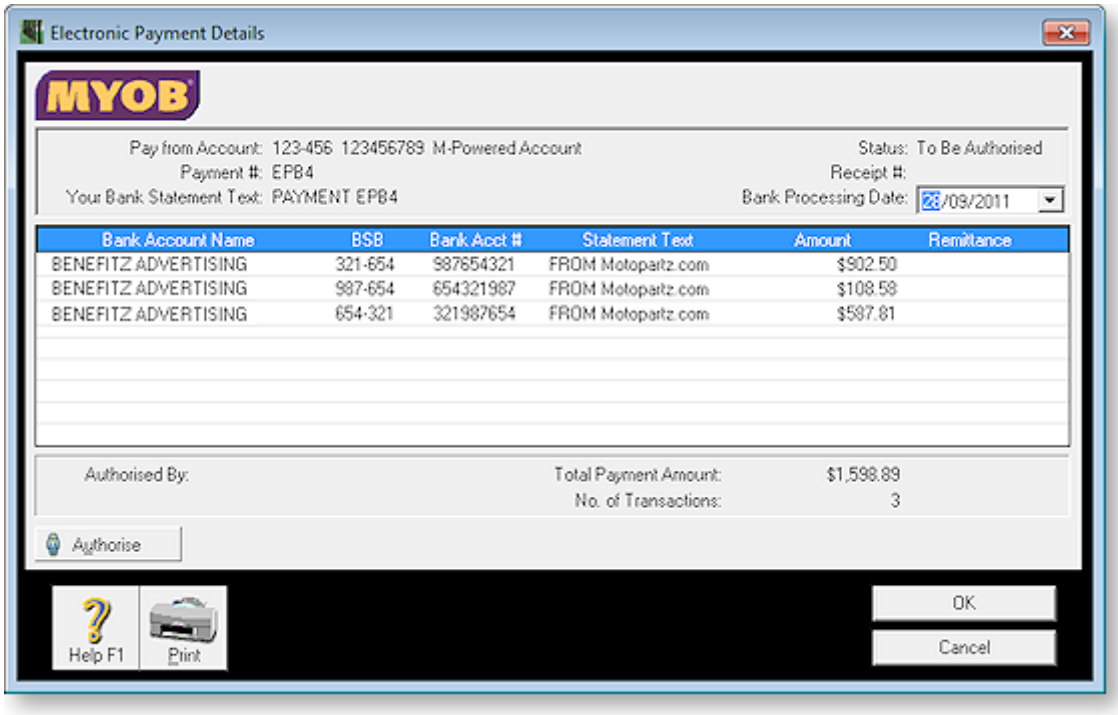
Once payments have been entered, they must be authorised and sent to MYOB M-Powered Services using the MYOB M-Powered Service Centre application. Open this application by selecting the **M-Powered Service Centre** menu option or clicking the M-Powered icon on the Purchases tab of the main graphical menu:



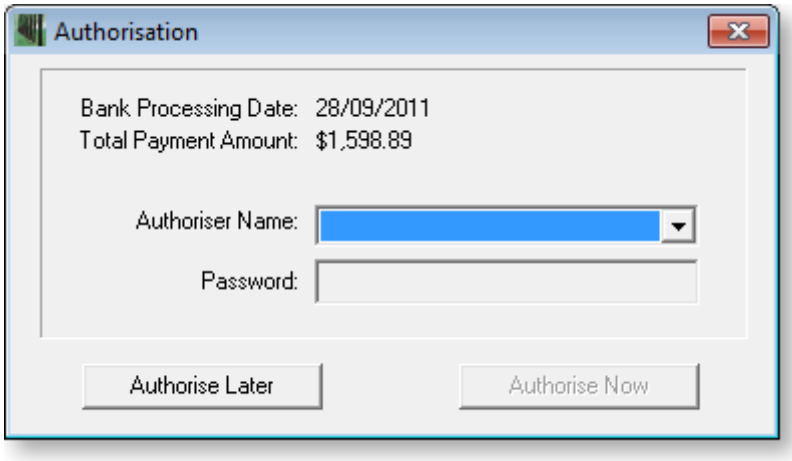
Note: Before authorising transactions, you must set up one or more people who can authorise transactions at **MYOB M-Powered Service Setup > MYOB M-Powered Payments**.

All payments awaiting authorisation are listed. To authorise payments and send them to MYOB:

1. Double-click on a payment (or click the arrow icon next to it) to view the payment's details.



2. Click the **Authorise** button. The following window appears:



3. Select an authoriser and enter their password, then click **Authorise Now** to authorise the payment.
4. Repeat this process for all payments that you want to process now. Once you are done, 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 (see page 335).

Entering a Credit Note

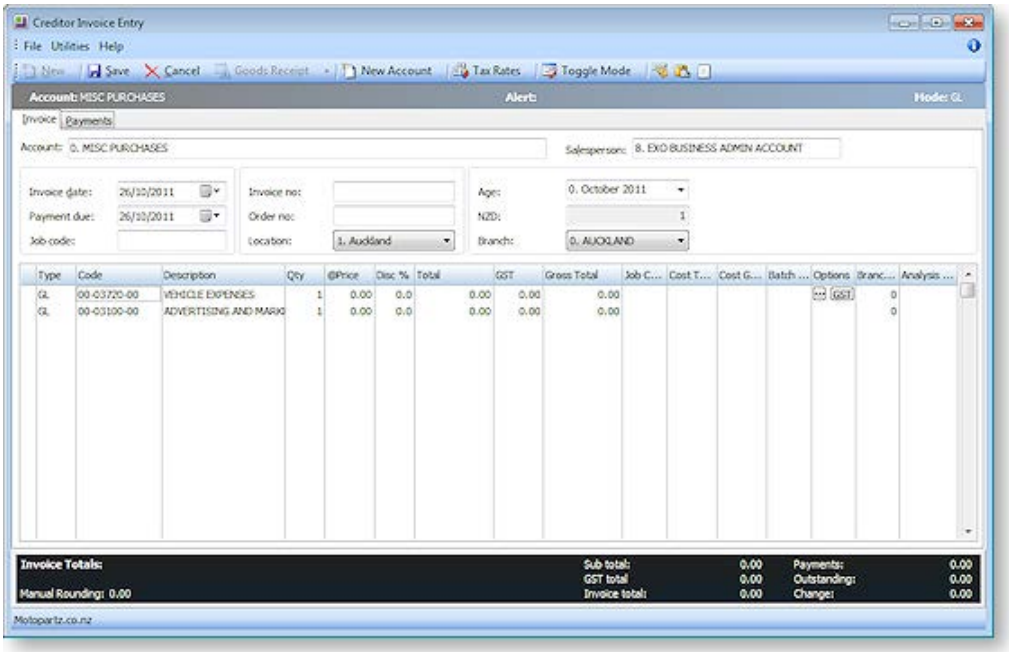
Account > Creditors > {double Click the creditor's name} > (Transactions) > [Credit Note]

A credit note is used to reverse or correct an **invoice**. It reverses all of the operations that the invoice performs. A credit note can only be initiated for an invoice, not a payment.

Occasions when you may need to enter a credit note include reversing a creditor's invoice, making a prompt payment discount or offering a special price reduction.

To enter a credit note:

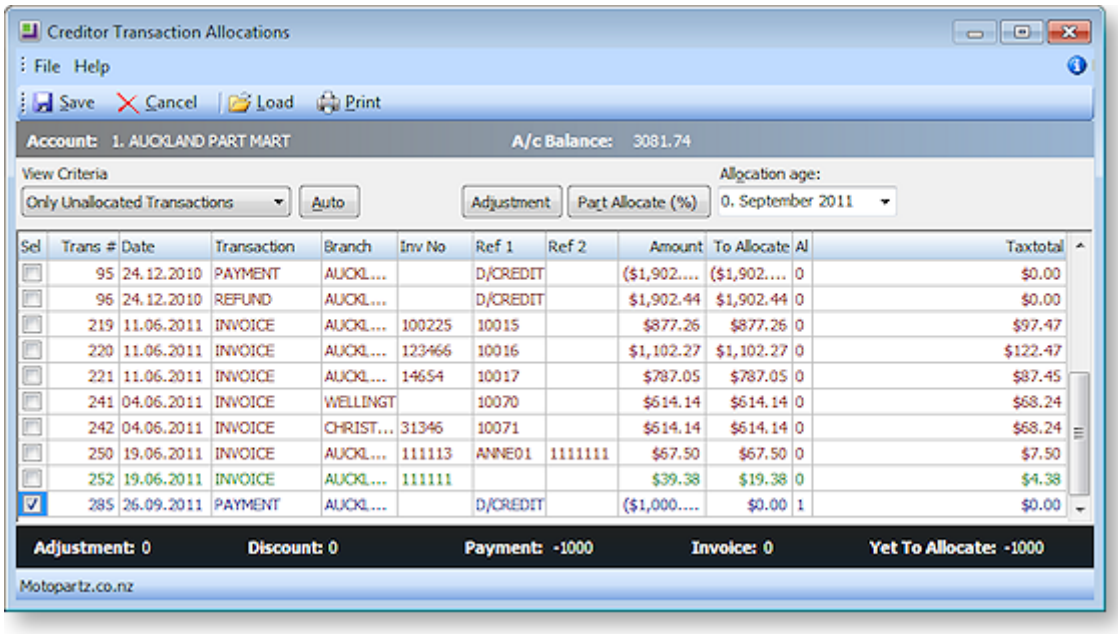
1. Use the path above to access the **Creditor Invoice Entry** window.



2. The Creditor Invoice Entry window opens with the selected invoice already loaded and credited, as illustrated above.
3. If you have entered a payment for this invoice, click the Payments tab to enter a refund. Enter the same payment but the negative equivalent of the original invoice.

Note: Entering a Credit Note with a positive quantity and a negative value may cause your reports to be inaccurate. It is important that the quantity is negative to bring the stock back in. If the quantity is positive, the stock will be removed.

4. Click **Save**. The **Creditor Transaction Allocation** window is displayed listing all transactions.



5. With the transaction selected, allocated this by clicking the **Auto** button or clicking the **Part Allocate %** button and selecting the allocation amount.
6. Click **Save**. This displays the **Creditor Account Details > Transactions** page.
7. A **right-click** in the transactions list brings up a shortcut menu. Select **Refresh** or click the refresh button on the toolbar. This refreshes the transactions list and displays your credit note as a refund.

Tip: You may prefer to enter credit notes on your invoices and leave all payments for a particular day of the month (for example the 20th). All payments can then be made through the Payment Processor, as a **Batch Payment (see page 482)**. Alternatively, you can enter a credit note by selecting the **Generate Credit** option from the right-click shortcut menu on the invoice summary line.

Posting Creditors to the General Ledger

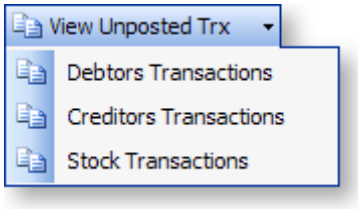
Utilities > Ledger Postings > Post Ledgers to GL

Once all your creditor invoices have been processed they need to be posted to the General Ledger.

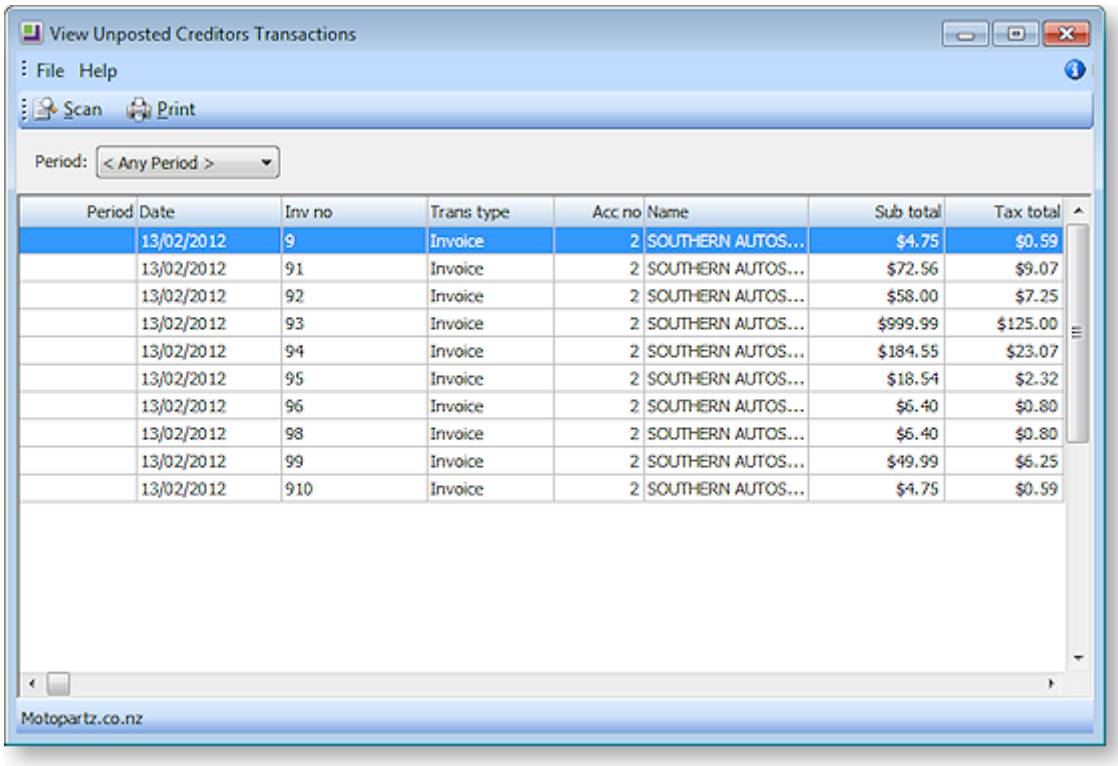
View Unposted Transactions

To view unposted transactions:

1. Use the path above to open the open the **Post Ledgers to GL** window.
2. From the **View Unposted Trx** button menu, select **Creditors Transactions**.



The following window opens:



Period	Date	Inv no	Trans type	Acc no	Name	Sub total	Tax total
	13/02/2012	9	Invoice	2	SOUTHERN AUTOS...	$4.75	$0.59
	13/02/2012	91	Invoice	2	SOUTHERN AUTOS...	$72.56	$9.07
	13/02/2012	92	Invoice	2	SOUTHERN AUTOS...	$58.00	$7.25
	13/02/2012	93	Invoice	2	SOUTHERN AUTOS...	$999.99	$125.00
	13/02/2012	94	Invoice	2	SOUTHERN AUTOS...	$184.55	$23.07
	13/02/2012	95	Invoice	2	SOUTHERN AUTOS...	$18.54	$2.32
	13/02/2012	96	Invoice	2	SOUTHERN AUTOS...	$6.40	$0.80
	13/02/2012	98	Invoice	2	SOUTHERN AUTOS...	$6.40	$0.80
	13/02/2012	99	Invoice	2	SOUTHERN AUTOS...	$49.99	$6.25
	13/02/2012	910	Invoice	2	SOUTHERN AUTOS...	$4.75	$0.59

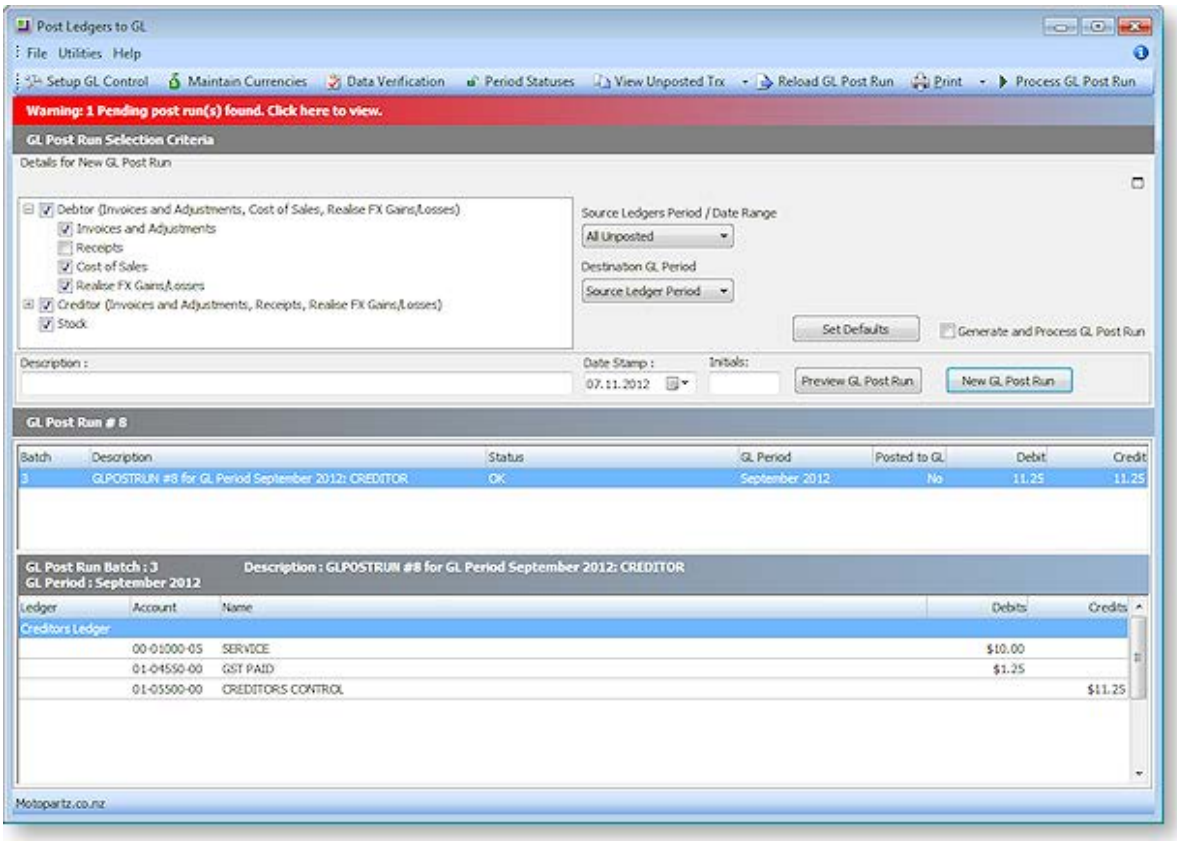
3. Select the period and click the **Scan** button the search for the **Unposted Creditor Transactions**.
4. Double-click on any item in the list to view the invoice.

Posting Transactions

1. In the **Post Ledger to GL window**, complete all the fields. Select the creditor ledger period or creditor transaction date range from which the creditor's transactions are to be extracted, and the general ledger period to be posted into. It is also suggested that the user key in their initials as a reference. For Creditors, ensure that only Creditor options are checked in the Source Ledgers to Post section.

2. Click the **New GL Post Run** button to retrieve the transactions that match the criteria.

   The following window opens:



3. Right-click on an account to view the GL Account or View Pre Posted transactions from the popup menu.
4. Review the transactions listed and ensure the total debit and total credit values balance.
5. Click **Process GL Post Run** to post extracted transactions to GL. The system assigns the next GL batch number.

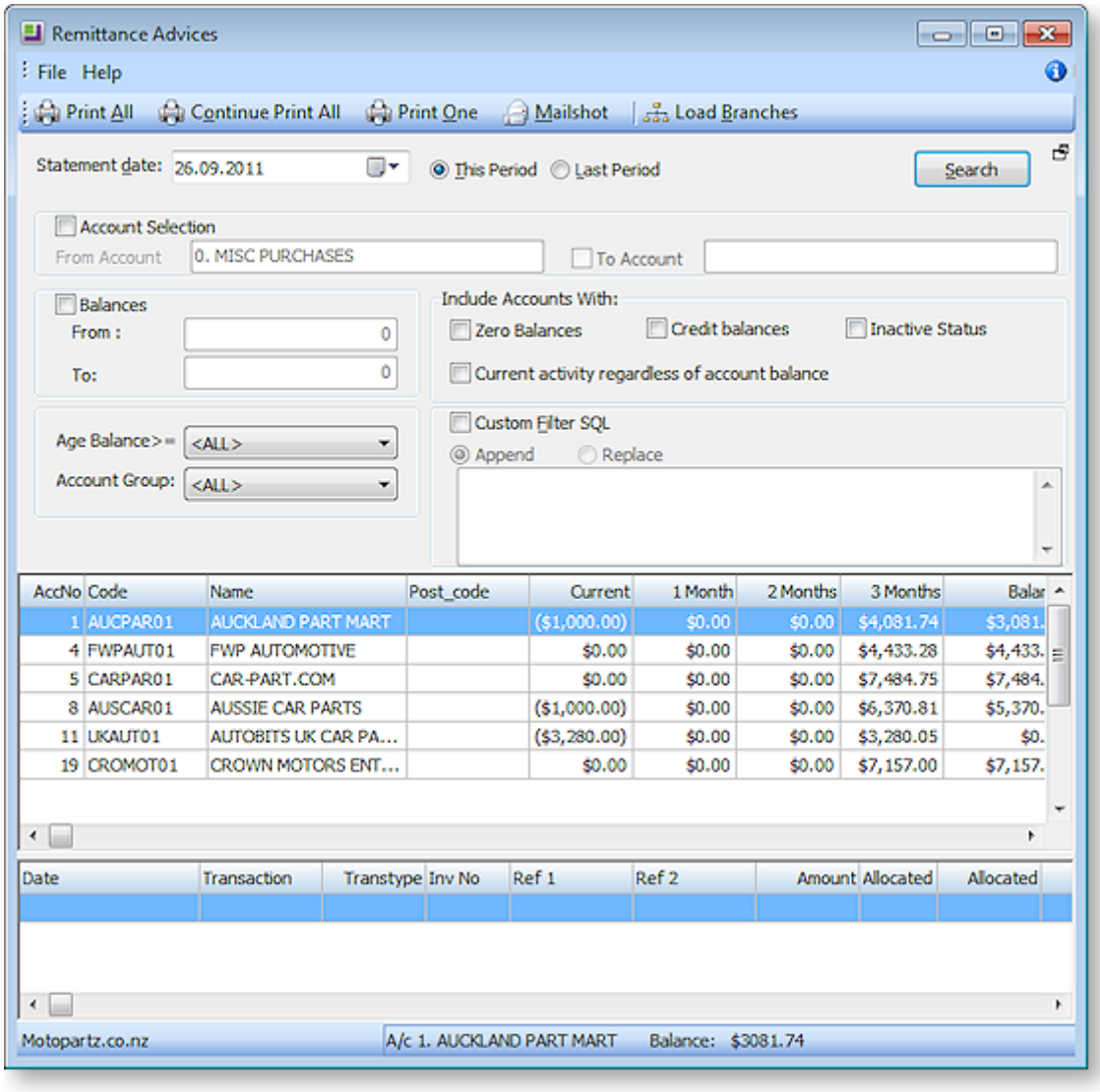
Printing Creditor Remittance Advices

Reports > Creditors Reports > Creditor Remittances

The Remittance Advices window is used to print remittance advices for a single Creditor or all Creditors, for the current period or the last period. Not only is there a summary line for each Creditor, giving totals for the current month and past 3 months, and balance, but also a detailed list of each transaction that makes up those balances. You can drill to view any Creditor Invoice.

1. Choose the **Statement date**. This the date the statements will be dated.
2. Choose whether you want to print a statement/statements for the current period (**This Period**) or the **Last Period**.

3. If you require more criteria to filter the Creditors for whom you want to print statements, click the Show advance search options icon in the top right corner of the window.



4. Complete the Advanced Search fields using the following table:

Field	Description
Account Selection: From and To Accounts	The From and To accounts of the account range you want to filter on. Use the same account number in both fields to select the statement of a single Creditor.
Balances: From and To	The From and To account balances of the balance range you want to filter on. For example, you might decide it's not worth the postage to send out statements with a balance of less than $5.
Include Accounts with: Zero Balances	Choose to include accounts with zero balances.
Include Accounts with: Credit Balances	Choose to include accounts with credit balances.

Include Accounts with: Inactive Status	Choose to include accounts whose **Active** flag is unticked.
Include Accounts with: Current Activity regardless of account balance	Choose to include accounts with any activity in the current period, regardless of their account balance.
Age Balance	You can generate statements for those Debtor accounts with an outstanding balance of a particular age, e.g. print statements for accounts with outstanding balances for 2 months.
Account Group	Choose to include accounts of a specific Account Group.
Custom Filter SQL	Advanced feature: You can use a SQL query statement to filter the accounts, using any of the fields in the DR_ACCS table. Select whether to **Append** the SQL query to the default filter using an AND operation or **Replace** the default filter. **Note:** When selecting the **Replace** option, your custom filter must be preceded with an AND or OR operation.

5. Click the **Search** button at any stage to refresh the list with your search criteria. If you are printing statements for multiple Creditors, filter the required Creditor accounts so that the **Print All** button will print only the statements you want to print.
6. Double-click a Creditor account line in the top grid of the window to list the transactions of that Creditor that make up their account balance for the selected search criteria.
7. Double-click a Creditor Invoice line in the bottom grid to view the printed invoice.
8. If you have selected multiple Debtors, click the **Print All** button; if you are printing a single statement, click the **Print One** button. To bulk send remittances by print and/or email (see page 530), click **Mailshot**.

Inwards Goods

Inwards Goods – Receipt Goods

Transactions > Inwards Goods > Inwards Goods Receipt

> **Note:** When a purchase order has been fully receipted (no outstanding quantities) then this function will not be available.

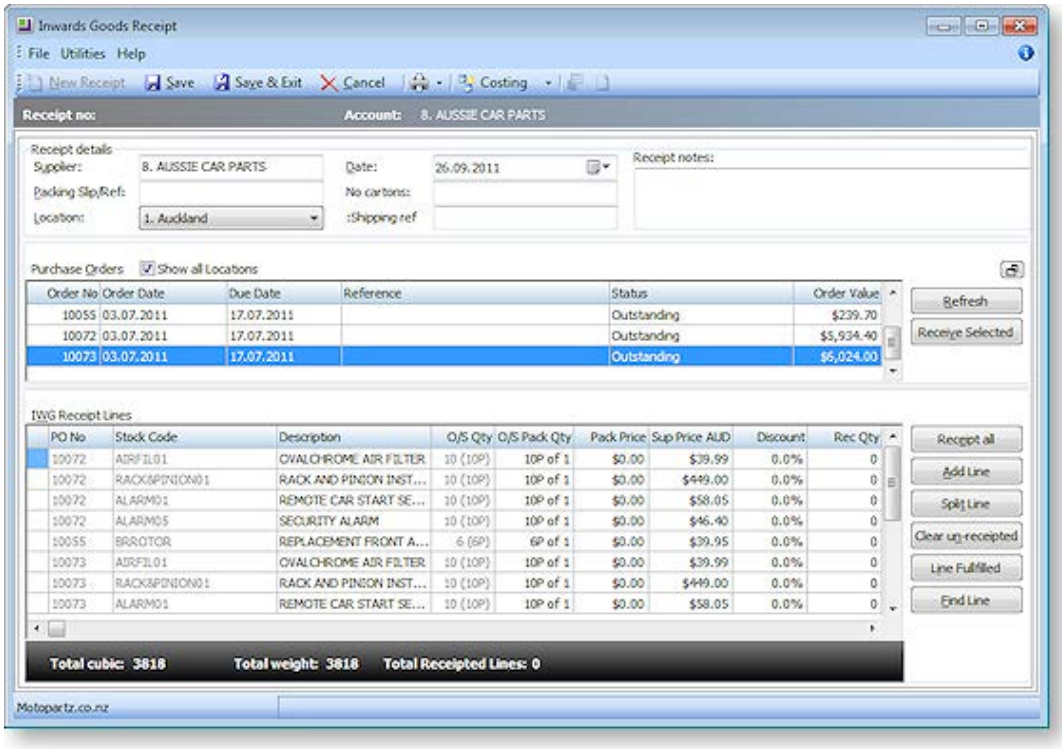
Inwards Goods is the more sophisticated goods receipt mechanism, including support for on-costs, and receipting stock across multiple purchase orders in one delivery.

Receipting is the process used to record goods physically received into the warehouse as they arrive, irrespective of price or additional charges. Inwards Goods Receipting is designed to enhance workflow by allowing warehouse staff to check and record Receipt quantities against the Purchase Orders in EXO Business. Receipted quantities are recorded against the Purchase Order at the time of Receipting.

The Inwards Goods Receipting function records a list of stock items and corresponding quantities received, but does not action stock transactions to place them into available stock. Thus there is no effect on Stock Item > Cost Prices (e.g. Average and Last Cost) or the General Ledger. It is designed to allow the warehouse staff to record items received as an independent step from Costing those items into stock. A Receipt can be recalled and amended up until an Inwards Goods Costing is done. It therefore allows data entry to be suspended and saved for later completion.

Receipting is usually actioned from a list of outstanding Purchase Orders but additional lines (not originally ordered) may also be added to the Receipt. An Inwards Goods Receipt may therefore also be used for non-order Receipts (i.e. no Purchase Order). Receipts may span multiple Purchase Orders but only from the same Creditor. Partial Receipts from Purchase Orders are accommodated.

1. To view existing receipts, enter the Receipt no, Stock code or Purchase order no, and then click **Search**. DOUBLE CLICK on the selected record to drill down on the receipt.
2. To create a new receipt, click the **New Receipt** button.



3. In *Receipt Details*, enter details to identify the Supplier that the receipt relates to and tick the *Show all Locations* check box if you want to display PO's from all locations. The purchase orders list is automatically populated as soon as you tab out of the supplier field.
4. Click **Refresh** to reflect recent changes that might have occurred since you first loaded the form.
5. Review the list and choose the purchase orders that are to be receipted in.
6. Click the **Receive Selected** button to load purchase order details into the bottom grid, or double-click an individual line. Repeat the process if multiple purchase orders are to be included in the one receipt. Alternatively, select multiple orders at once by holding the CTRL key while clicking on the required purchase orders, and then press **Receive Selected**.
7. If there are many lines to be receipted, minimise the now completed purchase orders part of the window by clicking on the **Minimise** button in the panel's top right corner. This will give maximum window space for the receipt lines.
8. Enter the receipted quantity *Rec Qty*, or click **Receipt All** if all lines are to be fully receipted.
9. If additional items are to be receipted that are not on a purchase order, these can be added by clicking on the **Add Line** button. Select the stock item and enter the quantity received.
10. The purchase order line can be split into several lines by clicking on the **Split Line** button. This may also be useful when recording batch codes for a stock item.
11. To clear un-receipted lines, click on the **Clear** button. This will remove all PO lines where the receipted quantity *RecQty* is equal to zero.
12. Press **Line Fulfilled** button to complete an under receipt or over receipted line. This satisfies the purchase order by adjusting the corrected quantity on the purchase order line to resolve the line as fulfilled thereby completing the order automatically.
13. Click **Save** to save the receipt; the system will assign the next Receipt number. This process will save your work and update the outstanding quantities on the purchase order.
14. Click the **Auto Cost** button to by-pass the Inwards Goods Costing function by updating stock at the values displayed on the Inwards Goods Receipt window (that have come from the PO). This is available for local suppliers only and enabled through a user profile setting.
15. Alternatively, use the **Cost Now** button to go directly into the *Inwards Goods Costing* function. This button is hidden when user does not have the Inwards Goods Costing menu option.

Note: The options in steps 14 and 15 are selected from the button drop down if applicable.

Field definitions

The grid header fields are detailed in the table below:

Field	Description
Supplier	The Creditor from whom the goods are being received
Packing Slip/Ref	The Supplier's packing slip or reference number.
Location	The Location (Warehouse) into which the stock will be posted.
Date	Date the goods were received. Defaults to today's date.
No cartons	Number of packages received containing the goods.
Shipping ref	The shipping carriers reference - usually a consignment number

Receipt notes	Any notes pertinent to the Receipt
IWG Receipt Lines	
PO No	Purchase Order Number as selected from top grid.
Stock Code	The Stock Code that pertains to the item for which the transaction is being carried out
Description	The description of the Stock Code.
Ordered	The quantity ordered as per the PO.
O/S Qty	The outstanding quantity for this Stock Code in this Purchase Order. Takes the ordered quantity of the Stock Item, less Receipts already saved. This is a reference for user to check quantity received is acceptable.
Sup Price	The cost that applies to the stock item unit, as entered in the Purchase Order line. The supply prices (Sup Price) can be amended here if necessary. This will not alter the original Purchase Order price.
Discount	Allows any discount you may have received to be applied. This will not alter the original Purchase Order price.
Rec Qty	The Quantity physically received. This always defaults to zero and requires changing to reflect actual quantity of stock received.

Notes

- Uncosted receipts may be reviewed and edited. The stock ledger is not updated until the costing process is performed.
- Expiry Date, Batch number and Serial numbers can be entered if these options are being used.
- If a purchase order is partially receipted, the remainder can form one or more further receipts.
- Shipments can be enabled through a Company setup profile option. Receipts can be part of a shipment (e.g. a container). One shipment, containing many receipts from different suppliers can then be costed together.
- Inwards goods receipts now show a count of receipted lines in the bottom panel of window.
- A new user profile “Prompt to print receipt labels” allow users to specify when to be prompted to print Stock labels in Inwards goods. Options are Never, After Receipting and After Costing. Default is Never.

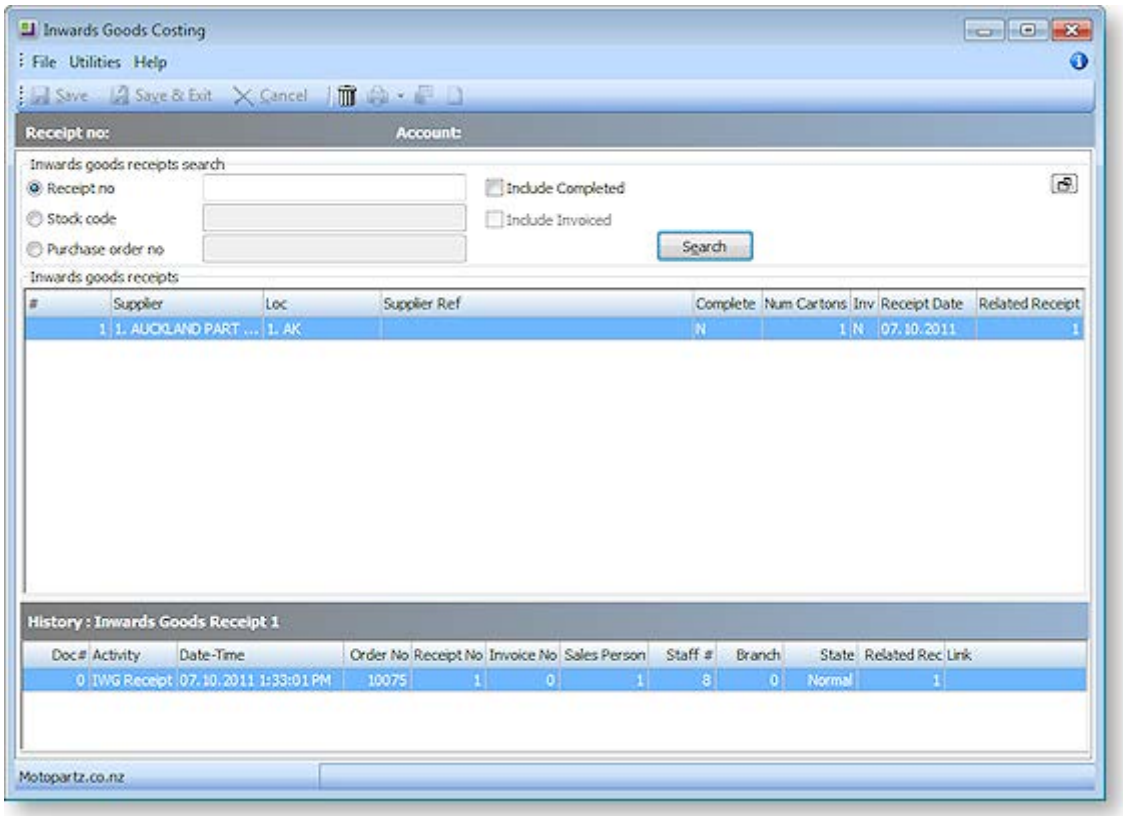
Inwards Goods – Cost Goods

Transactions > Inwards Goods > Inwards Goods Costing

Inwards Goods Costing provides various options to add costs the incoming stock valuation, including estimating apportionment by methods such as quantity and weight.

1. To find the required receipt, enter the Receipt no., Stock code or Purchase order no., and then click **Search**. A list of receipts that meet the criteria will be returned. Select the receipt from the list to display the costing grid.

Search by	Searches for / Requires
Receipt No	Searches for the Receipt number allocated to a Receipt when saved. Enter a specific Receipt number if known, or leave this field blank and click Search to list all Receipts.
Stock Code	Use this search function to find all Receipts containing a Receipt line for the requested stock code. A stock code must be specified (i.e. searches on a blank field will be unsuccessful)
Purchase Order No	Use this search function to find all Receipts containing lines from the requested Purchase Order number. A Purchase Order number must be specified (i.e. searches on a blank field will be unsuccessful)



2. In the top panel, enter an on-cost Cost Code, for example; freight, handling charges or custom charge. These costs will be apportioned to the stock items in the bottom grid and spread by quantity, value, weight or cubic. You can use ? + TAB to display the cost code window. Cost codes are established from the **Setup** menu of this window.

   Note: The term "on-cost" refers to the additional costs of a given Shipment, over and above the agreed purchase price of the goods. (Some companies may know these costs as "landing costs".) "On-cost" relates to the extra costs involved in getting the goods from the supplier to the warehouse, where this cost is not included in the unit cost of the goods. Some examples of "on-costs" are: sea freight, airfreight, insurance, customs clearance costs, duty, freight to the warehouse.

3. The bottom grid shows the items from the Stock Receipt. Values in grey cannot be changed, but Supplier Unit Price (in supplier's currency), the exchange rate, duty and specific fixed costs per unit can be modified.
4. The exchange rate displayed comes from the purchase order. Click the **Exchange Rate** button to refresh the exchange rate on every line with the current exchange rate.
5. If the duty percent has been recorded on the stock item, the **Use stk duty %** option will allow the stock item's *Duty* amount to be calculated automatically.
6. Once all costs have been entered, click **Calculate** to automatically calculate the *Landed Cost*. The landed cost may be manually overridden if necessary.
7. Click the **Process** button to complete the process. This will update the stock ledger, increasing the stock-on-hand quantity, and creating stock transactions to represent the receipt. Alternatively, the costing information can be saved to be retrieved later, changed, and then processed.

Notes

The prompt to create a Creditors Invoice is suppressed if Creditors invoice does not appear on the user's menu.

Cost types are user definable, and standardise the name, description and cost spread type. Shipment statuses, shipment methods, and costs are set up in the Setup menu on the Inwards Goods Costing window.

If the perpetual stock method is being used, the new stock receipt transactions will give rise to GL accounting entries the next time **Utilities > Ledger Posting > Post Stock to GL (Perpetual)** is run.

Dealing with Creditor Payments

After you have entered the invoice you can complete the payment entry at the same time (see page 326), using the payment tab, or you can make a payment entry before you allocate the payment (see page 331). You can also process payments using the Payment Processor (see page 477). When making a payment to the Creditor, you need to make an entry of the payment on the Creditor's account and then allocate that payment to the appropriate invoices on that account.

You can check the current credit status of accounts through the Creditor Reports (see page 536).

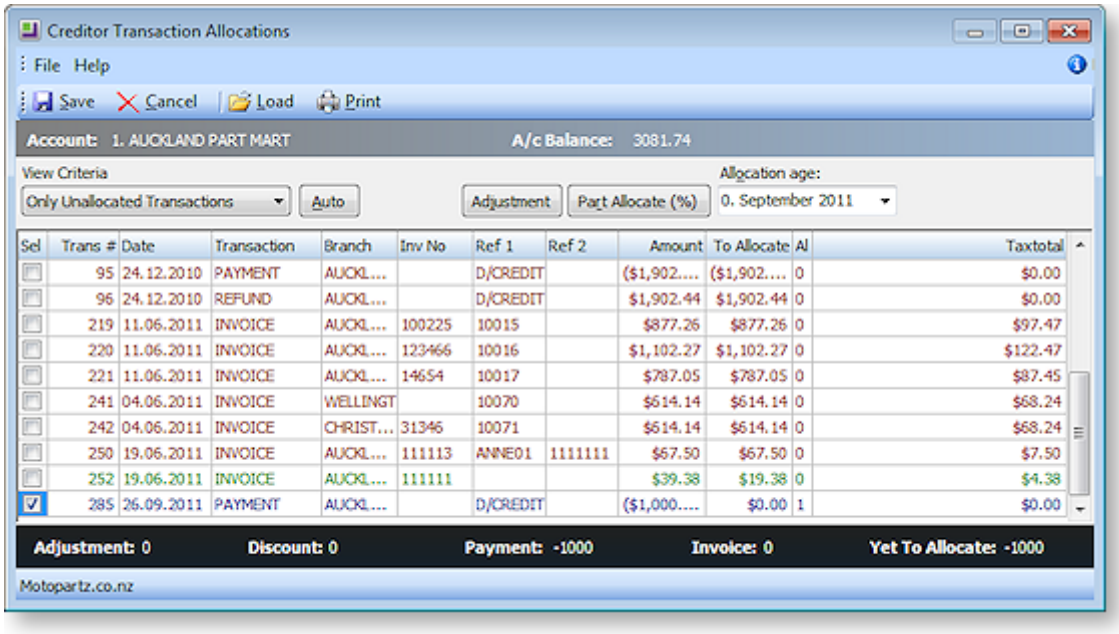
Reallocating Payment against Creditor Accounts

Account > Creditors > {Double click an account} > (Transactions) > [Allocate Transactions]

If you allocate a payment incorrectly, you can reallocate it.

To reallocate a payment:

1. From the **Creditor Account Details** screen, click the **Transactions tab**.
2. In the Transactions page, click the **Allocate Transactions** button ( ). The Creditor Transaction Allocation screen is displayed.



Sel	Trans #	Date	Transaction	Branch	Inv No	Ref 1	Ref 2	Amount	To Allocate	Al	Taxtotal
☐	95	24.12.2010	PAYMENT	AUCKL...		D/CREDIT		($1,902....	($1,902....	0	$0.00
☐	96	24.12.2010	REFUND	AUCKL...		D/CREDIT		$1,902.44	$1,902.44	0	$0.00
☐	219	11.06.2011	INVOICE	AUCKL...	100225	10015		$877.26	$877.26	0	$97.47
☐	220	11.06.2011	INVOICE	AUCKL...	123466	10016		$1,102.27	$1,102.27	0	$122.47
☐	221	11.06.2011	INVOICE	AUCKL...	14654	10017		$787.05	$787.05	0	$87.45
☐	241	04.06.2011	INVOICE	WELLINGT		10070		$614.14	$614.14	0	$68.24
☐	242	04.06.2011	INVOICE	CHRIST...	31346	10071		$614.14	$614.14	0	$68.24
☐	250	19.06.2011	INVOICE	AUCKL...	111113	ANNE01	1111111	$67.50	$67.50	0	$7.50
☐	252	19.06.2011	INVOICE	AUCKL...	111111			$39.38	$19.38	0	$4.38
☑	285	26.09.2011	PAYMENT	AUCKL...		D/CREDIT		($1,000....	$0.00	1	$0.00

3. In the **View Criteria** drop-down, select **Include Current Transactions**. (For old payments, select Include All Transactions.)
4. Select the transaction you want to reallocate by checking the **Sel** checkbox.
5. Click the **Auto** button to automatically unallocate it. You can now reallocate the payment (see page 331).

Processing Payments

You can quickly process your payments using the Payment Processor. This Processor is a program that is available in the EXO Finance add-on module. It enables you to process cheques or direct credit payments for creditors singularly, or in a batch.

Cheque Payments

The Payment Processor prints the cheque, the remittance advice and allocates the payment against the account in one complete process.

Direct Credit Payments

For direct credits, the Payment Processor creates a file that is loaded into your desk-banking program. The file for your specific bank needs to be loaded in the set up. You can also email the remittance advice to the supplier.

Manual Cheque Payment

The Payment Processor allows you to create a cheque for an invoice that does not require the creation of a Creditor.

Tracking Taxable Creditor Payments

From July 1 2012, businesses in the building and construction industries that make payments to contractors for building and construction services are required to report these payments to the Australian Tax Office (ATO) on the "Taxable payments annual report" - this is an annual report providing details of taxable payments for building and construction related activity.

MYOB EXO Business includes features that let you track construction industry taxable payments (CITP), which will aid in completing this report. For more information on taxable payments, refer to the ATO website.

Setting Up

To enable the features relating to taxable payments, tick the new **Track Taxable Payments to suppliers for building and construction related activity** Company-level profile setting.

All Creditors whose payments you need to track should have an Australian Business Number (ABN) recorded.

Tracking Creditors

When CITP features are enabled, a **Track Taxable Payments** option becomes available on the Details 2 tab of the Creditor Account Details window (see page 110). When this option is ticked, all payments from the Creditor will be tracked for reporting on the Taxable payments annual report.

Tracking Payments

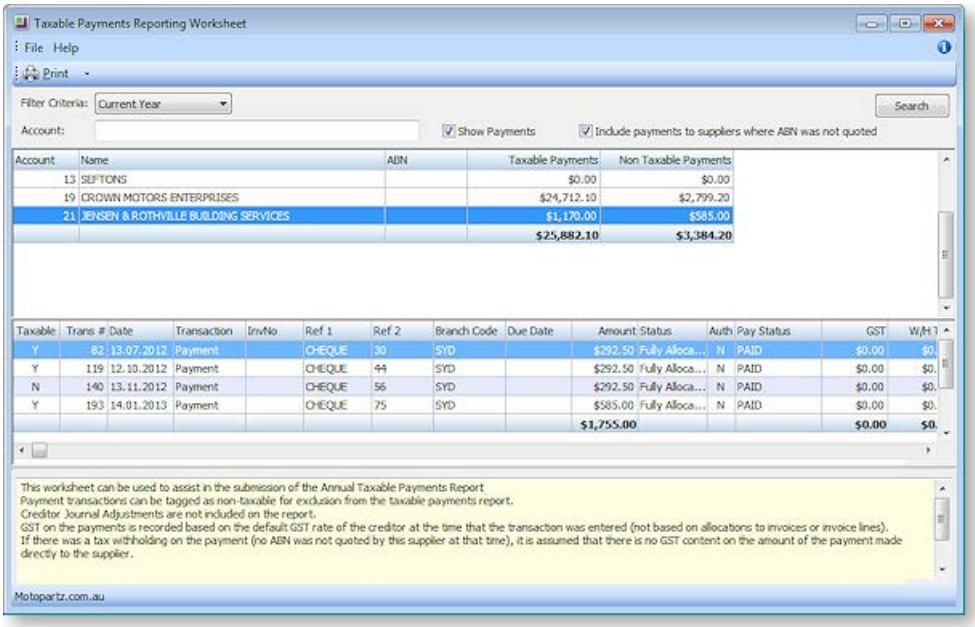
When entering Creditor Payments, if the selected account has its **Track Construction Payments** option enabled, a **Taxable payment** option becomes available on the Creditor Payment Entry window (see page 331). This option can be enabled or disabled to include or exclude payments from tracking on an individual basis.

When editing a payment via the **Edit Ref Fields** right-click option, the **Taxable payment** option can be edited.

> **Note:** Access to the **Edit Ref Fields** option is controlled by the **Permitted level of access to creditor transaction editing** profile setting.

Reporting on Taxable Payments

Taxable Payments can be reported on using the **Taxable Payments Reporting Worksheet** menu item. When added to a menu in the EXO Business core module, this item opens a window where taxable payments for Creditors can be reviewed and reported on:



Initially, the worksheet displays all Creditors whose **Track Construction Payments** option is enabled, and the period selected is the current year. To specify a different year or a specific period/date range to include in you report, select it using the **Filter Criteria** controls, then click **Search**. Double-clicking on a Creditor opens the Creditor Account Details window (see page 106).

Ticking the **Show Payments** options shows all payments for the selected Creditor in the lower part of the window. Payments that have been marked as taxable are displayed normally; payments that have been marked as non-taxable are highlighted purple. You are not required to report on all payments to a tracked creditor; for instance if the payments are for materials only (such as building supplies and materials) then you can exclude these individual payments when you enter the payment or on this worksheet. Double-click on a payment or select it and press SPACE to toggle its taxable status (doing so updates the totals in the grid above automatically). You can also right-click on a payment to view the payment's allocation details and to edit it using the Edit Transaction Reference window (if the **Edit Ref Fields** option is available).

The **Print** dropdown contains options for printing two CITP reports:

- **Taxable Payments Return** - this report displays, for each Creditor over the selected year or period/date range, the information that needs to be entered on the Taxable payments annual report.
- **Taxable Payments Details** - this report display the details of all taxable payments for the selected Creditor over the selected year or period/date range.

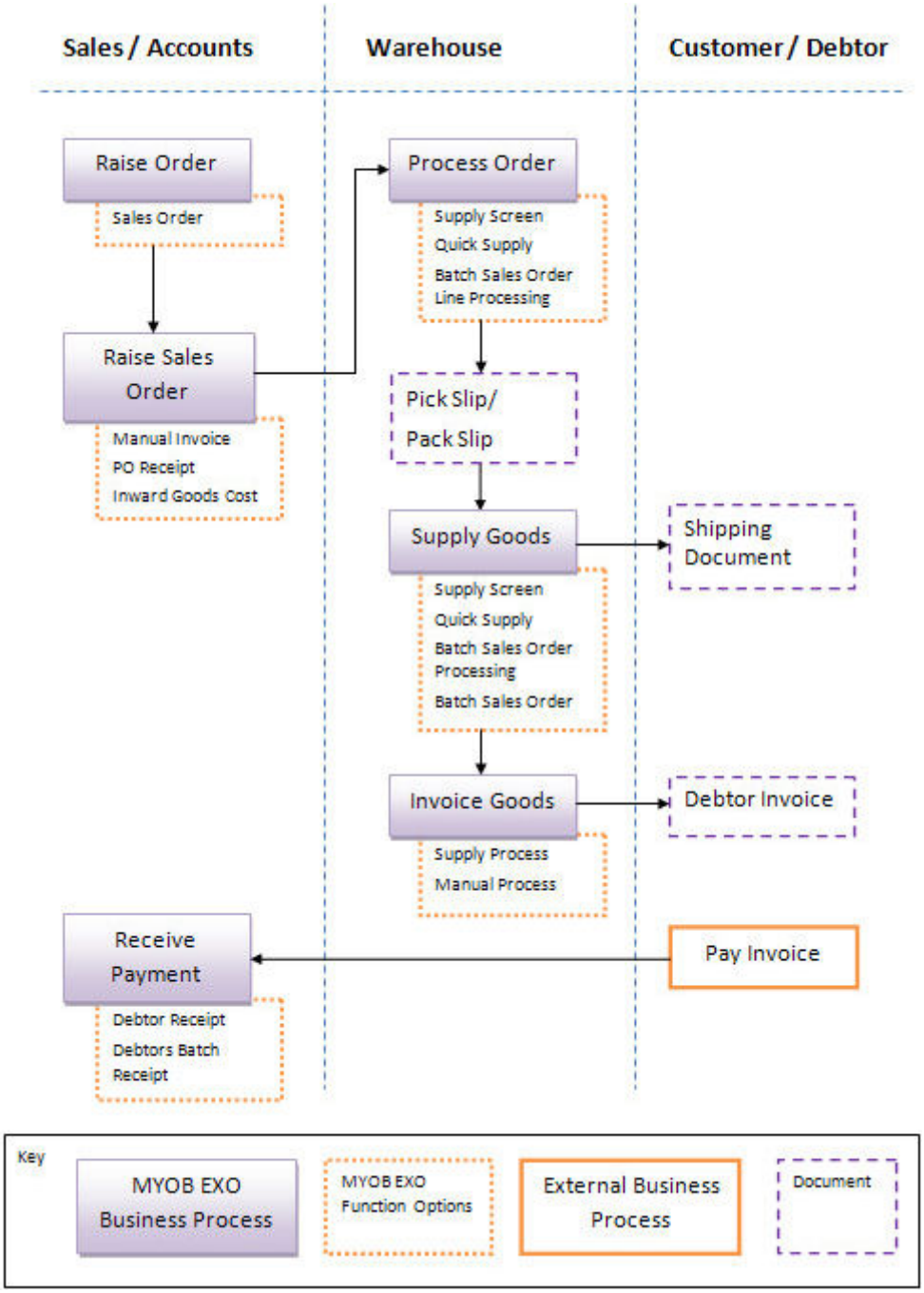
Ticking the I**nclude payments to suppliers where an ABN wasn't quoted** checkbox sets the reports to include payments where taxes were withheld or retained and paid to the ATO on the suppliers' behalf. This is dependent on the use of **Withholding Tax on Creditor Payments** setting, which is available in the Essential > General Settings section of the EXO Business Configurator (see page 62). A Creditor may begin the reporting year without an ABN, and then supply an ABN later when trading within the same tax year.

Handling Reconciliation

At this stage you need to reconcile all the creditor statements to the invoices in MYOB EXO Business. Check that all invoices are entered and agree to the statement that all invoices to be paid are valid.

The Sales Cycle

Sales Cycle Overview



The MYOB EXO Business Sales Order model is generic and flexible, and can handle simple single-stage processing of sales orders, through to multi-stage sales order processing.

We strongly recommend you work with your business partner to ensure sales order processing is set up in the best way to support your business processes. This would include configuration of the numerous Sales Order profile settings in the Configuration Assistant, and creating any extra fields you require to capture additional information in your sales orders.

Quick Supply your Sales Orders

At its simplest, you can raise a sales order and then supply and invoice it in one step. When in the Sales Order window, you can just click the Quick Supply icon, and choose the next step in the process, or just click **OK** to process the order according to the default options already set up. You can accept deposits or payments at the time of supply, and print the invoice for the customer there and then.

You can choose to process your sales orders primarily at the sales order level, but for any given sales order line, you have considerable control over all release and supply of that line, price and discounting.

Control your Sales Order Release and Supply Process

As your business processing requirements scale up, typically more granular control is required in each phase of the process, particularly when warehousing of inventory is involved, which usually means separate picking and packing of orders in batches. There are a number of defined phases in EXO Business's sales order model, giving you the control of the batch through each phase of the sales order supply and release process.

The basic steps in the Sales Order supply process are Process Order, Process Release for Picking, Process supply/stock movements, and Process invoice.

Process	Description
Process Order	Commits the stock for the sales order.
Process Release for Picking	Creates the picking list.
Process supply/stock movements	Creates the packing slip, stock transactions are generated, and stock moved out of stock on hand.
Process invoice	Creates the invoice. Becomes fully invoiced if all quantities supplied, or remains partly processed. Debtor invoice lines created for all supplied quantities.

When stock is short-supplied to you, or you have far more orders than you can fulfil, you can choose to release some portion of the sales order quantity, and back order the rest, to ensure all your customers at least receive some of the stock item.

For greater granularity in sales order processing, you can use the Tasks menu. Tasks are used to set the selection criteria and processing actions, and include the processing of release, pick, supply and invoice quantities. Tasks work at the sales order level. (Use the Distribution Advantage module to use customised tasks at a sales order line level.) Generally speaking, only businesses with large or complex inventory setups are likely to use the Tasks menu.

Serialised/Batch-tracked Stock Item Support, and Laybys

Sales Orders supports serialised and batch-tracked stock items (see page 202).

Layby sales (see page 383) are also supported, although the functionality was designed to work in conjunction with the POS module.

Batch Processing

Batch sales order processing is used to group sales order together for processing; batch sales order line processing is a separate module of EXO, and is used to group together individual sales order lines into a batch for processing.

The Distribution Advantage module gives you another level of batch processing functionality and customisability, including on-demand purchase orders, batch sales order line processing, stock transfer requests and sales order consolidation.

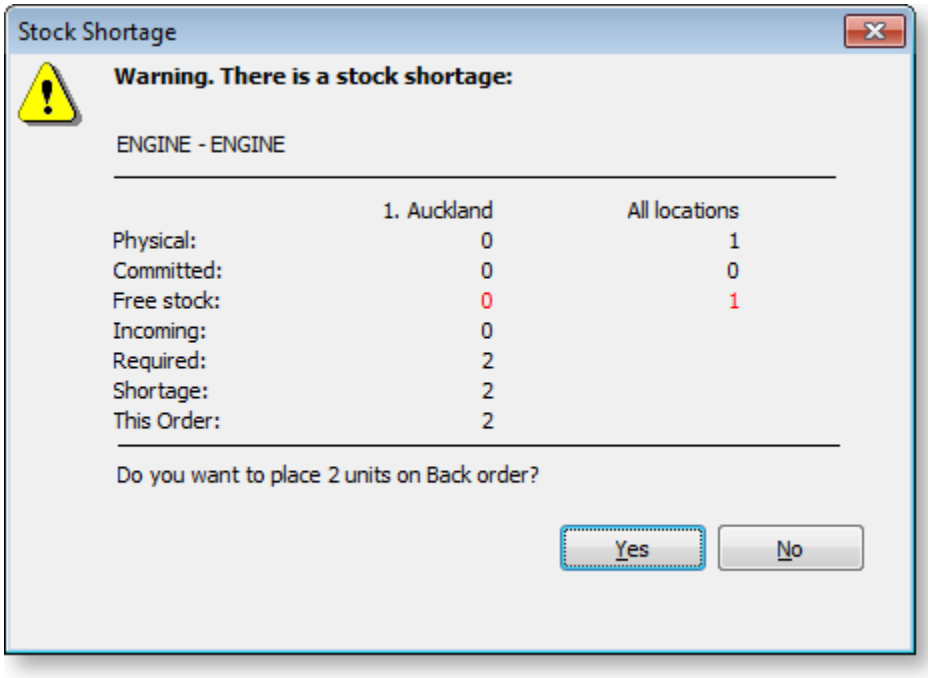
About Back Orders

Back Orders typically occur when a stock item is out of stock, so the order quantity is recorded as a Back Order, to be supplied when you receive more quantity of the stock item. However, you may also want to ration your available quantity of a stock item across a number of Sales Orders, to ensure each Sales Order at least is partly supplied. In MYOB EXO Business, in addition to the status of Back Order, there is also the status of Release. The Release quantity is the quantity of an undelivered stock item that remains "allocated" to a Sales Order. The sum of the Release and Back Order quantities equal the Sales Order quantity, i.e. the Back Order quantity is separate from the Release quantity. Adjust the Back Order quantity to what you require, and the Release quantity is automatically adjusted.

To use a simple example, if you have a Sales Order of 10 of an item, but want to only supply 5 of the 10, to ration out the shipment of the item you have just received, 5 will have a status of Back order, to be supplied at a future date, and 5 will have a status of Release, to part-supply the Sales Order.

(If you have the MYOB EXO Business Configurator, you can turn this setting off by changing the **Enforce constraint of sales order quantity and release quantity** Company-level profile setting.)

When you supply a Sales Order with insufficient stock to supply a line, the Stock Shortage window is displayed, asking if you want to back order the shortfall quantity:



Note: The **Check available stock for sales orders** profile setting affects the checks that determine when this window appears.

If you choose not to back order, the shortfall quantity will show as negative stock for the stock item, and the Sales Order can be processed. This prompt is controlled by the **Default response to backorder prompt** User-level profile setting in EXO Business Config. By default it is already activated, but if you set it to "Never", the Back Order prompt will not be displayed and no quantities will be placed on back order.

Consignment Sales Orders

The only difference with a consignment sales order is the use of the consignment location. Make sure you invoice out of the same consignment location, so the stock will come out of that location.

Consignment orders require the following to be set up:

- A consignment stock location. Make sure you only use one consignment location, as you can easily end up with multiple consignment locations.
- The profile setting Allow Consignment stock orders through sales orders profile to be enabled in the MYOB EXO Business Configuration Assistant.

Other Related Sales Transactions

The following are other functions that are related to the Sales Cycle.

Discounts and Special Prices

Utilities > Debtor Utilities > Setup Pricing Policies

MYOB EXO Business supports extensive discount and special pricing structures, through the use of advanced Pricing Policies that can impact individual items or entire stock or pricing groups. Quantity breaks and specific "contract" or "fixed" pricing is also supported.

> **Note:** See the "Pricing and Discount Policies" white paper for more detail on discounting, prompt payment discounts, and pricing policies.

Credit Notes

Account > Debtors > Transactions > Right-click > Generate Credit

The issuing of credit transactions can be a controlled function. If enabled, an existing debtor invoice can be reversed by right-clicking on an existing transaction and selecting **Generate Credit**. The Debtors Invoice Entry window will be displayed with the original invoice available for editing, but with negative invoice quantities and therefore a negative price.

Alternatively, a credit note can be generated directly from the main Debtors Invoice Entry window using a negative quantity value. The invoice is then processed in the normal way.

Depositing Allocated Payments

Transactions > Debtors Receipts > Debtors Banking Batches

Debtors banking batches are used to batch payments that have already been entered for deposit into a bank account.

Direct Debit

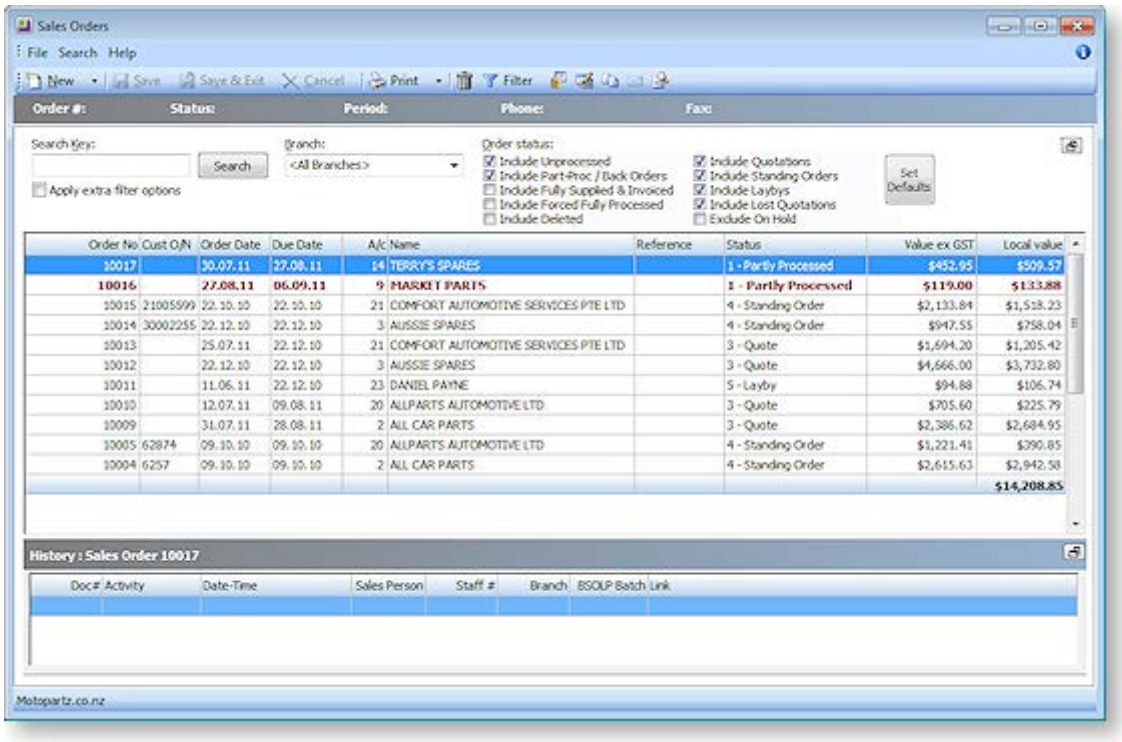
Direct Debits are supported as an add-on module to MYOB EXO Business, for business that are authorises to perform regular deductions directly from debtor bank accounts

Generating Sales Orders

Viewing Sales Orders

The Sales Order window has powerful functionality to support searching for sales orders, including extensive filtering and use of sales order statuses. Sales Order history is displayed for the highlighted sales order. You can also perform a number of additional functions relating to the sales order, including creating or viewing the manifest for the order, processing the order using the Batch Sales order processing function, copying a sales order, and drilling to the original sales order transaction. A number of printing options are available.

Transactions > Sales Orders



1. Select the branch whose sales orders you want to search in the Branch field.

   Note: The ability to create and view sales orders for other branches is controlled by the profile setting **Allow Sales Order Search view, creation for other branches** in the Configuration Assistant.

2. Choose which order statuses you want to include or exclude from the search in the Order Status list.

3. To use additional search filters in your search, tick the Apply extra filter options checkbox. The search results are displayed in the grid below. The following table describes all the visible columns in this grid. Click the **Set Defaults** button to save the default statuses of all search filters.

Field	Description
Order No	The Sales Order number.
Cust O/NO	The customer's order number.
Order Date	The date the Sales Order was created.
Due Date	The date the Sales Order was due to the customer.

A/c	The account number of the customer.
Name	The account name.
Reference	Any additional reference number entered for the Sales Order.
Status	The status of the Sales Order. 0-Not Processed, 1-Partly Processed, 2-Fully Processed, 3-Quote, 4-Standing Order, 5-Layby
Value ex GST	Value of the Sales Order, excluding GST.
Local value	This is the value of the Sales Order, converted to the local currency.
Has Unreleased	This field is ticked if there are any quantities on the Sales Order that have not yet been released.
Has Back Orders	This field is ticked if there are any backorders in the Sales Order.
Has Unpicked	This field is ticked if there are any quantities on this Sales Order that have not yet been picked.
Has Unsupplied	This field is ticked if there are any quantities on this Sales Order that have not yet been supplied.
Has Uninvoiced	This field is ticked if there are any quantities on this Sales Order that have not yet been invoiced.
Hold	This field is ticked if the Sales Order has been put on hold.
Phase	The phase of the sales order, for example 'Invoiced' or 'Order'.
Finalised	'Normal' or 'Forced', meaning was the sales order finalised in the normal way, or forced to fully processed.

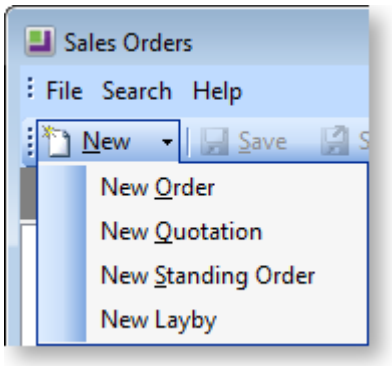
4. Click the button to review the history of the highlighted Sales Order line (see page 365). You can also view a list of Debtor Transactions for the highlighted sales order line by clicking on the button on the right side of the window above the Sales Order History grid.

Creating Sales Orders

Transactions > Sales Orders

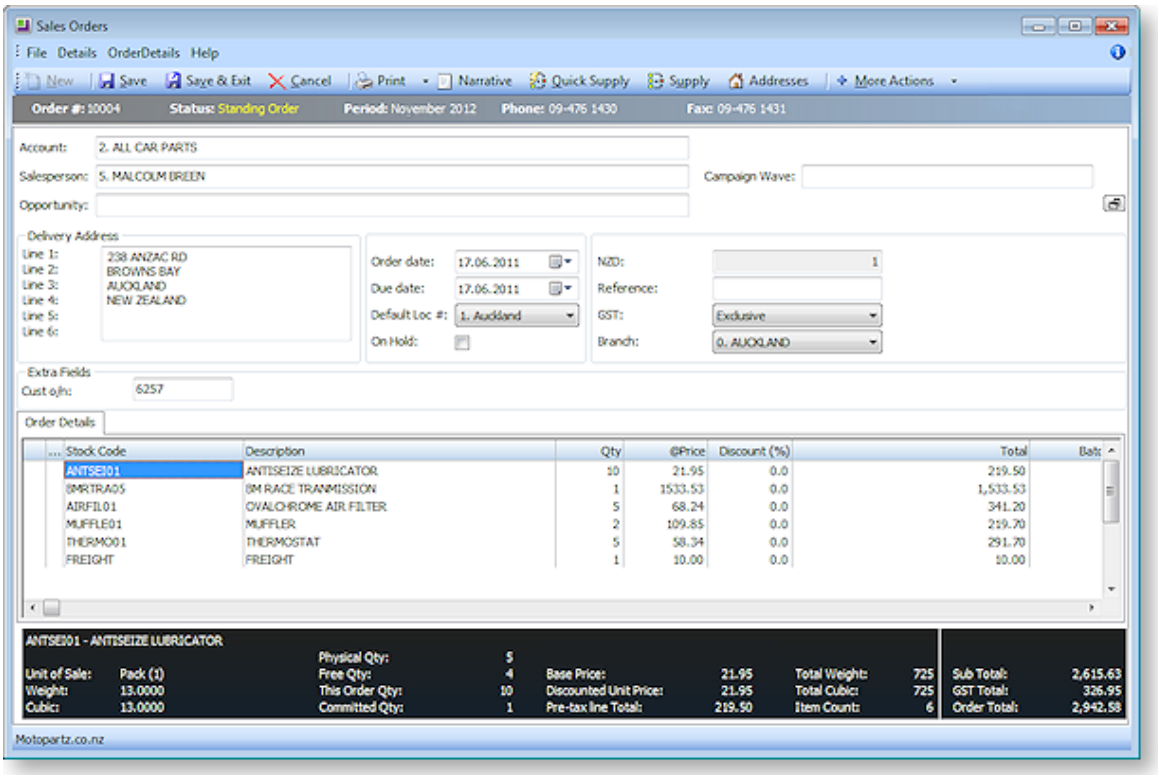
Create customer Sales Orders from the Transactions menu or directly from the Debtor Account > Orders tab.

1. Click the **New** button to create a new Sales Order, or click the arrow to the right of the button to create a new quote, layby or standing order. The type of Sales Order is indicated in the title bar near the top of the window.



   - A Quotation is a Sales Order that doesn't commit any stock until it is converted to an invoice or standard Sales Order. No GL transaction is created until it is converted.
   - A Standing Order is a Sales Order which is not actioned until you process it in the Process Standing Orders window, at which point each standing order is converted to an invoice. It is used when the debtor wants exactly the same Sales Order to be supplied, often at regular intervals. No GL transaction is created until it is converted.
   - A Layby Sales Order does commit the stock item quantity. Normally deposits are made on laybys, and you can specify a default deposit percentage, and enforce it.

2. The Sales Order window opens:



Enter the Sales Order details using the following table.

Field	Description
Account	The account for which you are creating the Sales Order. You cannot process a Sales Order for an account on stop credit; a warning will be displayed.
Contact	If the **Add debtor contact details to transactions** profile setting is enabled, a Contact can be selected for the Sales Order. Correspondence related to the order will be sent to this Contact's email address, rather than the account's email address.
Salesperson	Enter the salesperson you want to record as having made the sale. To search for a salesperson, type '?' in the field and tab.
Campaign Wave	If the EXO Business CRM module is installed, Sales Orders can be associated with a campaign wave to track sales against a marketing campaign.
Opportunity	This field is available if the EXO Business CRM module is installed. If the Sales Order was generated from an Opportunity, the Opportunity will be entered here automatically; otherwise, one can be manually entered (enter **?** and press TAB to search for an Opportunity).
Delivery Address	The default address of the debtor account. Click the Home icon in the toolbar to select or create another delivery address for the account.
Order Date	The date the Sales Order is created.
Due Date	The expected time of arrival to the customer of the Sales Order.
Default Loc#	Choose the stock location from which you are supplying the stock. You can specify location at the Sales Order line level by clicking on the Sales Order Line Periscope button and selecting the required location in the Location field.
On Hold	Putting a Sales Order On Hold changes the Sales Order status to Not Processed. The quantity of the ordered stock item is still committed. The status bar at the top of the Sales Order has a red background. In the Sales Order search window, you can filter on Sales Orders which are On Hold.
AUD/NZD	The currency of the transaction.
Reference	Any reference annotation you require on the Sales Order.
GST	Select whether the prices shown on the Sales Order are GST-inclusive or -exclusive. Changing this setting affects the **Sub Total**, **GST Total** and **Order Total** values at the bottom of the window.

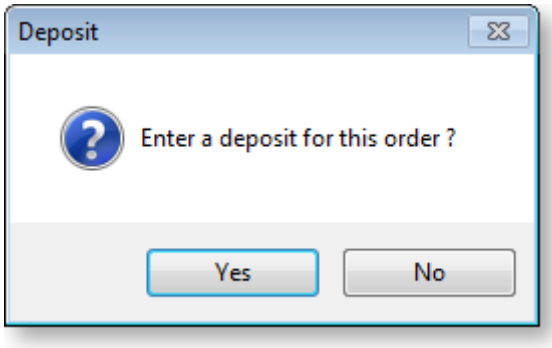
Consign loc	This field is displayed if the **Allow Consignment stock orders through Sales Orders** profile setting has been enabled in EXO Business Config. To create a consignment order (see page 355), make sure you select the Consignment location here. This is the location from which the stock is supplied.
Branch	The branch of the Sales Order. If the profile setting **Allow Sales Order search, view & creation for other branches** is enabled, you can specify any branch in this field.
Extra Fields **Cust o/n**	Any Extra Fields (see page 24) created for the Sales Order header are displayed in this section. **Note:** Extra Fields on the Sales Order header can be configured to **update their values (see page 27)** whenever the Debtor account number on the Sales Order is changed; similarly, Extra Fields on Sales Order lines can be configure to update whenever the Stock code on the line changes. If you have an Extra Field for the Customer Order Number set up, the profile setting **Validate debtor order numbers** in is set to "On Entry" or "On Save", and the Debtor for which you are creating the Sales Order has the **Need Ord No** checkbox ticked in the Debtor Account Details window, then entering an order number for the Sales Order is compulsory. A check is also made to ensure the order number hasn't already been used.

3. Enter the stock item details for the Sales Order in the grid below, using the following table.

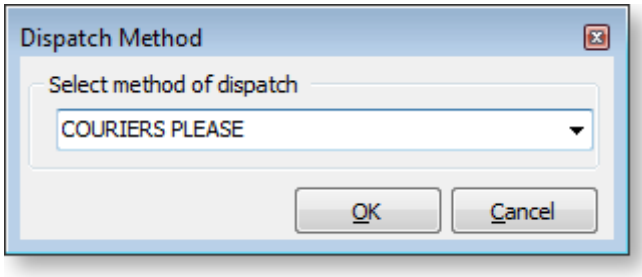
Field	Description
...	Click in this column to open the Sales Order Line Periscope (see page 373) for the current line.
Stock Code	Enter the stock item code, or type '?' and tab to select from a list. To add a Bill of Material in Sales Order entry window, enter a full stop (.) then the Bill code on the Sales Order line stock code column.
Description	The description of the stock item.
Qty	Enter the quantity of the stock item being ordered.
@Price	The price of the stock item. **Note:** You can click the  button to check the prices of all lines against the latest cost and selling prices from the Stock ledger.
Discount (%)	Enter any discount for the line. This column will not appear if you disabled the profile setting **Allow manual entry/override of discounts on debtor invoice and sales order lines** in EXO Business Config; this also applies to the Discount field in the Sales Order Line Periscope (see page 373).
Total	The total for the line.
Analysis Codes	Enter the analysis code you want to use for this Sales Order line.

Note: Sales Orders are limited to a maximum of 1000 lines.

4. To add a description of the Sales Order, click the Narrative button.
5. To add a one-off stock item, right-click in the grid and choose Create One-Off Stock Item.
6. Once you have entered information in the header part of the Sales Order, you can minimise the Sales Order header by clicking on the Minimise/maximise button in the top right corner of the window. You can also view the Sales Order line total excluding tax and the discounted unit price excluding tax of a Sales Order line in the bottom panel of the window.
7. Click **Save** to save the Sales Order. The system will assign the next number, and prompt to print the Sales Order.
8. To make deposits against Sales Orders, the profile setting **Allow deposits in Sales Orders and general ledger** in the Configuration Assistant needs to be enabled. If enabled, when you save the Sales Order, you are asked if you want to make a deposit against the Sales Order. You can also specify the percentage required for a minimum deposit on any Sales Order, using the **Minimum Layby Deposit Percentage** profile setting.



9. Click **Yes**, and the Payment/Receipt window (see page 400) is displayed in which you can enter the payment details.
10. If you use dispatch methods, and the profile setting **Prompt for dispatch information for debtor invoices/Sales Orders** is enabled, you will be prompted to select the dispatch method from the list displayed.



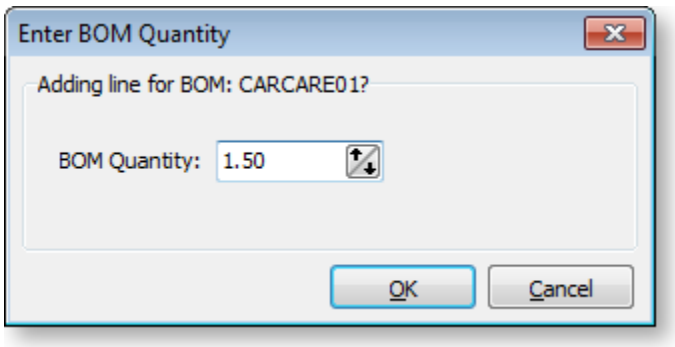
The following table describes the toolbar functions at the top of the window:

Button	Description
Narrative	Add a narrative to the Sales Order.
All Lines/Outstanding	For partly processed Sales Orders, this button filters the Sales Order lines to view all, or view only outstanding, i.e. not processed, lines.
Quick Supply	Quick Supply (see page 372) all Sales Order lines in the Sales Order.
Supply	Supply (see page 369), or part-supply, the order.
Addresses	Add extra delivery addresses (see page 103) to the Sales Order.

More Actions	
Tax Summary	Display a summary of all tax rates that apply to the items on the Sales Order.
Account	View the Debtor Account Details window for the debtor account of the Sales Order.
Check Prices	Check the prices on the Sales Order against the latest cost and selling prices from the Stock ledger.
History	View the history of the Sales Order (see page 365).
Generate PO(s)	Generate one or more Purchase Orders based on the Sales Order (see page 319).
Review Stock Availability	This options is available for unprocessed Sales Orders when back orders are enabled. It opens a new window where stock levels for the items on the Sales Order are displayed (see page 365).

Adding a Bill of Materials to a Sales Order

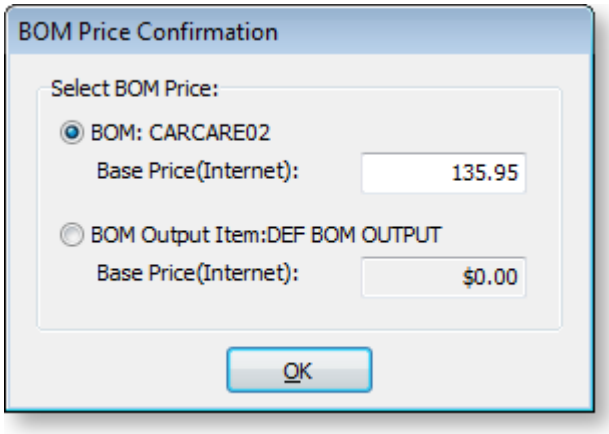
You can select Bills of Materials (see page 506) (BOMs) by entering a "." (full stop) in the **Stock Code** column and pressing ENTER. This opens a list of active BOMs for you to select from. After selecting a BOM, you are prompted for the quantity that you require:



Note: Decimal quantities can be entered if the **Quantities** value at **EXO Business Config > Essential > General Settings > Decimal Places in Numeric Values** is set to a value greater than zero.

When inserting a BOM, the system will draw in its default components. A BOM header displays in **bold**. Its cost and sell price is calculated from the sum of its component lines, which have a shaded background. Any change to these component lines will result in a change rolling up to the BOM header. The totals are calculated on the sum of the component lines of BOMs together with normal non-component lines.

If the BOM is priced by total, then after inserting the BOM lines you will be asked to confirm the total price for the BOM:

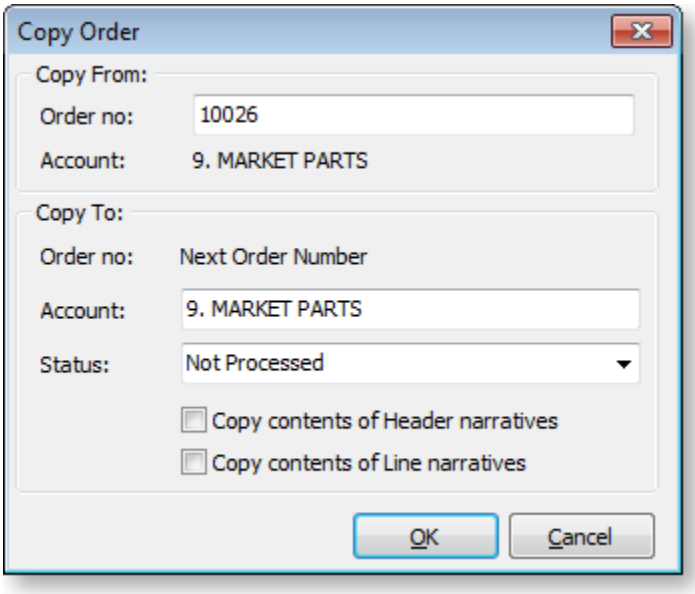


The top option obtains its price from the Bill of Materials setup screen. This price is editable at run time and is apportioned across the kit lines (price rollup/rolldown). If the BOM has an output code pointing at a stock item code, the system will test for the best price on that stock code and the result will be offered with the bottom option. This price is not editable but may be selected if desired.

Copying Sales Orders

You can also create a new Sales Order by copying an existing order. To copy a Sales Order:

1. Select the order and click the **Copy Order** button ( ). Alternatively, right-click on the order and select **Copy Order**. The following window opens:

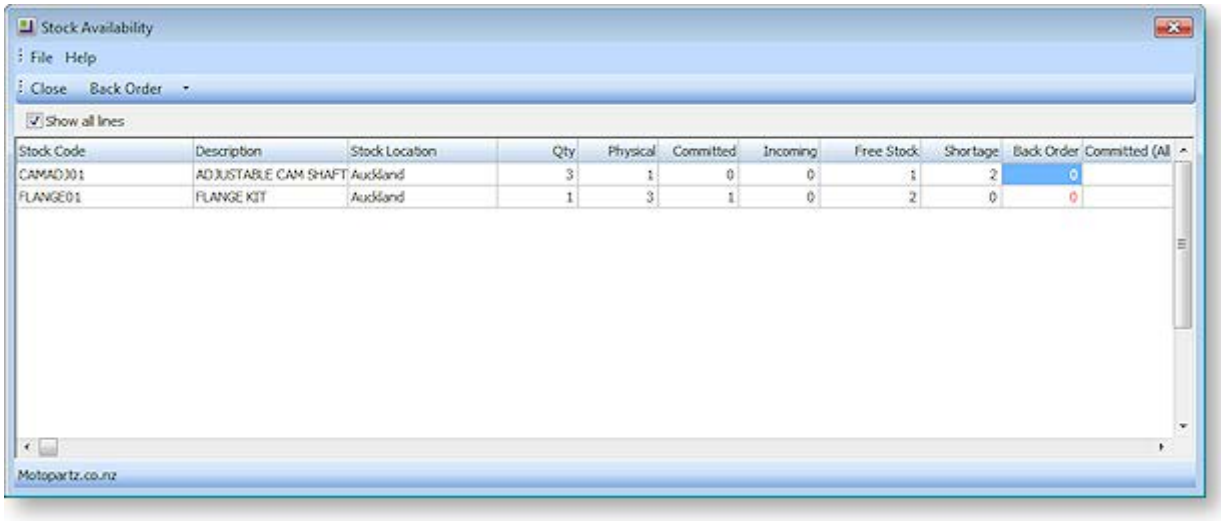


Note: You can specify a different order to copy by entering a different number into the **Order no** field.

2. Enter the Debtor account to raise the new order for. This defaults to the account of the order being copied.
3. Select a Status for the new order.
4. Select whether to copy header and/or line narratives to the new order.
5. Click **OK**. The new Sales Order opens.
6. Save the order and close.

Reviewing Stock Availability

Where back orders are enabled, the **More Actions > Review Stock Availability** option is available for unprocessed Sales Orders. Selecting this option checks for stock shortages on the Sales Order - if any are detected, the Stock Availability window opens, displaying stock levels for the items on the Sales Order:



Note: For this window to appear, the **Check available stock for sales orders** profile setting must be enabled, and the **Default response to backorder prompt** profile setting must be set to "Yes" or "No" (not "Never").

By default, only line items that have stock shortages are displayed - tick the **Show all lines** box to display the details of all lines on the Sales Order.

The **Back Order** quantities for each stock item can be edited on this window. The **Back Order** dropdown contains additional options for backordering stock items:

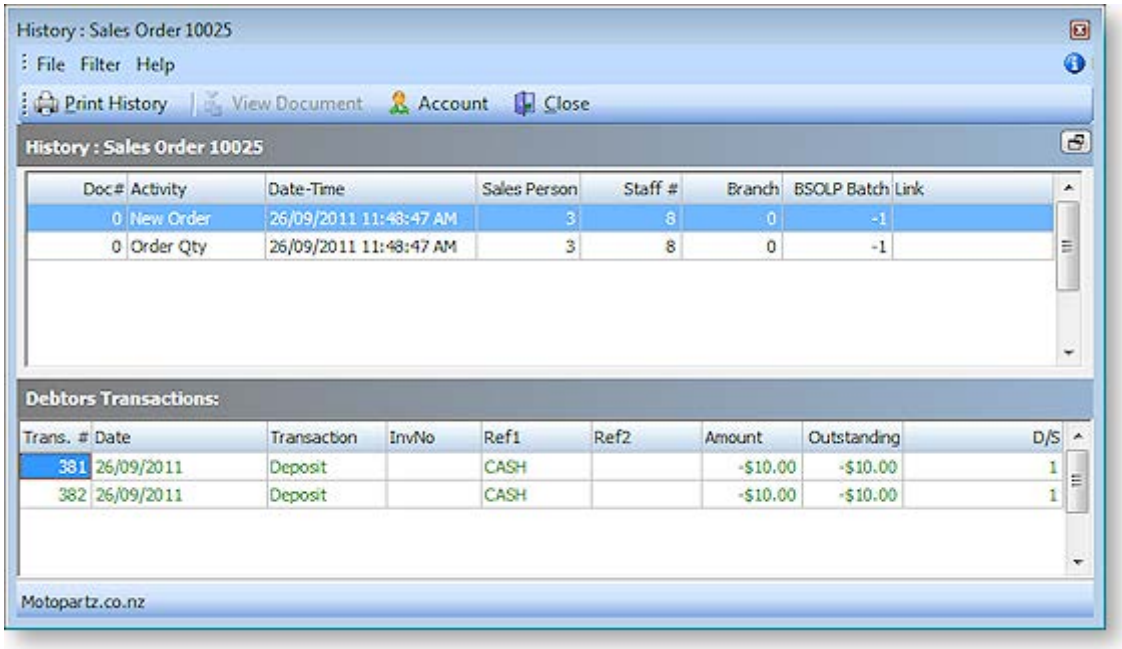
- Backorder shortage quantities
- Force backorder entire quantities for shortage lines
- Force backorder entire quantities for all lines
- Reset backorder quantities to zero

Note: If the **Default response to backorder** prompt profile setting is set to "Yes", the **Back Order** quantities will be set to the **Shortage** quantities by default.

Viewing the History of a Sales Order

The Sales Order History window can be viewed in two ways:

- in a separate window, by clicking the **History** toolbar button on a partly processed Sales Order
- in the bottom panel of the main Sales Orders search window (see page 367), by clicking the button.



The following fields are available in the History pane:

Field	Description
Doc #	A system-generated ID number.
Activity	For example New Order, Order Qty.
Date-Time	The date and time of the activity.
Sales Person	The salesperson for the sales order line activity.
Staff #	The Staff # of the salesperson for the sales order line activity.
Branch	The branch where this sales order was created.
BSOLP Batch	If this sales order was processed as part of a batch, the batch number.
Link	Displays any documents that have been linked to the sales order, such as PDF invoices or statements.

In this window you can:

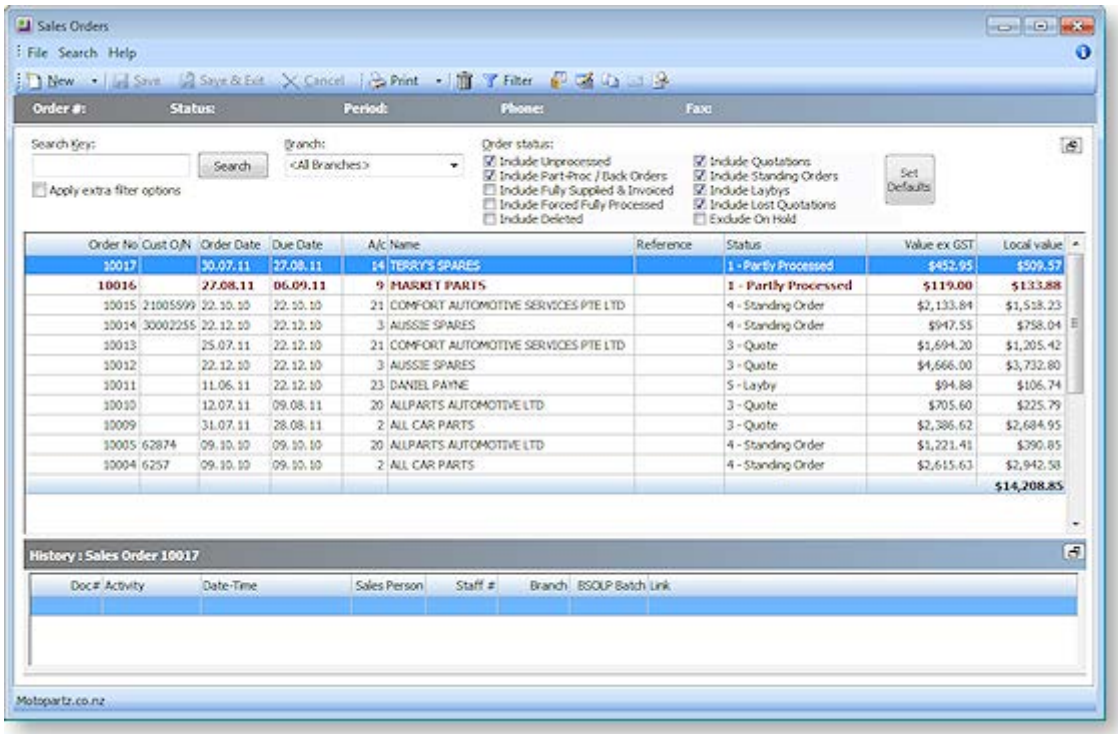
- View each event in the Sales Order lifecycle, such as New Order, Invoice, Release, Delivery.
- View any documents linked to the Sales Order (such as PDFs of the packing slip or invoice) in the Links field.
- View any Debtor transactions associated with the sales order, such as Invoice, Payment, Refund, Credit. Click the button on the right side of the window to display the Debtors Transactions pane.
- Drill to the original transaction or document for the line. For new order activity, double-clicking will drill to the original Sales Order transaction; for Release activity, the packing slip is displayed.
- Right-click on any line to view the Debtor account details window for the account or print the history of this Sales Order.

Searching for Sales Orders

When you have a large list of sales orders, finding a specific sales order quickly can be a challenge. There are a number of useful ways of searching for sales orders in MYOB EXO Business.

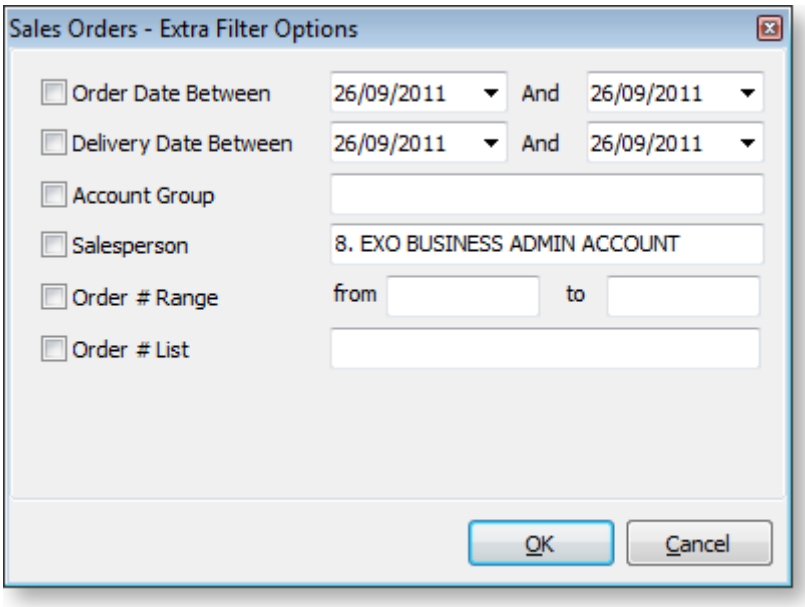
Transactions > Sales Orders > Sales Orders

The main Sales Order Search window is displayed:

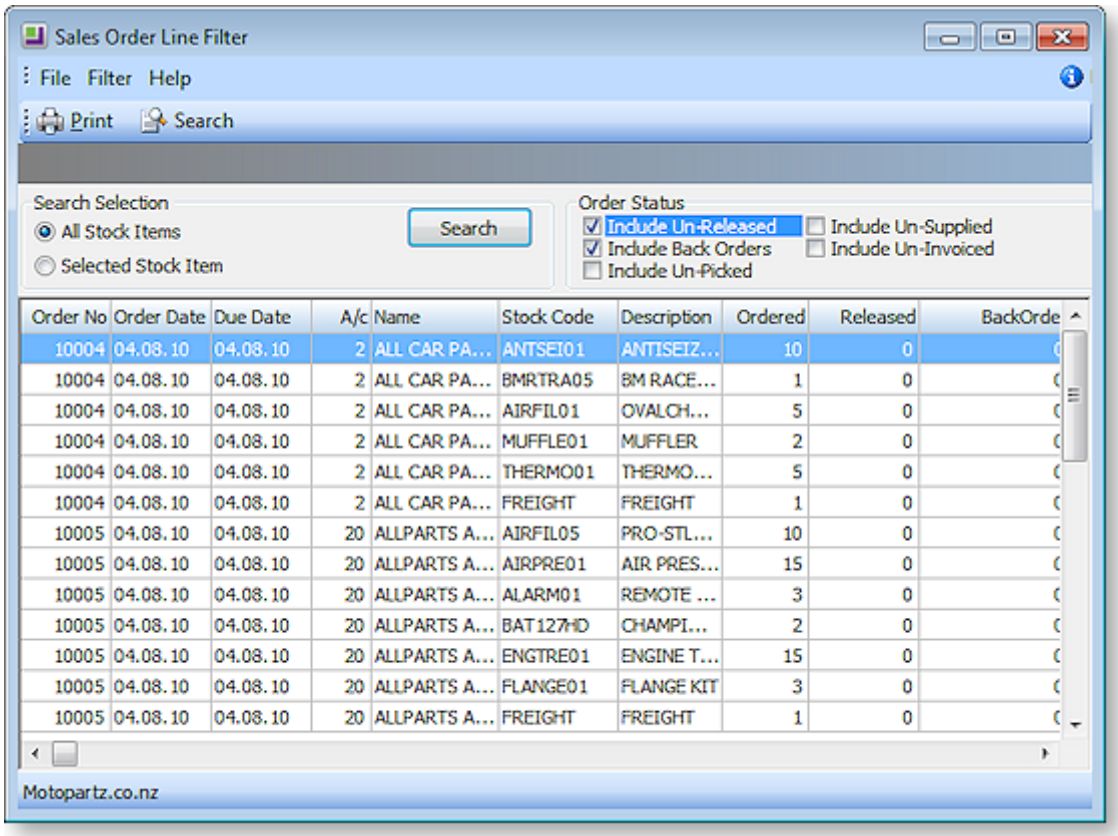


- Use the **Search Key** field to search on part of the account name, order number, customer order number, or reference.
- Select the branch you want to search on, or select “<All Branches>“.
- Select the order status(es) you want to search on by ticking the relevant **Order status** checkboxes.

- For further Search filter options, tick the **Apply Extra Filter Options** checkbox. The **Sales Orders - Extra Filter Options** window is displayed. In this window you can choose to filter by order date range, delivery date range, account group, the salesperson, an order number range, or enter multiple order numbers separated by commas to retrieve multiple sales orders.



- Click the **Filter** button in the toolbar at the top of the window to use the Sales Order Line Filter window to further refine your search. This window is used to search sales order lines by stock item and then by sales order status. You can also sort by any of the columns in this window.



Remember that you can also use visible columns functionality to view additional columns and sort by them, to make searching easier. By default, a number of columns are hidden in the Sales Order Search window. For example, you can make visible orders that are On Hold, and then sort by this column in the grid.

Advanced

In addition to these search methods, you can also use the Custom Filter functionality, which you can use to create custom SQL queries. The Custom Filter is accessible in several windows throughout MYOB EXO Business. In the Sales Order Search window, right-click on the column headings of the grid and choose Custom Filter > Set Filter. Note that this requires knowledge of SQL and familiarity with the table names and field names in the MYOB EXO Business SQL database.

Supplying Sales Orders

Transactions > Sales Orders > [Select Order] > Supply

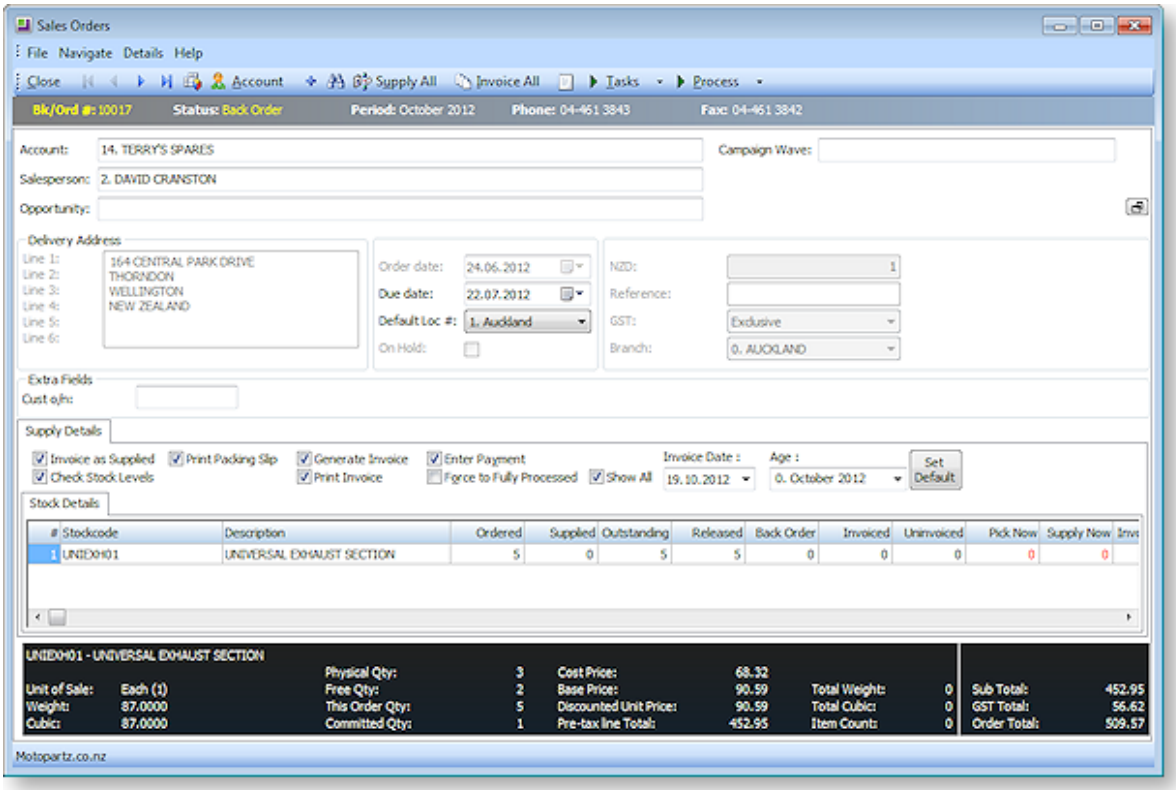
The Sales Order Supply window allows the supply on an order-by-order basis, with the maximum control. The Sales Order Supply window is used to supply one sales order at a time, or part of a sales order. Using the Supply window, the processing can be divided into three stages:

1. Release items for picking
2. Supply or create stock movements
3. Generate invoice

To process multiple sales order at once, use the Batch Sales Order Processing window (see page 376).

To process a complete sales order quickly, use the Sales Order Quick Supply window (see page 372).

1. To supply a Sales Order through the Supply window, open the Sales Order and click on the **Supply** button. The Supply Details tab is displayed:



2. Refer to the following table to complete the fields in the header part of the Supply Details tab.

Field	Description
Invoice as Supplied	Will copy the Supply Quantity for each sales order line to the Invoice Now quantity. If you want to supply now but invoice later, leave this checkbox unticked, or simply override the invoice quantity for each sales order line.
Check Stock Levels	To display a warning when insufficient stock to supply the sales order line. Checks current stock level in the selected location.
Print Packing Slip	Prints a packing slip.
Print Label	Prints a packing slip label.
Generate Invoice	Generates the invoice for the selected sales order lines.
Print Invoice	Prints the invoice.
Enter Payment	To be prompted to enter a payment.
Force to Fully Processed	Checking this option will mark the order as fully processed even though not all lines have been supplied or invoiced.
Show All	Show all sales order lines including those that have already been supplied.
Invoice Date	The date of the invoice. Must be in the current period.
Set Default	Save the current settings as your default settings.

3. Refer to the following table to complete the fields in the Sales Order Line part of the window.

Field	Description
Stock Code/Description	Stock code and description of the stock item.
Ordered	The quantity of the stock item on the sales order line. Click on the Plus symbol to view the Sales Order Supply window, where you can change the Ordered quantity of the stock item.
Supplied	Any quantity of the stock item on the current sales order line that has already been supplied.
Outstanding	Any quantity of the stock item on the current sales order line that has yet to be supplied.
Released	Click on the Plus symbol to view the Sales Order Supply window, where you can change the Released quantity of the stock item. Releasing less than the supply quantity will put the difference on BackOrder.

Back Order	Quantity of the stock item on this sales order line on back order. Released quantity + Bk Order quantity = Outstanding quantity.
Invoiced	Any quantity of the stock item that has already been invoiced.
Uninvoiced	Any quantity of the stock item that has been supplied but not invoiced.
Pick Now	Quantity of the stock item you are picking now.
Supply Now	Quantity of the stock item you are supplying now.
Invoice Now	The quantity of the stock item you are invoicing now. Keep blank to allow deliver now invoice later scenario.
SO Unit Price	The unit price. **Note**: You can allow a price override here by disabling the **Prevent override of price in sales orders and debtor invoices** profile setting in the EXO Business Configurator.
Discount %	Any discount you want to give on the sales order line. Checks maximum discount staff member can give.
Location	Location sales order line to be supplied from. Can supply single sales order from multiple locations. Default stock location in **Default stock location for new invoice, sales order or purchase order** profile setting displayed here.
Batch Code	This field is only available if the **Enable stock batch codes** profile setting is ticked.

4. Click **Supply All** if everything can be supplied.
5. Click the **Invoice All** button to generate an invoice for the supplied item.
6. Users then tick or un-tick check boxes based on their operation requirements.
7. Click on **Set As Default** to save the settings and to be used as the parameters for future supply.
8. Click on the **Add** icon to add additional line items to be supplied directly from the supply window, such as shipping costs.
9. Click **Process** button to process the sales order and generates the required stock movements, transactions and forms.

The following table describes the toolbar functions at the top of the window:

Button	Description
Release All	Releases all backorder quantities for the sales order.
Pick All	Sets the Pick Now quantities of all lines to the Outstanding amount. Only available if the **Enable sales order pick quantity** profile setting is enabled.
Supply All	Sets the Supply Now quantities on all lines to equal the release quantity.

Invoice All	Invoices all un-invoiced quantities up to the maximum of the supplied quantity.
Sales Order Narrative	Enter any descriptive narrative about the Sales Order.
Process	Gives you the option of breaking down the 'process' into distinct processes that can be run individually, or collectively (by clicking the Process button). Clicking the Process button also performs the tasks that are indicated by ticked boxes in the workflow settings, such as Generate Invoice, Print Packing Slip.

Sales Order Quick Supply

Transactions > Sales Orders > [Choose order] > Quick Supply

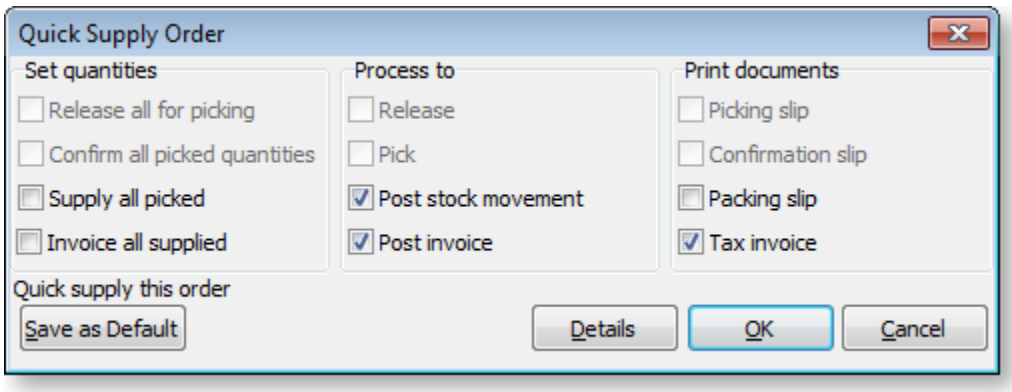
Sales Order Quick Supply is used to supply a single, complete sales order, as opposed to the Supply function, which you also can use to part-supply a sales order.

- To process multiple complete sales orders, use the Batch Sales Order Processing function (see page 376).
- To process multiple sales order lines, from multiple sales orders, use the Batch Sales Order Line Processing function in the Distribution Advantage module.

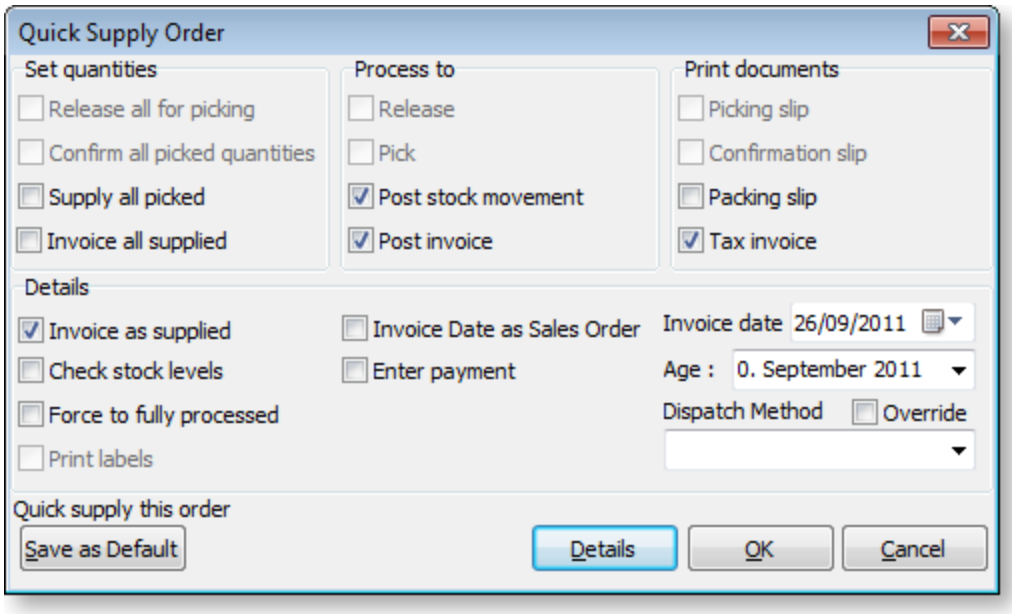
Note: If you place goods on backorder, Quick Supply will supply and invoice only what is released. It will not force any backorder quantities on sales order lines to become released.

To supply Sales Order through the Quick Supply window:

1. Open the Sales Order you want to supply.
2. Click the **Quick Supply** button. This will display the Quick Supply Order window.

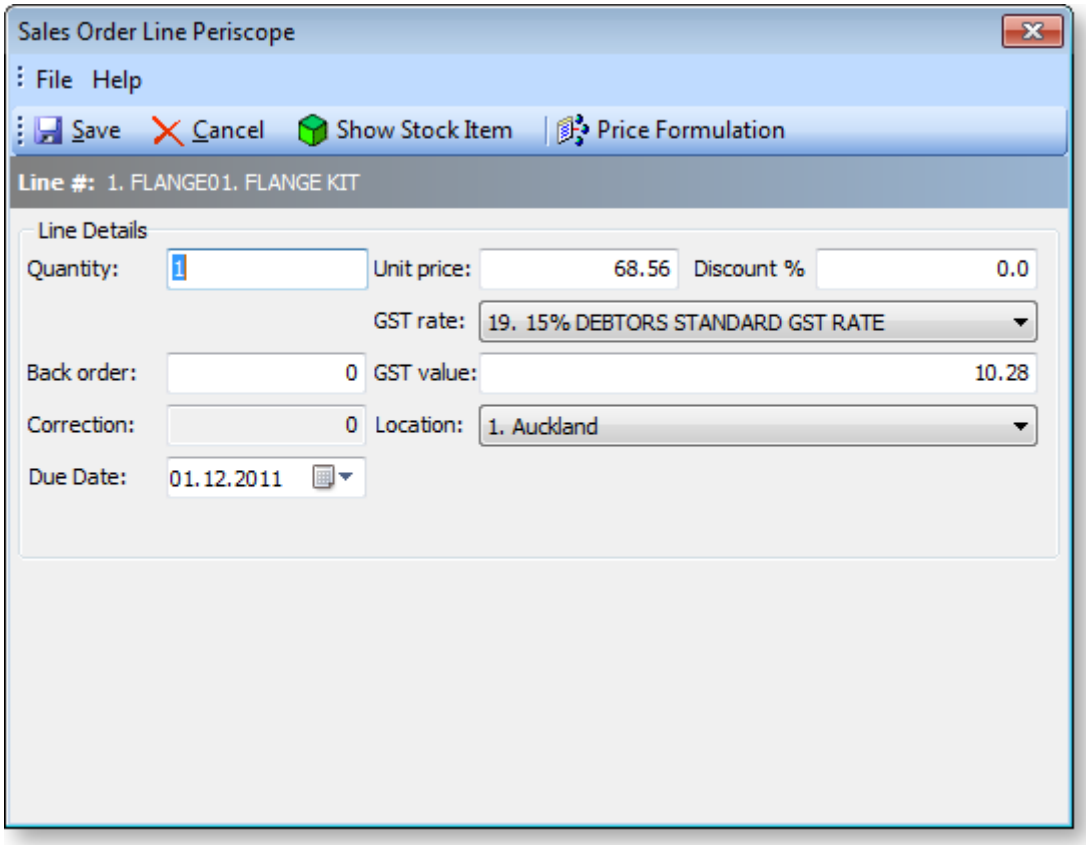


3. Choose the required processing options here, as required. Click the **Details** button to view more options, such as entering the invoice date or payment details, if those options are enabled. Click the **Save as Default** button to save the current processing options as the default settings for future uses of this window.



4. Click **OK**.

Using the Sales Order Line Periscope



Using the Sales Order Line Periscope, you can change the following details on the sales order line on which you clicked the ellipsis button.

Field	Description
Quantity	The quantity of the stock item being ordered on this sales order line.
Release	The quantity of the stock item allocated to the order but not yet supplied. Use the Release quantity with the Backorder quantity to part-supply a sales order, for example if you want to ration a limited supply of a stock item across multiple sales orders.
Back order	The quantity of the stock item you want on backorder. Note that the Backorder quantity plus the Release quantity should equal the Quantity. You may need to exit and re-enter the window to refresh the window.
Correction	This is the correction quantity that represents an adjustment from the original order quantity placed. Corrections could occur as keyed adjustments or can be computer generated to account for oversupply, or for short supply determined by forcing the order to fully processed when there is unsupplied quantity.
Due Date	The due date of the sales order.
Unit Price	You can override this price if the profile setting Allow override of price in sales orders & debtor invoices in the Configuration Assistant is enabled.
GST Rate	GST percentage rate.
GST value	GST amount.
Location	The default stock location.
Discount %	Any discount given on the sales order line. This field will not be displayed if you disabled the profile setting **Allow manual entry/override of discounts on debtor invoice and sales order lines** in the EXO Business Config. This also applies to the Discount column in the Sales Order window.

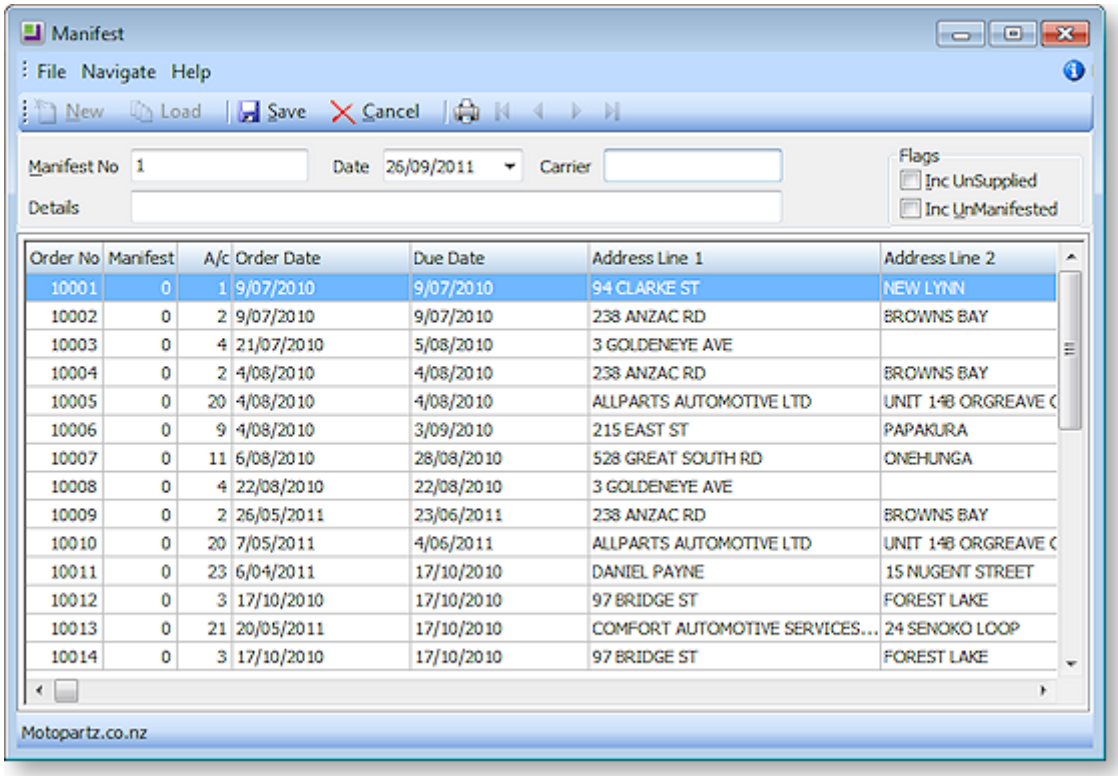
Click the **Show Stock Item** button to view the Stock Item Details window for the selected stock item.

Click the **Price Formulation** button to view any price rules for the stock item.

Creating a Sales Order Manifest

Sales manifests are used to group together sales for delivery, for example by truck, train, or container. You can manually select which Sales Orders you want to group together, for any date and carrier. You can also load previous manifests.

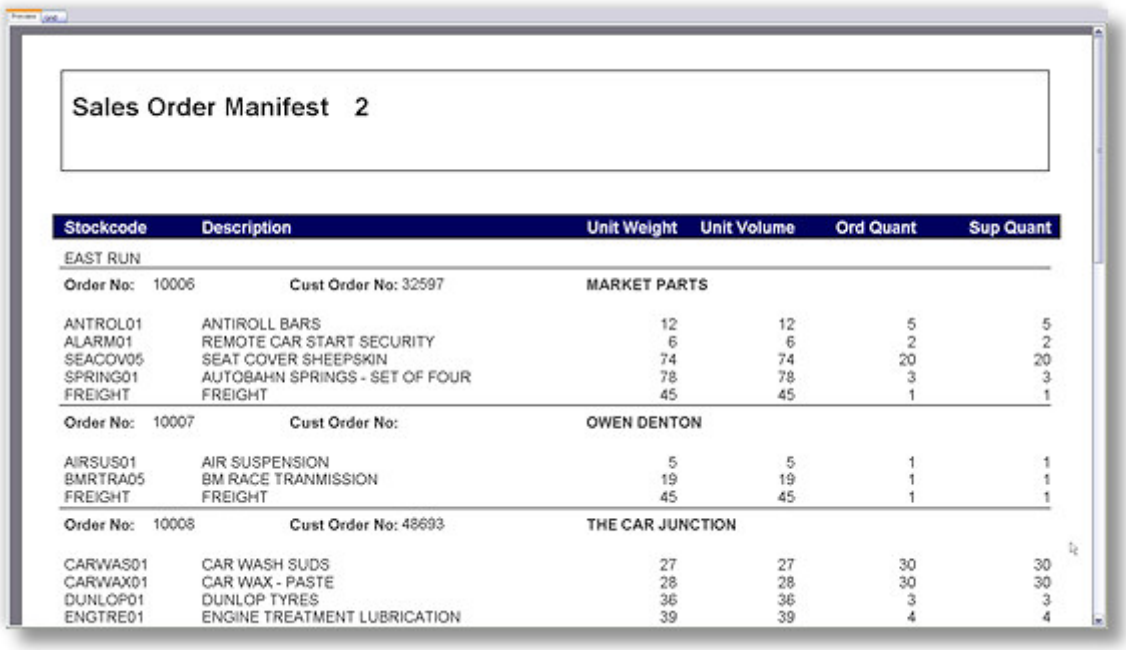
Open the Manifest window by selecting **Transactions > Sales Orders > Manifest Entry**.



1. Click the **New** button. A list of Sales Orders is displayed.
2. Enter the Carrier being used for the delivery, and a description of the delivery. This might be geographical, or describe the stock being freighted for example.
3. Choose if you want to select from **UnSupplied** or **UnManifested** sales orders. (Normally, sales orders would be supplied before being manifested.)
4. Select the Sales Orders that you want to include in this manifest, by either:
    - double-clicking on a line, or
    - using the ENTER key.

    Selecting a line will display the manifest number displayed in the manifest header of the window in the Manifest column.

5. Click the **Save** button. You are prompted to print the Manifest. Click **Yes**. The Manifest is printed, listing key sales order line details such as Order Qty, Supply Qty, Unit Weight, Unit Volume.



Sales Order Manifest 2

Stockcode	Description	Unit Weight	Unit Volume	Ord Quant	Sup Quant
EAST RUN					
Order No: 10006	Cust Order No: 32597	MARKET PARTS			
ANTROL01	ANTIROLL BARS	12	12	5	5
ALARM01	REMOTE CAR START SECURITY	6	6	2	2
SEACOV05	SEAT COVER SHEEPSKIN	74	74	20	20
SPRING01	AUTOBAHN SPRINGS - SET OF FOUR	78	78	3	3
FREIGHT	FREIGHT	45	45	1	1
Order No: 10007	Cust Order No:	OWEN DENTON			
AIRSUS01	AIR SUSPENSION	5	5	1	1
BMRTRA05	BM RACE TRANMISSION	19	19	1	1
FREIGHT	FREIGHT	45	45	1	1
Order No: 10008	Cust Order No: 48693	THE CAR JUNCTION			
CARWAS01	CAR WASH SUDS	27	27	30	30
CARWAX01	CAR WAX - PASTE	28	28	30	30
DUNLOP01	DUNLOP TYRES	36	36	3	3
ENGTRE01	ENGINE TREATMENT LUBRICATION	39	39	4	4

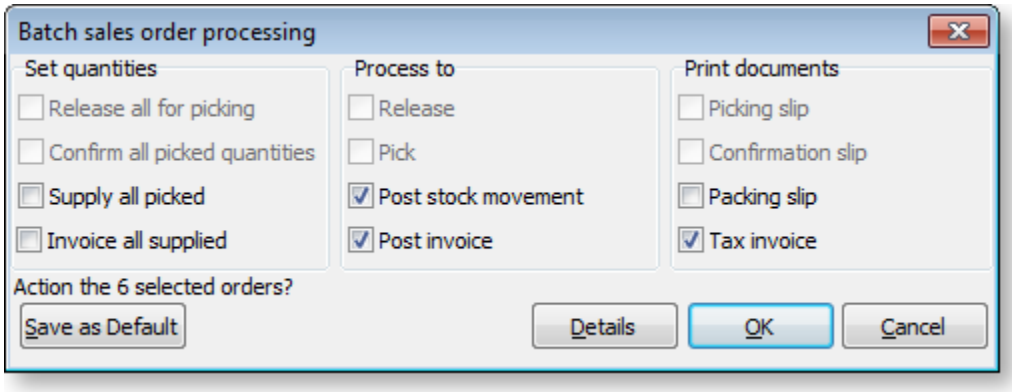
6. To view a previous sales order manifest, enter the manifest number in the **Manifest field** and then click the **Load** button. You can add or remove sales orders from existing manifests.

Batch Sales Order Processing

Batch Sales Order Processing is used to group multiple entire orders together and process them at the same time.

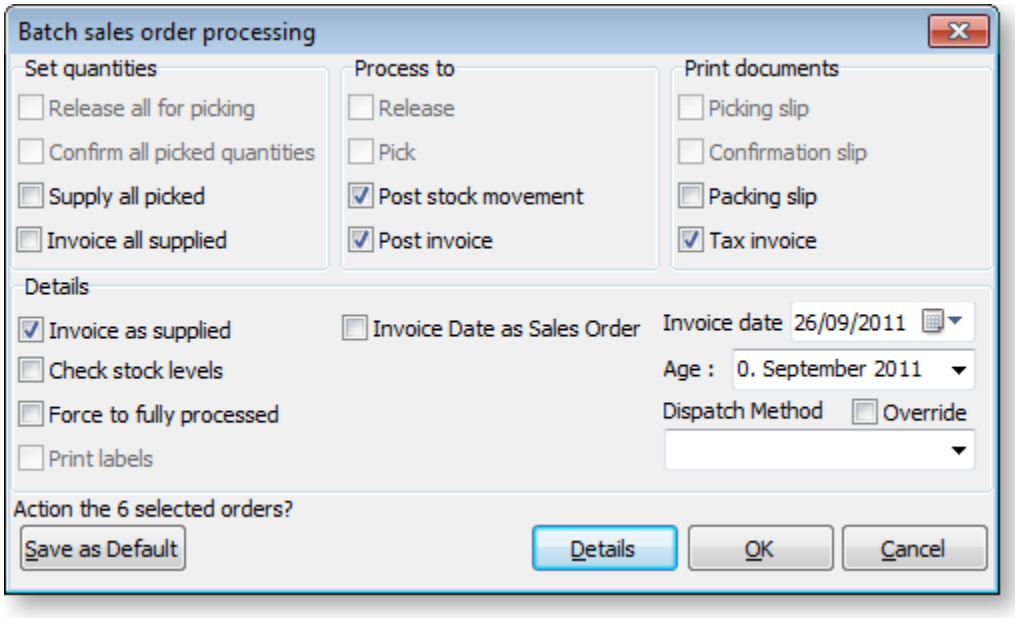
Note: See the Batch Sales Order Line Processing functionality of the Distribution Advantage module for line-level order processing across all Sales Orders.

1. On the Sales Orders window (see page 357), select the Sales Orders you want to group together for batch processing. Choose the branch and order statuses you want to filter on and click Search.
2. Select multiple Sales Orders to be supplied by holding down the CTRL key and clicking on the required sales orders.
3. Click the **Batch Sales Order Processing** toolbar button ( ) to begin the process.



4. Choose which processing options you require by ticking on the relevant checkbox.

5. Click the **Details** button to reveal more options to control the supply.



6. Refer to the following table when choosing the Batch Sales Order Processing options.

Field	Description
Release all for picking	Prints the picking slip for all released quantities in selected sales orders. You can also choose to Process the batch to Released, and print the picking slip.
Confirm all picked quantities	Manually make any adjustments if actual picked quantity differs from the picking slip quantity, then confirm the batch. You can also choose to process the batch to Pick, and print the Confirmation slip.
Supply all picked	Supplies all picked quantities on the sales order. Stock on hand levels are now adjusted. You can also choose to post the stock movement, and print the packing slip.
Invoice all supplied	Creates the debtor invoice line transactions. You can also choose to post the invoices, and print the tax invoices.

7. Click **Save as Default** to retain the settings for the next time the batch process is used.
8. Click **OK** to process.

Notes

- The **Sales Order Line Filter** function from the main sales order search window can be used to determine which sales orders are to be supplied.
- A **Manifest** utility can be used to create a Sales Order manifest (see page 374) or a bulk loading list to consolidate orders for a particular shipment method or van route.

Custom Line Fields

A Custom Line Field (CLF) is an extra column in the grid (body) of Sales Orders and Debtor Invoices. Unlike Extra Fields (see page 24), the Custom Line Field can perform calculations to manipulate the unit price of the Sales Order/Debtor Invoice line automatically as the line is entered, ensuring that the line total is always **quantity * unit price - discount**. (While it is possible to have a calculated Extra Field, the calculation is only applied once the Sales Order is saved.)

Three types of Custom Line Field function are available:

- Type 0 - No calculation is performed; instead, the Custom Line Field is populated with data from a specified lookup field in the STOCK_ITEMS table.
- Type 1 - Automatically recalculates unit price using the formula:

  Unit price = CLF value * Unit price per kg / Quantity

  Where the Unit price per kg is specified by the PRICEPERKG field of the STOCK_ITEMS table.
- Type 2 - Automatically recalculates unit price using the formula:

  Unit price = CLF value / Sell price per quantity

  Where the Sell price per quantity is specified by the PRICEQTY field of the STOCK_ITEMS table.

Example

A business sells whole fish, where the price is determined by weight - fish are $2 per kg, i.e. the PRICEPERKG field for the FISH stock item is set to $2.00. The Custom Line Field is set up to contain the weight of the fish. The unit price is calculated using the type 1 calculation, by multiplying the weight by the price per kg to determine the unit price.

A single fish weighing 2.5kg is sold - this will cost $5 (2.5kg @ $2 per kg). A value of 2.5 is entered into the CLF column (which has been given the name “Weight”), and the Sales Order line is updated with a unit price of $5 (2.5 * 2), ensuring that the line total is $5.00:

Order Details

...	Stock Code	Description	Qty	Weight	@Price	Discount (%)	Total
	FISH	WHOLE FISH	1	2.5	5.00	0.0	5.00

A single fish weighing 3kg is sold - this will cost $6 (3kg @ $2 per kg). A value of 3 is entered into the Weight CLF column, and the Sales Order line is updated with a unit price of $6 (3 * 2), ensuring that the line total is $6.00:

Order Details

...	Stock Code	Description	Qty	Weight	@Price	Discount (%)	Total
	FISH	WHOLE FISH	1	3	6.00	0.0	6.00

Four fish weighing a total of 6.5kg are sold - this will cost $13 (6.5kg @ $2 per kg). A value of 6.5 is entered into the Weight CLF column, and the Sales Order line is updated with a unit price of $3.25 (6.5 * 2 / 4), ensuring that the line total is $13.00:

Order Details

...	Stock Code	Description	Qty	Weight	@Price	Discount (%)	Total
	FISH	WHOLE FISH	4	6.5	3.25	0.0	13.00

Setting Up Custom Line Functions

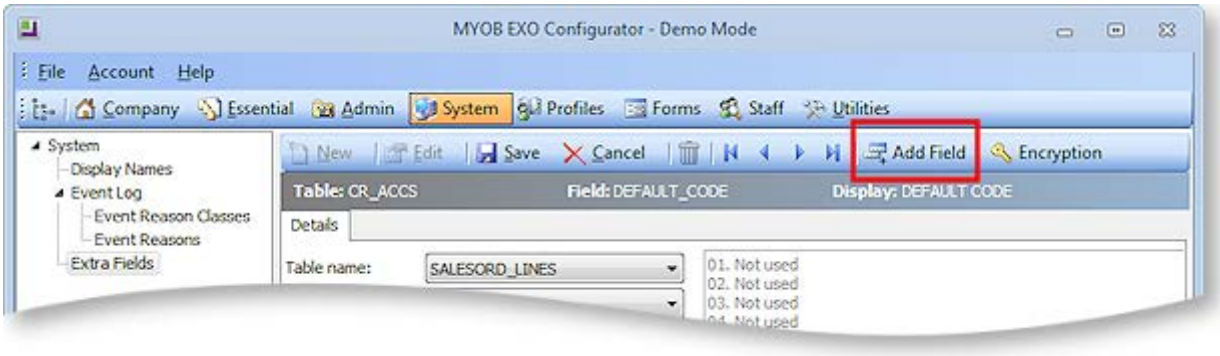
To set up EXO Business for Custom Line Fields:

1. Add fields to the EXO Business database to hold the CLF data.
2. Set up the Extra Fields that will be used by the CLF calculations.
3. Configure the CLF profile settings to activate and set up the CLF column.

Setting up the Database

A database field must be added to the DR_INVLINES and SALESORD_LINES tables to store the data that is entered in the CLF field. Whatever name is chosen for this field, it must be the same in both tables.

This field can be added from SQL Server Management Studio, or by using the **Add Field** button when setting up Extra Fields:



Note: While you can add the new field from the Extra Fields screen, it cannot be set up as a visible Extra Field; if it is, errors will appear when you try to process a Sales Order or Debtor Invoice. After clicking **Add Field** and setting up the new database field, click **Cancel** to exit without setting up an Extra Field.

The Stock item fields that are used by the CLF calculations, PRICEPERKG and PRICEQTY, are added automatically.

Note: Prior to EXO Business 8.4, the PRICEPERKG and PRICEQTY fields had to be added manually. As the PRICEQTY field had to be set up as an Extra Field, it would be called X_PRICEQTY. In an upgrade to EXO Business 8.4 or later, if an X_PRICEQTY field is detected in the STOCK_ITEMS table, it is renamed to PRICEQTY. A warning will appear on the Database Update window if this happens.

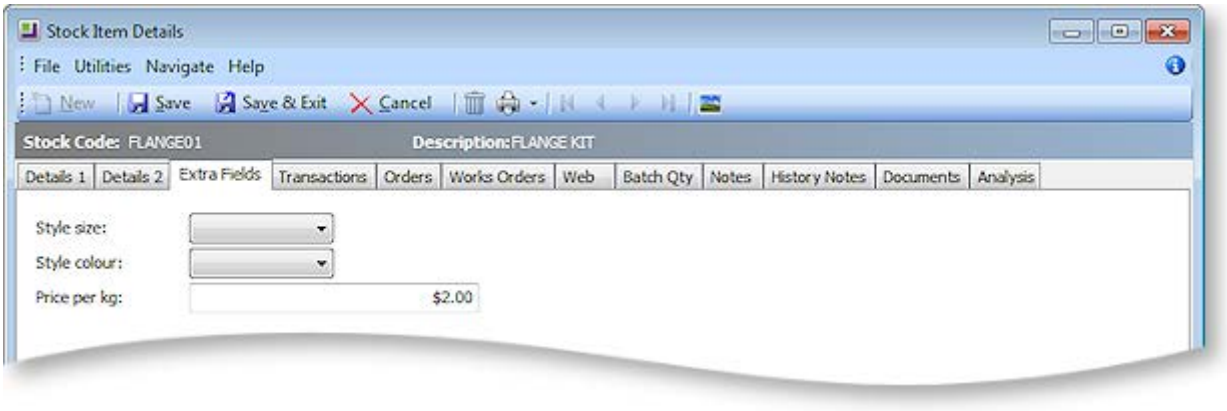
Setting up Extra Fields

If you are using the type 1 or type 2 calculations, the PRICEPERKG or PRICEQTY field must be added to the Stock screen as an Extra Field (see page 24), so that data can be entered into it.

To set up Extra Fields for Custom Line Fields:

1. Open EXO Business Config and go to the **System > Extra Fields** section.
2. Click **New**.
3. Select “STOCK_ITEMS” for the **Table name**.
4. For the **Field name**, select “PRICEPERKG” if you are using the type 1 calculation, or “PRICEQTY” if you are using the type 2 calculation.
5. Set a descriptive **Display name**, e.g. “Price per kg”.
6. Enter a **Position** value to determine where the field will appear on the Extra Fields tab of the Stock item window.
7. Click **Save**.

The Extra Field now appears on the Extra Fields tab of the Stock item window (see page 139), allowing this information to be set for any stock item:



Setting up Profile Settings

The following Company-level profile settings are used to set up Custom Line Functions:

Enable custom line field

This setting controls whether or not CLF functionality is available. It is disabled by default.

Custom line field (CLF) calculation type

This setting specifies the calculation function that the Custom Line Fields will use. Enter 0 (no calculation), 1 (CLF field * Price per kg) or 2 (CLF field / Price quantity).

> **Note:** In previous versions, a calculation type 3 was available. This calculation type is now redundant, but the system still accepts a value of 3 here, to remain compatible with older versions.

Custom line field (CLF) column name

This setting specifies the name of the CLF column as it appears on the Sales Orders/Debtor Invoices screen.

Custom line field (CLF) database field name

This setting specifies the database field in the DR_INVLINES and SALESORD_LINES tables that the CLF data will be stored in. This is the field that you created in the previous step.

Custom line field (CLF) data type

This setting specifies the type of data that the CLF will contain. Choose “Number” or “Text”.

Custom line field (CLF) number of decimal places

If the CLF contains numeric data, i.e. if the data type is set to “Number”, this setting specifies the number of decimal places to be used.

Custom line field (CLF) stock item lookup field

This setting applies when the calculation type is set to “0”. It specifies the field from the STOCK_ITEMS table that will be used to populate the CLF field.

Custom line field (CLF) passed to debtor invoice line

If this setting is enabled, the CLF value from the Sales Order is passed to the CLF field on the related Debtor Invoice.

Custom line field (CLF) width

The setting specifies the width (in characters) of the CLF column on the Sales Orders/Debtor Invoices screen.

Example Configuration

In the previous example (see page 378), the CLF profile settings are set as follows:

Profile Settings	Value
Custom line field (CLF) calculation type	1
Custom line field (CLF) number of decimal places	2
Custom line field (CLF) column name	Weight
Custom line field (CLF) database field name	X_CLF_FIELD
Custom line field (CLF) data type	Number
Custom line field (CLF) stock item lookup field	
Custom line field (CLF) passed to debtor invoice line	☑
Custom line field (CLF) width	10
Enable custom line field (CLF)	☑

Generating Standing Sales Orders

Transactions > Sales Orders > New > New Standing Order

Standing orders may also be referred to as Recurring Invoices. This option is available if the Extended Sales Order Statuses profile option is enabled in the Profile Manager.

1. To enter a Standing order, from the sales order search window, click on the drop down arrow next to the **New** button and choose *New Standing Order*.
2. The sales order window is displayed and user can now enter the debtor account details and the order lines as per a conventional sales order.
3. Click **Save** and the system will assign the next sales order number.

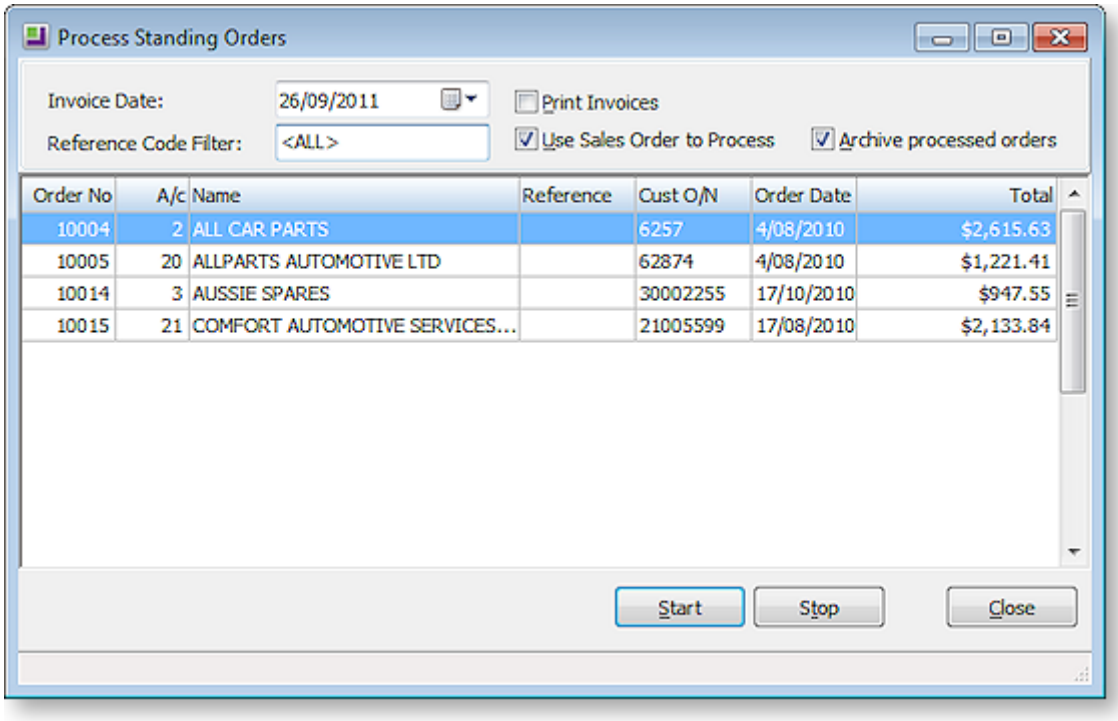
Tip: Add **Reference** as an extra field to the sales order header to help identify which standing orders are to be processed.

Note: A Standing Order is considered an outstanding order, and therefore commits stock. Processing a standing order creates an invoice for the order which processes stock movements. The standing order is retained as a commitment to represent the next repeat of the order and therefore still also reserves the stock. For a repeatable list of stock items to use as needed on sales order entry, use **Order Template BOMs (see page 507)**.

Processing Standing Orders

Transactions > Sales orders > Process Standing Orders

The Process Standing Order function can be added to the Transaction menu if standing orders are to be used. The window gives a list of all standing orders in the system, and controls the invoice creation function.



1. Enter the **Invoice Date**.
2. Select multiple standing orders by pressing the CTRL key and clicking on the selected standing orders.
3. A **Reference Code Filter** can be used if needed.
4. Select the **Print Invoices** option if the invoices are to be printed out (as opposed to just creating the transaction).
5. Press the **Start** button to commence processing of standing orders.

Note: The invoice printing will follow the order of records in the Exogrid, i.e. top to bottom, so it is suggested that the Exogrid be sorted before you start printing.

Generating Layby Sales Orders

About Laybys

The ability to create laybys is primarily used in a retail environment, and in MYOB EXO Business laybys have been designed to work in conjunction with using the MYOB EXO POS. However, layby functionality is still included in MYOB EXO Finance, although it is not as seamless as using it with MYOB EXO POS.

Before you can use laybys, you need to set up a Layby lookup stock item, to which any deposits and payments are posted until payment of the layby is complete, and the layby sales order is invoiced and allocated.

For more information about how laybys work in the MYOB EXO POS, refer to the POS user guide.

Layby Profile Settings

The following Company-level profile settings in the Configuration Assistant (see page 55) affect the behaviour of deposits for laybys:

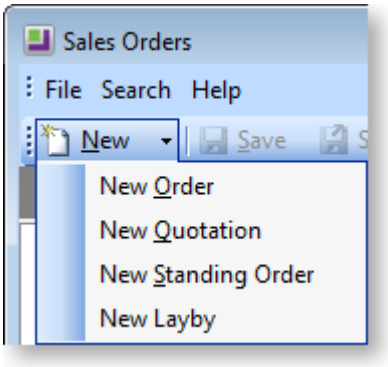
Allow deposits in sales orders and general ledger - Select to enable Deposits in sales orders and the General Ledger.

Enable POS laybys - Enables or disables Layby features in POS. Layby's utilises Sales Order functionality. Requires that Deposits are enabled (core profile setting) and also that Extended Sales order statuses are enabled in Sales Orders.

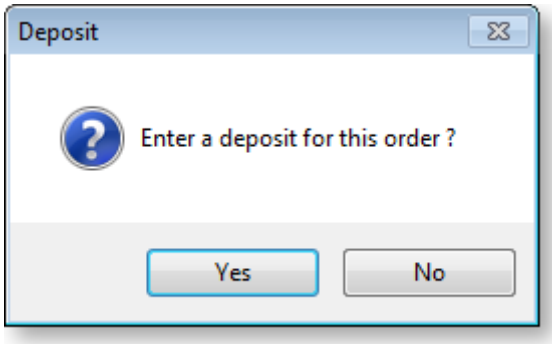
Minimum Layby Deposit Percentage - Set this profile to the default percentage of deposit for a layby. When initially creating a layby this will automatically prime the To Pay total to be this percentage of the total layby value. To enforce this as a minimum percentage also set profile Enforce Minimum Deposit.

Creating a Layby

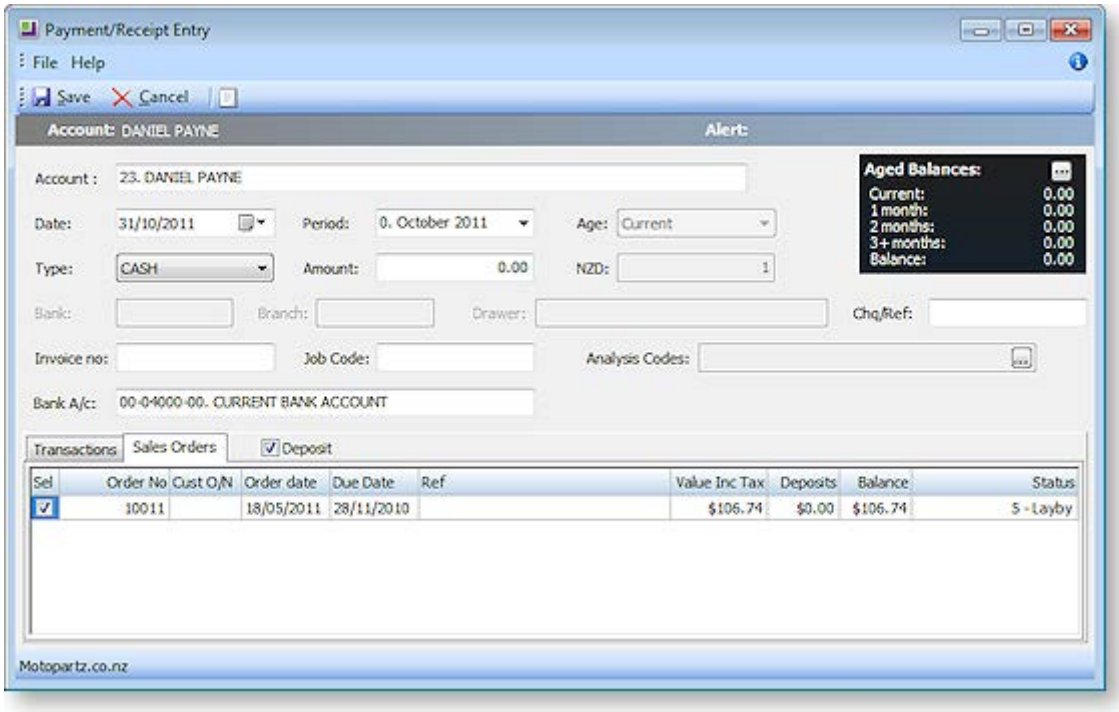
1. Go to the **Sales Order Entry** window, click on the down arrow on the **New** button and select **New Layby**.



2. Complete the details of the layby as you would for a regular Sales Order (see page 358).
3. Click the **Save** button when you have entered the sales order line items. The following prompt is displayed.



4. Click **Yes**. The Sales Order grid of the Payment/Receipt Entry window is displayed, with the **Deposit** checkbox ticked.



5. Complete the details of the layby deposit and then click **Save**. You are returned to the **Sales Order** window.
6. Click the **Print** button to print the layby. The printed layby includes the deposit that has just been made.

Receiving a Layby Payment

Note: The Layby features in MYOB EXO Business were originally designed to work with the MYOB EXO POS module; using the layby feature without POS does not give the full layby functionality. For example, when receiving layby payments, in the POS module, when a final payment is made you are prompted to supply and process the sales order. Without the POS module, the final payment is treated in the same way as any other payment on account, and therefore requires manual supply, invoicing and allocation. If you are a frequent user of laybys, we strongly recommend you consider implementing MYOB EXO POS.

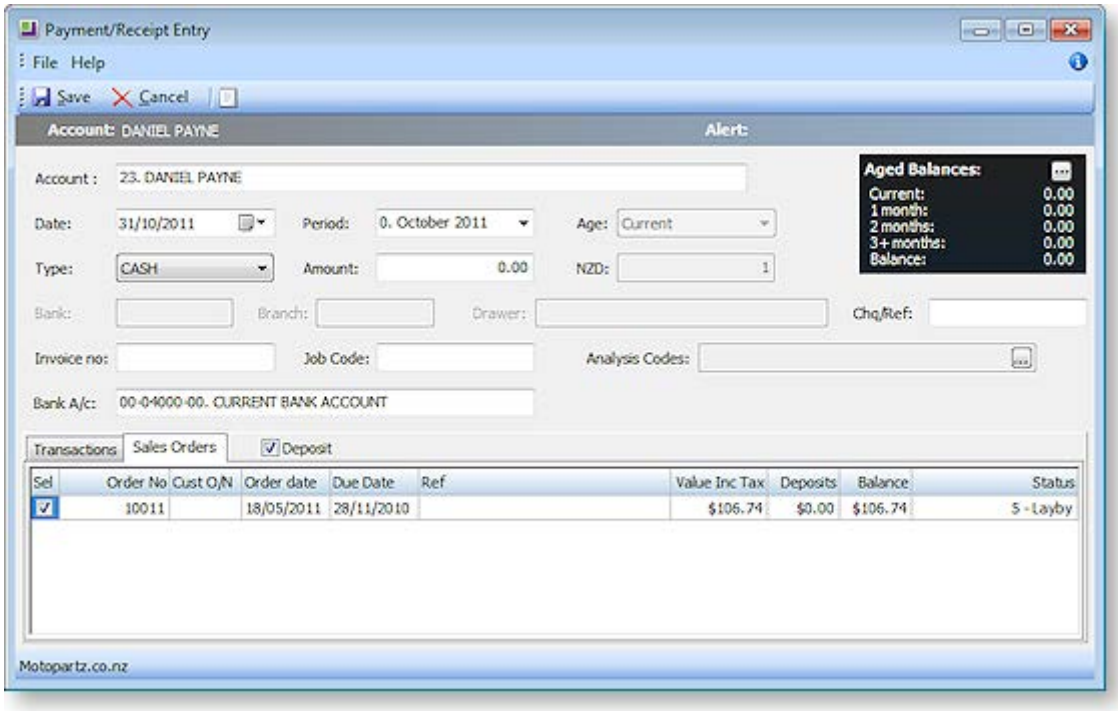
After the initial layby has been created, you will be receiving incremental payments from the customer on the layby. Receiving a layby payment is essentially the same as receiving any Debtor payment (see page 400), and is made using the Debtor Receipts window.

When the final payment is being made, the order needs to be supplied, invoiced and allocated.

Follow these steps to supply a layby.

Transactions > Debtors Receipts > Debtor Receipt

1. Enter the debtor account number in the Account field, and then go to the Sales Orders tab.
2. Tick the checkbox of the layby the customer is paying off. You can select multiple laybys for this payment.



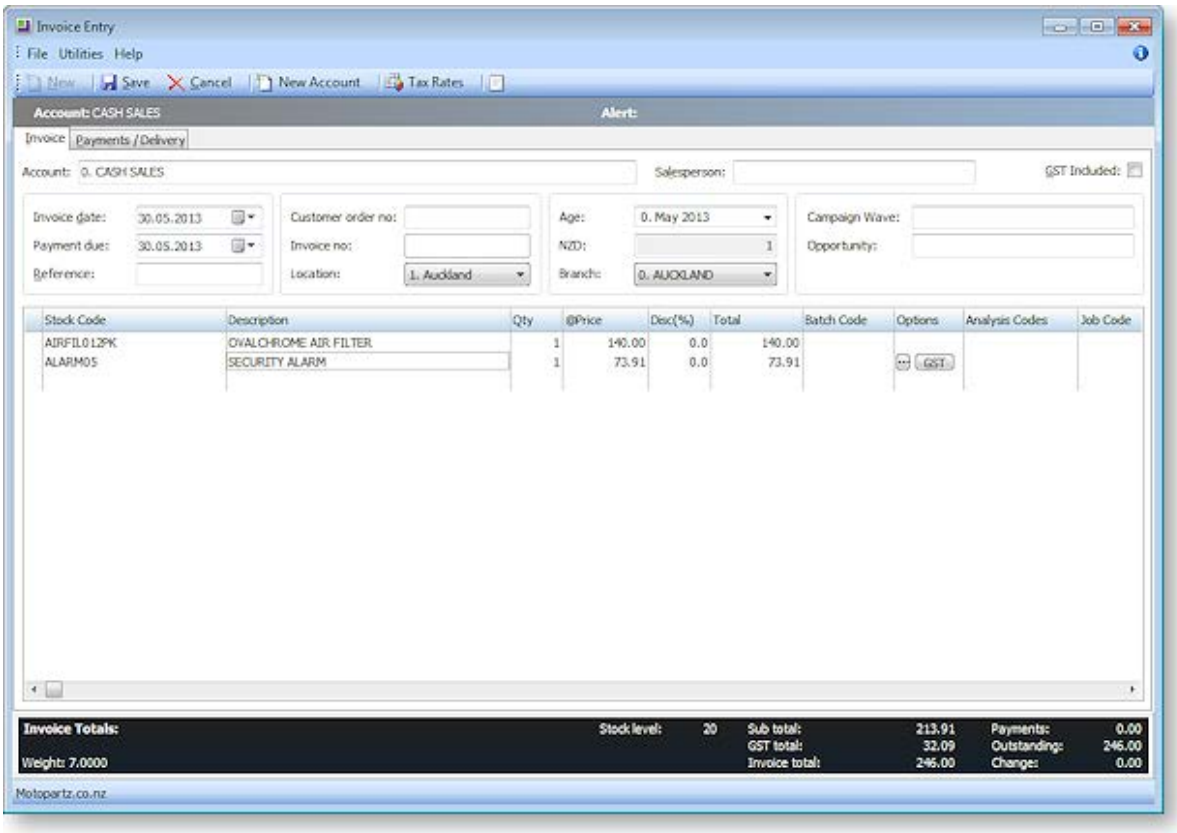
3. Once you have selected the required layby, put the cursor in the Amount field and press the Spacebar. The amount to pay for the selected lines is displayed in the Amount field.
4. Enter the payment details and then click Save. As mentioned above, without the POS module, no change is made to the LAYBY status of the sales order.
5. Once the payment is made, go to the Sales Order window and highlight the sales order in the grid. Click on the Batch Sales order processing button in the toolbar, and tick the relevant options to supply and invoice the sales order (depending on how your company has configured the sales order process). Click the **Details** button to view the additional options in the Batch Sales order processing window here. Note that the payment details won't appear on the invoice you print out for the customer, as the payment has not yet been allocated to the invoice - this feature is available in the POS module.
6. Once you have created the invoice, you can now allocate the payment to it. Return to Debtors window for the debtor, highlight the invoice in the Transactions tab and click the **Allocate** button. Allocate the payments made on the layby to the invoice. The status of the invoice and allocated payments is updated to 'Allocated'.

Generating Debtor Invoices

Transactions > Debtors Invoice

You can create a Debtor Invoice either directly from the Invoice Entry window or as part of the Sales Order supply process (see page 369). The Debtor Invoice Entry window allows stock to be sold and invoice to be created directly, without the need for a sales order.

1. Click **New** to create a new Debtor Invoice.



2. Enter the debtor account number in the Account field, or type **'?' and tab** to search for the required account.
3. Enter the basic details of the invoice:

Field	Description
Salesperson	Select the staff member you want to record as having made the sale.
GST Included	Tick to make the invoice GST inclusive. You can override this at an invoice line level by clicking on the options ellipsis icon for the invoice line and changing the tax rate. If you have EXO Business Config, you can disable this option, both at invoice and invoice line level, so that all debtor invoices follow the GST inclusive rule that has been set for your company.
Invoice Date	The invoice date. Must be within the period specified by the **Age** field.

Payment Due	The date payment of this invoice will be due, calculated using the credit terms entered for the debtor. **Note:** You can change this field's label by configuring the **Debtor invoice due date field caption** Company-level profile setting in EXO Business Config, if you require specific wording more appropriate for your customers.
Reference	An additional reference number you can record for the invoice, such as the name of the customer's project or cost centre. **Note:** You can change this field's label by configuring the **Debtor invoice reference caption** Company-level profile setting in EXO Business Config, if you require specific wording more appropriate for your customers.
Customer order no.	The customer order number.
Invoice no.	The invoice number will be automatically generated when you save the invoice. Note that a profile setting in the Configuration Assistant can be set to allow you to enter your own invoice number.
Location	Select from list of active locations in this field.
Age	If the **Post to Past Periods** User-level profile setting is enabled, you can select the period that the invoice will be generated in; if it is disabled, this field is read-only and always shows the current period.
(currency)	If you operate in multiple currencies, this is the currency specified for the Debtor account, e.g. AUD, NZD. If you don't operate in multiple currencies, this field displays as "N/A" and cannot be edited. For Debtor accounts that are in a foreign currency, you can enter "?" into this field and press TAB to open a search window showing the exchange rates that were used in the first transaction on or before the **Invoice Date** entered for this invoice. This can be useful when entering invoices for prior periods, as it shows what the historical exchange rates were in the prior period.
Branch	Select the branch of the transaction. Branches are cost centres in MYOB EXO Business.
Campaign Wave	If the EXO Business CRM module is installed, invoices can be associated with a campaign wave to track sales against a marketing campaign.
Opportunity	This field is available if the EXO Business CRM module is installed. If the invoice was generated from an Opportunity, the Opportunity will be entered here automatically; otherwise, one can be manually entered (enter **?** and press TAB to search for an Opportunity).

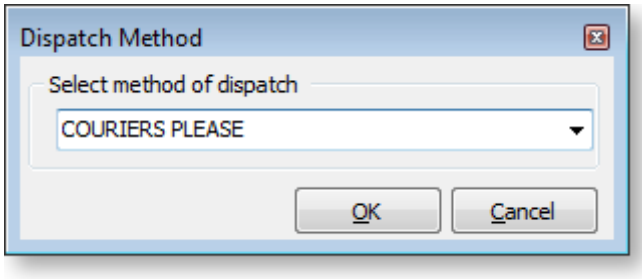
4. Enter the details of stock items being sold in the invoice:

Field	Description
Stock Code	The Stock item code. Type '?' in this field and press tab to select stock item from a list. **Note:** If the **Enable GL code entry into the stock code field on a debtors invoice** profile setting is enabled, you can enter a GL Code into this field by entering "@" and then the code (or enter "@" and press the ENTER key to search for a GL code).
Description	The Description of the stock item, display only.
Qty	The quantity of the stock item you are selling.
@Price	The price of the stock item. Double-click on this field to view the Price Formulation window, which lists any price policies which apply to this stock item or debtor which have affected the price displayed in this field.
Disc (%)	The discount percentage on this line (see page 429). Enter the percentage number of the discount. The discount amount is now removed from the invoice line total **Note:** If you have EXO Business Config, you can specify whether or not you want to allow line discounts in a Debtor invoice.
Total	The total amount for the invoice line.
Options	The ellipsis button here displays the Invoice Line Periscope (see page 393), which summarises transaction information for the line, and allows you to override tax and discount information for the line.

5. To check the quantity in stock of the highlighted stock item, in each of your locations, right-click anywhere in the window and choose Stock Level. For each location this lists physical stock on hand, free stock, not for sale, committed, and on back order.
6. To check how the tax has been calculated on an invoice line, press **Tax Rates** to display a summary of the tax rates used, which will also show the difference between automatically calculated rates and overridden rates.
7. To add more descriptive comments to the invoice, click the **Narrative** button.
8. At any time when you're creating an invoice, you can create a one-off stock item (see page 199). A one-off stock item is used for one-off sales, where you don't intend to keep the stock item in inventory, or even sell that stock item again.

   Tip: The invoice window can also be used to create invoices at a Point of Sale. The EXO Business POS module provides an Enhanced Point of sale system with features and functions tailored for a more advanced retail environment.

   Note: If there are restrictions attached to a debtor or alerts defined, the system displays warning messages, e.g. "Do not accept cheque", or "This account on STOP CREDIT"
9. Click **Save**.
10. If your company ships goods, the Dispatch Method window is displayed. Select the method for shipping the goods and click **OK**.



This is controlled by the User-level profile setting **Prompt for dispatch information for debtor invoices & sales orders**, which must be enabled to display this window.

11. You are prompted to print the invoice. Choose the required invoice template (see page 101) you want to use for this debtor and click **Yes**.

Note: You can batch print multiple invoices from the **Invoice Batch Printing window (see page 394)**.

Receive a Payment on a New Invoice

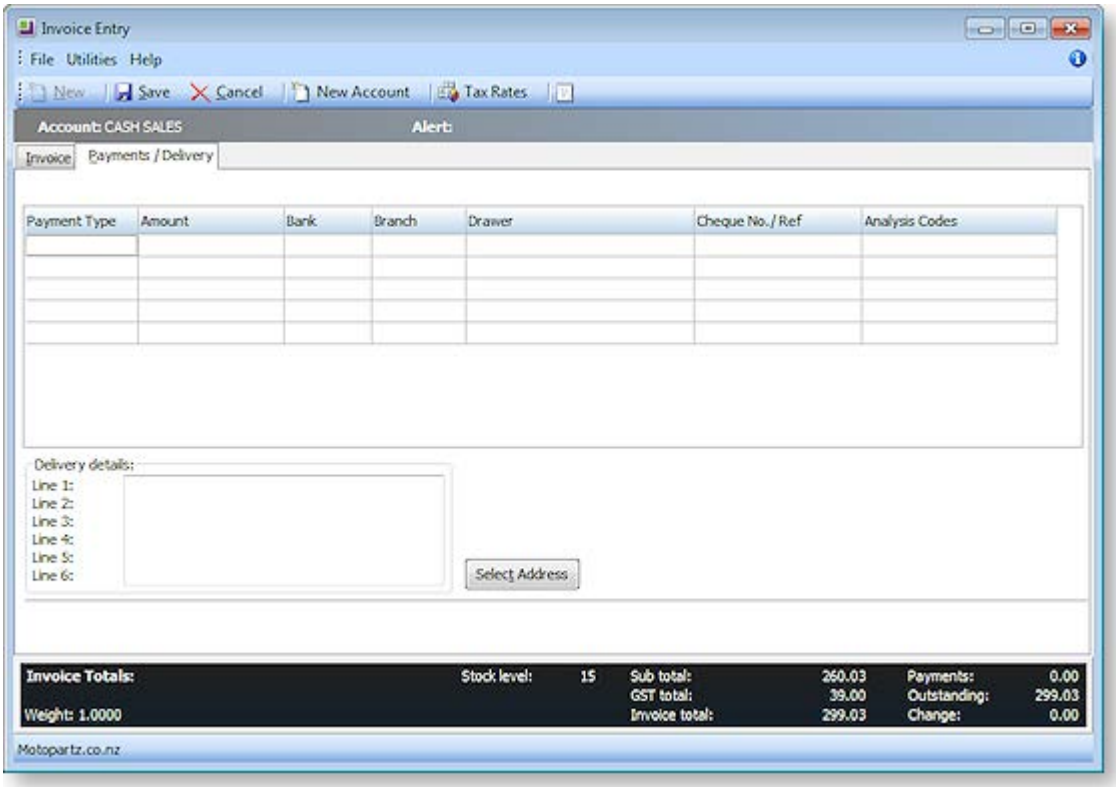
You can receive debtor payments in various ways:

- in the Payments/Delivery tab of the Debtor Invoice Entry window,
- in the Debtor Receipts window, and
- in the Debtor Batch Receipt window.

The Payments/Delivery tab is the easiest and quickest method of receiving payment at the point of sale. However, if you want to enter comprehensive payment information, or give discounts on the sale, we recommend you receive payments using the Debtor Receipts window.

Note: If the Payments/Delivery tab does not appear in the Debtor Invoice window for a new invoice, then if the profile 'Allow Debtor Payments Entry' in the Configuration Assistant needs to be enabled.

1. Select the Payments/Delivery tab.



2. Enter the payment type in the Payment Type field either by typing the name of the payment type, or by typing **'?'** in the field and selecting from the list that is displayed. You can use multiple lines to pay with multiple payment types.
3. Press the **spacebar** in the Amount field to display the total invoice amount.
4. Enter the remaining payment details.
5. Click **Save** to save and print the invoice.

Enter Delivery Details for an Invoice

Note: If the Payments/Delivery tab does not appear in the Debtor Invoice window for a new invoice, then if the profile 'Allow Debtor Payments Entry' in the Configuration Assistant needs to be enabled.

1. The delivery address for an account is displayed in the Delivery details of the frame. If the account has multiple delivery addresses, click on the Select Address button. The Extra Delivery Addresses window is displayed, where you can add extra delivery addresses (see page 103).
2. Select the required delivery address and **Save**.

Duplicating a Debtor Invoice

Account > Debtors > {choose one} > (Transactions)

Sometimes it may be quicker to duplicate an existing debtor invoice than to create it again from scratch. To do this:

1. Open the required Debtor account.
2. Click on the Transactions tab (see page 129).
3. Highlight the invoice you want to duplicate. Either:
   - highlight the required period and then scroll to the required invoice, or
   - click on the **Invoice Search** button ( ) and locate the required invoice.
4. Right-click on the invoice and select **Duplicate Invoice**. A duplicate of the original invoice is displayed in the Invoice Entry window, but with updated information such as salesperson and dates.
5. Edit the duplicated invoice as required and save.

Editing a Debtor Invoice

You can only edit an existing invoice if the invoice was generated in the current period, and the invoice is unallocated. Any changes are posted to the relevant General Ledgers.

Note: The ability to edit a debtor invoice is enabled by a User-level profile setting called **Permitted level of access to debtor transaction editing**. If this is not enabled, you will not be able to edit a debtor invoice.

If the invoice was generated in a non-current period, that has been locked, or the invoice is allocated, or partially allocated, you can only edit the reference fields of the invoice (see page 391), such as the order number, or add a narrative.

Accounts > Debtors

1. Click on the **Transactions tab** for the required debtor account.
2. Right-click on the required debtor invoice and select Edit Invoice. The Edit Invoice [inv number] window is displayed.
3. Edit the invoice as required.

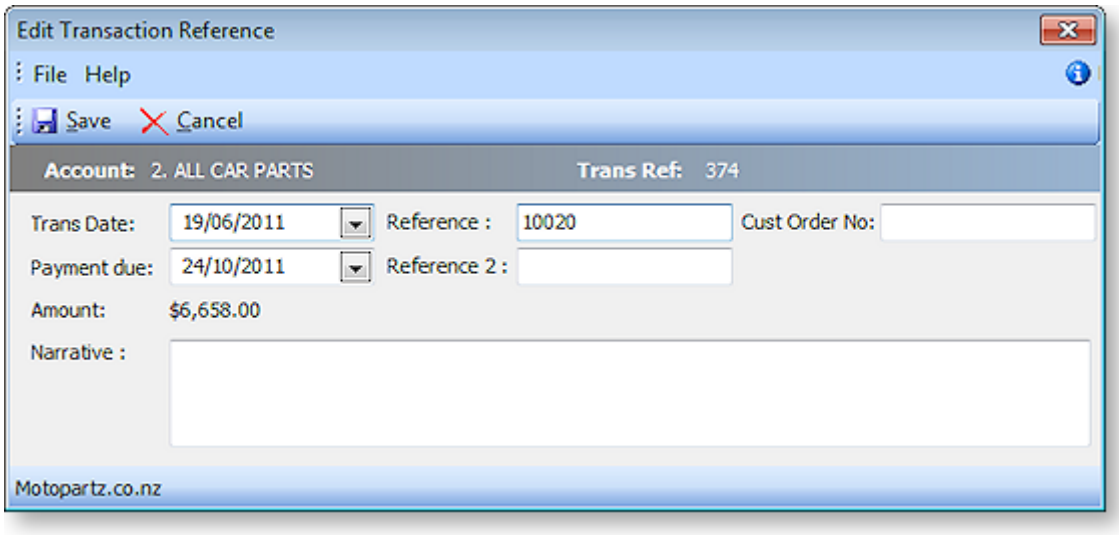
4. Click **Save**.
5. A confirmation dialog is displayed. Click **Yes**. You are then prompted to print the invoice.

Editing the Reference Fields of a Debtor Invoice

If a Debtor invoice has already been allocated, or is dated in a prior period, you can no longer edit the invoice, but you can edit the reference fields of the invoice.

Note: The **Permitted level of access to debtor transaction editing** User-level profile setting must be set to "Full invoice editing allowed" or "Invoice header fields editing allowed" for user to be able to edit Debtor invoice reference fields.

1. Click on the Transactions tab for the required Debtor account.
2. Right-click on the required Debtor invoice and select **Edit Ref Fields**. The Edit Transaction Reference window is displayed.



3. Edit the fields using the following table:

Field	Description
Trans Date	The transaction date of the original invoice. Cannot be changed to a locked period.
Payment Date	Payment due date.
Reference	Any reference number or text.
Cust Order no	Customer Order Number.
Amount	Amount of the invoice - display only, this cannot be changed.
Narrative	Any further narrative you want to add about the invoice or the changes to it.

4. Click **Save**.

Allocating a Debtor Receipt to an Invoice

When you receive a payment in MYOB EXO Business, you need to then allocate the payment to the relevant invoice(s).

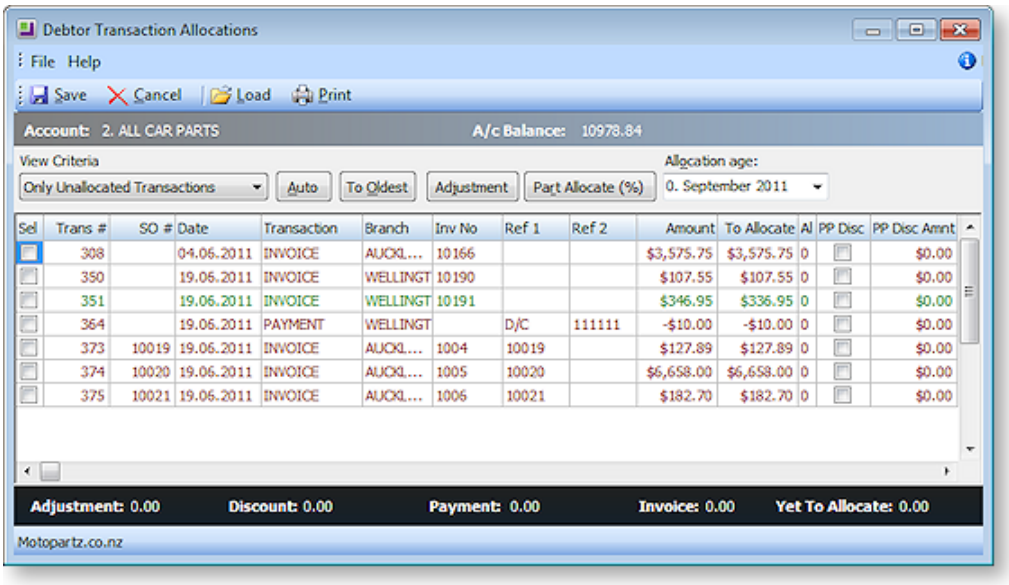
You can either:

- allocate a payment at the time you process the payment in the Debtor Receipts window (see page 400).
- allocate a payment to an invoice after the payment has been made, via the Debtor Account Transactions window.
- allocate multiple payments, using the Debtor Receipt Batch Entry window.

The following procedure describes how to allocate a payment to an invoice after the payment has been made.

Accounts > Debtors

1. Select the required account and then click on the **Transactions** tab.
2. Click on the **Allocation** button in the toolbar ( ). The Debtor Transactions Allocation window is displayed.



3. Select **Only Unallocated Transactions** in the View Criteria field.
4. Select the payment line you want to allocate by ticking the checkbox of the payment.
5. Select the invoice to which you want to allocate the payment:
    - To allocate to the oldest invoices first, click the **To Oldest** button. Any part-allocation will be automatic.
    - If the payment is for a single invoice, select that invoice only.
    - If the payment is to be manually allocated to multiple invoices, select the required invoices. If the allocation will result in a part-allocation of the 'last' invoice, use the **Part Allocate (%)** button, and then select the invoices to which you want to allocate the payment, by ticking the relevant checkboxes.

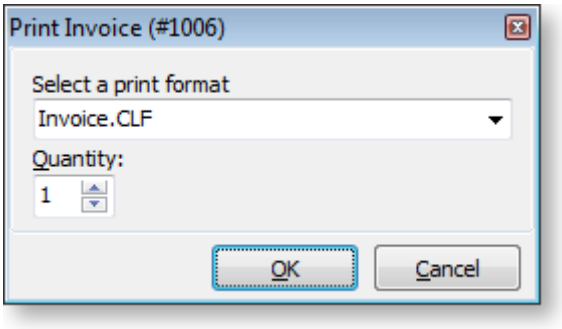
Note: You cannot save the allocation transaction until the allocation balance is zero; if you try and save before the payment is fully allocated, a warning is displayed, and you are returned to the Transactions window.

Reprinting a Debtor Invoice

Account > Debtor

Follow these steps to reprint a debtor invoice:

1. Click on the **Transactions tab**.
2. Select the period of the invoice in the top grid of the window.
3. **Right-click** the required invoice in the bottom grid of the window and select **Print Invoice**. The Print Invoice dialog is displayed:



4. Choose the required invoice template (see page 101), how many copies you want to reprint, then click **OK**.

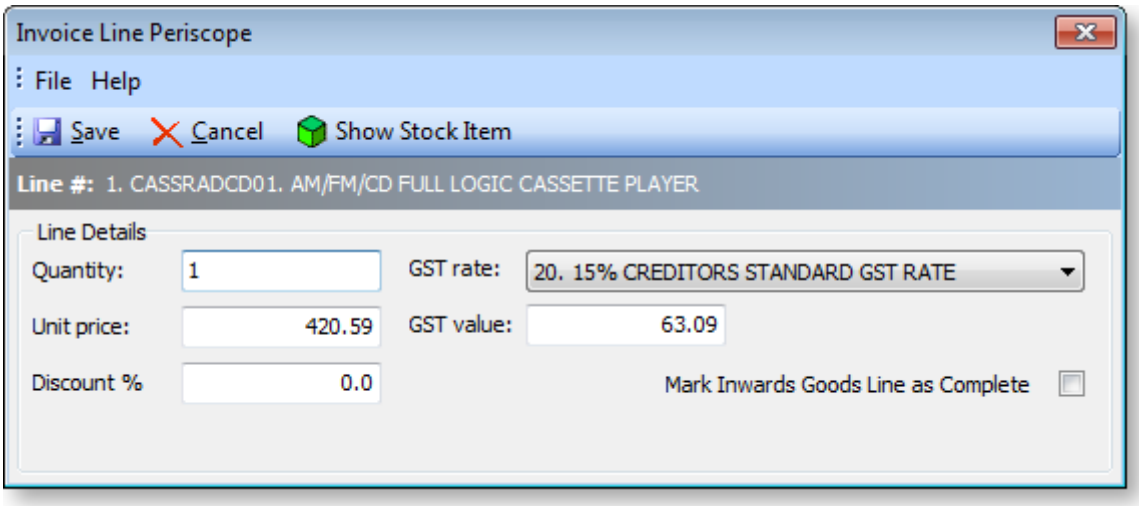
Note: The Print Invoice window only appears if more than one invoice template is in use in the system. If only one template is available, it is selected automatically, and the invoice prints without requesting any user input.

Using the Debtor Invoice Line Periscope

The Debtor Invoice Line Periscope summarises transaction line information for the highlighted line in Debtor Invoice Entry window, and allows you to make changes to the transaction information and see how it affects your margin on the sale before committing to a change.

To view the Debtor Invoice Line Periscope:

1. Highlight the required transaction line.
2. Click on the ellipsis icon in the Options column. The Invoice Line Periscope window is displayed.



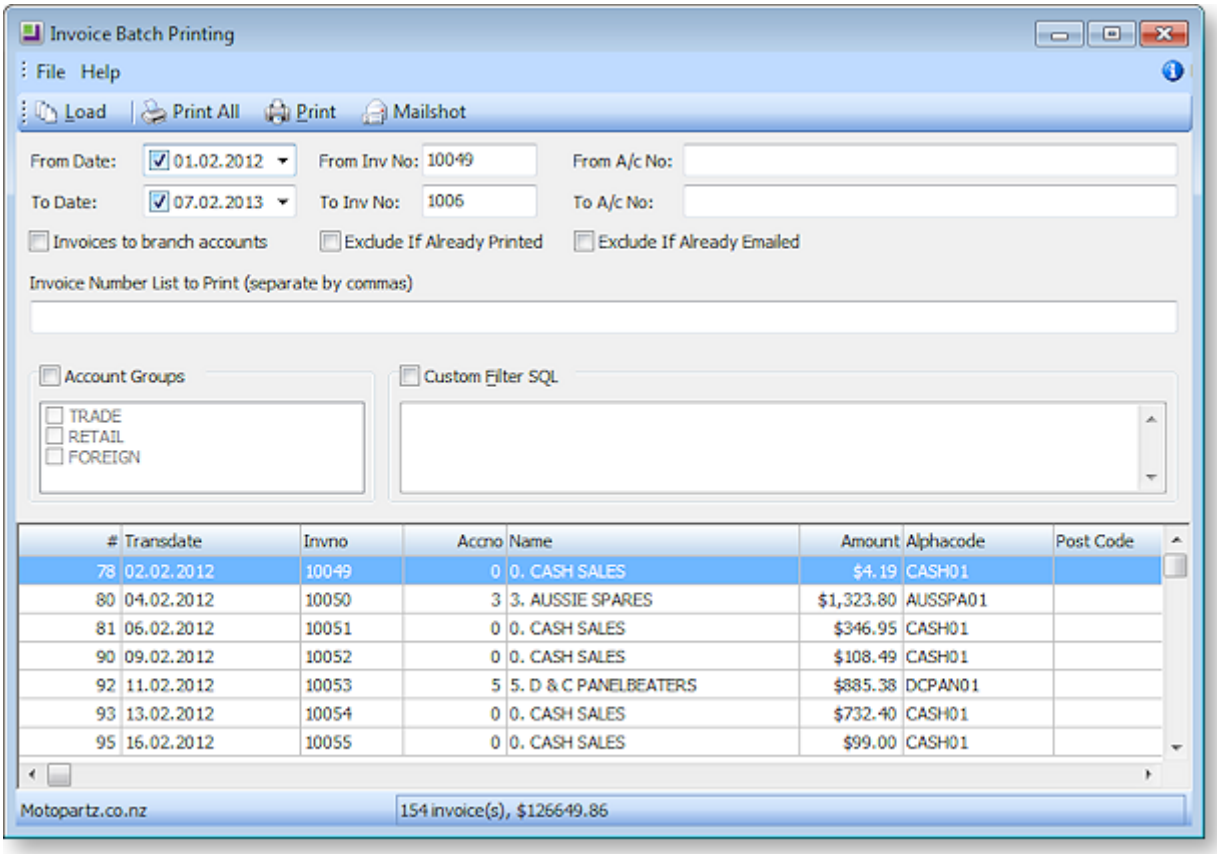
3. Use the following table to edit these fields:

Field	Description
Quantity	Quantity of the stock item being invoiced.
Unit Price	Unit price of stock item.
Discount%	Any discount that has been applied, either manually, or via price policies.
Cost Price	Cost price of the stock item. Click the Stock Item Details button to view the stock item information, including last, average and standard costs.
GST rate	The GST rate of the transaction line, which you can change.
GST value	The dollar amount of GST, from the GST rate above.
Margin	The profit margin on the invoice line. Display only.

4. To view the Stock Item Details window for the stock item, click the **Show Stock Item** button.
5. To view any price policies for the stock item, or debtor, click the Price Formulation button.
6. Click **Save**.

Batch Printing Debtor Invoices

To print multiple Debtor Invoices at once, select **Debtors Reports > Debtor Invoice Batch Printing** from the Report menu. The Invoice Batch Printing window opens:



Specify search criteria and click **Load** to show a list of invoices that match the criteria in the lower half of the window. From here you can:

- Click **Print All** to print all invoices in the list.
- Click **Print** to print the currently selected invoice.
- Click **Mailshot** to send invoices to their related Debtors using the mailshot functionality (see page 530).

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. The M-Powered Invoices process works as follows:

1. MYOB EXO Business is set up to use M-Powered services.
2. M-Powered Invoices are generated and sent to Debtors.
3. Debtors make payments, which are processed by MYOB.
4. Customer Payments files are supplied by MYOB, so that payments can be imported into EXO Business as Debtor Payments.

Note: The M-Powered Invoices service is only available in Australia.

Setting up M-Powered Invoices

M-Powered Invoices must be set up before the feature can be used in MYOB EXO Business.

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 additional files that are necessary to connect to the M-Powered services database. If you run the EXO Business Installer, these files will be copied to the right location automatically.

Also, 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**.

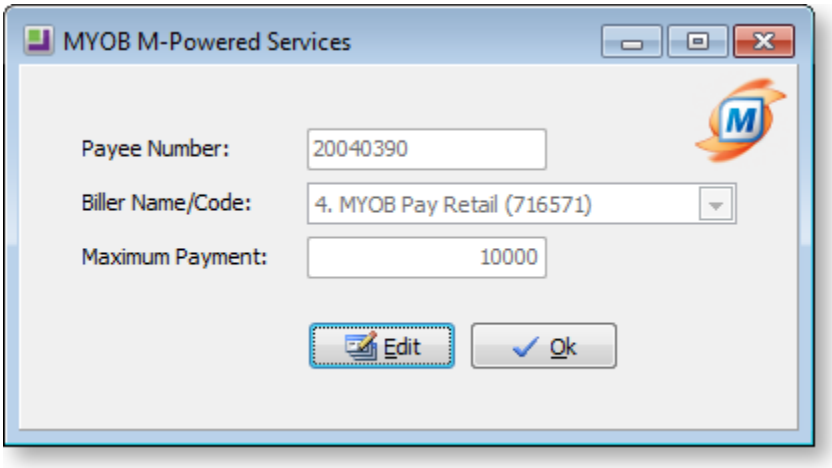
If you need to change you company name, contact the MYOB licensing department for new EXO Business registration codes and also contact the M-Powered Services team for the new licensing and user login codes.

Activating M-Powered Options

Select **Setup > M-Powered Details**.

> **Note:** If this menu option is not available, you may need to add it using the EXO Business Configuration Assistant at **Staff > Menus**.

The MYOB M-Powered Services window appears:



If you do not have an M-Powered Payee Number, click the **Sign Up** button to open a web browser to the MYOB M-Powered Services signup page.

If you have a Payee Number, click the **Edit** button to make the fields on this window editable.

Field	Description
Payee Number	Enter the Payee Number you obtained when you signed up for MYOB M-Powered Services.
Biller Name/Code	Select the Biller Name or Biller Code to be used on M-Powered Invoices. This appears in the "How to Pay" section of the invoice.
Maximum Payment	This optional value applies to credit card transactions only, and is the maximum payment amount per invoice.

Set up Debtors

For all Debtor accounts that you want to use M-Powered Invoices:

1. Open the Debtor account and select the Details 2 tab (see page 96).
2. Select "M-POWERED" for the **Invoice Type** property.

Alternatively, all Debtor accounts can be set to "M-POWERED" by enabling a profile setting (see below).

Set up Profiles

The following profile settings can be configured in the EXO Business Configuration Assistant (see page 55) to customise 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 (see page 397).

Generating M-Powered Invoices

M-Powered Invoices are generated in the same way as standard Debtors Invoices (see page 386).

The invoices contain an extra "How To Pay" section, which gives the Debtor instructions for how to pay the invoice.


How to pay

Powered by MYOB

by credit card

To pay via MasterCard or VISA.
by INTERNET: myob.com.au/ezybillpay
by PHONE: 1300 855 558
Minimum payment $10.00. Maximum payment $10,000.
Quote Ref: 8888 8888 132

Biller code:[Enter biller code here]
Ref: 8888 8888 132

Contact your financial institution to make this payment from your bank account (excluding credit cards).
Minimum payment $10.00.
The following biller name will appear on your bank statement - *[Enter biller name here]*

by mail

Detach this section and mail your cheque to...
Clearwater Pty Ltd

in person

Present this invoice at any Post Office to make a payment via cash or EFTPOS. Cheque payments not accepted.
Minimum payment $10.00. Maximum payment $10,000.

*749 88888888132

Invoice #: 00000013 Amount Due: $3,000.00

Importing Customer Payments

You will receive two Customer Payments files by email, detailing all payments made by your Debtors, and the total amount credited to your nominated bank account:

- An M-Powered Payment File, with an extension of .MYC.
- A Payment Advice file in PDF format. This file lists each payment received and the invoice it relates to.

To import the payments into EXO Business as Debtor Payments:

1. Save the two Customer Payments files to a convenient location.
2. Open the Debtors Payment/Receipt Batch Entry window (see page 403).
3. Click the **M-Powered** button at the top of the window.
4. Browse to the location of the .MYC file that you want to import. Select it and click **OK**.
5. All valid transactions are automatically imported and appear on the Debtors Payment/Receipt Batch Entry window.

   Note: If any invoice numbers in the .MYC file are not found by the import function, a window detailing the unsuccessful imports appears. 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 on the main window's toolbar.
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 the "M-POWERED" Payment Type belongs to.

   Note: Payment Groups and Payment Types are set up in the EXO Business Configuration Assistant.
7. Check the **Post to GL** box if you want to post the transactions to the General Ledger 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** box to automatically allocate payments which match by value. Payments which do not match by value will invoke the Allocation window.
9. Click the **Save** button to save the batch.

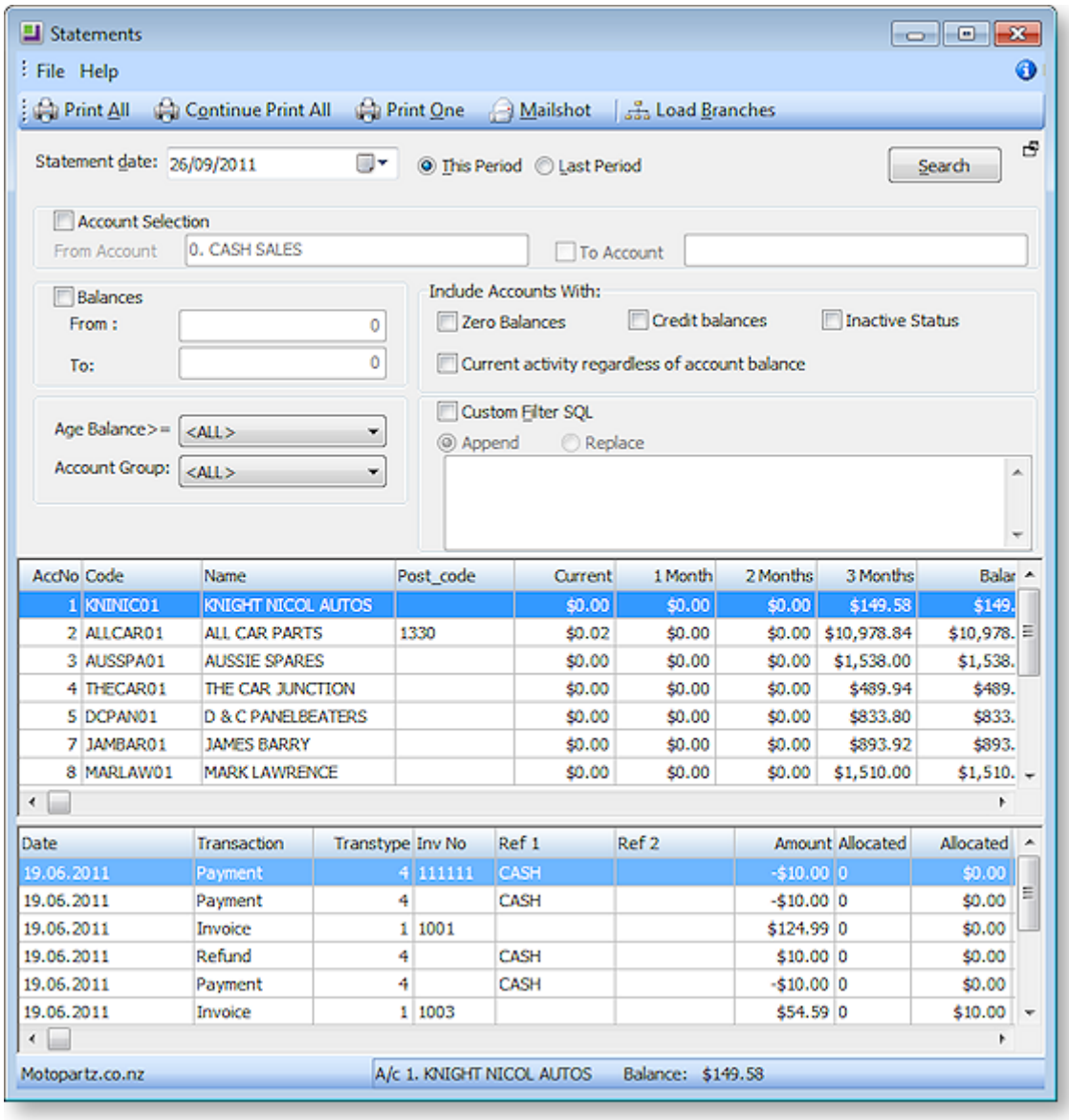
Note: As an alternative to importing payments from the .MYC file, you can enter them manually by clicking the **New** button and entering the information from the Payment Advice file. This method is intended for backup or troubleshooting purposes.

Printing Debtor Statements

Reports > Debtors Reports > Debtor Statements

The Statements window is used to print statements for a single Debtor or all Debtors, for the current period or the last period. Not only is there a summary line for each Debtor, giving totals for the current month and past 3 months, and balance, but also a detailed list of each transaction that makes up those balances. You can drill to view any Debtor Invoice.

1. Choose the **Statement date**. This the date the statements will be dated.
2. Choose whether you want to print a statement/statements for the current period (**This Period**) or the **Last Period**.
3. If you require more criteria to filter the Debtors for whom you want to print statements, click the Show advance search options icon in the top right corner of the window.



4. Complete the Advanced Search fields using the following table:

Field	Description
Account Selection: From and To Accounts	The From and To accounts of the account range you want to filter on. Use the same account number in both fields to select the statement of a single Debtor.
Balances: From and To	The From and To account balances of the balance range you want to filter on. For example, you might decide it's not worth the postage to send out statements with a balance of less than $5.
Include Accounts with: Zero Balances	Choose to include accounts with zero balances.
Include Accounts with: Credit Balances	Choose to include accounts with credit balances.
Include Accounts with: Inactive Status	Choose to include accounts whose **Active** flag is unticked.
Include Accounts with: Current Activity regardless of account balance	Choose to include accounts with any activity in the current period, regardless of their account balance.
Age Balance	You can generate statements for those Debtor accounts with an outstanding balance of a particular age, e.g. print statements for accounts with outstanding balances for 2 months.
Account Group	Choose to include accounts of a specific Account Group.
Custom Filter SQL	Advanced feature: You can use a SQL query statement to filter the accounts, using any of the fields in the DR_ACCS table. Select whether to **Append** the SQL query to the default filter using an AND operation or **Replace** the default filter. **Note:** When selecting the **Replace** option, your custom filter must be preceded with an AND or OR operation.

5. Click the **Search** button at any stage to refresh the list with your search criteria. If you are printing statements for multiple Debtors, filter the required Debtor accounts so that the **Print All** button will print only the statements you want to print.
6. Double-click a Debtor account line in the top grid of the window to list the transactions of that Debtor that make up their account balance for the selected search criteria.
7. Double-click a Debtor Invoice line in the bottom grid to view the printed invoice.
8. If you have selected multiple Debtors, click the **Print All** button; if you are printing a single statement, click the **Print One** button. To bulk send statements by print and/or email (see page 530), click **Mailshot**.

Receiving Debtor Payments

Transactions > Debtors Receipts > Debtor Receipt

When a debtor makes a payment, you need to allocate that payment to the appropriate invoices on the account. You also need to ensure that the credit control matches the payment made to the group of invoices.

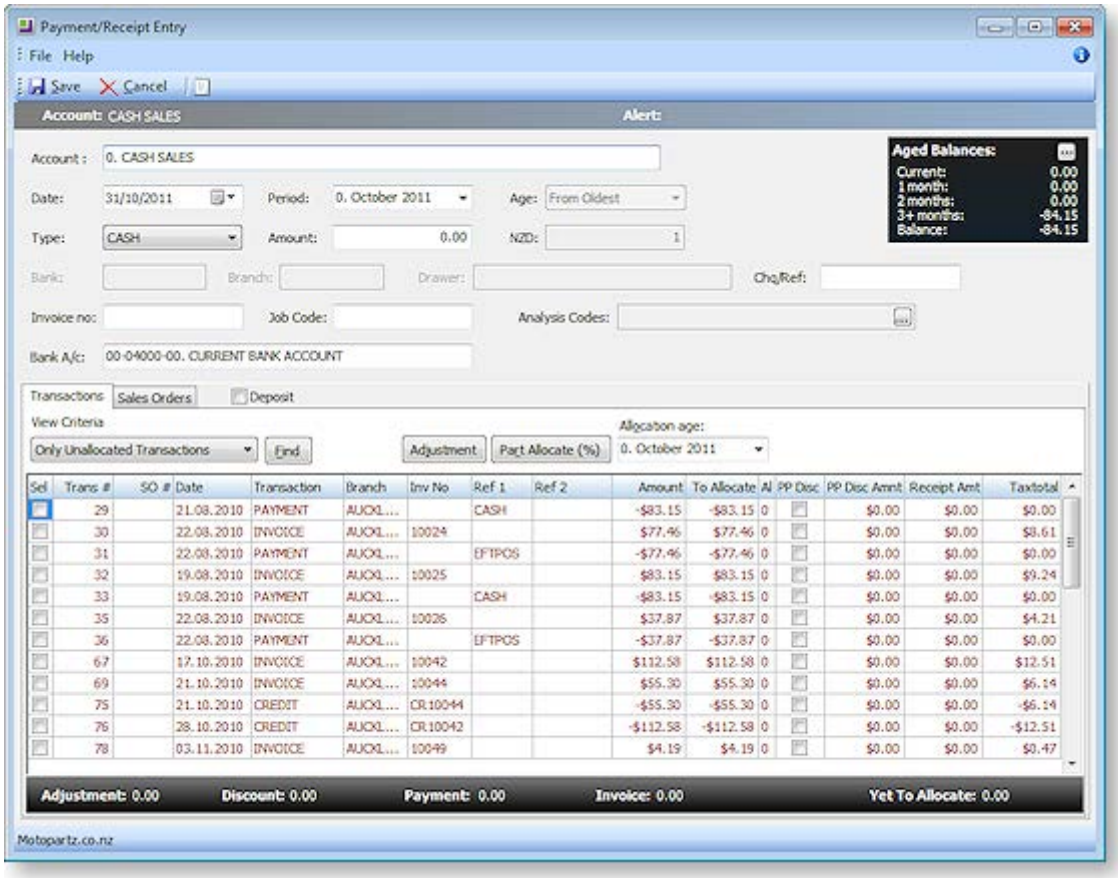
If you are receiving payment at the time of generating the invoice, you will probably enter the payment in the Payments/Delivery tab of the Debtor Invoice window, in which you can record basic payment details.

You can either allocate the payment to the appropriate invoice(s) at the time the payment is received, or at a later date. You can unallocate payments, and reallocate them.

> **Note:** If this is a branch account (and you don't have EXO Business Config), the invoice transaction you are receiving a payment against will be displayed in the branch account transaction grid, but the **New Payment** button will be inactive; you can only receive a payment from the head office account. Click the **Show Head Office** button to receive the payment. If you do have EXO Business Config, you can choose to manually send transactions to Head Office, and so are able to receipt payments in the branch account before transferring to Head Office.

Debtor's payments or receipts can be recorded in various ways: via the Payments tab of the Debtors Invoice Entry (see page 386), the Debtors Receipt window, or the Debtors Receipt Batch Entry window.

1. Go to the Transactions menu and choose **Debtors Receipts > Debtor Receipt**. The Payment/Receipt Entry window is displayed:



2. Enter the debtor account making the payment by entering the name (or number) directly or **?+Tab** in the account field to search for a debtor.
3. Click the ellipsis button **[...]** on the *Aged Balances* area to view Debtors Account Transaction window. This is a useful to check the debtor's transactions before entering the payment.

4. Select the payment type in the Payment field.
5. Enter the payment amount:
    - If you enter the payment amount directly in this field, and don't select any invoices in the grid below against which to allocate the payment, the payment will remain unallocated. You can allocate it later via the **Debtor Account > Transactions** window.
    - If you select the invoices you want to pay by ticking the checkbox of the required invoices, and then press the SPACEBAR in the **Amount** field, the total amount of the selected invoices is displayed in the Amount field, and the invoices and payment will be immediately allocated on saving the receipt transaction.
    - If you enter an amount which only part-pays an invoice, then click the Part Allocate button to allocate the payment to that invoice and leave an unallocated balance.
6. Enter the remaining payment details as necessary.
7. Choose the **View Criteria** for the grid below, for example '**Only Unallocated Transactions**'.

    The grid header fields are detailed in the table below:

Column	Description
Sel	Tick the checkboxes of all lines you want to receipt the payment against.
Trans #	The unique transaction id.
SO #	The Sales Order number.
Date	The date of the transaction.
Transaction	The transaction type, e.g. invoice, payment.
Branch	The branch of the transaction line. If this is the head office account, all branch transactions are listed; if you have MYOB EXO Configurator, and this is a branch account, you can only receipt a payment against your branch.
Inv No	The invoice number.
Ref 1	Internally generated explanatory reference text.
Ref 2	Internally generated explanatory reference text.
Due Date	The due date of the transaction, based on the credit terms of the debtor.
Amount	The transaction amount.
NZD / AUD	New Zealand or Australian Dollar - this shows the defined exchange rate.
To Allocate	When you tick the Sel checkbox for the transaction line, this becomes zero. If this is a part-payment of the line, the amount still to be allocated is displayed in this field.
Al	'1' indicates the transaction line has been allocated, '0' that it has not yet been allocated.

?	Right-click on the transaction line and choose Toggle Query Status to put a question mark on the transaction, to reflect that the transaction is in question. This can then be reported on.
PP Disc	Tick this checkbox to give a prompt payment discount for payment of this invoice. This uses the Prompt Payment Discount percentage information of the Debtor (see page 439).
PP Disc Amount	The prompt payment discount amount, based on the previous percentage.
Receipt Amt	The total payment receipt amount for the line.
TaxTotal	The tax total on the transaction line.

8. If the payment is a deposit, tick the **Deposit** checkbox. The Sales Order tab is displayed. Highlight the required sales order for which the payment is a deposit (see page 403) and click **Save**.
9. If you are allocating the payment to one or more invoices, select the required invoices by ticking the relevant checkboxes in the **Sel** column.
10. Click in the **Amount** field and press the SPACEBAR again. The total to pay of the selected invoices is displayed in the **Amount** field.
11. Click **Save**. The Allocations Grid is docked into this window; saving both the receipt and allocation to invoice info simultaneously. This feature helps with the detection of errors before anything is saved.

Prompt Payment Discount

You can calculate and apply prompt payment discounts at the invoice level (see page 404).

Each invoice has a checkbox that can be ticked to indicate that prompt payment should be calculated. When ticked, the **PP Disc Amnt** column will automatically be calculated at the discount rate established on the Debtor account (see page 440). The line is also automatically flagged as allocated when this is done. The receipt amount column shows net of discount.

De-selecting the invoice, so that it is unallocated, will also clear the discount as the discount cannot be applied if the invoice is not being allocated. Clicking the discount checkbox by itself will cancel the discount calculation but leave the row allocated.

Use the **spacebar** on an invoice to select or de-select prompt payment discount. Use **Enter** on an invoice to allocate or unallocated an invoice, use the up and down arrow keys to navigate between these invoices. Alternatively the mouse can be used, but is less effective than the keyboard method.

The total discount is shown at the bottom of the window.

Small Balance Write-off

If you have allocations marked, and the Amount field is less than the total of these, when you press **Save** the system will ask if you wish to discard the allocations and receipt the payment only (no allocations).

As when allocating later, the **Adjustment** button will create a debtor adjustment to balance the allocation set. The difference here is that the computation is based on the pending receipt transaction. Continuing the short paid example above, we can see that clicking the **Adjustment** button computes a pending adjustment value and displays it in the window footer.

Note: The adjustment entry cannot exceed $5.00.

An adjustment entry can also be automatically generated from payment rounding.

The Find Button

The find button replaces the **Auto** and **To Oldest (see page 391)** buttons when the allocation grid is docked in the receipt window. It will attempt to find an entry in the allocation grid that matches the payment value and set it to 'allocated'.

Deposits

To change the receipt to a deposit (against Sales Order rather than invoice) either tick the **Deposit** checkbox or click on the Sales Orders tab (which automatically ticks the checkbox). A list of Sales Orders is displayed.

Note: You can only select one Sales Order for the deposit.

If you need to change the deposit back to receipt then just un-tick the Deposit checkbox.

Note: Clicking the Sales Orders tab when you have pending allocations in the Transactions tab does not permit this action. You must click the Deposits checkbox instead. This will also clear those allocations.

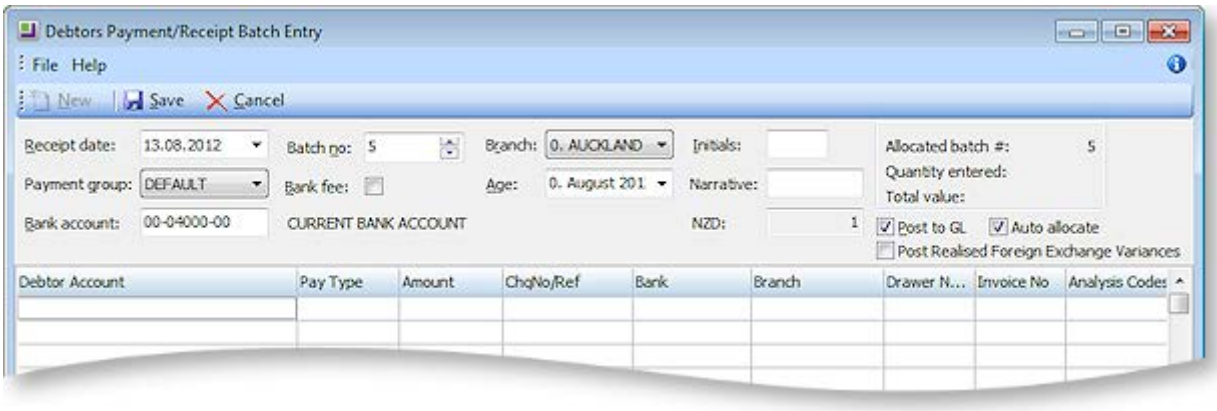
Receiving Multiple Debtor Payments

Transactions > Debtors Receipts > Debtors Receipt Batch Entry

The batch entry option allows you to receive multiple payments as a single batch. We recommend you use this window to record all receipts per payment type per day to easily manage your bank reconciliation.

For MYOB EXO POS users, you can choose to align your banking batches with shifts by setting the Align Banking Batches to Shifts profile setting in the MYOB EXO Business Configuration Assistant.

Note: By default, you can post both individual debtor receipts and debtor receipt batches to the General Ledger. If you only want to allow debtor receipt batches to be posted to the General Ledger, enable the Company-level profile setting **Post Debtors Payments to GL as Batches**.



1. Click **New** to create a new debtor receipt batch. A new banking batch number will be automatically created.
2. Enter the receipt header information as follows:

Field	Description
Receipt Date	The date you want to record as the receipt date of this batch. **Note**: You can filter the list of debtor receipts that is displayed using the Configuration Assistant profile setting Default Banking Batch Search Date Range. By default, it displays today's receipts, but this can be changed to the last 7 days, to All, or to custom range.

Payment Group	*Payment group* defines the GL account to use, whether it's bankable or not, and the corresponding bank fees to use.
Bank account	The GL account of your current bank account.
Batch no	The batch number of this Debtor Receipt batch. Automatically generated.
Bank fee	Tick this checkbox to be able to enter bank fees for the batch in the Post Bank Batch to GL window that is displayed when you save the batch.
Branch	Branch number and description.
Age	The current period.
Initials	The initials of the user creating this debtor receipt batch.
Narrative	Any further text you want to add to annotate this batch.
(AUD/NZD)	The currency of the GL account.
Post to GL	Tick to post the batch to GL. When you save, this will display the Post Bank Batch to GL window, which summarises the batch details before posting.
Auto allocate	Ticking this checkbox will display the Allocation window, where you can allocate the debtor payment to the relevant invoice(s).
Post Realised Foreign Exchange Variances	This checkbox is available if multiple currencies are enabled. Ticking this checkbox means that any realised foreign exchange gains or losses that are a part of the batched receipts will be posted to the General Ledger. **Note:** The availability of this option and the **Post to GL** option is controlled by the **Allow posting to GL from debtor receipt screens** User-level profile setting.

3. Enter the debtor payment details. Right-click on a line to select the payment type for the line. When you enter a debtor account number in the Debtor Account field, the aged balances of that debtor are displayed at the bottom of the window.
4. To change the Stop Credit status of a debtor account in this window, right-click on the payment line for the debtor account and choose Stop Credit Status to toggle the tick beside the menu option. When the tick is cleared, the background colour of the line is returned to white.
5. Click **Save** to save the batch payment transactions. If you have ticked the Post to GL checkbox, the Post Bank Batch to GL window is displayed, which summarises the batch details for review before final posting, and is also used to enter any bank fees.
6. You are also prompted to print the payment batch report, which lists all debtor payments in the batch.

Giving a Prompt Payment Discount

You can give a prompt payment discount when receiving a Debtor payment in the Debtor Receipts window.

Note: that you can only apply a prompt payment discount to an invoice line.

A prompt payment discount may have a GST component.

1. Go to the Debtor Payments window, either via:
    - Clicking on the **New Payment** icon in the **Transactions** tab of the Debtor window, or
    - Going to **Transactions > Debtor Receipts > Debtor Receipt**. Select the required debtor account.
2. Tick the **PP DISC** checkbox for the required invoice line or with the line highlighted, press the SPACEBAR.

    The calculated discount amount, based on the prompt payment discount percentage recorded for the debtor, is displayed in the **PP Disc** column, and the adjusted invoice line total displayed in the **Receipt Amt** column.
3. Return the cursor to the **Amount** field and press the SPACEBAR to display a revised payment total for this debtor receipt, including the prompt payment discount you have just given.
4. Save the transaction.

You can review the debtor payment receipt transaction, including the prompt payment discount credit transaction:

1. In the debtor account, click on the **Transactions** tab.
2. Highlight the current period in the top frame (period '0').
3. Scroll through the transactions in this period until you see the payment transaction. The prompt payment discount credit transaction has a **Ref 1** field of 'Prompt Payment' and a **Ref 2** field of 'Discount'.

Allocating a Debtor Receipt to an Invoice

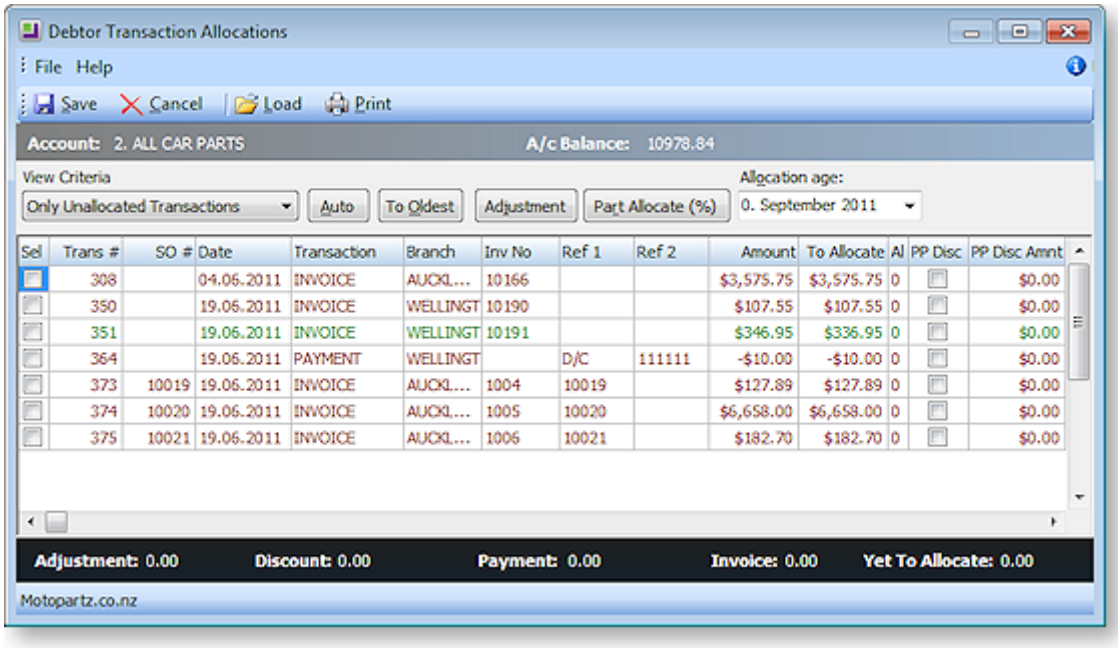
When you receive a payment in MYOB EXO Business, you need to then allocate the payment to the relevant invoice(s).

You can either:

- allocate a payment at the time you process the payment in the Debtor Receipts window (see page 400).
- allocate a payment to an invoice after the payment has been made, via the Debtor Account Transactions window.
- allocate multiple payments, using the Debtor Receipt Batch Entry window.

The following procedure describes how to allocate a payment to an invoice after the payment has been made.

1. Select the required account and then click on the **Transactions** tab.
2. Click on the **Allocation** button in the toolbar ( ). The Debtor Transactions Allocation window is displayed.



3. Select **Only Unallocated Transactions** in the View Criteria field.
4. Select the payment line you want to allocate by ticking the checkbox of the payment.
5. Select the invoice to which you want to allocate the payment:
    - To allocate to the oldest invoices first, click the **To Oldest** button. Any part-allocation will be automatic.
    - If the payment is for a single invoice, select that invoice only.
    - If the payment is to be manually allocated to multiple invoices, select the required invoices. If the allocation will result in a part-allocation of the 'last' invoice, use the **Part Allocate (%)** button, and then select the invoices to which you want to allocate the payment, by ticking the relevant checkboxes.

Note: You cannot save the allocation transaction until the allocation balance is zero; if you try and save before the payment is fully allocated, a warning is displayed, and you are returned to the Transactions window.

Reversing a Debtor Payment

To reverse a Debtor payment:

1. Open the required Debtor account.
2. Click on the Transactions tab and highlight the invoice you want to credit.
3. **Right-click** on the payment you want to reverse and select **Reverse Payment**.
4. You are asked to confirm the reversal. Click **Yes**.

The payment is reversed. A confirmation message appears.

Debtors Banking Batches

About Debtors Banking Batches

Debtors banking batches are used to tag Debtor payments as belonging to a specific banking batch. Banking batches provide the following benefits:

- Production of banking documents
- Consolidated postings to General Ledger.
- Support of multiple bank accounts in General Ledger.
- Automatic calculation of Banking fees.
- Optional integration with Point of Sale shifts and EFTPOS settlements.

If you want to post Debtor receipt batches to the General Ledger at the same time as you receipt them, you should use the Debtor Receipt Batch Entry window (see page 403), which also includes bank batch creation and posting functionality.

Banking batches are created for a single payment group, and use the GL bank account number and bank fee settings of the payment group.

Banking batches are also automatically created from other functions in MYOB EXO Business:

- POS post shifts to banking
- EFTPOS Settlement cutover
- Integrated Cashbook Entry (when keying rows to the Debtors ledger)
- Processing Automatic Payments (in Finance)
- Processing Direct Debits (in Finance)

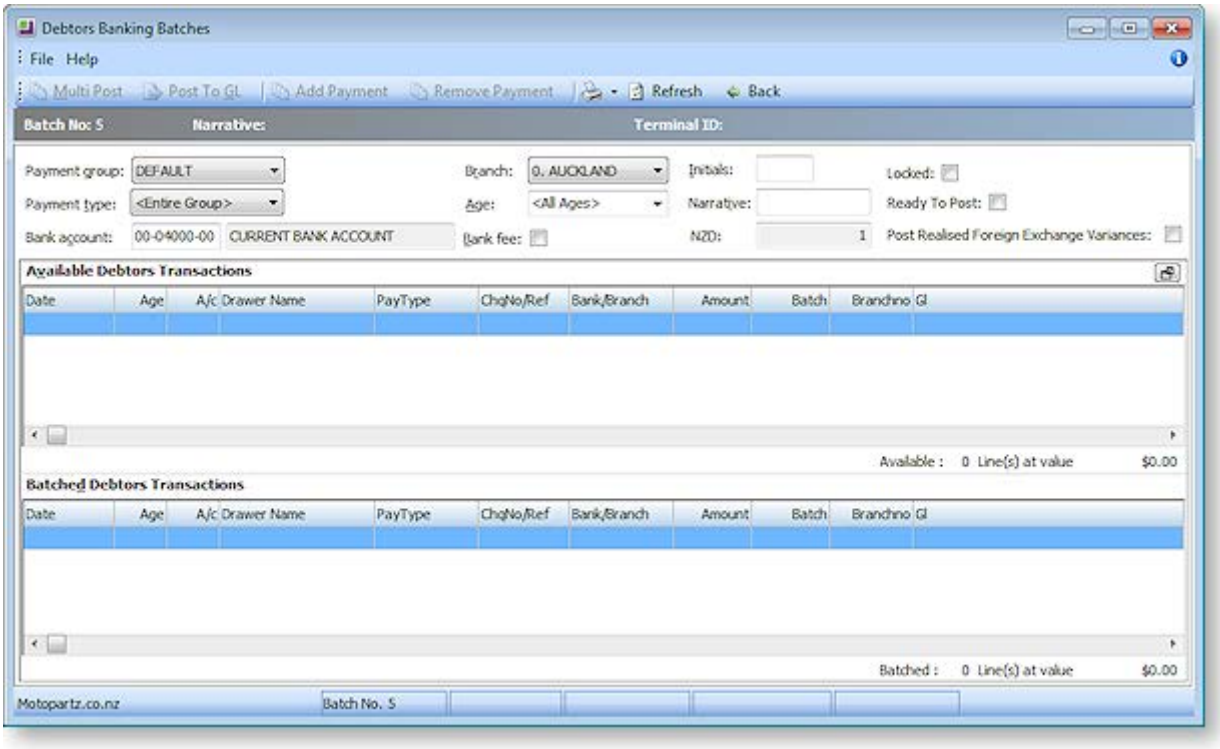
When performing an EFTPOS settlement cutover, separate banking batches are created within a Payment Group so that EFTPOS transactions are banked separately from non-EFTPOS transactions. As settlement automatically banks the takings it is logical to separate these from manually banked debtor payments. This also aids bank reconciliation of consolidated General Ledger postings.

Note: Debtors transactions are also created in **Integrated Cashbook (see page 300)**, when cashbook entries are keyed for type 'D' (Debtors). The Debtor transactions are automatically allocated to a banking batch when the batch is "saved" via the Process button. Direct Debits also create debtors payment transactions which are allocated to banking batches. Automatic payments (Finance module) also create debtors payments transactions which are allocated to banking batches.

Create a New Debtors Banking Batch

Transactions > Debtors Receipts > Debtors Banking Batches

In the Debtors Banking Batches window, click the **New** button. The following window is displayed:



Complete the following fields:

Field	Description
Payment Group	The payment group of the batch. You can create a batch for one payment group only. If you only use the one 'Default' group, than all transactions are included. If you use multiple payment groups, then create a batch for each payment group as required.
Payment Type	Specify the payment type, or 'Entire Group' for all.
Bank account	The bank account of the payment group selected.
Branch	The branch for which you are creating the batch.
Age	The current period.
Bank Fee	Tick to include a bank fee for this banking batch. By default, this picks up the bank fee setting of the payment group, but you can override the setting here. The bank fee does not create a transaction until the batch is posted to General Ledger and may be over written at that time.
Initials	The initials of the person creating the bank batch.
Narrative	Any further annotation for the banking batch as required.
AUD/NZD	The currency of the GL account.

Locked	If a new banking batch, this should be unlocked; batches aren't locked until they are posted.
Ready To Post	Tick this box if the batch is ready to be posted to the GL.
Post Realised Foreign Exchange Variances	This checkbox is available if multiple currencies are enabled. Ticking this checkbox means that any realised foreign exchange gains or losses that are a part of the batched receipts will be posted to the General Ledger. **Note:** The availability of this option is controlled by the **Allow posting to GL from debtor receipt screens** User-level profile setting.

There are two frames in this window:

- Available Debtors Transactions, which lists transactions that have not yet been assigned to a batch, and
- Batched Debtors Transactions, which have already been batched, for example if they have been receipted via the Debtor Receipts Batch Entry window.

To include a transaction in the batch, double-click on an available transaction to move it to the Batched Debtors Transactions frame.

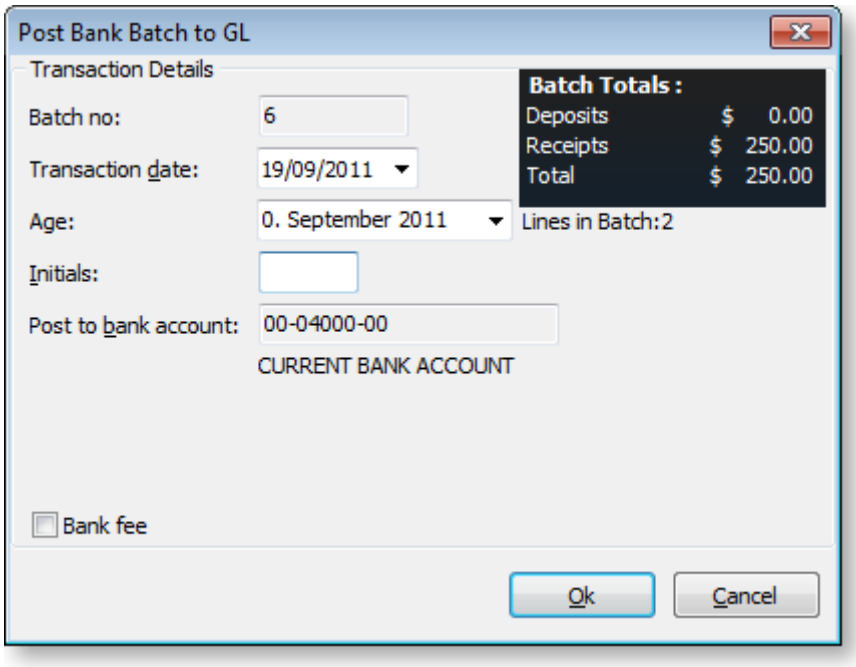
To remove a transaction from the batch, double-click on the transaction in the Batched Debtors Transactions frame, or click the Remove Payment button.

Posting Batches to the General Ledger

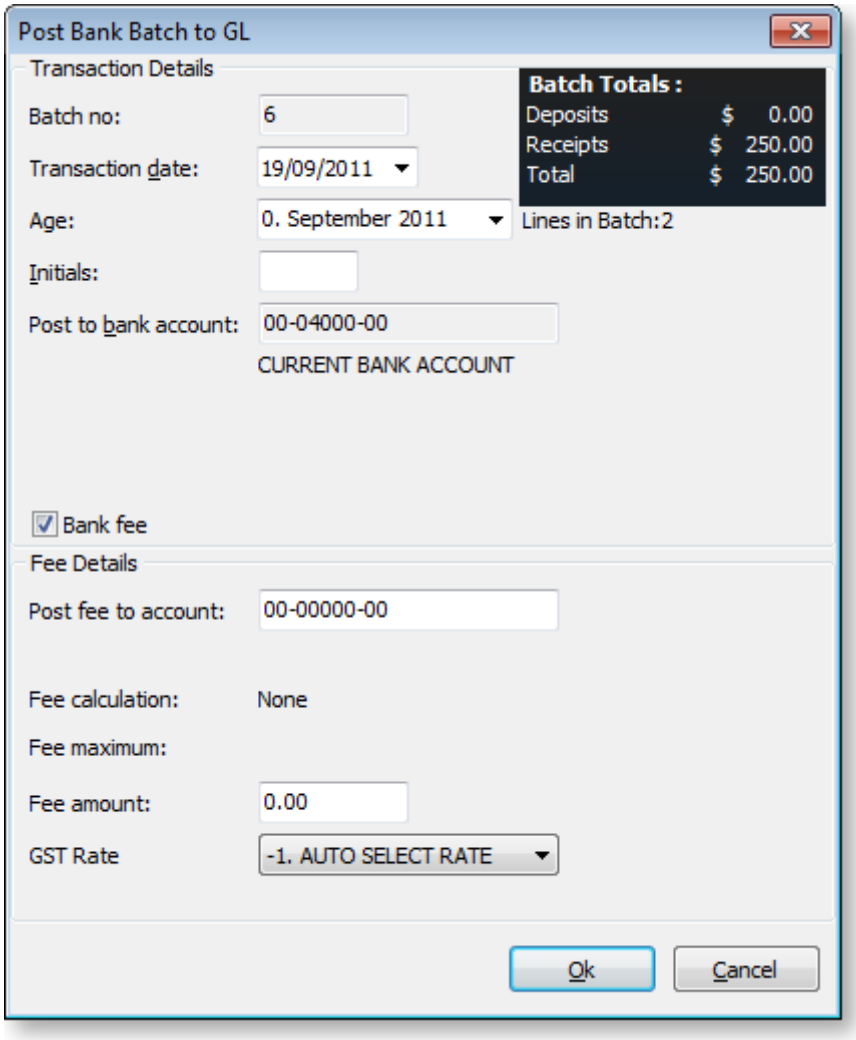
To post a batch, click the **Post to GL** button.

To post multiple batches, edit each batch as required, and use the **Back** button to return to the main Debtors Banking Batch window each time, which saves any changes you have made to the batch.

1. Select the rows to post using the CTRL or SHIFT key, then click the **Multi Post** button to post the selected batches.
2. The Post Bank Batch to GL window is displayed (if multiple batches being posted, for each batch in turn).



Tick the **Bank fee** checkbox to enter bank fees for this banking batch:



3. Review and complete the fields in this window using the following table:

Field	Description
Batch Number	Displays the batch number being posted. When using Multi Post, a separate dialogue is displayed for each batch.
Transaction Date	(Default = today). This is the date that will appear for the posted GL transactions.
Age	(Default = current). Specifies the General Ledger period to which the batch will be posted.
Initials	(Copied from main window). Key the initials of the person performing the banking.
Post to bank account	(Defaults to the bank account specified on the main window). This was initialised from the payment group when the batch was created. It cannot be changed in this dialog.

Bank Fee	Check this if you require the system to generate GL postings for bank fees. This will cause the Fee details panel to appear. The default for this checkbox may be set in the payment group setup.
Post fee to account	The bank fee amount will be posted to this GL account. This field defaults to the account established in the payment group. It may be overwritten if required.
Fee calculation	This displays the method of fee calculation established in the payment group.
Fee maximum	This is only displayed if a maximum value is set in the payment group.
Fee amount	This displays the calculated fee amount. If the calculation method in None then initially this field will be zero. The fee amount may be over written for all calculation methods.
GST Rate	(Default = zero rated). This is the GST rate applicable to the fee. The list offers Creditor GST rates, as we are being charged the fee (i.e. do not confuse with Debtors, as payments are from Debtors).

Note: If profile **Post to GL from External database** is active then banking batches may be posted to a General Ledger in another database. In this case an additional **Destination** field appears in the top panel. This defaults to the current database but may be used to select an alternative database to receive the GL transactions.

4. Click **OK**. If you are posting multiple batches, this window is displayed for each batch in turn. Review the transaction details and enter bank fees for each batch.
5. A confirmation dialog is displayed, and then a summary dialog. Click **OK**. The posting of the Banking batch(es) is completed.

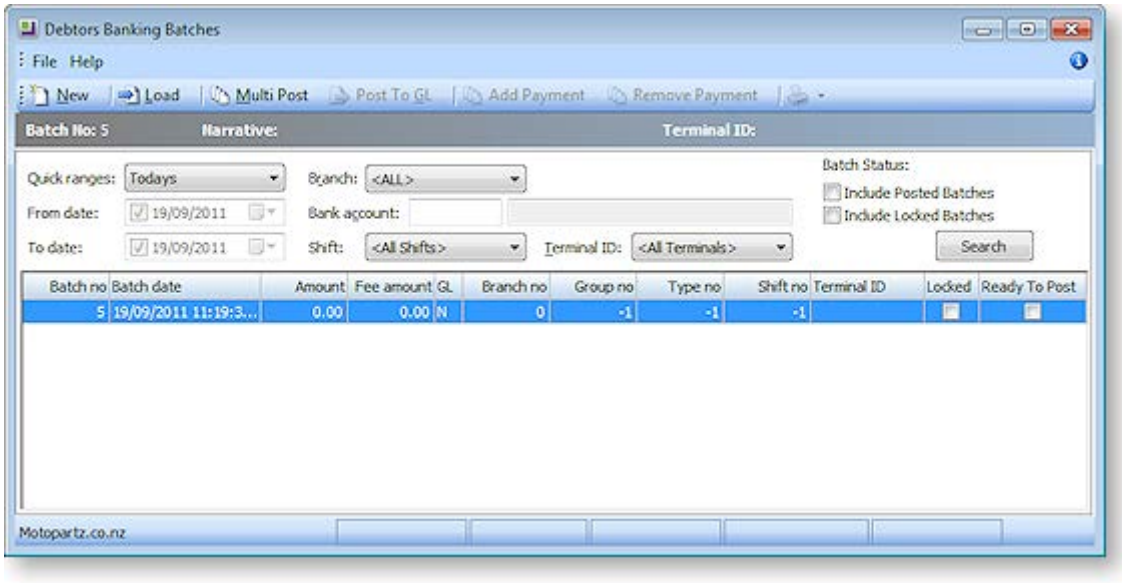
   Multiple batches still post separate GL postings per batch (i.e. does not consolidate GL postings across banking batches). This is especially useful for users running shifts. As each payment group creates a separate banking batch as part of the end of day procedures, it is common to want to filter banking batches by Terminal ID and post all outstanding in one go.

   When the batch has been posted to the General Ledger, if you return to the Debtors Banking Batches window and tick the Include Posted Batches checkbox, the posted batch is listed, with a 'Y' in the **GL** column indicating it has been posted, and a tick in the **Locked** column, indicating the batch is now locked.
6. If you require a printed schedule of the batch to take to the bank, go to the File menu and choose **Save as Report** and then **Bank Batch** (or **POS Bank Batch**). Selecting **Bank Batch** will print the BankBatch.clf clarity report (usually A4); selecting **POS Bank Batch** will print the POSBankBatch.clf clarity report (usually 4" slip).
   - To save the batch as a CSV file, go to the File menu and choose **Save as CSV**. This will create a CSV file with the filename <batchno>.csv, for displaying in MS Excel.
   - To save the batch as a text file, go to the File menu and choose **Save as Text**. This will create a text file with the filename <batchno>.txt, for displaying in Notepad.

View an Existing Debtors Banking Batch

Transactions > Debtors Receipts > Debtors Banking Batches

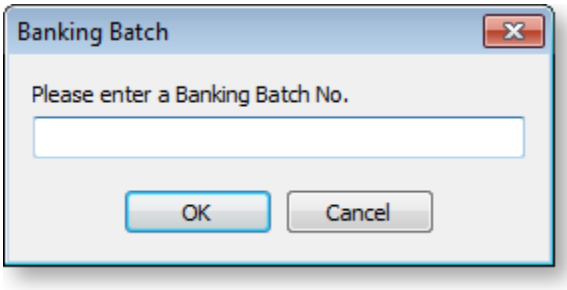
Search for the required Debtors Banking Batch in the Debtors Banking Batch window using the following table:



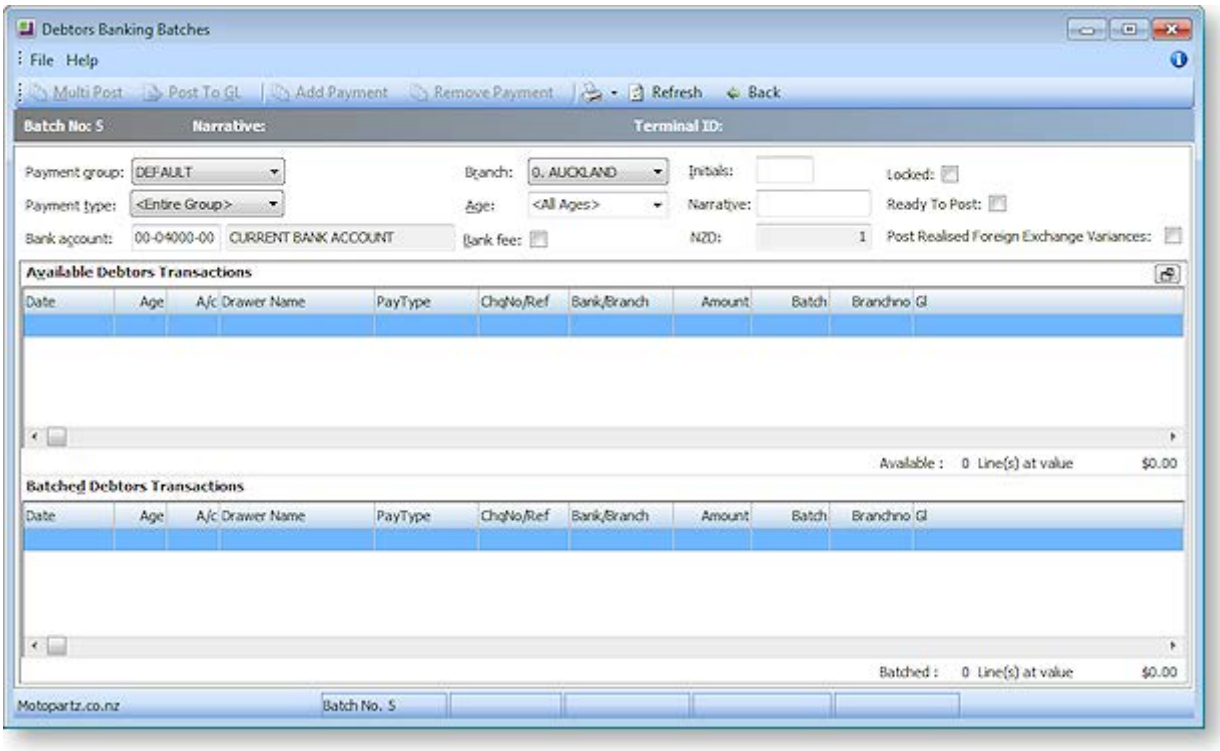
Field	Description
Quick Ranges	Defaults to the range set in the Configuration Assistant, as below. Choose the date range you require, or to specify a From and To date, choose Custom.
From date/To date	The From and To Dates defaults to All from the profile setting in the Configuration Assistant, and can be changed there to the same options as available in the Quick Ranges field above.
Branch	The branch for which you are creating the banking batch.
Bank account	Use **? > Tab** to search for the bank account number to use for this banking batch.
Shift	For POS users, the shift number of the banking batch.
Terminal ID	For POS uses, the terminal ID of the batch.
Include Posted Batches	Tick to include posted batches in your search.
Include Locked Batches	Tick to include locked batches in your search.

Click the **Search** button. The list in the grid is refreshed, filtered by the search filters you have just entered. Double-click on the debtors banking batch you require.

Alternatively, if you know the batch number you require, click the **Load** button, enter the batch number and click **OK**.



The details of the selected banking batch are displayed.



There are two frames in this window:

- Available Debtors Transactions, which lists transactions that have not yet been assigned to a batch, and
- Batched Debtors Transactions, which have already been batched, for example if they have been receipted via the Debtor Receipts Batch Entry window.

Note: You cannot edit the contents of a batch that has already been posted.

Click the **Back** button to return to the previous Debtors Banking Batches window. When you click the Back button, the contents of the batch are saved.

If you require a printed schedule of the batch to take to the bank, go to the File menu and choose Save as Report and then Bank Batch (or POS Bank Batch). Selecting Bank Batch will print the BankBatch.clf clarity report (usually A4); selecting POS Bank Batch will print the POSBankBatch.clf clarity report (usually 4" slip).

To save the batch as a CSV file, go to the File menu and choose Save as CSV. This will create a CSV file with the filename <batchno>.csv, for displaying in MS Excel.

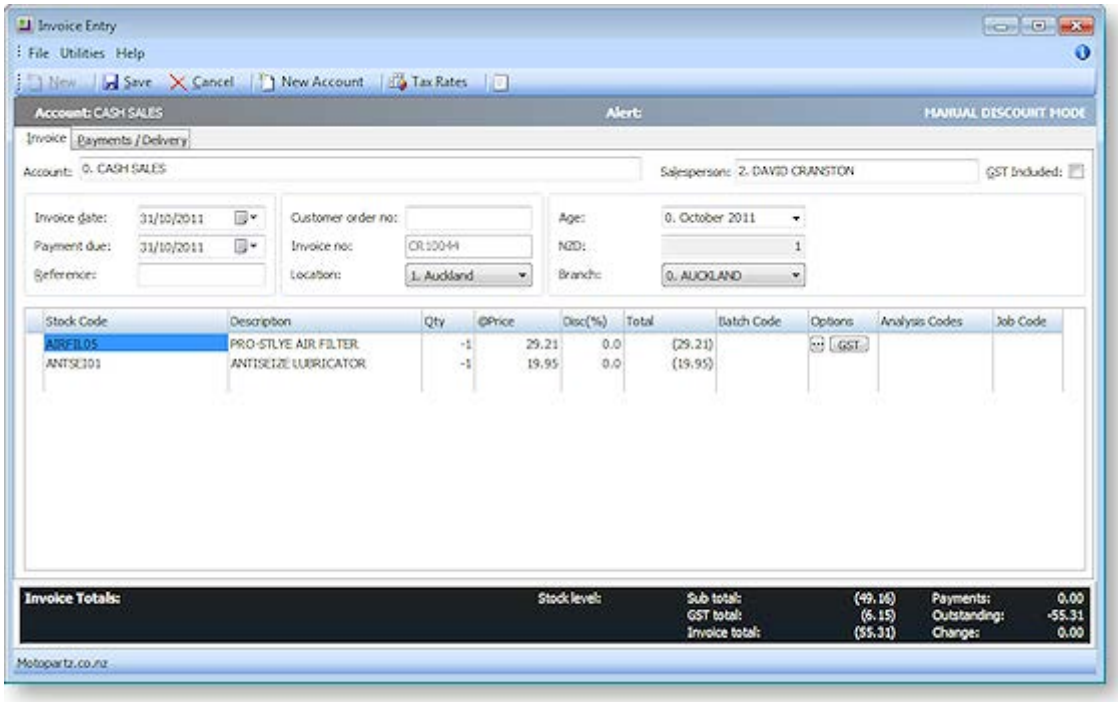
To save the batch as a text file, go to the File menu and choose Save as Text. This will create a text file with the filename <batchno>.txt, for displaying in Notepad.

Credit Notes

Creating a Credit Note for a Debtor

A credit note is used to reverse or correct an invoice. It reverses all of the operations that the invoice performs.

1. Open the required Debtor account.
2. Click on the Transactions tab (see page 129) and highlight the invoice you want to credit.
3. Right-click on the transaction and select **Generate Credit**. The Invoice Entry window is displayed, with the original quantities displayed as negative values.



4. If you have entered a payment for this invoice, click on the Payments/Delivery tab. Enter the same payment, but the negative of the original invoice.

Note: The cost of physical stock is returned into stock at the value it was when it was sold. This cost can be changed using the periscope on the Invoice Entry tab.

Debtor Adjustments

Making a Debtor Adjustment

Debtor Adjustments are typically used to write off or adjustment the outstanding balance on a debtor account. They do not affect the source transactions that constitute that balance.

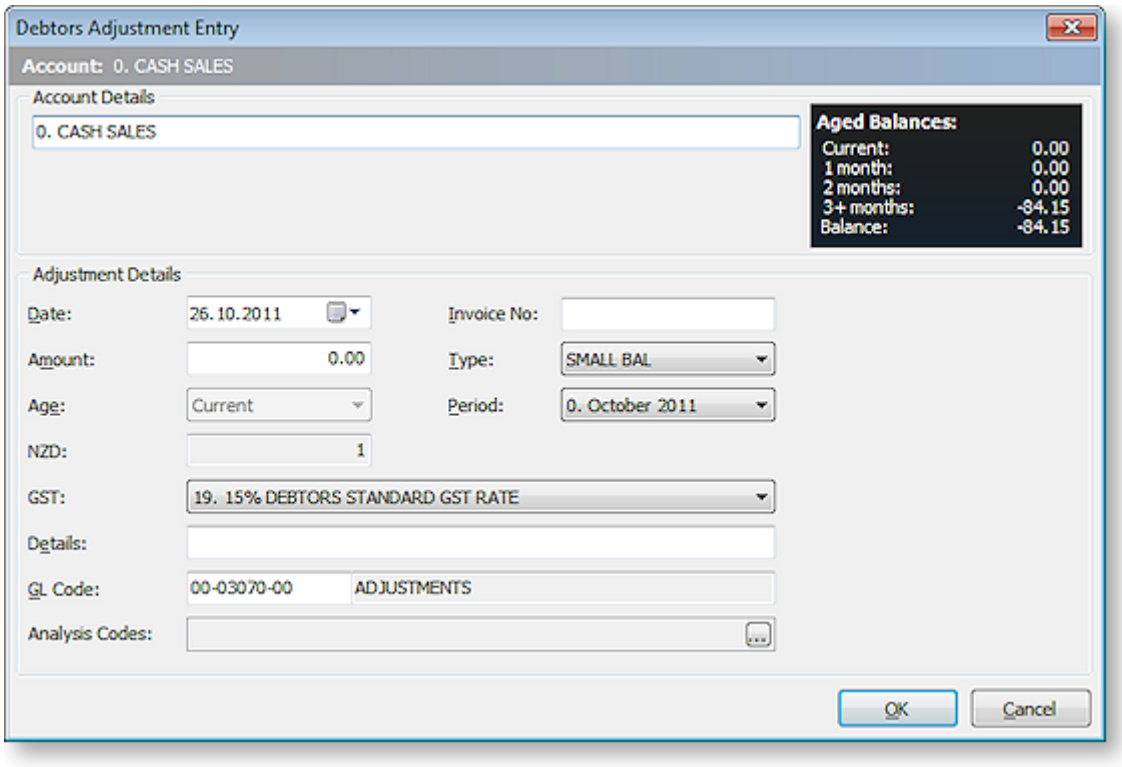
You can only make debtor adjustments on unallocated transactions.

There are several types of debtor adjustment you can make:

Adjustment Type	Description
Small Balance	This adjustment type is used for automatically created minor rounding adjustments.
Write Off	Used to write off an amount of the outstanding balance.

Correction	A correction.
Opening Balance	Used for a new account with an inherited opening balance.
Journal	A Journal transaction.
Retention	For retention payments, typically in Job Costing, where your client has withheld payment, pending achievement of a milestone. This retention is held in your Debtors Retention account and shown as an asset (or more properly a 'contingent' asset) on your balance sheet.

1. In the Debtor Transactions tab, highlight the required unallocated transaction for which you want to make an adjustment.
2. Right-click and select **Journal**. The Debtors Adjustment Entry window is displayed.



3. Use the following table to enter details of the adjustment:

Fields	Description
Date	The Date of the adjustment you are creating.
Amount	Enter the amount of the adjustment you are creating, not the amount you want the revised total to be.
Invoice No	The invoice number against which you are making this adjustment.
Type	The adjustment type.
Age	The age of the current period. Display only.
Period	The current period. Display only.

GST	The GST code to be used on this adjustment.
Details	A description of the adjustment you are creating.
GL Code	The GL adjustments account.
Analysis Codes	Enter any Analysis Codes (see page 84).

4. Click **OK**.

You can review any adjustments made by viewing the Debtors Adjustment Listing report: **Reports > Debtors Reports > Debtors Adjustment Report**.

Sales Territories and Budgets

About Sales Territories and Budgets

Sales budgets allow sales target levels to be established as a combination/intersection of:

- Sales Staff
- Primary Debtors Account Groups
- Primary Stock Groups

A sales territory is created by the intersection of multiple stock and debtor groups, with only a single sales staff member at the top level, for reporting. A territory is created for each relevant sales staff member.

You can create a sales budget by:

- primary stock group and then by sales territory,
- sales territory and then by primary stock group.

Separate budgets are set within each territory each spanning a financial year. You can also create and save budgets for multiple future years.

You can create a budget by:

- Apportioning a yearly total across months, or manually keying monthly figures
- Setting budgets based on actual figures
- Copying previous budgets

Creating a Sales Territory

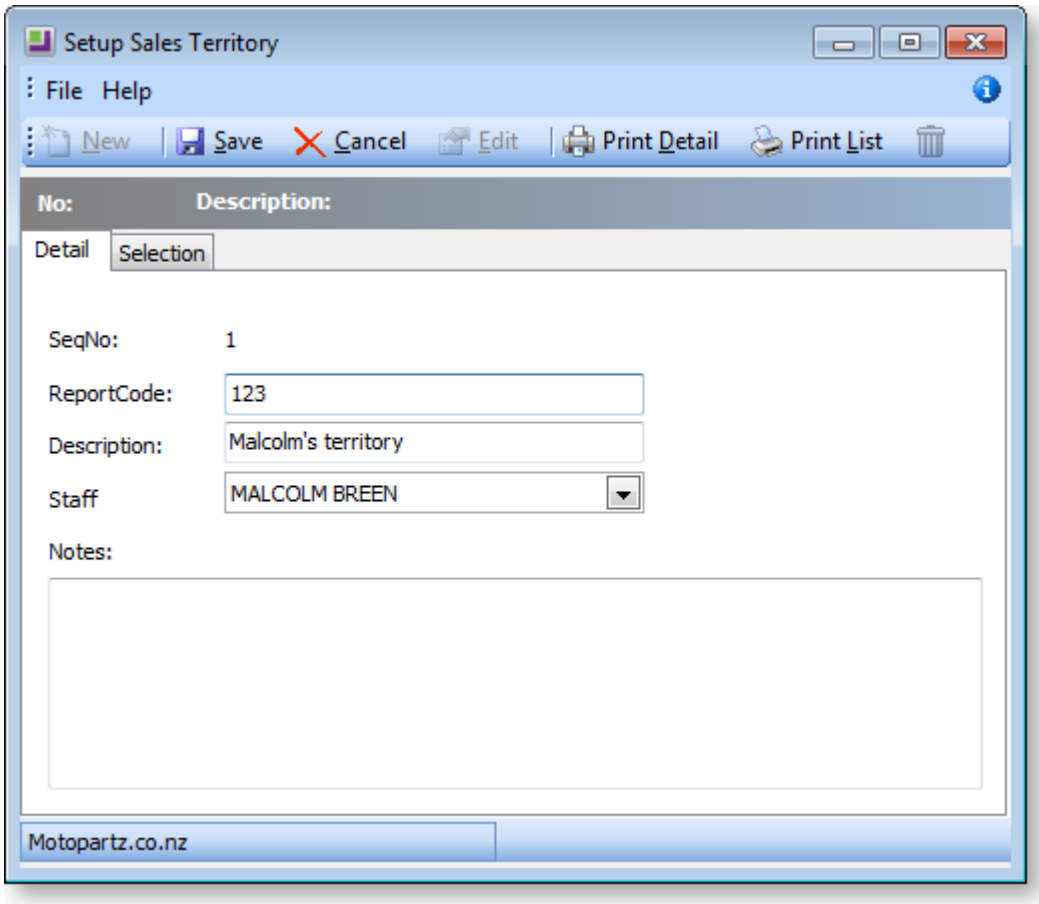
A sales territory in MYOB EXO Business can be set up for each sales person on your staff. A sales territory is created by a combination of Debtors account groups and stock groups. Within each sales territory, you can only have a single sales person selling a stock group, i.e. you don’t have two sales reps selling the same stock items to the same debtors.

Sales Territories are used to create sales budgets, so make sure the sales territories you create mirror how you want to create your budgets.

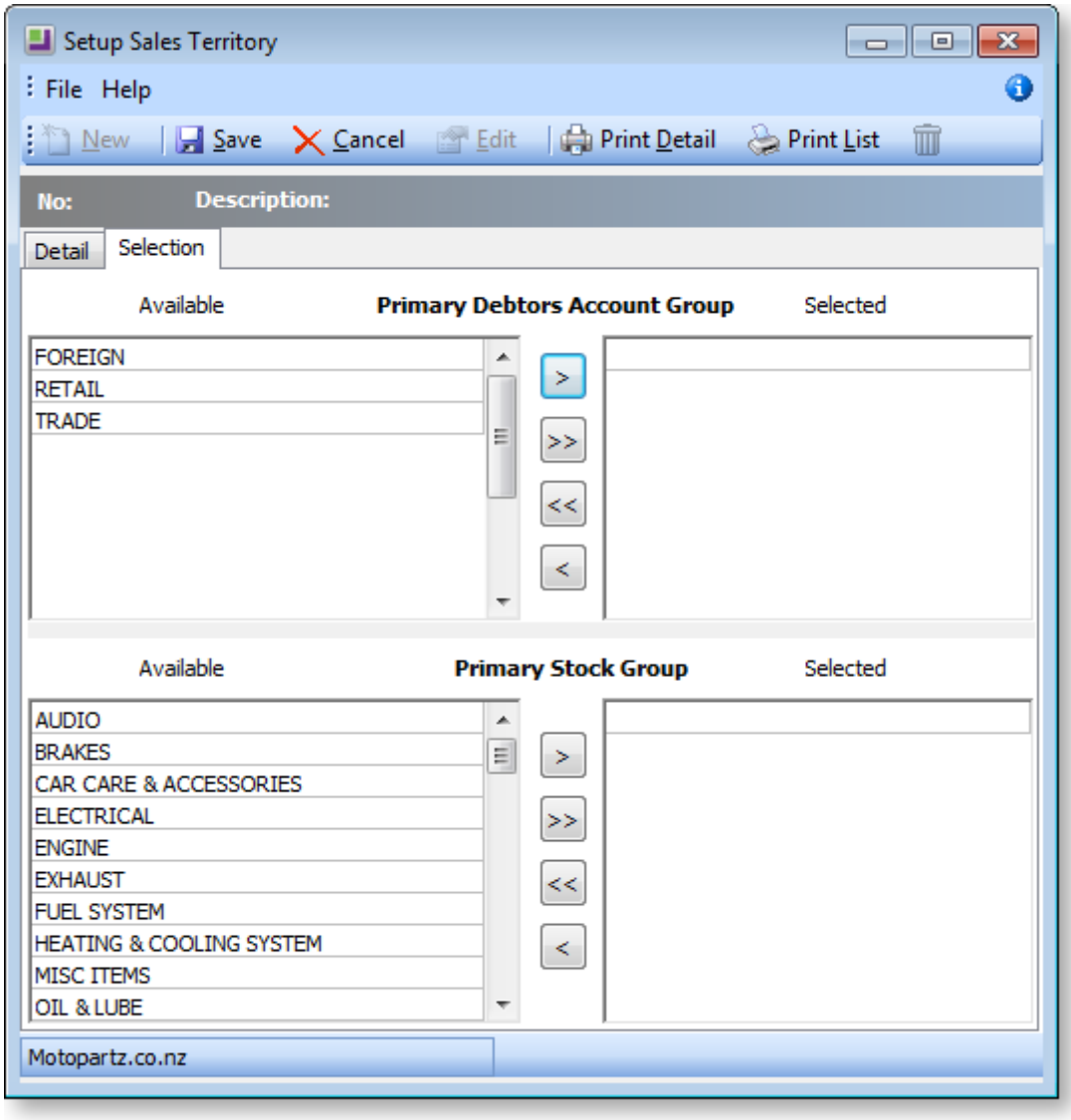
When creating a Sales Territory, if the Setup Sales Territories function and the related function Setup Sales Budgets are not already in one of your menus, then they need to be added using Menu Designer (see page 77).

To Create a Sales Territory

1. Go to the **Setup** menu and choose **Setup Sales Territories**. The **Setup Sales Territory** window is displayed.
2. Click **New**. Detail and Selection tabs now appear in the **Setup Sales Territory** window.
3. Enter a **Report Code** and territory **Description**, select the **Staff** member, and enter any **Notes** about the territory. It might be useful to include the staff member's name in the territory description for easier reporting and identification.



4. Click on the **Selection** tab**.** The following window is displayed.



5. Use the arrows in the centre of the window to select the primary debtors account group(s) and stock group(s) for this territory. Use the double arrows to select all to the right pane, if it's quicker, and then use the single arrow to de-select a group.
6. If you select an account group and stock group that has already been used in a sales territory, a warning is displayed.
7. Click **Save**. The sales territory now appears in the list.

Creating a Sales Budget

Sales budgets are budgets allocated for stock items. Sales budgets provide the following benefits.

- Budget allocation for each stock item by each sales territory.
- Budget spread for each stock item, for each period, by each sales territory.
- A combined analysis of overall budget allocation (budgets allocated by different territories for a particular stock item) for a stock item by different sales territories.
- Copy budgets and actual values for a stock item from one year to another year forward.
- Activity details for a stock item.

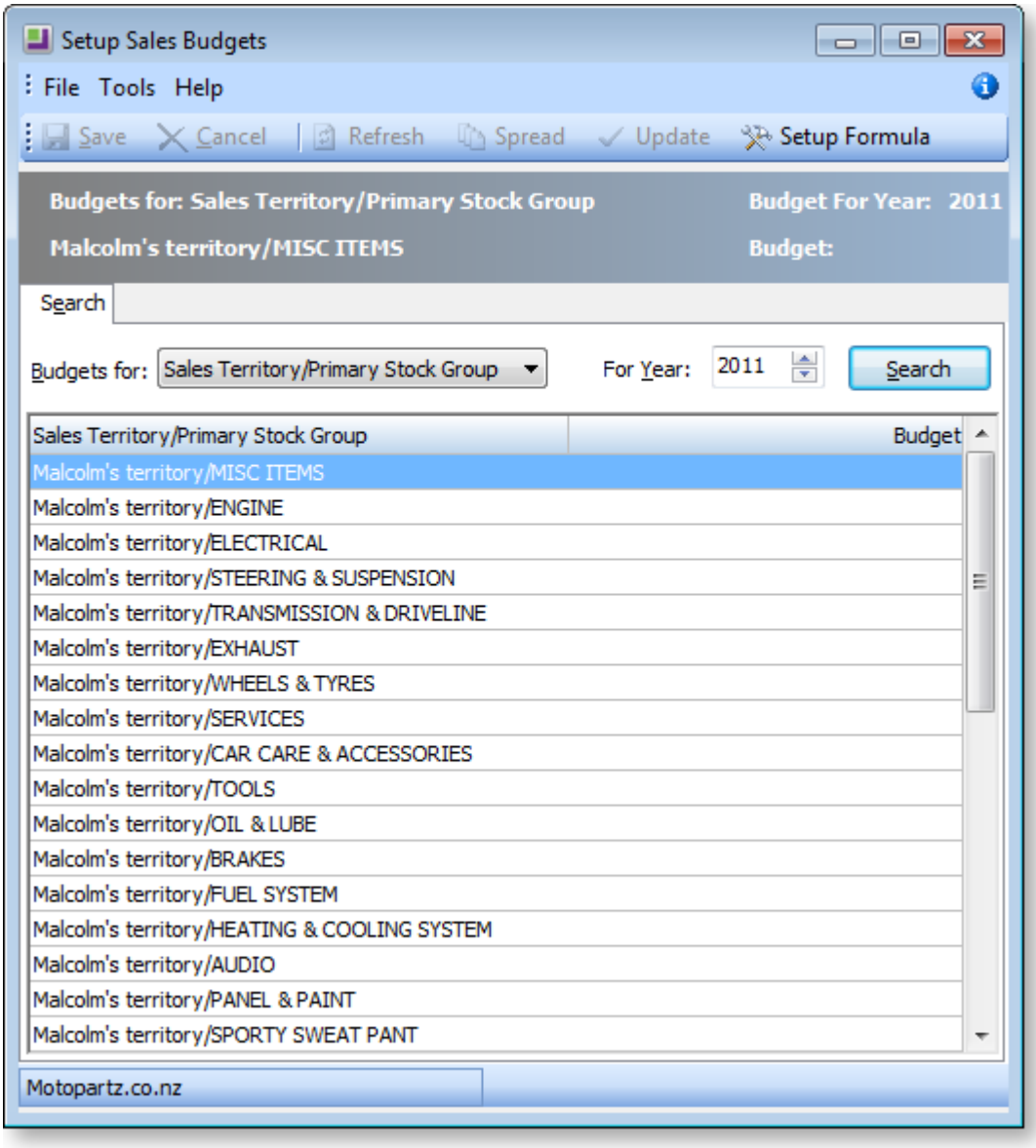
When creating a Sales Budget, if the Setup Sales Budgets function is not already in one of your menus, then it needs to be added using the Menu Designer. See Create a Sales Territory (see page 416) for instructions on adding the menu item.

A key feature in Sales Budget functionality is the ability to use formulas to spread a total annual budget amount across each month on a percentage basis. See Set up a sales budget formula (see page 421).

Creating a Sales Budget for Sales Territory

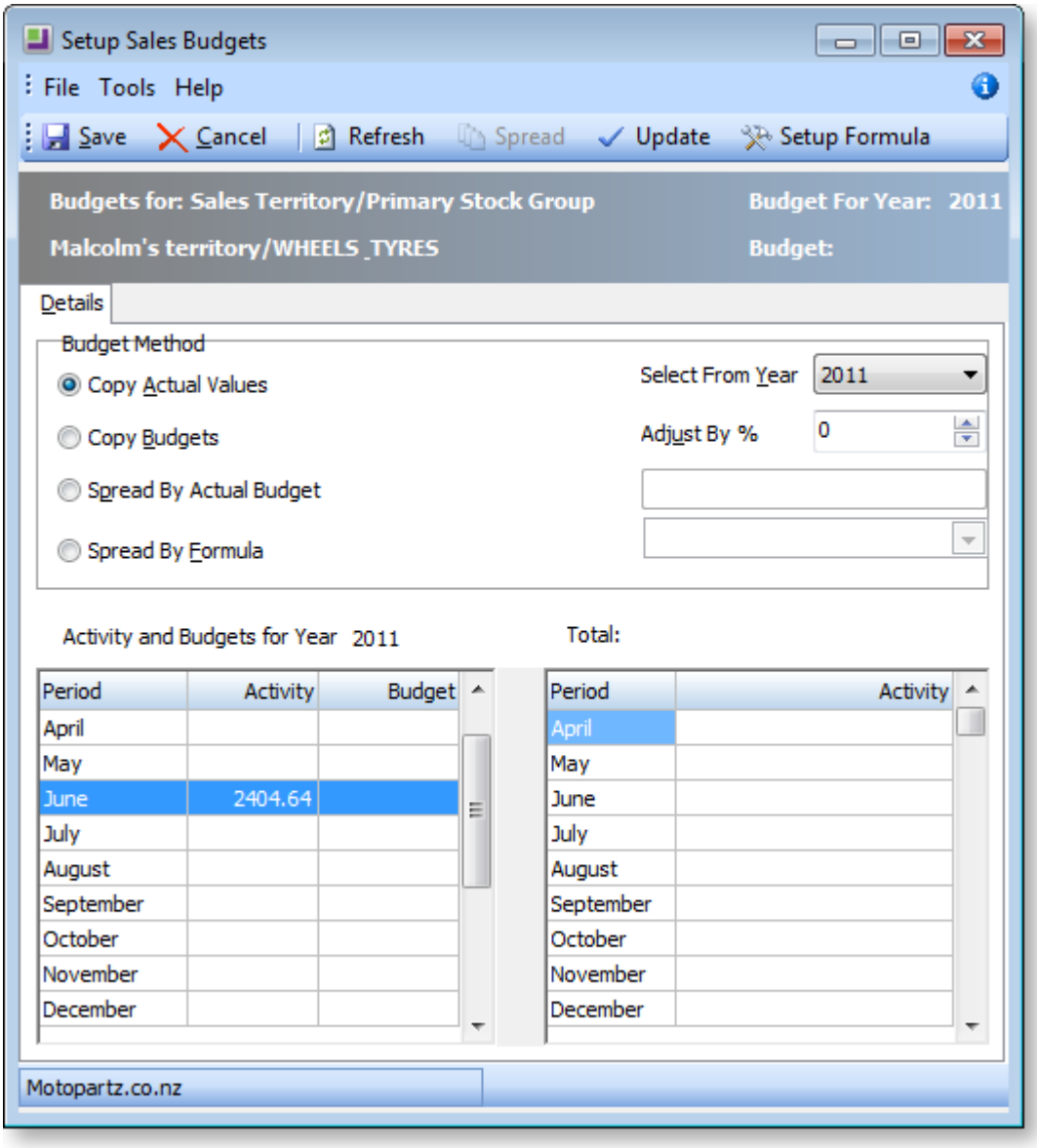
The following steps are essentially the same whether you are creating a sales budget for a sales territory/primary stock group, or for a primary stock group/ sales territory.

1. In the Setup Sales Budgets window, select **Sales Territory/Primary Stock Group** from the **Budgets for** drop-down menu.



2. Select the year for which you want to create a new budget, and then click **Search**. A list of sales territory/stock group combinations is displayed.

3. Double-click on the required sales territory/stock group combination. The Setup window for a Sales Territory/Primary Stock Group is displayed.



4. Use the following table to choose which budget method you want to use.

Budget method	Description	Action
Copy Actual Values	Copies the actual sales total for the selected sales territory/ primary stock group, into the budget column.	Select which year's sales total you want to copy.
Copy Budgets	Copies an existing Sales Budget (see page 421), and allows you to adjust it by a percentage.	Enter the adjustment percentage if required.

Spread by Actual Budget	The total budget amount for the year for the sales territory/ primary stock group, which you then want to split by percentages you enter in each month in this window.	Enter the budget total to which you want to apply monthly percentages.
Spread by Formula	The total budget amount for the year for the sales territory/ primary stock group, which you want to spread by your setup formula spread percentages.	Enter the budget total to which you want to apply your budget formula.

5. Click **Update**, whenever you make any selection changes in the window, to update the window with your selection.
6. Click **Save**.

Copying an Existing Sales Budget

Using this method you can copy (forward or backward) budgets into another year. For example, if you have a budget spread of 100,000 in 2004, the user can copy this into the same stock group in 2005.

1. Double-click on any record from the budget type that you want to copy from.
2. Enter Actual budget and select formula (Spread by formula).
3. Click **Spread** and then **Update.** The budget is spread and updated in the two columns.
4. Click **Save**, which will take you back to the main window again.
5. Double-click on the record again and edit the details.
6. Now select **Copy Budgets**, and if you want to adjust the budget you are copying, enter the adjustment percentage.
7. Click **Update.** Now you will see that all values are copied.
8. Go back to the **Sales Budgets** window and select records for year 2005 and check the budget for the record for which you have copied the values. You must find the budget updated in the budget field.

Setting up a Sales Budget Formula

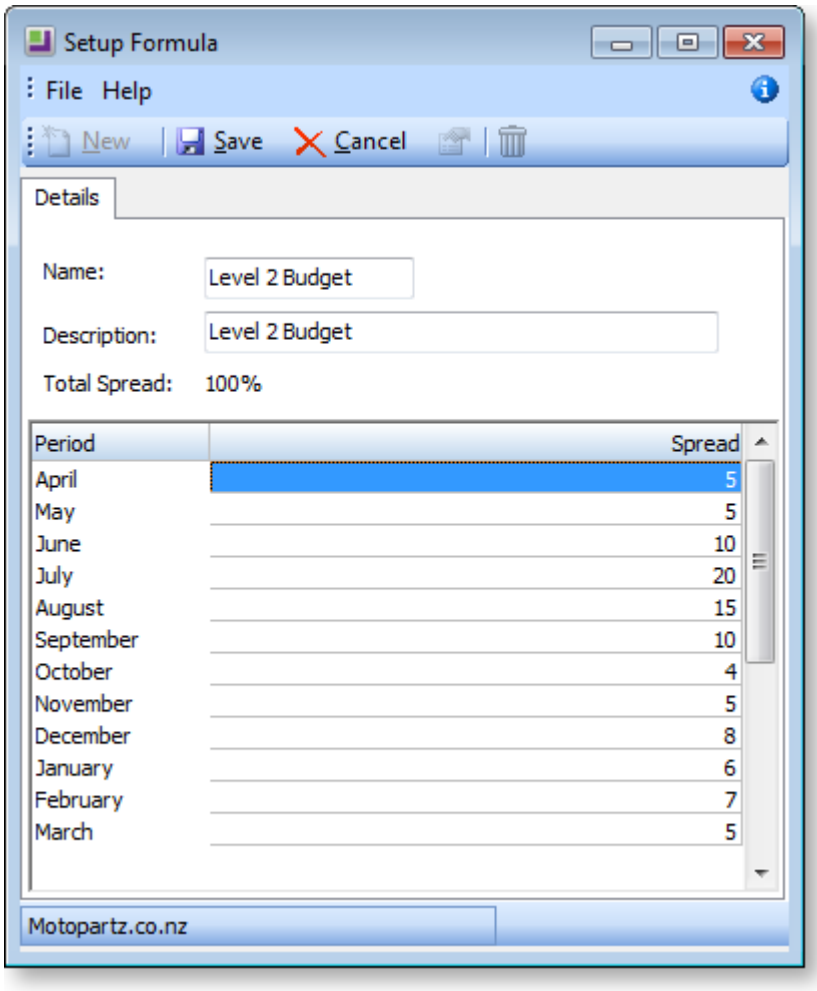
The Setup formula is one of the key features of sales Budgets. Setup formula enables you to setup the spread of sales by % for each period, totalling 100%, over the whole year.

You can set up formulas from the following windows:

- The main “Sales Budget” window
- Sales Budget window of:
    - The Primary Stock Group Records.
    - The Sales Territory/Primary Stock Group Records.
    - The Primary Stock Group/Sales Territory Records.

To set up a sales budget formula:

1. Click the **Setup Formula** button. The Setup Formula window is displayed.
2. Click the **New** button.
3. Enter a name and description for the new budget.
4. Enter the percentage of the total annual budget for each month in the Spread column. The Total Spread % field keeps a running total of the percentages you enter. The total for the 12 months must equal 100%.



5. Click **Save**. The budget formula is saved, and now appears in the main Setup formula window list.

Sales Analysis

The Sales Analysis Matrix

The MYOB EXO Business Sales Analysis Matrix module is a powerful sales analysis tool that allows you to quickly create over 700 combinations of sales reports on the fly, with no technical report-writing skills required.

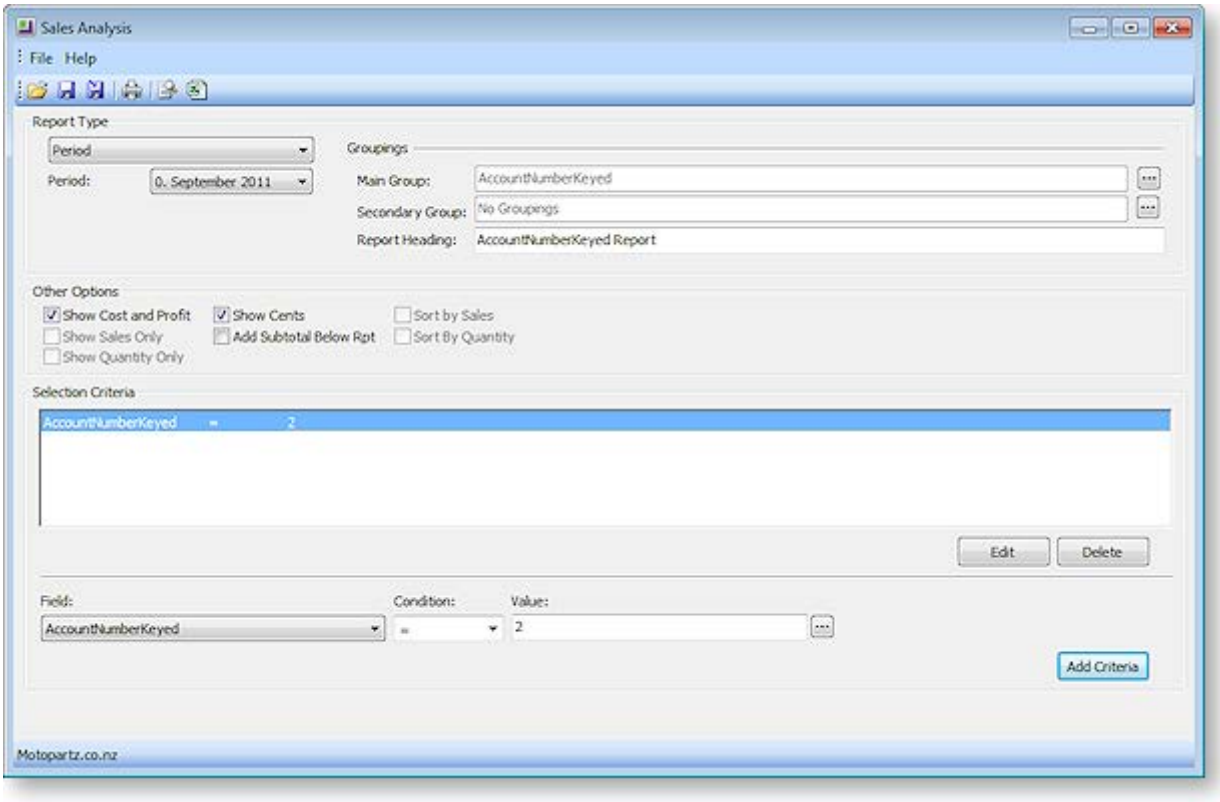
The Sales Analysis Matrix uses a combination of preset report formats, common groupings and custom filters to let you quickly and accurately analyse your sales. Sales staff can define their own requirements by experimentation, and then share the results with colleagues by email, the web or spreadsheet.

The selection criteria you create are saved as report definitions, so you or your business partner can copy and refine them later. You can also run these search criteria from the Clarity command line, allowing you to schedule the reports you create to run at preset times, such as overnight.

When you've created your favourite sales analysis reports, save them, then add them to your menu using the Menu Designer so you can re-run them any time without having to re-configure them.

Opening the Sales Analysis Matrix

To open the Sales Analysis Matrix, log in to EXO Business, go to the Reports menu and choose **Sales Reports > Sales Analysis Designer**. The Sales Analysis window appears:



To create a new Sales Analysis report:

1. Select a report type (see page 424).
2. Select groupings and options (see page 425).
3. Specify any selection criteria (see page 426).
4. Save or print.

Saving Sales Analysis Matrix Reports

You can save Sales Analysis Matrix reports for re-use later. When you save a Sales Analysis Matrix report, it is saved with a .SAM file extension.

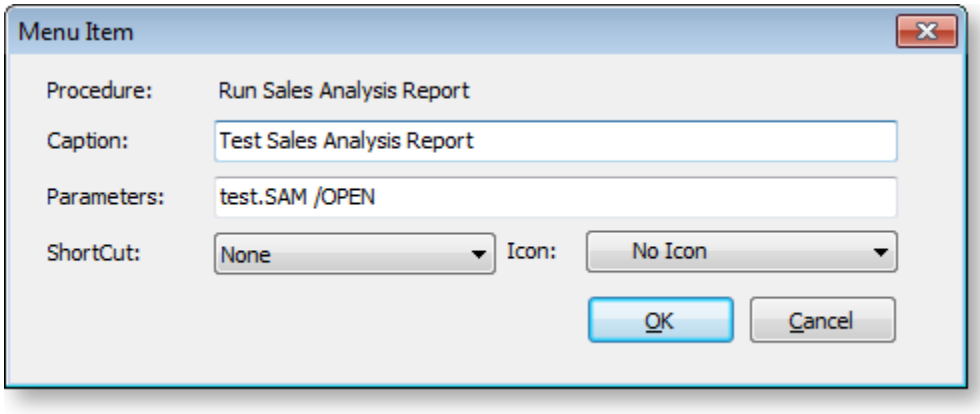
As with any Clarity report, using the Clarity Report Designer you can customise these Clarity reports and save them to your Custom folder, as specified by the Directory location for custom Clarity forms (.CLR, .CLF and .FMT) Computer-level profile setting.

The .SAM file only stores the parameters you specify in the Sales Analysis Matrix window; if you customise the base Clarity form of a .SAM report you have created, your .SAM report will include those customisations.

A Sales Analysis Report is transferable in the same way as a clarity report file. A .SAM file can be accessed by multiple users from a server, or emailed to a branch.

Adding Sales Analysis Matrix Reports to a Menu

You can use the Drop Down Menu Designer (see page 77) to add your SAM reports to a menu. Drag the **Run Sales Analysis Report** procedure onto the required menu. The Menu Item window appears:



Enter the name of your report in the **Caption** field, and the filename of the report in the **Parameters** field. If you want to open the Sales Analysis Designer window each time you run the report from the menu, append "/OPEN" to the report filename, as shown in the example above.

Sales Analysis Matrix Clarity Reports

There are a number of Clarity reports which form the basis of the Sales Analysis Reports. These CLR reports, along with JPG thumbnail images and PDF samples, are stored in the Clarity masters folder.

The reports are:

- SalesAnalysis5Weeks.clr
- SalesAnalysisDateRange.clr
- SalesAnalysisDateRangeCustom1.clr
- SalesAnalysisDateRangeCustom2.clr
- SalesAnalysisDateRangeNoGP.clr
- SalesAnalysisDateRangeNoGPCustom1.clr
- SalesAnalysisDateRangeNoGPCustom2.clr
- SalesAnalysisDiscount.clr
- SalesAnalysisGP.clr
- SalesAnalysisGroupPercentages.clr
- SalesAnalysisMonthly.clr
- SalesAnalysisMonthlyPortrait.clr
- SalesAnalysisNoGP.clr

Sales Analysis Report Types

The following report types can be selected.

Period

The periods here are your GL periods, as set up in EXO Business Config at Business Essentials > Financial Year.

Date Range

In addition to being able to specify your own date range, you can also choose one of the preset date ranges.

Group Percent

The Group Percent reports give This Year, Last Year, Year to date, last year to date and variance percentages for the selected groupings and criteria.

Discounts

The Discounts reports give discount percentage, dollar value and average dollar value, for the selected report grouping and selection criteria.

12 Month Quantity

The 12 month Quantity reports give monthly quantity sold totals for the 12 months before the selected Period date. Due to the number of columns in this report, you also have the option of printing the report in landscape or portrait format.

12 Month Sales

The 12 month Sales reports give monthly sales totals for the 12 months before the selected Period date. Due to the number of columns in this report, you also have the option of printing the report in landscape or portrait format.

5 Weeks Quantity

The 5 Weeks Qty reports give weekly quantity sold totals for the 5 weeks before the selected Period date. You can specify a start date for the report, or select one of the preset range dates as your starting date. For example, choosing ‘Last Month’ as the Preset Range will report on the 5 weeks immediately following the 1st of the last month.

5 Weeks Sales

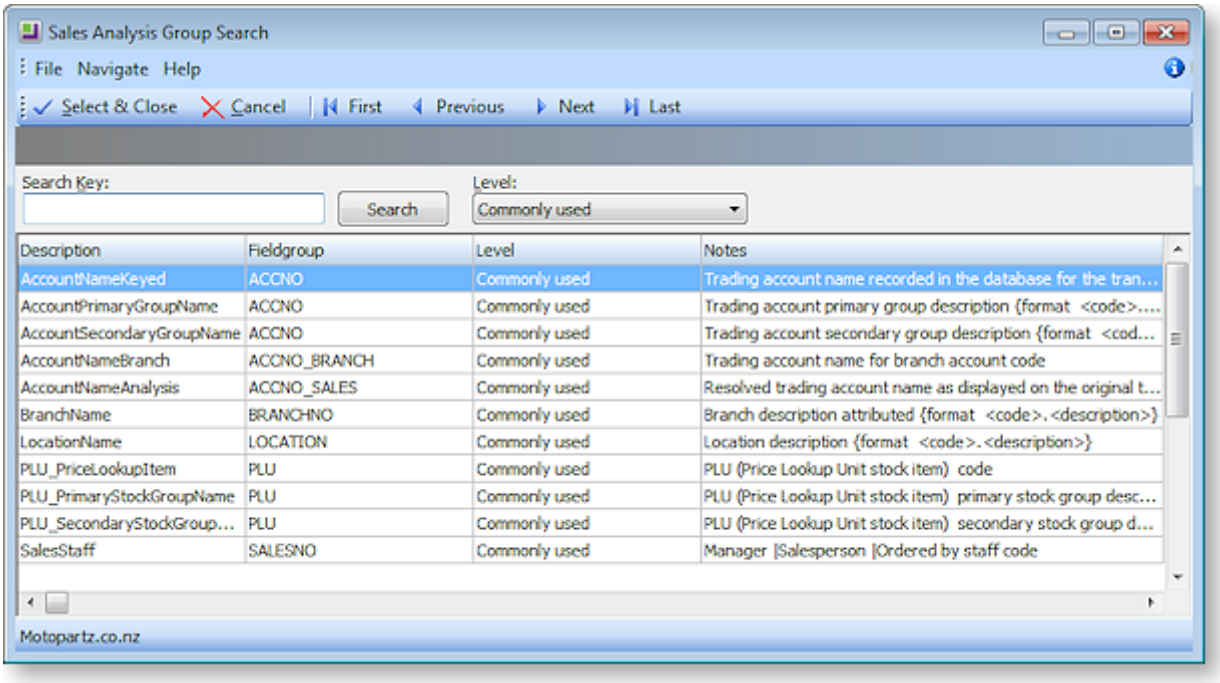
The 5 Weeks Sales reports give weekly sales totals for the 5 weeks before the selected Period date. You can specify a start date for the report, or select one of the preset range dates as your starting date. For example, choosing ‘Last Month’ as the Preset Range will report on the 5 weeks immediately following the 1st of the last month.

Sales Analysis Report Options

Groupings

Once you have chosen the type of report you want to run, you can filter the report by **Main Group** and then **Secondary Group**. For example, reporting on Location and then Sales Rep will group sales by location and for each location by sales rep. Reporting on Primary Group and then Location will give sales of the given stock group for each location, and so on.

A lookup window is used for selecting groupings. Clicking the edit button at the end of each grouping field opens a window where all groupings are available:



Note: The information on each group that is displayed on this window is stored in the FACT_GLOSSARY table.

You can also choose to report on the Main Group and not use the Secondary Group by selecting the "No Groupings" option for the **Secondary Group** field.

Other Options

The Other Options that are available for the report are determined by the Report Type you have chosen for the report. Also, as you select options here, other options may become available or unavailable as appropriate. For example, for a date range report, selecting **Show Cost & Profit** logically makes **Show Sales Only** and **Show Quantity Only** options unavailable.

Selection Criteria

The Report Selection Criteria Filter gives you an even greater level of analysis in your SAM reports. These criteria mimic common SQL statements, but let you build your filter from simple drop-down menus.

Using Selection Criteria, you can report on a single Debtor account, Stock Group, Debtor Account Group, sales person, location or branch. Clicking the ... button next to the **Value** property opens a search window offering all relevant values for the selected field.

You can use the following conditions to indicate the relationship between the field and the value:

Selection Criteria	Description
=	Returns all records where the value of the selected field is equal to the value you specify.
<>	Returns all records where the value of the selected field is not equal to the value you specify.
<	Returns all records where the value of the selected field is less than the value you specify.
<=	Returns all records where the value of the selected field is less than or equal to the value you specify.
>	Returns all records where the value of the selected field is greater than the value you specify.
=	Returns all records where the value of the selected field is greater than or equal to the value you specify.
Like Not Like	Returns all records where the value of the selected field is "like" the value you enter. For example, **Debtor Acc Like Jo** would return a list including account names like Johnson, Jones, and so on.
Between Not Between	Returns all records where the value of the selected field is inside (Between) or outside (Not Between) the specified To and From values.
In List Not In List	Returns multiple records that match (In List) or don't match (Not In List) a comma-separated list of values. For example, **Debtor Account In list 1,2,3** returns Debtor account numbers 1, 2 and 3.
Blank Not Blank	Returns all records where the value of the selected field is either blank or not blank.

Note: The conditions are generic conditions and may not apply to all reports in the Sales Analysis Designer.

Pricing and Discounting

Overview

There are comprehensive mechanisms in MYOB EXO Business for automatically determining appropriate prices to be offered to customers for goods dependent on a number of preset pricing rules that make up your pricing policies.

To	For Example	Use
Define a price value for a single stock item	A single whiteboard marker.	One of the ten configured Sell Prices (see page 442)
Define a price value for multiple stock items	Whiteboard markers stocked and sold in different colours but the same price.	Stock Price Groups (see page 429)
Apply a discount percentage to a product or list of products		Price Rules (see page 428)
Apply a discount percentage to a product or list of products, and share that with a customer or multiple customers		Price Policy (see page 429)
Define a group of customers for common pricing or discounting	To apply pricing policies to all branches of a company, or apply price policies for internet, trade, retail customers.	Debtor Price Policy Groups (see page 436)

Price Rules

A price rule (see page 449) is used to apply a discount or substitute price to an inventory item (see page 156) or group of inventory items. You can specify a minimum quantity of the inventory item(s) the customer must purchase to qualify for the discount, and also a date range the discount is valid for.

Price rules must be maintained individually in the Discounts/Prices tab (see page 99) of the Debtor account for which they were created. Price rules cannot be easily attached to a pricing policy at a later date. Price rules are not shared across parent/child account relationships if they are created on the parent account.

A price rule can be made up by either:

- A percentage above or below the list price, or
- An absolute net price, i.e. a new price.

Note: Discounts have the advantage in that if the list price fluctuates, the selling price also fluctuates proportionally. Net prices are often used to avoid inconveniently rounded net unit prices that can result from discounting.

Price Policies

Price Policies (see page 435) are collections of price rules for Products (or groups of products) that can be shared between customers (or whole groups of customers). Using price policies helps you to maintain pricing rules with the least possible elemental changes. Each price policy has a name and notes.

Tip: A single customer can be attached to many price policies, but a well-rationalised discounting model would avoid this. It might be useful to have one price policy called policy to which every debtor price policy group (see below) belongs. This can be used to apply promotional items or to be applied to or removed from to your entire customer base with a single entry rather than simply changing the list price.

Invoice Line Discounts

Offering a discount on an invoice line item at the time of invoicing or order entry is the most common way of offering a discount on a purchase. You can discount on the invoice line either as a result of a price rule, or by manually applying a discount. The discount percentage shows as a separate column on the invoice entry window, and the invoice line total is shown with the discount removed.

Discounting has its advantages over adjusting the unit price directly because:

- It clearly distinguishes an amount that a customer pays from the perceived price
- Discounting requires less maintenance as it adjusts proportionally when the base selling price is changed

Note: MYOB EXO Business does not support discounts on the invoice total. This is because of the difficulty in analysing profitability by invoice line. If you want to offer such a discount, we recommend applying the discount to a line on the invoice.

Stock Price Groups

Stock Price Groups (see page 161) allow you to collect similar products together that may share common pricing but are distinct products. Example whiteboard markers are stocked and sold in different colours but are all the same price, any discount policies that refer to them refer to every colour in the range. Using Stock price Groups you need only change the policies relating to the group and not every individual colour.

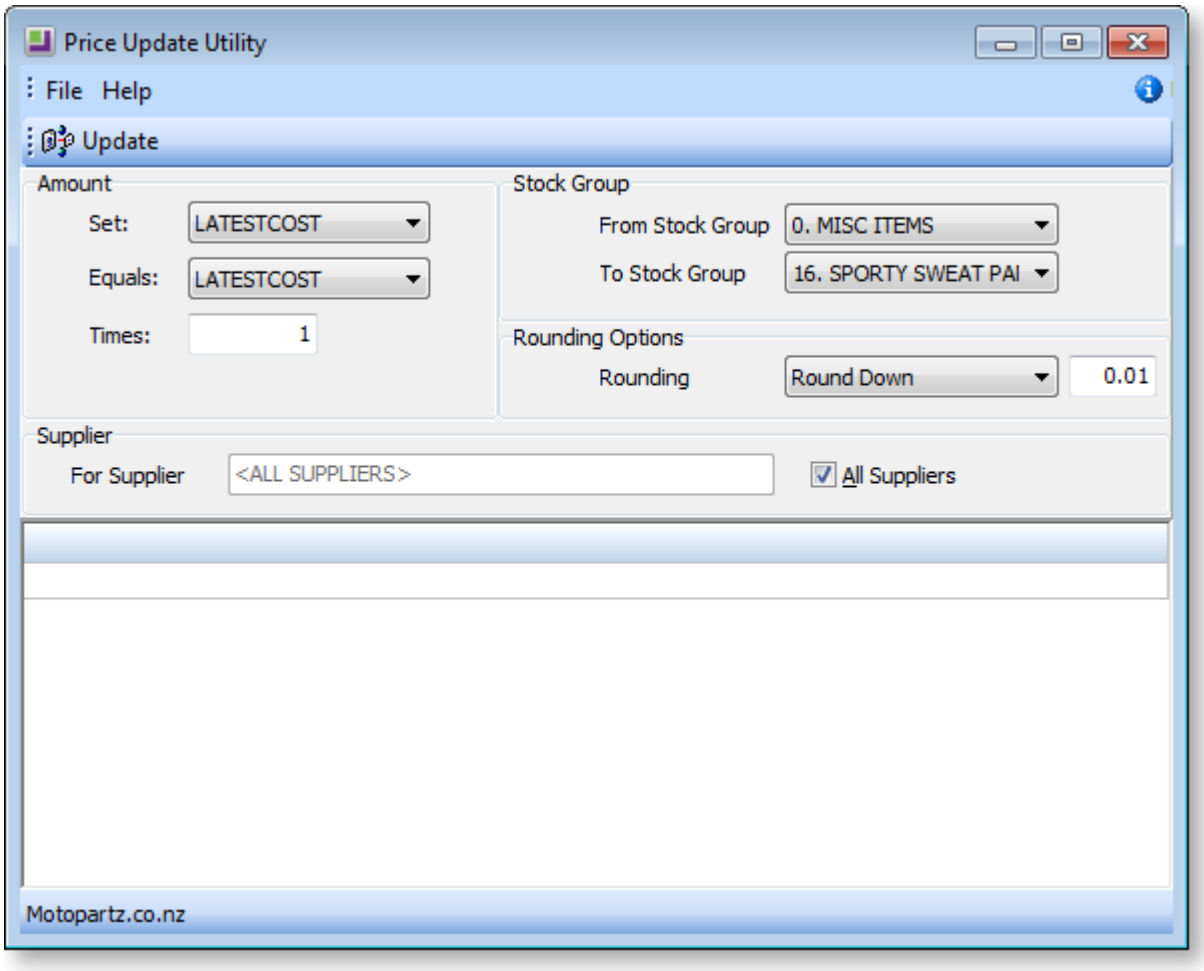
Stock Price Groups are set up in MYOB EXO Business Config at **Admin > Stock > Stock Price Groups**.

Changing Prices for All Items in a Stock Group

Utilities > Stock Utilities > Price Update Utility

You can change the price of all items in a stock group in the Price Update utility, which changes the price by a multiplier of the price of another stock group, or latest cost, standard cost or supplier cost.

The following example sets the Internet price for the stock group “1. ENGINE” to be 1.2 times the trade price. You can apply the price change for all items in this stock group supplied by a specific supplier. You can also specify a range of stock groups.



1. Go to the **Utilities** menu and choose **Stock Utilities** and then **Price Update Utility**.
2. Specify the price name you want to update in the **Set field**, the price name you want to use for the multiplier in the **Equals field**, and the multiplier in the **Times** field.
3. Select the **From** and **To Stock Groups** of the stock group range for which you want to change prices.
4. Specify how prices should be rounded in the **Rounding Options** section.
5. Select a specific supplier, or all suppliers, in the **Supplier** section.
6. Click the **Update** button.

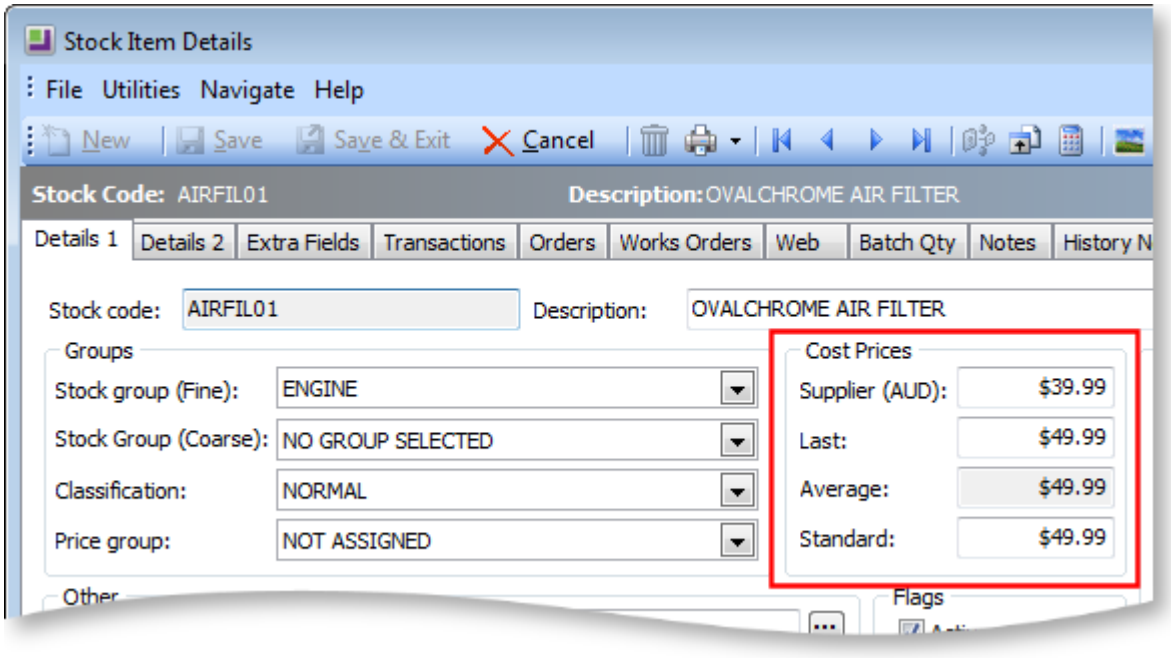
Field Definitions

Field	Description
Set	The price name for which you want to set a new price, or ALL.
Equals	The price name you want to use in the calculation of the Set new price.
Times	The multiplier you want to apply to the 'Equals' price to determine the new 'Set' price.
From/To Stock Group	The stock group range you want to apply the new price to. For example, if you want to change the Internet price for all stock items in the Engine stock group.
Rounding	Specify how you want to prices of the stock items in the selection range to be rounded: Round Up, Round Down or Round to Nearest. Enter a value in the edit field to specify the amount that prices should be rounded to, e.g. 0.01 to round to the nearest cent.

Setting Cost Methods and Sell Prices

Prices set for stock items vary depending on the outlet – retail, wholesale or trade. If the item is being sold through a website there may be a different price for it. You may also choose to set special prices for some customers and discounts for certain stock items. Each customer can have a default base price on which discounts operate. These prices can be represented in any currency.

Cost Prices



Field definitions

The fields in this window are detailed in the table below:

Field	Description
Supplier Cost	The default supplier published cost price used for purchase orders. This price is displayed in the main supplier's currency.
Last	The current cost price for the stock item inclusive of landing charges.
Average	The weighted average cost. The cost includes or excludes GST based on your creditor account setup. Including GST is not a usual option and is not recommended.
Standard	The manually adjusted cost price. This is the standard cost of this stock item.

Sell Prices

The sell prices that you see in the Sell Prices panel on the Details 1 tab of the Stock Item Details window (see page 164) are those you set in **EXO Business Config > Admin > Stock > Price Names**.

Note: See the White Paper "Discount Policies" for more information on Discounts and Special Prices. This White Paper is available on the MYOB EXO Business partner site (login required).

Entering a Price SQL

Stock prices can be calculated using a simple SQL statement, which gives you considerable flexibility in defining your new price. Price SQL statements can be entered in the following situations:

- When setting up Sell Prices in the EXO Business Configurator (see page 442).
- When creating a price change or a scheduled price change (see page 446).

Use the information below to construct a simple SQL formula in the Price SQL field. (For advanced users, you can use any valid SQL formula with any field present in the STOCK_ITEM table, including Extra Fields.)

Fieldnames

Commonly used fieldnames are:

- SELLPRICE1 ... SELLPRICE10 - these ten fields correspond to the ten price names set up in EXO Business Config at **Admin > Stock > Price Names**.
- AVECOST
- STDCOST

Variables

Additional useful variables, prefixed with an @ symbol, are available for use in calculations.

The following variables are available when configuring Sell Prices:

- @EXCHRATE - the exchange rate used with respect to the currency selected for the price.
- @TAXRATE - the tax rate entered for the **Sales GST** property on the Details 2 tab (see page 167).

Examples

Price Scenario	Price SQL
Calculate a price by factoring another price	SELPRICE2 * 1.3
Calculate foreign price from local cost	SELLPRICE2 * @EXCHRATE
Calculate GST inclusive price from GST exclusive cost	STDCOST * ((100+@TAXRATE)/100)
Calculate GST exclusive price from GST inclusive price	SELLPRICE2 * ((100-@TAXRATE)/100)

The following variables are available when creating price changes:

- @NEWPRICE
- @CURRENCY - the current exchange rate for the nominated currency

Examples

Price Scenario	Price SQL
Price should be equivalent to Average Cost Plus 30% Mark-up	AVECOST/0.70
Price should be equivalent to standard cost Plus 30 Margin	STDCOST*1.30
Price should be equivalent to Retail price (Sellprice2) less 10%	SELLPRICE2*0.9
Price Should be equivalent to Sellprice1 in this price name's Foreign Currency	SELLPRICE1/@CURRENCY
Price should be equivalent to Average cost + 33% rounded down and then rounded back up to just under the next dollar, e.g. $5.99.	FLOOR (AVECOST*1.33)+0.99

Maintaining Consistent Margins with Changes in Cost Price

In MYOB EXO Business, you can maintain your existing selling price margins, even though your cost prices may fluctuate. Fixing your margins means your selling price will vary, so this presupposes that your customers will accept the price changes without prior notification.

You can review the margins and prices of a stock item by:

- using the Price Change window, which is displayed when an inwards goods receipt varies by more than the margin specified for the stock group, or
- using the Sell Price Formulation window (see page 443).

The operation of these features is dependent upon two User-level profile settings (see page 73):

- **Check supplier cost prices when purchase prices change** - prompts to update the supplier cost price when overriding prices when placing a purchase order (creating or editing a purchase order as opposed to receipting stock).
- **Minimum percentage cost variance requiring price review** - controls the triggering of the popup by setting a minimum percentage variance in landed cost (local currency), above which the price review popup window will appear.

When goods are receipted and costed, and the cost differs from the previous average cost, a window is displayed for each stock item affected. You can then review and reset the selling price if required.

To reset the selling price for a price name, enter the new price in the New Val column. Enter the new selling price to maintain the margin you require.

Advanced

If you have different staff responsible for costing and setting selling prices, you can add profitability information on the costing sheet. The costing sheet could then be used by someone in Sales/Marketing to review pricing and advise on required changes, as a separate process to inwards good costing.

- The %Margin column presents gross margin, i.e.

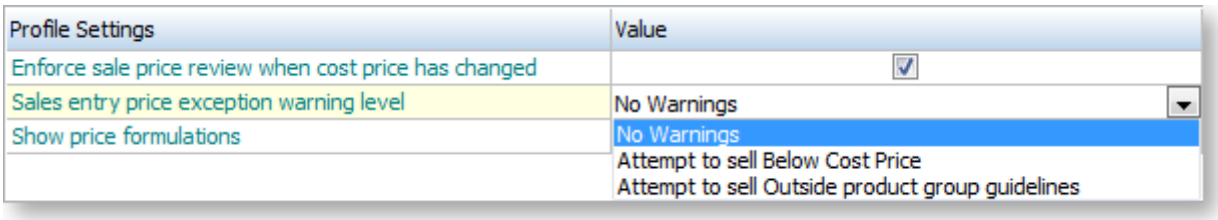
  (Sellprice-Cost Price / Sellprice)*100.
- The %margin is a false figure Price Names that are in foreign currency because the currency exchange is not taken into account here, however the proportional cost variation still applies
- The costing sheet is controlled by the Clarity form IGCosting.CLF. The availability of this functionality is governed by three User profile settings;
  - Stock Costs Hidden - User profile attempts to prevent users from seeing cost prices while browsing the stock records.
  - Check Prices when Costs Change – Custom level User profile enables the display of the price review pop up window if the cost price of the item has changed on a purchase order or creditor invoices (using stock), prompting the operator to reset the sell prices in order to maintain the same percent margin.
  - Cost change check threshold - Custom user profile sets the minimum percentage variance in landed cost (local currency) required to activate price review popup window.

Setting up a Price Warning

Sometimes at the time of invoicing, the selling price might be changed in a way that takes it outside of the expected margins for the stock item. This might be due to a data entry error, confusion over selling price, or because the cost price has changed.

You can set a warning to appear at the time of invoicing either if the sale is below cost price, or if the expected margins are exceeded. In EXO Business Config, set the **Sales entry price exception warning level** User-level profile setting to one of:

- Attempt to sell Below Cost Price, or
- Attempt to sell Outside product group guidelines.



Price Policies

Setting up Price Policies

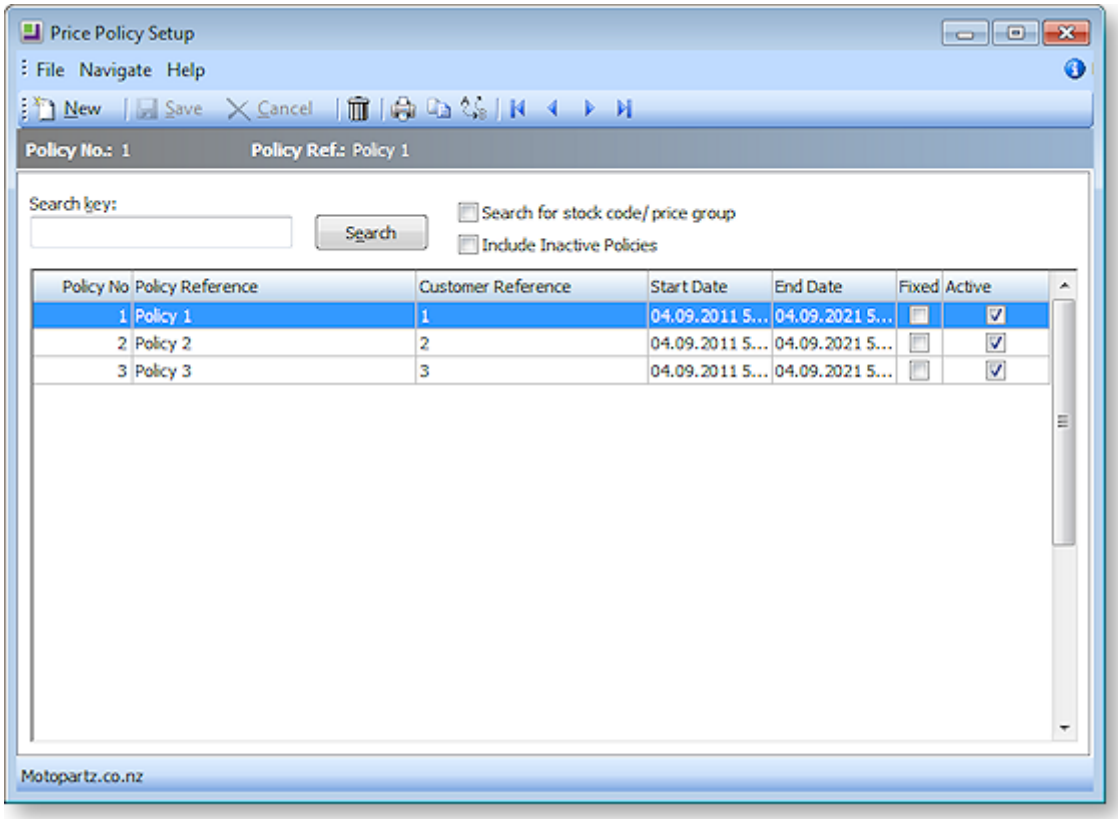
Price Policies are collections of price rules for Products (or groups of products) that can be shared between customers (or whole groups of customers). Using price policies helps you to maintain pricing rules with the least possible elemental changes. Each price policy has a name and notes.

To set up Price Policies:

1. Open the Debtor account for whom you want to set up the price rule.
2. Click on the Discounts/Prices tab.
3. Click on the **Setup Price Policies** button. The Price Policy Setup window is displayed.
4. Click the **New** icon.
5. Complete the fields on the **Details tab**.
6. Click on the Price Rules tab, and then click the **Add Item** button to set up the price rules you want to use for this price policy. Use this table Setup Price Rule window fields (see page 449) to complete the fields in the Price Rules window.
7. Click on the Accounts tab, and then click the **Add Item** button to add any specific debtor accounts you want this price policy to apply to.
8. Click on the Price Policy Groups tab, and then click the **Add item** button to add any Debtor Price Policy Groups you want this price policy to apply to.
9. Click **Save**.

Price Policy Setup Window

Account > Debtors > {Select a Debtor} > (Discounts/Prices) > [Setup Price Policies]



Field Descriptions

The grid header fields are detailed in the table below:

Field	Description
Policy No	This is a sequential policy number used for reference.
Policy Ref	The name of this price policy.
Customer Ref	The customer's own price agreement reference number, if they keep a record of supplier prices and discounts for price checking.
Start Date	The activation date of the price policy.
End Date	The end date of the price policy. Note that the start and end dates of a price policy will override the start and end dates of any included price rules; if the end date of a price policy extends beyond the end date of an included price rule, a prompt is displayed.
Fixed Policy	If checked, this means that although lower prices may be available (or may become available in time) that the price rules contained in this policy are absolute and are always applied regardless of normal price logic. These prices may be considered agreed.
Active	Indicates whether or not this price policy is active, decommissioned, suspended.
Notes	Any detailed notes or description of the price policy. Typically a plain English summary of the price policy, scope, terms, date to be renegotiated, name of person created, etc.

Debtor Price Policy Groups

About Debtor Price Policy Groups

Debtor Price Policy Groups are named groups that allow you to gather multiple price policies (see page 435) into a single group, and then attach multiple debtor accounts to that group.

Examples of Debtor Price Policy Groups might be used include:

- Setting up Retail, Trade, Internet and Trade as Debtor Price Policy Groups.
- Setting up Debtor Price Policy Groups for a list of debtors with a branch/head-office relationship to allow policy changes to take place for the entire group rather than making individual changes.

A debtor account can only be assigned to a single debtor price policy group. All the price policies of a debtor price policy group will apply to the debtor account.

It would be unwise to design debtor policy groups that contain debtors in a variety of currencies unless they were to be used only on policies that contained discount based price rules and not substitute prices.

Debtor Price Policy Groups are set up in the Configuration Assistant.

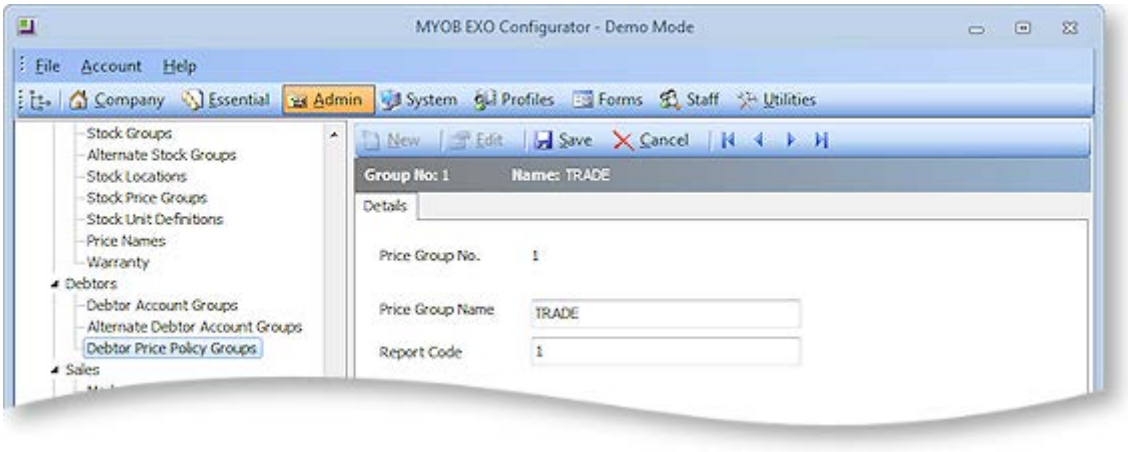
Debtors can be added individually to a Debtor Price Policy Group (see page 437) from the Debtor account.

Price Policies can be assigned to Debtor Price Policy Groups, or vice versa, as the price policy is created and then the Debtor Price Policy Group added to it (see page 437).

Setting up Debtor Price Policy Groups

To add a new Debtor Price Policy Group:

1. In EXO Business Config, go to **Admin > Debtors > Debtor Price Policy Groups**.
2. Click the **New** button.
3. Complete the fields in this section.



The following table describes the fields in the Debtor Price Policy Groups section.

Field	Description
Price Group No.	(Read-only). The Price Group number.
Price Group Name	The name of the Price Group Name.
Report Code	A user-defined report code to report on Debtor Price Policy Groups.

4. Click **Save**.

Adding a Debtor to a Debtor Price Policy Group

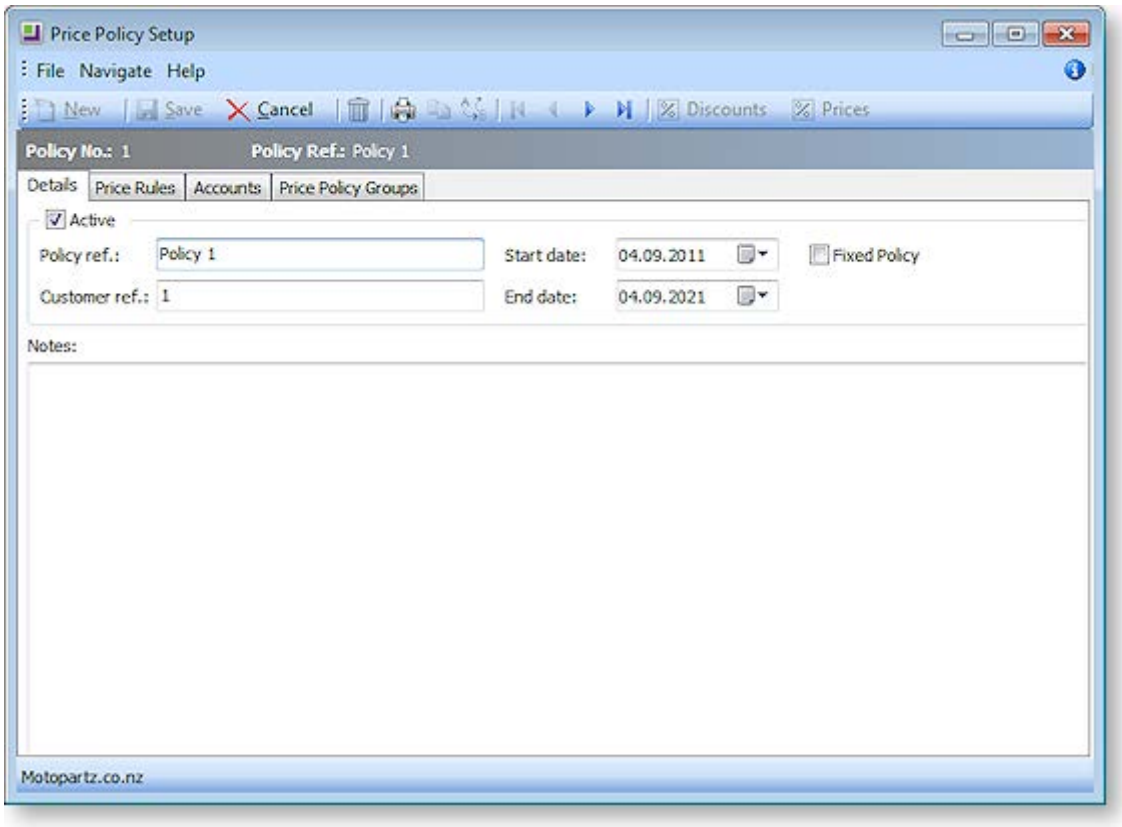
To add a Debtor account to a Debtor Price Policy Group:

1. In the Debtor Account window, double-click on the required Debtor account, then click on the Discounts/Prices tab (see page 99).
2. Select the required Debtor Price Policy Group from the **Price Policy Group** drop-down list to the right of the window. The price policies for the selected Price Policy Group will be displayed. These price policies are shared by all debtor accounts in this Debtor Price Policy Group.
3. Click **Save**.

Adding a Debtor Price Policy Group to a Price Policy

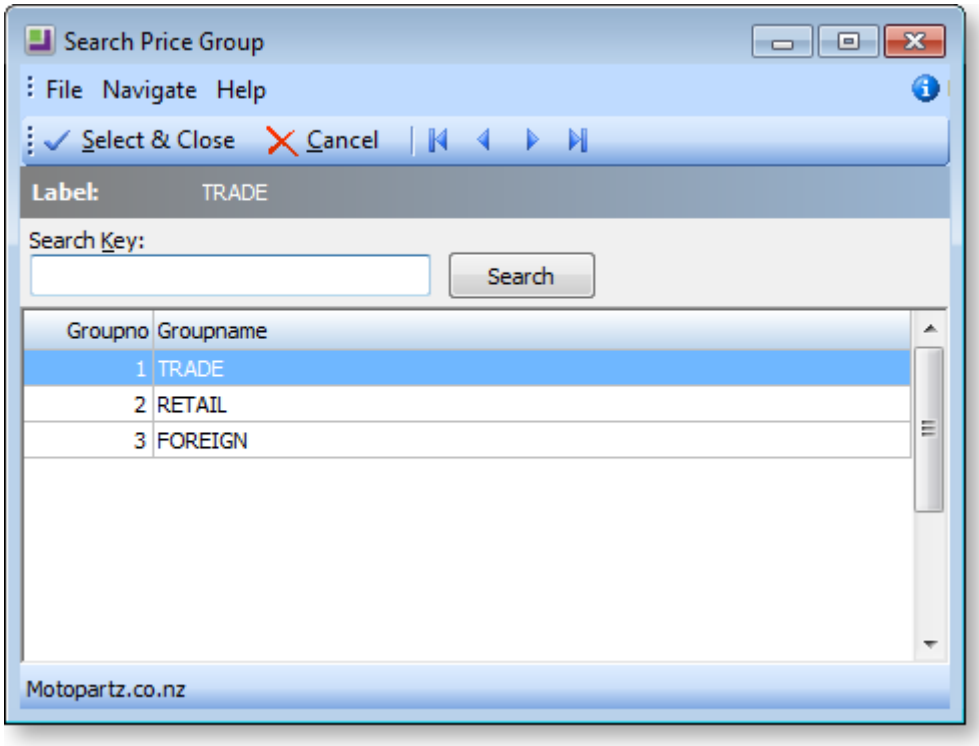
To add a Debtor Price Policy Group to a Price Policy:

1. In the Debtor Account Details window for a Debtor account, go to the Discounts/Prices tab and click the **Setup Price Policies** button. The Price Policy Setup window (see page 435) is displayed.
2. Double-click on the Price Policy you want to add the Debtor Price Policy Group. The Price Policy Setup window now displays additional tabs.



3. Select the Price Policy Groups tab.

4. Click the **Add Item** button, and choose the required Price Policy Group from the list that is displayed.



5. Click **Select & Close**, and then click **Save**. When the Price Policy Group is added to the price policy, all accounts that are in that Price Policy Group will also receive the prices and discounts of that policy.

Prompt Payment Discounts

There are two different methods for offering Prompt Payment Discounts to customers in MYOB EXO Business:

- automatically, based on the invoice date, the credit terms, and the prompt payment discount percentage entered for the Debtor, or
- manually, based on your own discretion when receipting a payment, and the prompt payment percentage entered for the Debtor, regardless of invoice date.

Automatic Prompt Payment Discounts

This method uses the Prompt Payment Discount Calculation window to automatically calculate prompt payment discounts based on the due date of the invoice. Eligibility for the discount is based on the due date of each invoice, and uses the preset discount percentage on the Debtor account.

If you need to manage your outstanding discounts carefully in your business, this is the recommended method.

Automatic prompt payment discounts are managed by calculated by the Prompt Pay Discount Calculation utility; you can calculate new discounts, and review outstanding discounts.

Manual Prompt Payment Discounts

This method uses the **PP Disc** checkbox in the Debtor Receipts window (see page 400) to manually choose whether or not to give a prompt payment discount on a given invoice line. Selecting a line for prompt payment discount uses the discount percentage set up for the Debtor. No check is performed against the due date of the invoice - you can even give the discount to an overdue invoice.

If you need flexibility in the way you offer discounts on invoices, this is the recommended method.

When the discount is claimed, a credit note is issued for the discount amount, using the prompt payment discount stock item set up already in MYOB EXO Business.

Discounts manually applied in this way to an invoice will exclude that invoice from the automatic prompt payment discount method, which only calculates the discount based on unallocated invoices.

Prompt Payment Discount Stock Item

When prompt payment discounts are given, either manually or automatically, a credit note is issued to each Debtor using the prompt payment discount stock item (PPDISC).

Prompt Payment Discounts and End of Period

We recommend that the first step is to review the outstanding discounts from the previous month. This will ensure that existing data is not erased.

Ideally, the Prompt Payment Discount Calculation and the Statement printing for the month should be run back-to-back, after the month's invoicing and just before the End of Period.

Setting up an Automatic Prompt Payment Discount for a Debtor

This procedure will set the percentage for the Prompt Payment Discount given to a Debtor:

1. Click on the Details 2 tab of the Debtor Account Details window (see page 96) for the Debtor.
2. In the Prompt Payment panel of this tab, enter the percentage discount amount in the **Discount (%)** field.
3. Click **Save**.

If you use manual prompt payment discounts when receipting payments, this is the discount percentage that will be used.

If you use automatic prompt payment discounts, the Amount field here is calculated when you run the Prompt Payment Discount Calculation utility, and displays the amount of prompt payment discount the debtor is eligible to receive, based on invoice dates, the credit terms for the debtor, and the prompt payment discount percentage. Once payment has been made, the amount displayed here will be zero.

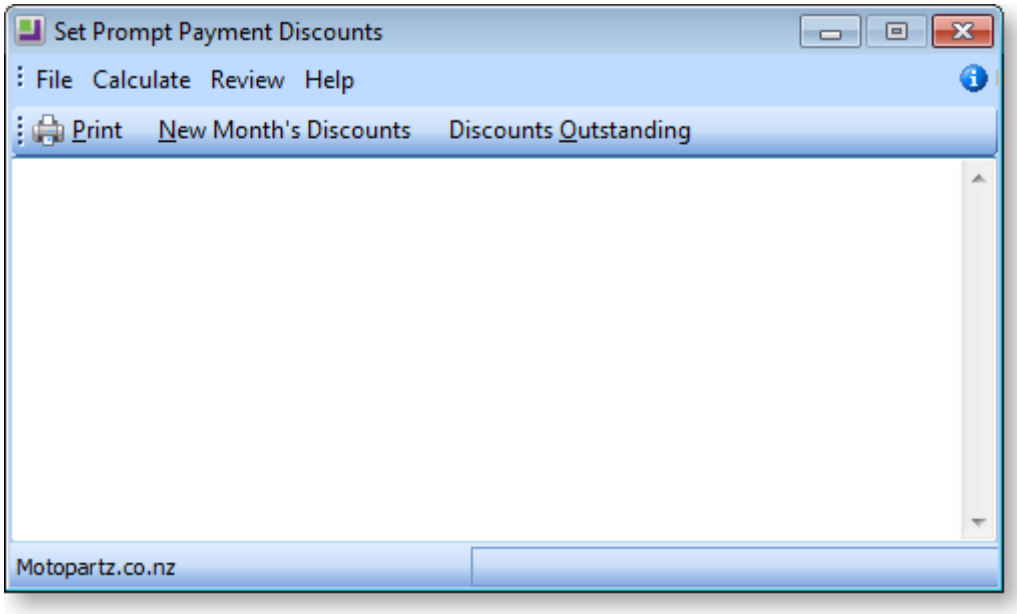
Calculating Outstanding Prompt Payment Discounts

Utilities > Debtor Utilities > Prompt Pay Discount Calculation

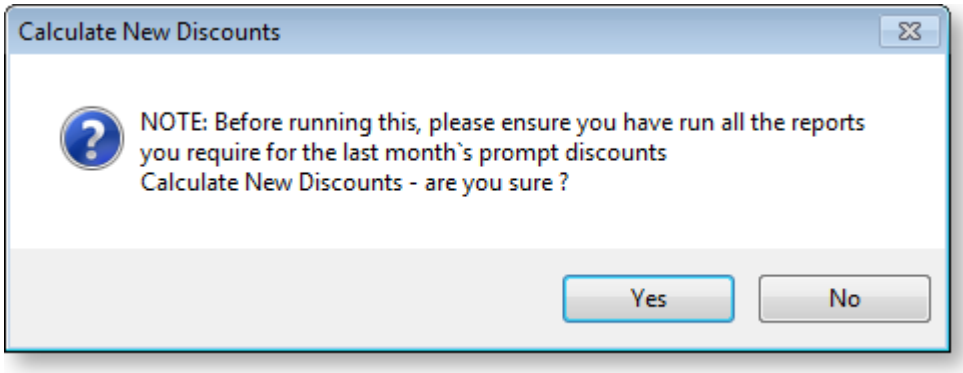
Before you begin, ensure you have reviewed and reported on your last month's prompt payment discounts before calculating this month's new discounts. Last month's discounts will be reset by this process.

This process calculates prompt payment discounts on unallocated invoices based on the invoice date and each debtor's prompt payment discount percentage. The process should be run back to back with generating monthly statements, so that the prompt payment discount information can appear on debtor statements.

1. Go to the Utilities menu and choose **Debtor Utilities > Prompt Pay Discount Calculation**. The Set Prompt Payment Discounts window is displayed.



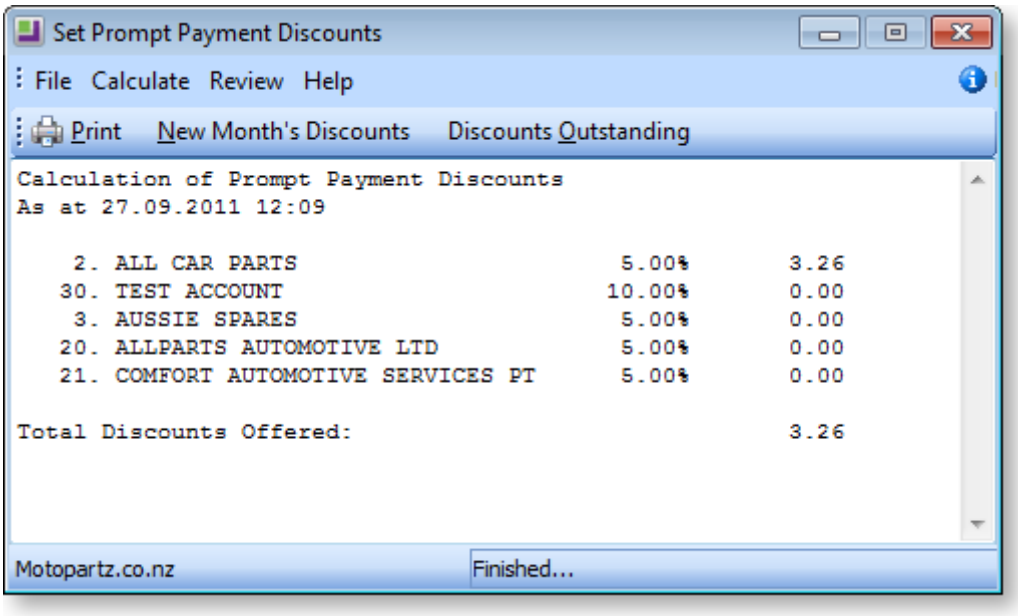
2. Click the **New Month's Discounts** button. The following warning is displayed.



3. Click **Yes**. This month's new prompt payment discounts are listed in the grid. This includes a list of Debtors who have been offered the discount, the related discount percentage, and the amount to be paid by each Debtor. You can print this list.

Reviewing Outstanding Prompt Payment Discounts

1. Go to the Utilities menu and choose **Debtor Utilities > Prompt Pay Discount Calculation**. The Set Prompt Payment Discount Calculation window is displayed.
2. Click the **Discounts Outstanding** button. A prompt is displayed, asking if you are sure you want to Review Outstanding Discounts. Click **Yes**.
3. The outstanding discounts are listed in the grid. You can print this list.



Sell Prices

About Sell Prices

Sell Prices appear on the Details2 tab of the Stock Item Details window (see page 167), and give you the option of specifying ten different price values for each stock item. Each price is set up for a specific currency, and can have its own price formula.

Each customer is assigned a base price (in the Debtor Account Details window Details1 tab), which is one of these ten sell prices.

For example, if you were to have a Trade sell price and a Retail trade price, your Trade price might be 0.8 of your retail price, and you would assign all your Trade customers to the Trade base price in the Debtor Accounts window.

Any further discounts you may offer, via price rules, price policies, or discounts offered at the time of sale, are applied against the base price on the debtor account.

Changing a Base Price

To add or edit base prices:

1. In EXO Business Config, go to **Admin > Stock > Price Names**.
2. Click **New** to create a new price, or select an existing one and click **Edit**.
3. Complete the fields on this window:

Field	Description
Price No	Read-only, the price number is automatically set, and cannot be changed.
Name	The name of the Sell Price.
Price SQL	The SQL formulation for the Sell Price (see page 432).
Currency	The currency of the Sell Price.

4. Click **Save**.

Changing the Base Price of a Debtor

1. In the Debtor Account search window, double-click on the required Debtor.
2. On the Details1 tab (see page 93), select the required base price from the **Base Price** drop-down list.
3. Click **Save**.

Reviewing the Sell Prices of a Stock Item

An advanced feature is the ability to review and update the sell prices of a stock item using the Sell Price Formulation window. While you can update the sell price of a stock item directly in the Stock Item Details window, the Sell Price Formulation window gives you more detailed information on margins and exchange rates, so you can ensure any pricing change will protect the margins you want on the stock item.

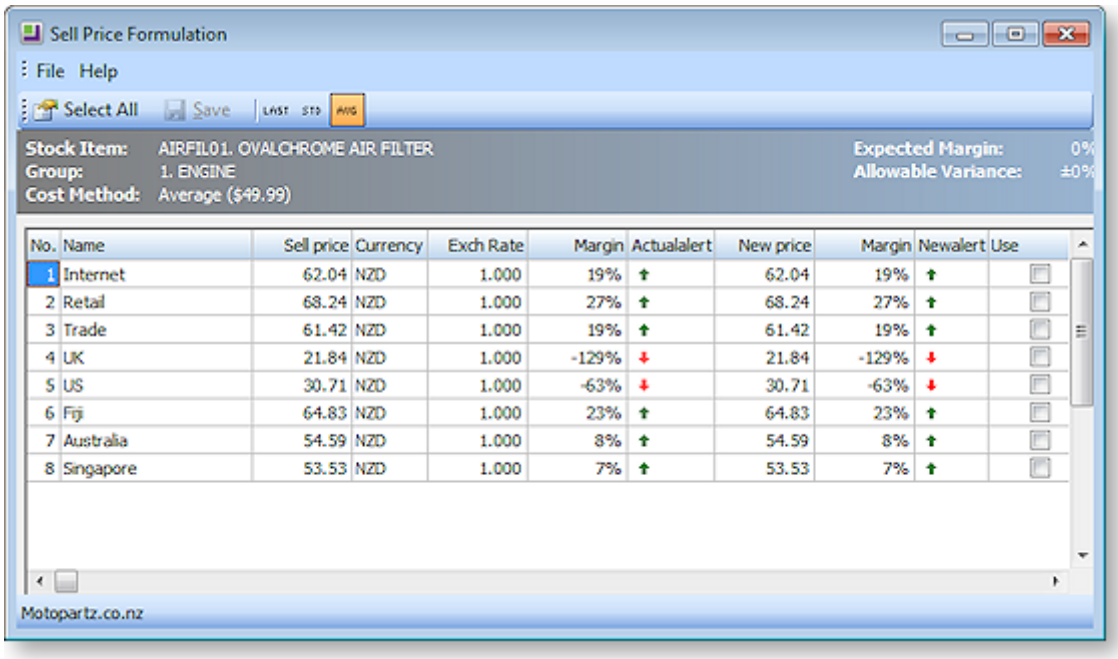
Advanced note: The margins are based on the cost basis selected for your company in the General Settings window of the Configuration Assistant, and the expected margins set for the stock group to which the stock item belongs.

To use this feature, the following Configuration Assistant settings are required:

- Show Price Formulations must be enabled
- Hide Stock Costs must be disabled

To review the sell prices of a Stock item using the Sell Price Formulation window:

1. Go to the Details tab of the Stock Items Details window (see page 164).
2. Click the **Sell Price Formulation** button ( ) on the Stock Item toolbar. The Sell Price Formulation window is displayed.



No.	Name	Sell price	Currency	Exch Rate	Margin	Actualalert	New price	Margin	Newalert	Use
1	Internet	62.04	NZD	1.000	19%	↑	62.04	19%	↑	
2	Retail	68.24	NZD	1.000	27%	↑	68.24	27%	↑	
3	Trade	61.42	NZD	1.000	19%	↑	61.42	19%	↑	
4	UK	21.84	NZD	1.000	-129%	↓	21.84	-129%	↓	
5	US	30.71	NZD	1.000	-63%	↓	30.71	-63%	↓	
6	Fiji	64.83	NZD	1.000	23%	↑	64.83	23%	↑	
7	Australia	54.59	NZD	1.000	8%	↑	54.59	8%	↑	
8	Singapore	53.53	NZD	1.000	7%	↑	53.53	7%	↑	

Green or **Red** arrows show margins outside the expected GP variation range for this stock group, whereas the '-' sign shows that the margin is within the expected range.

3. Click the **Last/Std/Avg** icons in the toolbar to view the margins from the last cost, standard cost or average cost. The default is what is set in the General Settings window of the Configuration Assistant window.
4. The New Price column suggests a theoretical price for this item based upon the defined formula for each price name. This can be applied to any or all of these prices if chosen. Make any price changes you require in the New Price column.
5. Tick the **Use** checkbox of the prices you want to update.
6. Click **Save**. The new sell prices are now applied to the Stock item.

Scheduling Price Changes

Scheduling Price Changes for Stock Items

The Price Change Scheduler is a utility that allows you to prepare base price changes for ranges of stock items in advance and schedule these price changes to be applied at a certain date and time.

Some examples of use include:

- 24/7 operations operating Internet Shopping businesses where customers may be ordering at all times of the day or night and where any price changes must be instantaneous across the range of products affected.
- Businesses that operate on the basis that customers must be formally notified of price changes in advance. Once again the price scheduler can be useful to produce a proposed price list in advance.

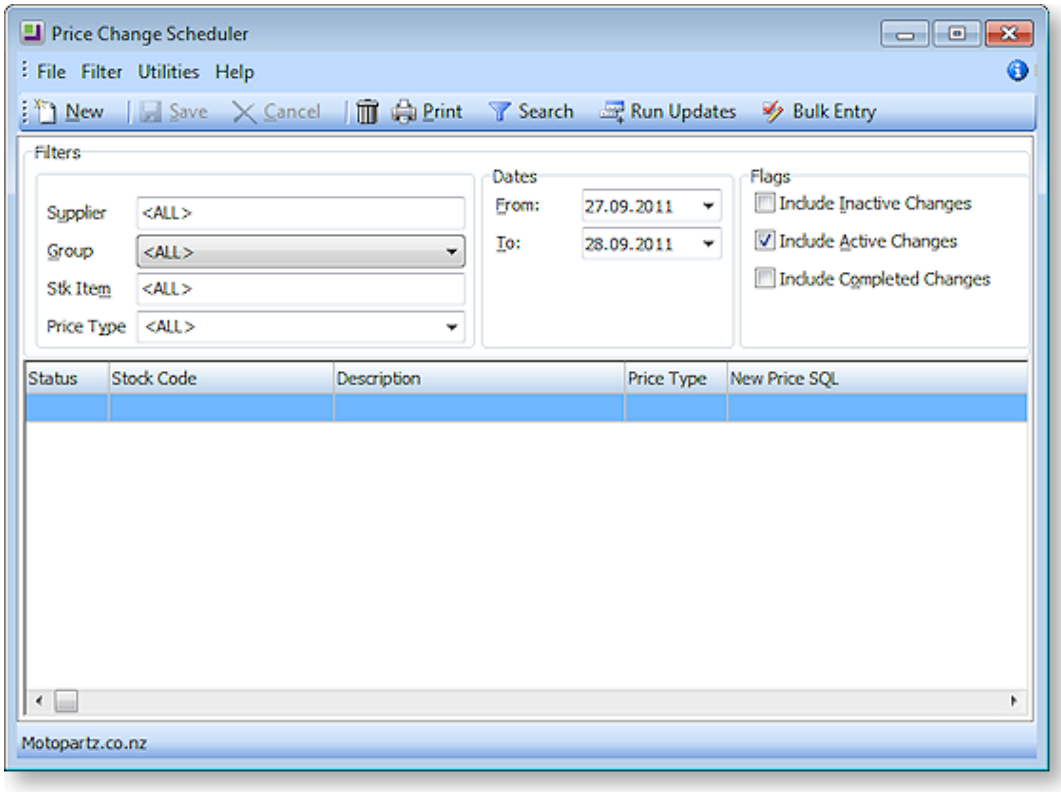
Note that you should consider whether using the Price Change Scheduler or using Price Policies (see page 435) better suits your purpose, as there are similar capabilities in each.

- Use Price Policies if you want the price changes to apply to a single debtor account, or small group of debtor accounts, then you should consider using Price Policies. Price Policies also allow you to group together a range of price changes across multiple stock groups. Price Policies generally allow you to be more precise in your pricing changes than the Price Change Scheduler.
- Use the Price Change Scheduler if you want the price changes to apply to all debtors, for a single stock item, then use the price change scheduler.
- Use the Price Change Scheduler – Bulk Entry (see page 447) if you want the price changes to apply to all Debtors, for selected Stock Group(s) and Secondary Stock Groups.

Viewing Scheduled Price Changes

To view all scheduled price changes:

1. Go to the Utilities menu and choose **Stock Utilities > Price Change Scheduler**. The Price Change Scheduler window is displayed:



2. Use the following filters to view the required scheduled price changes:

   Supplier: The supplier for which you have a scheduled price update, or ALL.

   Group: The stock group of the scheduled price change, or ALL.

   Stk Item: The stock item of the scheduled price change, or ALL.

   Price Type: The price type (price name) of the scheduled price change, or ALL.

   From/To Dates: The date range for which you want to view any scheduled price changes.

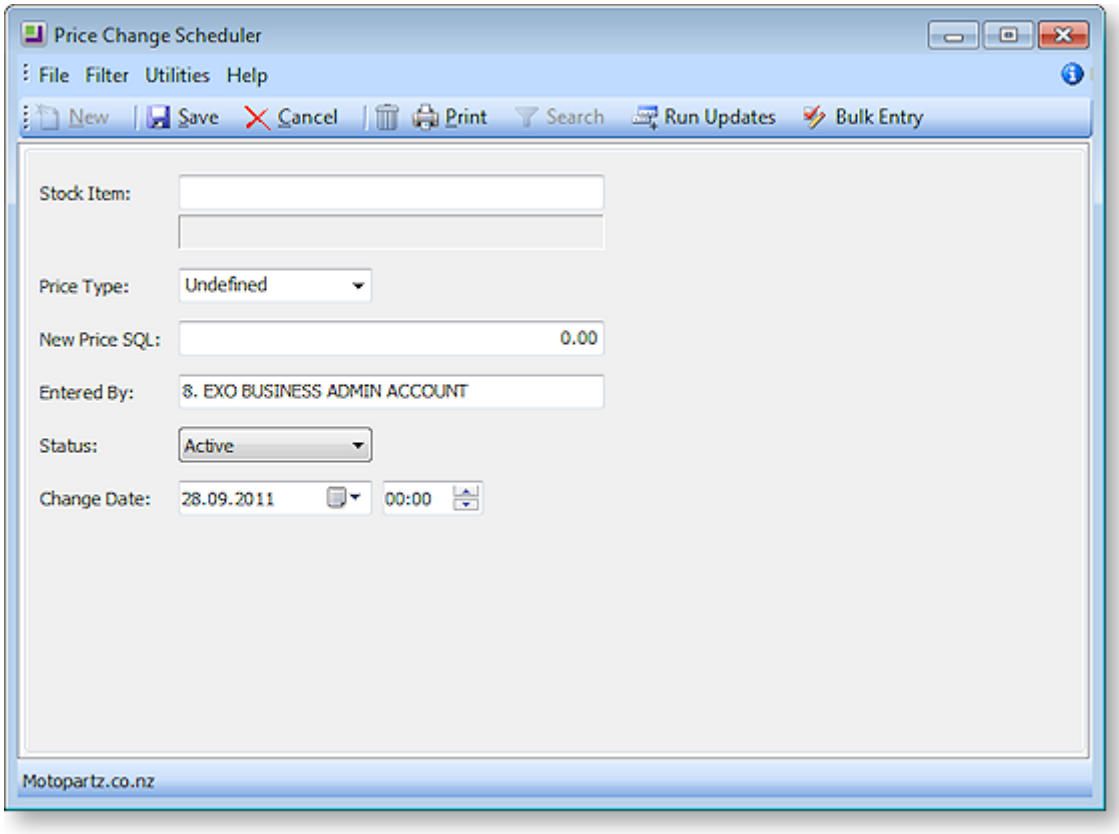
   Flags: Tick the checkboxes to include inactive changes, active changes, and/or completed changes.

3. When you have set your filters as required, click on the **Search** button.
4. Double-click on any price change line to view and/or update.

Scheduling a New Price Change

Follow these steps to schedule a new price change.

1. Go to the Utilities menu and choose **Stock Utilities > Price Change Scheduler**. The Price Change Scheduler window (see page 445) is displayed.
2. Click the **New** button. The following window is displayed:



3. Complete the fields in this window using the following table:

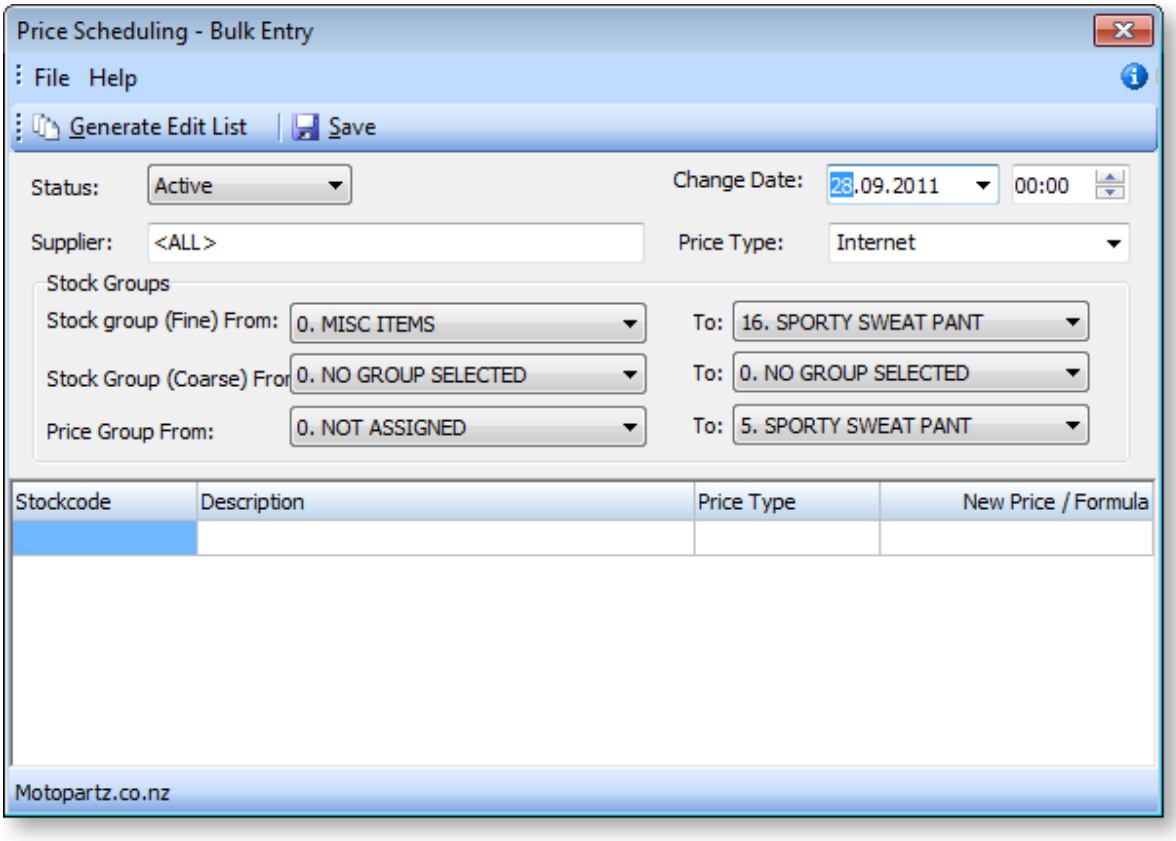
Field	Description
Stock item	Choose the stock item for the price change.
Price Type	Choose the price type (price name) for the price change.
New Price SQL	Enter any Price_SQL (see page 432) you want to use to create the new price.
Entered by	This defaults to the current user.
Status	Specify whether you want this scheduled price change to be active, inactive, or marked as completed
Change Date	The date the price change was scheduled.

4. Click **Save**.

Note: The price change will not automatically be made when the Change Date is reached; when you are ready to update the price, use the **Run Updates** button to change the price.

Scheduling a New Bulk Entry Price Change

1. Go to the Utilities menu and choose Stock Utilities and then Price Change Scheduler. The Price Change Scheduler window is displayed.
2. Click the **Bulk Entry** button. The Price Scheduling Bulk Entry window is displayed.



3. Use the filters in this window, as described here, to select the range of stock items for the bulk price change. When you have selected your filters, click the **Generate Edit List** button, which will populate the grid with a list of all stock items that match your filters.

   Fields in this window:

Field	Description
Status	The status of this scheduled price change: Active, Inactive or Completed. **Tip:** you can also change the status and details of a previous price change to active.
Supplier	If you are only updating items from a single supplier, enter that supplier here, or select <ALL>.
Change Date	The date the scheduled bulk price change was created.
Price Type	Filter by the price name in this field.
Stock Groups – Primary From/To	Select the primary stock group range for the price update

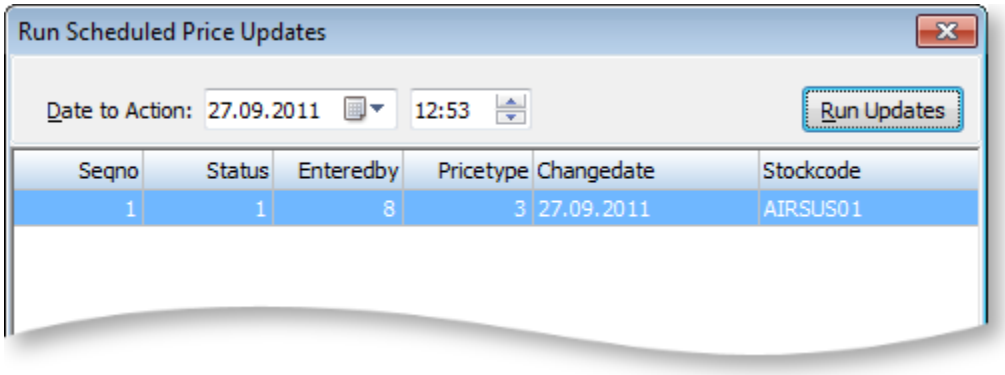
Stock Groups – Secondary From/To	Select the Secondary Stock Group range for the price update.
Stock Groups – Price Group From/To	Select the Stock Group range for the price update.
Stock Code/Description	The specific stock item and description of this price change line.
Price type	The price type of the price change for this stock item.
New Price/Formula	Enter the new price here.

4. Edit the **New Price/Formula field** with the new price for the stock item, or a Price SQL statement (see page 432).
5. Click **Save**. Note that the price changes will not automatically be made when the Change Date is reached; when you are ready to update the price, use the **Run Updates** button to change the price.

Running Scheduled Price Updates

Once you have set up your scheduled price changes, use the **Run Updates** button to action any scheduled price changes with a status of Active. Scheduled Price Updates will not run automatically when the Change Date occurs.

1. In the Price Change Scheduler window, click the **Run Updates** button. The **Run Scheduled Price Updates** window is displayed:



2. The **Date to Action** field defaults to the current time and date.
3. Click the **Run Updates** button to run the scheduled price update.

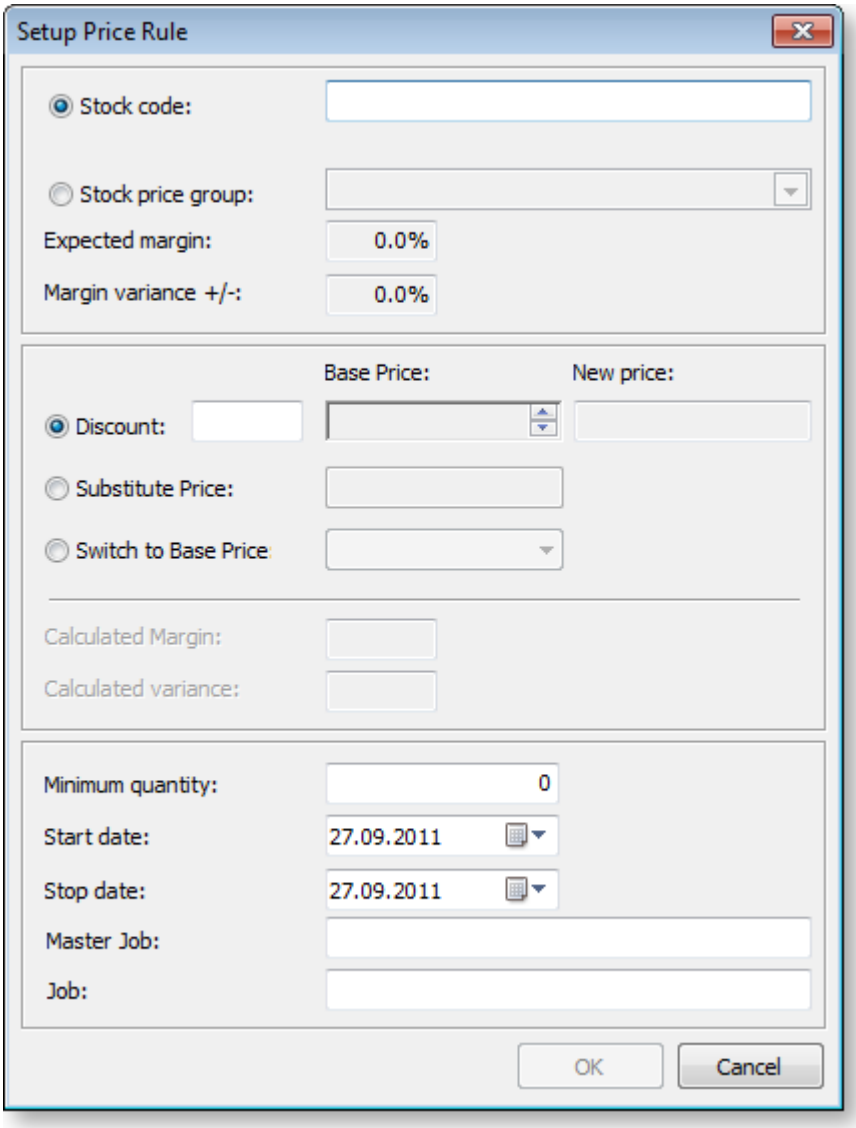
Price Rules

Setting up Price Rules

Stock Price Rules are used to apply a discount on a stock item or range of stock items, i.e. stock groups, to a specific debtor. Price rules are set up on a per debtor account basis; a price rule you set up for one debtor will not be available to another debtor.

1. Enter the Debtor account for whom you want to set up the price rule.
2. Click on the **Discounts/Prices** tab. There are two panes in this window: in the top half of the window price policies are set up, in the bottom half, price rules are set up.
3. Click the **New Price Rule** button ( ). The Setup Price Rule window (see page 449) is displayed.
4. Complete all fields on this window.
5. Click **Save**.

Setting up Price Rule Window Fields



The following table describes the fields in the Setup Price Rules window:

Field	Description
Stock Code or Stock Group	Choose either stock code or stock group: To choose a stock code, click on the Stock Code radio button and enter the code, or type a question mark in the field and press Tab, to browse through the stock list to select the required stock item. To choose a stock group, click on the down arrow to select the required stock group.
Expected Margin	The margin, or markup, you expect to make from sales of stock items in the selected stock group. A read-only field.
Margin variance +/-	The percentage above and below the expected margin percentage that is allowed for sales of stock items in this stock group. A read-only field.
Discount	Enter the discount percentage that the selected debtors are to receive once they purchase the required quantity. The discount will work off the price level that is assigned to the selected debtor(s).
Base Price	Select the base price you want to use as the basis for calculating the new price. Use the up and down arrows to review the effect of the price rule on the ten default price names. This box is disabled when the **Substitute Price** option is selected.
New Price	When the price rule is for a stock item, this is the new price after the discount has been deducted from the selected base price.
Substitute Price	Actual dollar price value to be used in place of the base price if the price rule conditions are met.
Switch to Base Price	Actual dollar price value to be used in place of the base price if the price rule conditions are met.
Calculated Margin	Each Stock Group has an option to set up expected margin, together with an allowable variance from this expected margin. The variance below indicates that a Margin of 40% Plus or Minus 5% is acceptable, that is 35% through to 45% inclusive.
Calculated Variance	
Minimum Quantity	The minimum quantity that is to be purchased in order to receive a discount.
Start Date	The start date of the date range this price rule applies to.
Stop Date	The end date of the date range this price rule applies to.

MYOB EXO Finance

MYOB EXO Finance Overview

MYOB EXO Finance is an external module that interfaces with the core MYOB EXO Business system. There are three components to the Finance module:

- Bank Reconciliation (see page 451), used for reconciliation of bank accounts in the General Ledger to bank statements.
- Creditors Payment Processor (see page 476), used for paying Creditors via cheque or direct credit.
- Direct Debits (see page 493), used where the organisation has authority to direct debit Debtor accounts.

Bank Reconciliation

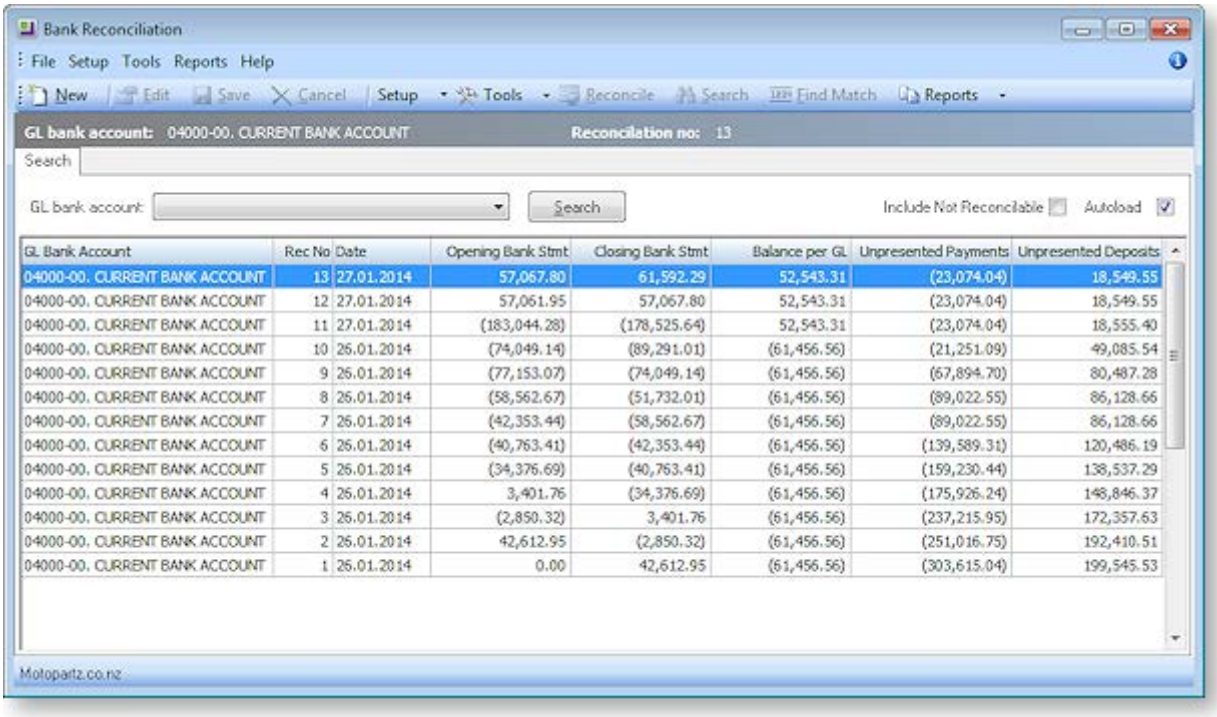
The Bank Reconciliation function (**Utilities > Bank Reconciliation**) has been designed for accounting staff that need to manage their bank accounts. This facility is used to match transactions in the General Ledger Bank account to transactions that appear on the company's bank statement.

Bank Reconciliation can be run in one of two ways:

- A manual system for when working from a hard copy bank statement (see page 458). In manual mode the system displays unreconciled GL transactions from the selected GL bank account, and you manually flag which of these are 'reconciled' – these will be the items that appear on the paper bank statement. The ones that are not flagged are the unreconciled GL transactions and the total of these should represent the difference between the balance of the GL bank account and the closing balance that appears on the bank statement.
- An electronic system using a CSV format file supplied by the bank (see page 463). In CSV mode - the system displays the unreconciled GL transactions from the selected GL bank account, but the bank statement transactions are imported into MYOB EXO Business from a CSV format text file provided by the bank. The process is then to match unreconciled GL transactions to the imported bank items. A GL transaction that is matched is flagged by the system as being reconciled. The objective is to match all the imported bank items to a GL transaction. The GL transactions that remain (unreconciled GL transactions) should represent the difference between the balance of the GL bank account and the closing balance that as per the Bank.

Note: Before bank statement files can be imported into the Bank Reconciliation program, the **bank format needs to be set up (see page 471)**. This setup is performed in **Setup > Bank Formats**, and defines how MYOB EXO Business should interpret CSV bank statement files that are to be imported into Bank Rec. This only needs to be set up if the CSV method of Bank Reconciliation is to be used.

When choosing Bank Reconciliation from the menu, a window opens with the list of all previous bank reconciliations:



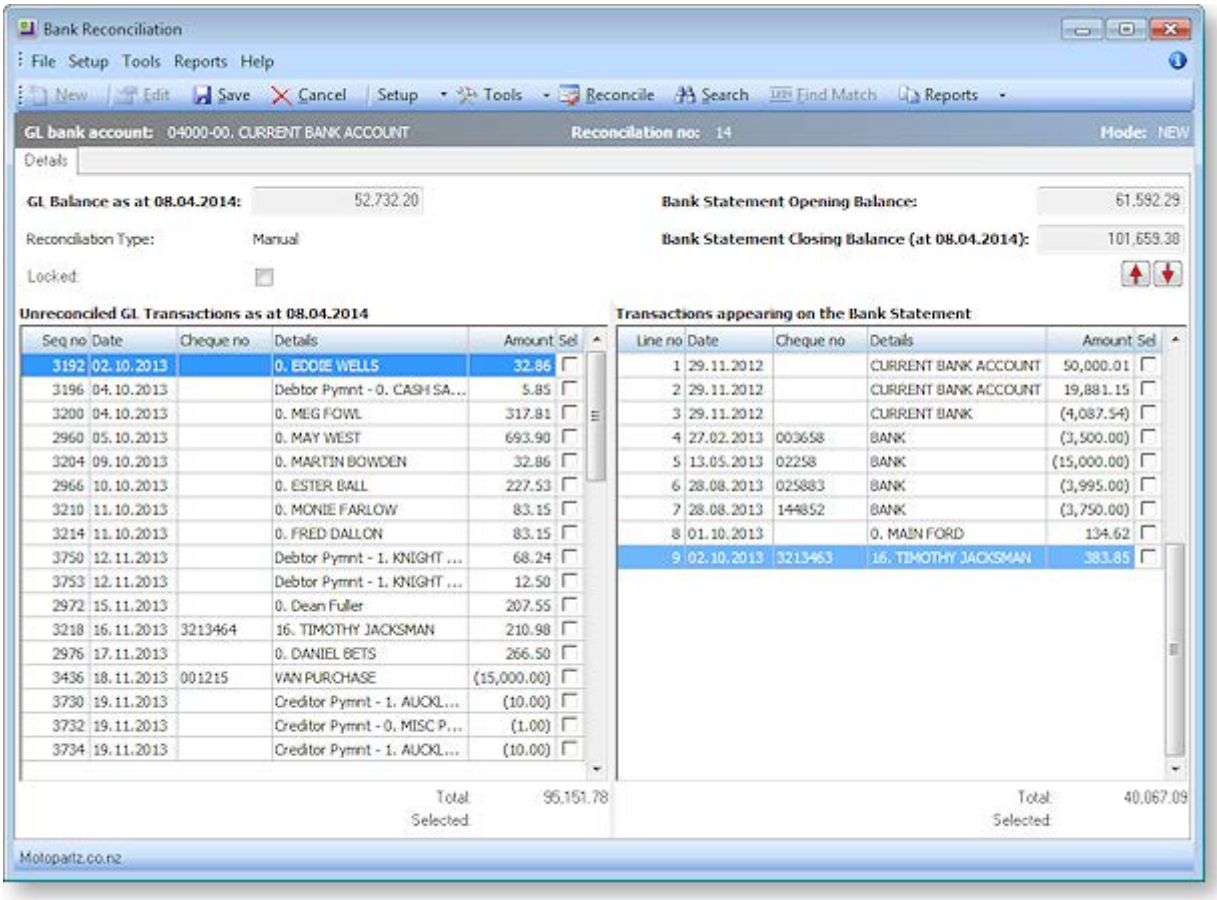
1. To list the reconciliations for a specific bank account, select the account from the **GL bank account** drop down list, and click **Search**.
2. To Include unreconcilable accounts in the list, check the **Include Not Reconcilable** checkbox**.**
3. To automatically list the previous bank reconciliations whenever the Bank Rec function is selected, select the **Autoload** check box. Alternatively, click on Search every time to list previous bank reconciliations.

Note: The list of previous bank reconciliations is displayed in an Exogrid, meaning that columns can be moved around, rows sorted by clicking on the appropriate column header and select the columns to view by right-clicking on the yellow column header and selecting **Visible Columns**.

Note: The details on the grid (statement balance, GL balance, unreconciled payments and deposits) are all taken from the database table BANK_REC_LOG.

Bank Reconciliation Details Window

The main details window is laid out as follows:



Definitions

Name	Description
Mode	For a new reconciliation the mode is NEW. Other modes are VIEW and EDIT.
GL balance as at dd.mm.yyyy	The GL balance as at the date specified – not necessarily the current GL balance. MYOB EXO Business will add up all GL transactions for the specified bank account, up to and including the date specified
Reconciliation Type	**[Manual]** Set to Manual from the set-up window and cannot be changed. **[CSV]** Set to CSV from the set-up screen and cannot be changed. • Click on … to see the path and file name of the import file. • Click on … to view the contents of this file.
Locked	While it is unlocked, the user can still edit the reconciliation (see page 455). The user can lock a bank reconciliation when it is complete.
Bank Statement Opening Balance	The bank statement opening balance is set to the closing balance from the previous reconciliation.

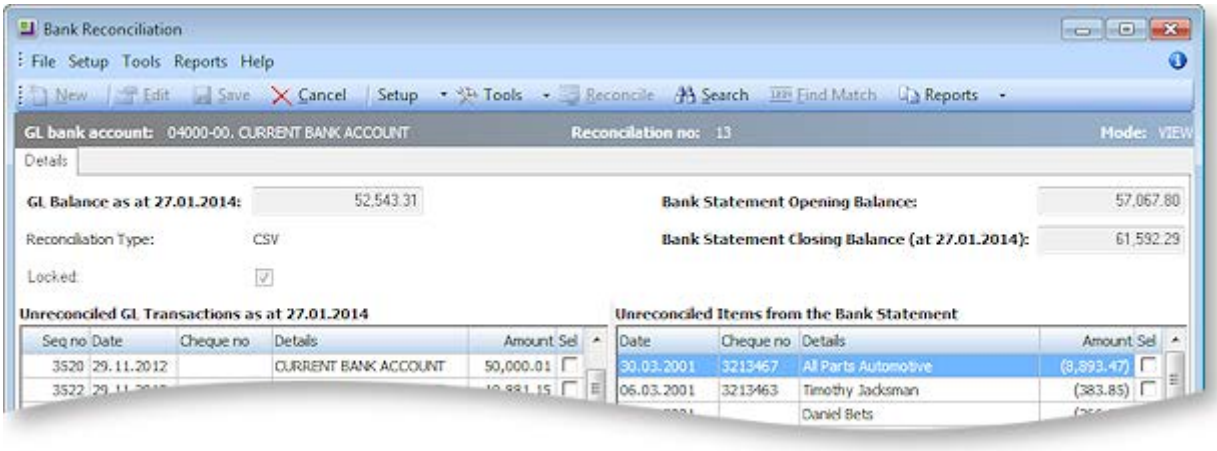
Bank Statement Closing Balance	The bank statement closing balance is bank statement opening balance, plus all transactions that appear on the bank statement (i.e. total shown at the bottom right of the window). Note that the opening and closing bank statement balance are not immediately available for edit. However, the opening balance is available for editing on the first reconciliation of a GL account. For subsequent reconciliations, it is still possible to change the opening/closing bank statement balances by selecting **Setup > Edit Statement Balances**. This option is only available if the user profile 'Allow Bank Reconciliation Opening/Closing Statement Balance Edits' is enabled.
Unreconciled GL Transactions as at dd.mm.yyyy	The GL transactions that appear on the left-hand-side are the unreconciled transactions with a transaction date less than or equal to the reconciliation date. The sum of unreconciled GL transactions appears at the bottom of this section. **Note:** Unreconciled GLTRANS are where gltrans.reconciled = 0 and gltrans.transdate =< the reconciliation date specified on the panel above).
Transactions appearing on the Bank Statement	The items on the right-hand-side in Manual Mode are the reconciled GL transactions – those that appear on the Bank Statement. The sum of items appearing on the bank statement appears at the bottom of this section. Double-clicking an item on left-hand-side transfers it to the right-hand-side.

Use the arrow buttons () to move the lines for view on the bank statement up or down.

From the search/summary screen it is possible to see the details of any existing reconciliation.

Details Screen

To see the details of a reconciliation, from the search/summary screen, double-click on any existing reconciliation. This will display the Details screen, which is similar to the Details screen when adding a new reconciliation:



The **Mode** is set to VIEW, so the reconciliation cannot be changed.

The left-hand-side represents the unreconciled transactions at that point in time. This will be the same list that would have been seen when the reconciliation was first entered.

> **Note:** For reconciliations entered after upgrading to MYOB EXO Business 7.0, this screen will provide an accurate list of unreconciled GL transactions at that point in time. However it is not possible to build an accurate list of unreconciled transactions for reconciliations that were entered before an upgrade to MYOB EXO Business 7.0, as the required data links were not recorded for these reconciliations.

The logic used to select GL transaction for display on the left-hand-side of the screen is:

```
GL_TRANS where
gltrans.transdate <= bank_rec_log.transdate and
gltrans.seqno <= bank_rec_log.gltrans_seqno and
((gl_trans.reconcile_no = '0' or  gl_trans.reconcile_seqno >
bank_rec_log.seqno)) [**]
```

[**] The GL transactions are either not yet reconciled at all (reconcileno = 0), OR they have been reconciled but after this reconciliation.

The selection of transactions on the right-hand-side depends on whether the reconciliation was created in manual mode or CSV mode. In manual mode, the details are from GL transactions that were stamped with this reconciliation number.

In CSV Mode, the list on the right-hand-side is of all unreconciled bank statement items.

It is possible to see all the GL transactions that were available for reconciliation when the reconciliation was first entered by selecting >Setup>Show Reconciled Items. Unreconciled transactions will appear in black. Reconciled transactions appear in blue.

To print the Bank Reconciliation details that appear on the screen, select **Reports > Bank Reconciliation Details**. The output can be saved to Excel by selecting **File > Save As** and selecting the CSV format.

The following functions are also available in View Mode:

- Check Reconciliation (**Tools > Check Reconciliation**)
- Search
- Calculate Selected

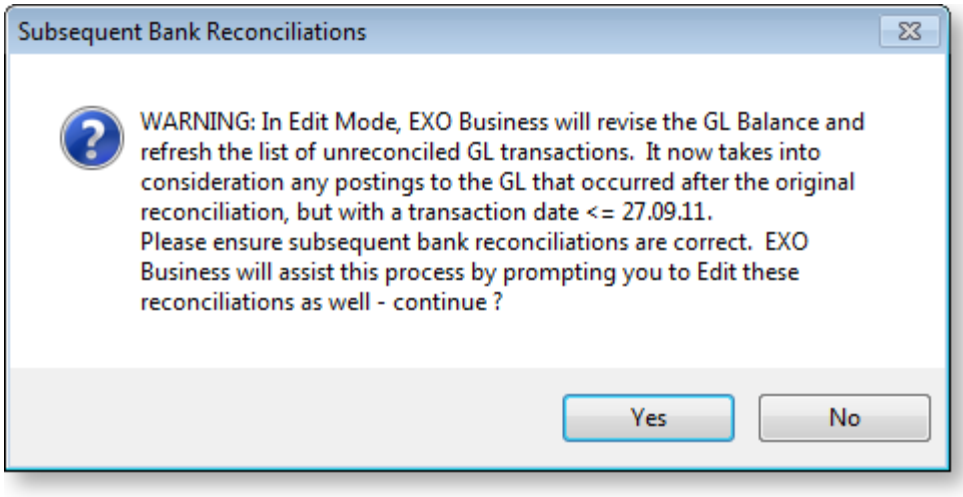
It may be necessary to change an existing Bank Reconciliation. Double-clicking on the appropriate row on the search/summary screen will display the Details screen in View mode.

While in View mode the reconciliation cannot be changed. To make changes the reconciliation has to be put into Edit Mode; however, there are some restrictions on placing a reconciliation into Edit Mode.

Restrictions

Editing of the last reconciliation is generally acceptable and MYOB EXO Business allows this. But editing of reconciliations before the last one should be avoided if at all possible. This should be the exception and not part of the normal process. To control editing there is a User-level profile setting called **Allow editing of bank reconciliations**. The following table shows the logic that either enables or disables the **Edit** button, (allow/disallow edits), and which warning messages will appear.

Last Rec	Locked	Profile	Edit Button	Messages
Yes	No	Don't allow	Enabled	None
Yes	Yes	Don't allow	Disabled	Not applicable – Edit button is disabled
No	No	Don't allow	Disabled	Not applicable – Edit button is disabled
No	Yes	Don't allow	Disabled	Not applicable – Edit button is disabled
Yes	No	Allow	Enabled	None
Yes	Yes	Allow	Enabled	Warning message that is blocked
No	No	Allow	Enabled	Subsequent Bank Reconciliation warning (see below).
No	Yes	Allow	Enabled	Subsequent Bank Reconciliation warning. # Warning message that it is locked

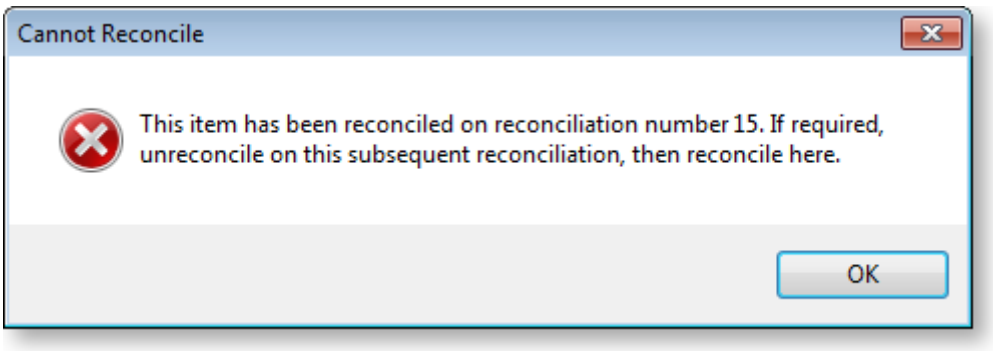


Note: Bank Reconciliations that were entered before an upgrade to MYOB EXO Business 7.0 cannot be edited. This is because the General Ledger balance, reconciliation date and unreconciled transactions would not be tightly related to each other, as they are in reconciliations entered in 7.0.

The Editing Process

To put the reconciliation into Edit mode:

1. Click **Edit**.
2. The system will then revise the GL Balance by re-selecting all GL transactions up to and including the reconciliation date. Any new GL transactions that are unreconciled, and with a date on or before the reconciliation date will now appear in the left-hand list. These new transactions can then be reconciled in the normal manner.
3. Other transactions on the left-hand-side can also be reconciled – as long as they were not reconciled on a subsequent reconciliation. If they have been reconciled on a subsequent reconciliation, an error message will be displayed:



4. Transactions on the right-hand-side in manual mode (already reconciled) can be unreconciled (by double-clicking on them). The system will adjust the total unreconciled value and the closing bank statement balance as this activity takes place.
5. When all the changes have been completed, click **Save**. If this is not the last reconciliation, the system will go to the next reconciliation where you can continue to edit, or just save it.

Note: It is important to save, otherwise the GL bank balance and opening/closing bank statement balances on subsequent bank reconciliations will not be revised and the data will be incorrect.

Deleting Reconciliations

Utilities > Bank Reconciliation > {select the conciliation in the list} > Tools > Delete

To remove an existing Bank Reconciliation from the system, from the Bank Reconciliation window (see page 451), select **Tools > Delete Reconciliation**. This will also update the General Ledger transactions (see page 233) that have been flagged as being reconciled; it will set these to unreconciled.

If the reconciliation was a CSV reconciliation, all imported bank statement items will be removed from MYOB EXO Business's internal record (deletes records from the database table bank_rec_uploads). The actual import file will not be deleted.

Note: Only the last Bank Reconciliation for a given GL Bank account can be deleted.

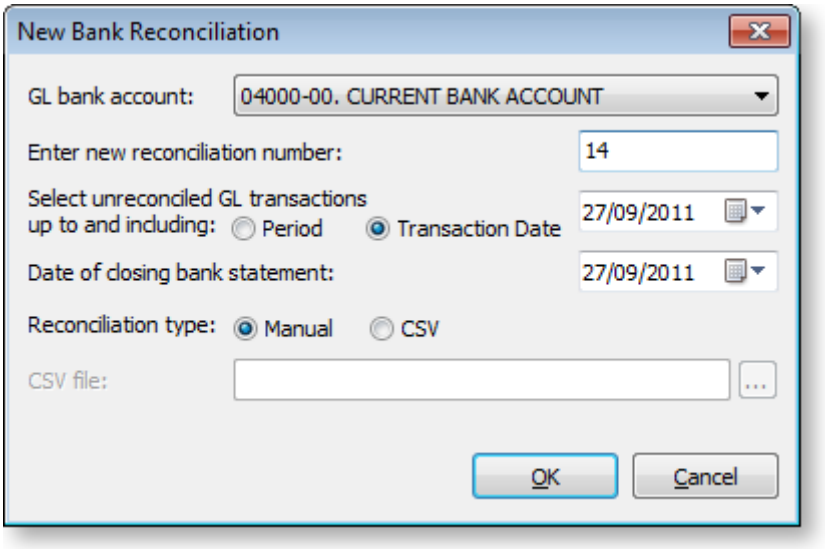
Manual Reconciliations

Setting up a New Manual Reconciliation

Manual Reconciliations are bank reconciliations performed manually off a printed statement from the bank. This contrasts with a CSV Reconciliation (see page 463), where the reconciliation is performed against an electronic banking file provided by the bank.

To begin a manual bank reconciliation, the Manual reconciliation type must be selected.

To begin a new reconciliation, from the main Bank Reconciliation search/summary window, click **New**. The following window will be displayed:



Enter the relevant settings as follows:

- **GL Bank Account** will default to the Bank Account on GL Controls. The drop-down list will start from this account.
- **Enter new reconciliation number**. The reconciliation number will increment from the last number used, but can be changed, for example to match a bank statement number. It cannot be set to a reconciliation number that has been used previously for this GL bank account.
- **Select unreconciled GL transactions up to and including** is the reconciliation date. MYOB EXO Business will work out the GL balance as at this date and will only show unreconciled GL transactions (see page 233) up to this date. For example, if on the 10th of July a reconciliation form the month of June is begun, enter a reconciliation date of 30 June, and the system will obtain the GL balance as at 30 June, and display unreconciled transactions with a transaction date less than or equal to 30 June on the left-hand-side of the window.
- **Date of closing bank statement** is held for information purposes only, to easily identify which statement file was being reconciled.
- **Reconciliation type.** Choose **Manual** for a manual reconciliation.

Once the set-up information has been entered, click **OK** to display the details window.

Reconciling a Manual Bank Reconciliation

In manual mode, the left-hand-side of the window will show all unreconciled GL transactions, and the right-hand-side represents reconciled transactions (those that appear on the bank statement).

To show that a GL Transaction is reconciled:

1. DOUBLE-CLICK on a single item from the left-hand-side.
2. Alternatively select items by left-clicking the mouse while on the appropriate row, and if more than one item is to be selected, then hold down the **CTRL** key while LEFT-CLICKING. Click the **Reconcile** button from the toolbar.

Either method will move the item from the left-hand-side to the right-hand-side, and adjust the Bank Statement Closing Balance.

To undo a reconciled item DOUBLE-CLICK on a single item from the right-hand-side-hand-side.

This will transfer the item from the right-hand-side to the left and adjust the Bank Statement Closing Balance in the process.

Calculate Selected

The Calculate Selected function is to help the operator to work out which set of transactions on the left-hand-side agrees with which set of transactions on the right-hand-side.

To calculate selected item totals:

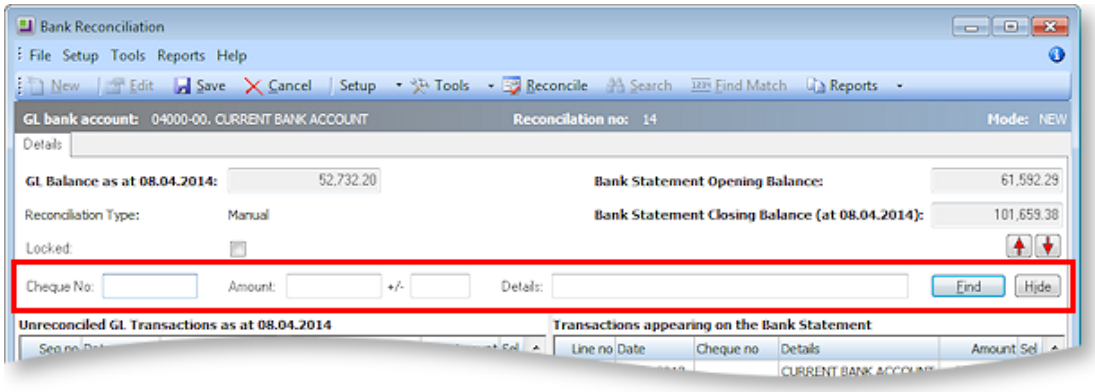
1. Select items on either side by left-click on the appropriate row. If more than one item is to be selected, hold down the CTRL key while clicking the appropriate row.
2. Click the **Calculate Selected** button on the toolbar. The system will sum the selected items and display these totals at the bottom of the window.

Searching for Transactions

The Search function is used to find certain transactions from either side of the bank reconciliation details window.

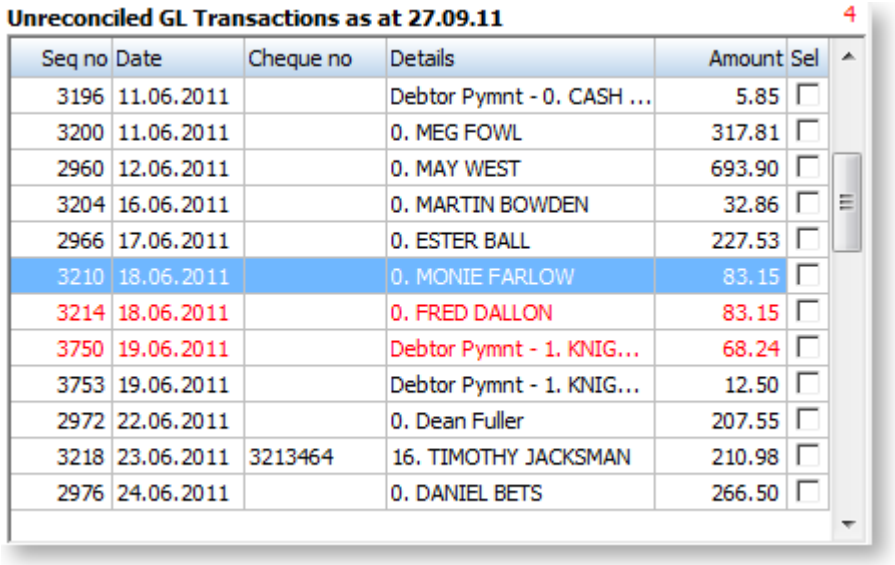
To search for items:

1. Click the **Search** button on the toolbar. The Search panel is displayed.



2. Enter the search criteria and click **Find**:
    - **Cheque No** is an exact match.
    - **Amount** is an absolute value, so 100.00 will find both +100.00 and -100.00.
    - **+/-** is a variance amount. So 10.00 +/- 0.05, would return values between 9.95 and 10.05, and those with values between -9.95 and -10.05.
    - **Details**. Enter details text here. Any entries that contain this text will be returned.

3. The system will search both sides of the reconciliation for transactions that match the criteria entered. The system is looking for transactions where Cheque No equals that specified and transaction Amount equals that specified +/- the variance and where the transaction's detail contains the Details text entered.
4. Matching transactions are displayed **red**, and the total number found is shown at the top of each column.



Seq no	Date	Cheque no	Details	Amount	Sel
3196	11.06.2011		Debtor Pymnt - 0. CASH ...	5.85	☐
3200	11.06.2011		0. MEG FOWL	317.81	☐
2960	12.06.2011		0. MAY WEST	693.90	☐
3204	16.06.2011		0. MARTIN BOWDEN	32.86	☐
2966	17.06.2011		0. ESTER BALL	227.53	☐
3210	18.06.2011		0. MONIE FARLOW	83.15	☐
3214	18.06.2011		0. FRED DALLON	83.15	☐
3750	19.06.2011		Debtor Pymnt - 1. KNIG...	68.24	☐
3753	19.06.2011		Debtor Pymnt - 1. KNIG...	12.50	☐
2972	22.06.2011		0. Dean Fuller	207.55	☐
3218	23.06.2011	3213464	16. TIMOTHY JACKSMAN	210.98	☐
2976	24.06.2011		0. DANIEL BETS	266.50	☐

5. Click **Hide** to remove the Search panel.

Adding and Removing Entries in the Bank Reconciliation

Cashbook Entries

The Integrated Cashbook (see page 300) is available directly from the Bank Reconciliation.

To make a cashbook entry:

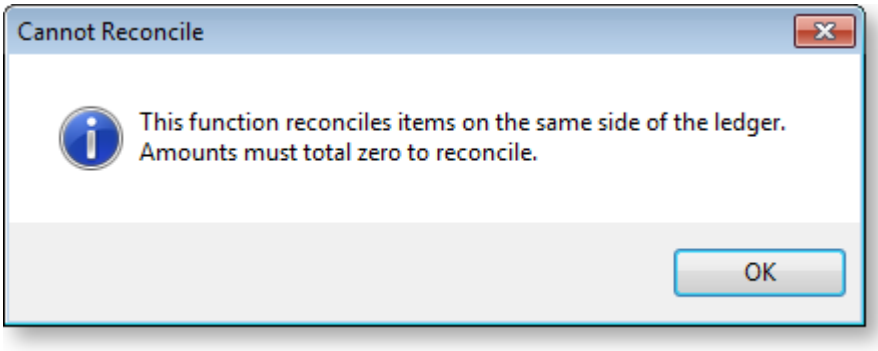
1. Select **Tools > Make Cashbook Entry**.
2. If the transaction is dated on or before the reconciliation date, the transaction will be added to the list of unreconciled transactions on the Bank Reconciliation and the GL Balance that is being reconciling to will be adjusted for this Cashbook transaction.

Remove Items from General Ledger

If there are two or more GL transactions in the bank account that net to zero, they can be removed from the list of unreconciled GL transactions.

1. Select the transactions by holding down **CTRL**, while clicking on the appropriate rows.
2. Select **Tools > Remove from General Ledger.** These transactions will be removed from the list on the left-hand side. They will be flagged as "reconciled".

If the user attempts to remove transactions that do not net to zero, an error message is displayed:



Removing Bank Statement items

If there are two or more items from the bank statement import file that net to zero, they can be removed from on the right-hand-side of the screen.

To remove bank statement items that net to zero:

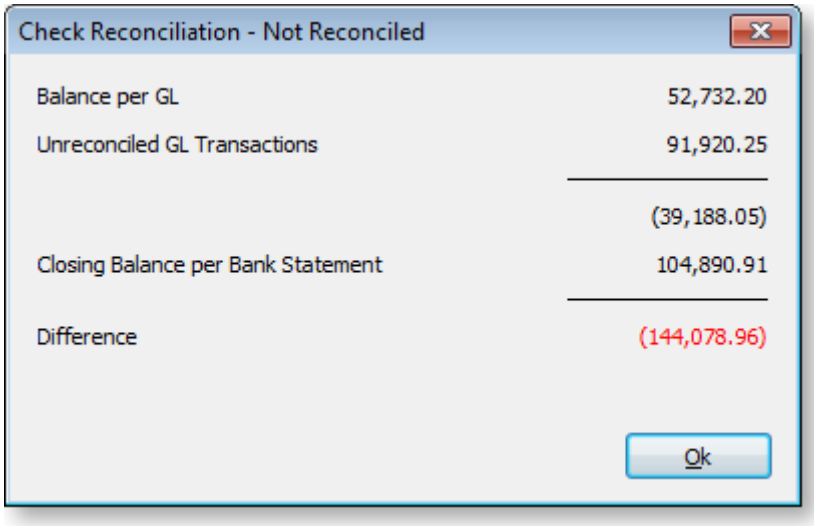
1. Select the transactions by holding down **CTRL**, then right-click on the appropriate rows. Selected transactions will be highlighted, with the select box ticked
2. Select **Tools > Remove from Bank Statement**. These transactions will be removed from the list on the right-hand-side. They will be flagged as 'reconciled'.

Checking a Reconciliation

A Check Reconciliation function will perform a quick check that the current reconciliation balances, and a more detailed reconciliation report can be run

To run the Check Reconciliation function:

1. Select **Check Reconciliation** from the Tools menu. The following window appears:



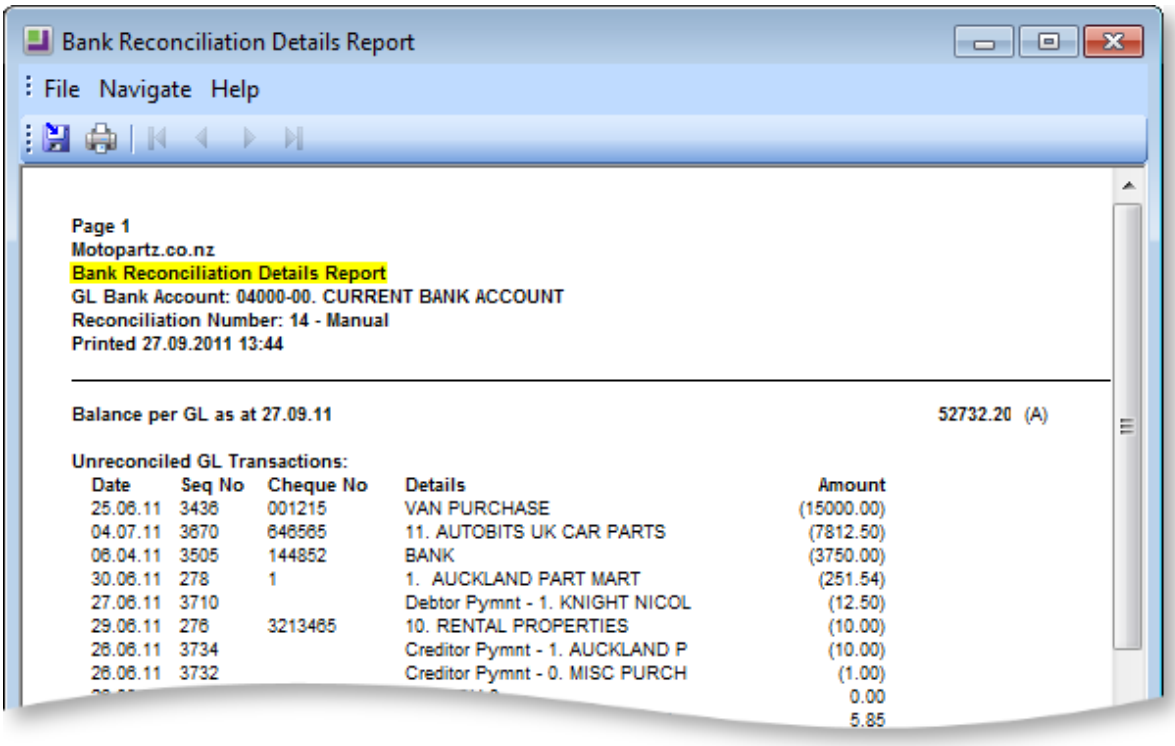
2. Click **OK** to continue.

A reconciliation summary report is available for printing.

Note: In **CSV mode (see page 463)** the reconciliation will not be reconciled while there are still items on the right-hand-side

To create a bank reconciliation report:

1. Click on **Reports > Bank Reconciliation Details**.
2. The system will produce the following, based on the current reconciliation being viewed.



Note: The report performs two integrity checks at the bottom of the form.

The report can be printed (using the button on the toolbar), and can be saved to file using **File > Save As**. If saved in CSV format, the data can be retrieved into Microsoft Excel or similar for further analysis.

Closing the Bank Reconciliation

To complete a bank reconciliation:

1. Click **Save** to save the reconciliation. If the reconciliation does not balance the system will display the Check Reconciliation window (see page 461), to alert the operator that the reconciliation is not finished.
2. Alternatively, click **Cancel** to return to the search/ summary window without saving the new reconciliation.

Note: Any Cashbook entries and AP Processing transactions that were created during the reconciliation cannot be undone by clicking **Cancel**.

The system will perform the following updates upon saving a new bank reconciliation:

- Creates a new BANK_REC_LOG record
- SEQNO New seq no generated
- ACCNO The GL account number of the reconciliation
- SUBACCNO The GL sub-account number of the reconciliation
- RECONCILENO The reconciliation number entered
- TRANSDATE The reconciliation date that was entered in “Select unreconciled GL transactions up to and including”.
- STMNT_OPENBAL From the window

- STMNT_CLOSEBAL From the window
- GL_BAL The GL balance displayed on window, i.e. sum(amount) all Gltrans where transdate <= reconciliation date (bank_rec_log.transdate) for this account.
- DEPOSITS Unreconciled debit GL Transactions. Sum of debits on LHS
- PAYMENTS Unreconciled credit GL Transactions. Sum of credit on LHS
- GLTRANS_SEQNO Set to the last GLTrans that makes up the GL balance on the window. This is last seqno of Gltrans where gltrans.transdate <= rec date on window for this GL account
- RECTYPE Manual
- STMNT_DATE New field. Set to the "Date of Closing Bank Statement", also displayed on window.
- LOCKED Per window. Yes/no
- GL_TRANS (updates to reconciled transactions)
- RECONCILE_SEQNO Updated with the seqno of the new bank_rec_log
- RECONCILE_NO From the window
- RECONCILED Set to 1 (meaning it's reconciled)

CSV Reconciliation

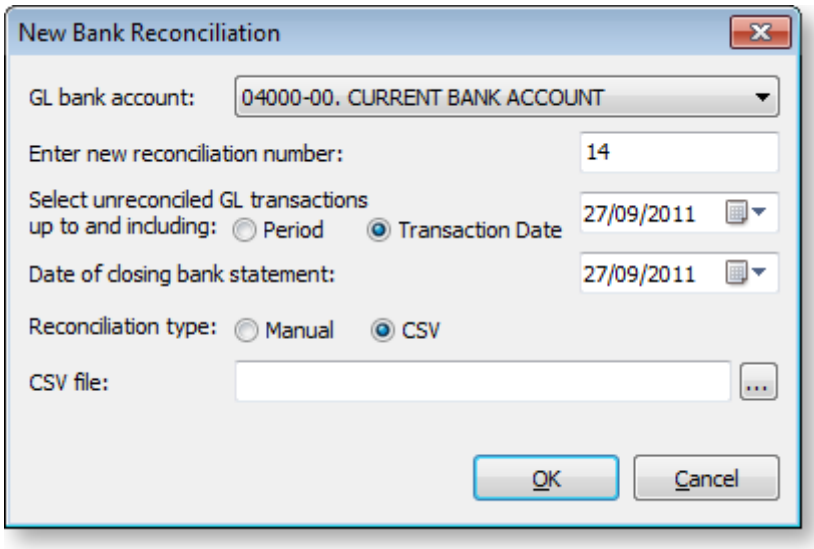
Setting up a New CSV Reconciliation

Utilities > Bank Reconciliation > [New] > {Configure then choose CSV File} > [Ok]

Note: The following procedure assumes that the CSV file format has already been **set up according to the correct Bank Format (see page 471)**.

To create a new CSV reconciliation:

1. From the main Bank Reconciliation search/summary window, click **New** to create a new reconciliation. The New Bank Reconciliation window appears:



2. Enter the following information:
    - **GL Bank Account** will default to the Bank Account on GL Controls. The drop-down list will start from this account.
    - **Enter new reconciliation number.** The reconciliation number will increment from the last number used, but can be changed. It cannot be set to a reconciliation number that has been used previously for this GL bank account. To edit an existing bank reconciliation, see Editing (see page 455).
    - **Select unreconciled GL transactions up to and including** is the reconciliation date. EXO Business will work out the GL balance as at this date and will only show unreconciled GL transactions up to this date. For example, if on the 10th of July a reconciliation for the month of June is begun, enter a reconciliation date of 30 June and the system will obtain the GL balance as at 30 June, and display unreconciled transactions with a transaction date less than or equal to 30 June on the left-hand-side of the screen
    - **Date of closing bank statement** is held for information purposes only, to easily identify which statement file was being reconciled.
    - **Reconciliation type.** Select CSV for a CSV reconciliation.
3. Click the ellipsis button  to browse to the import file that contains the bank transactions. The system will open the window to search for the import file. Select the file and click **Open**.
4. Having entered the setup information, click **OK**.

Performing a Bank Reconciliation

In CSV mode, the left-hand-side of the screen will show all unreconciled GL transactions, and the right-hand-side represents unmatched bank transactions from the import file. There are three ways to identify which item(s) on the left-hand-side matches to item(s) on the right-hand-side.

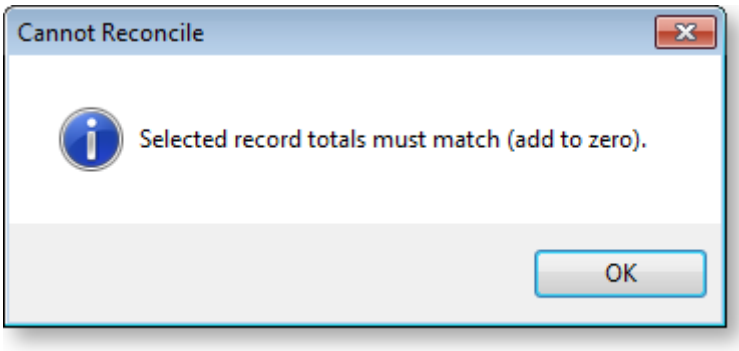
Note: Before manually trying to find the matches, MYOB recommends using the **auto match feature (see page 465)**.

1. Double-click on a single item from the left-hand-side. The system will search for matching item(s) from the right-hand-side. These will be selected and shown in red.

    Note: It is possible that more than one match is found on the right-hand-side. If more than one match is found, you will have to determine which is the correct match, and deselect the incorrectly selected items on the right-hand-side.
2. Select an item from the left-hand-side, then click **Find Match** on the toolbar. The system will search for matching item(s) from the right-hand-side, and show these in red – as described above. (This serves the same purpose as double clicking on an item).
3. Manually select matching items by left-click on the appropriate rows. If more than one item is to be selected, then hold down the CTRL key.

To reconciled the selected items:

1. Having selected GL transactions and bank items, click **Reconcile**. This will remove all selected items from both sides. If the values do not match, an error message will appear:



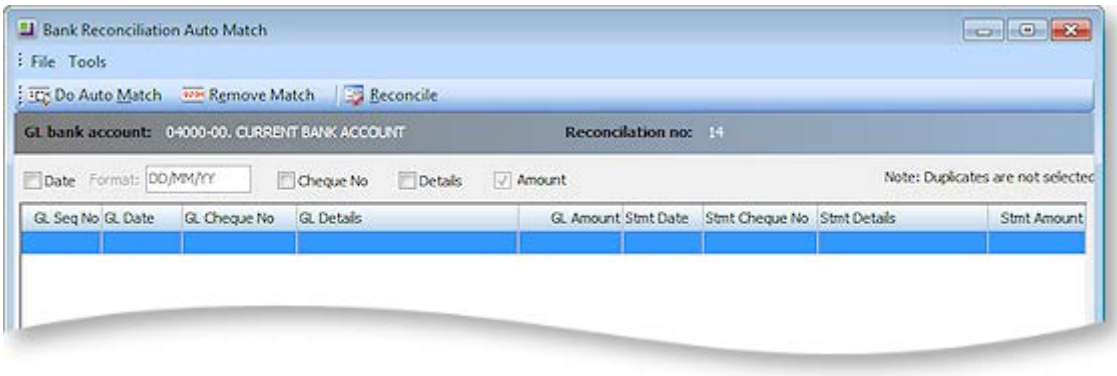
2. If only one item is selected from each side of the bank reconciliation, the SPACEBAR can be used to reconcile the items instead of clicking the **Reconcile** button.

Auto-Matching

The auto match function automatically finds matching records and allows the operator to reconcile these.

To automatically match records:

1. Click **Auto Match** on the toolbar. The following screen is displayed:



Item	Description
Date	Check this box if the match is to be based on transaction date. The date format of the items from the import file should be defined. The data on the file is in text format, so EXO Business needs to know how to interpret the date, i.e. which characters represent the day, month and year.
Cheque No	Check this box if the match is to be based on Cheque Number
Details	Check this box if the match is to be based on the details field of the GL transaction and bank items
Amount	The match will always be based on Amount. This cannot be unchecked; it is displayed here for information purposes to highlight the fact that the amounts have to match.

2. Having defined the basis for the match, click **Do Auto Match**. The program will now attempt to find GL transactions that match with imported bank items using all of the criteria defined by the user. The results will appear in the grid.

The details from the GL transactions are displayed in white columns. Details of items from the imported bank statement file are displayed in grey columns.

Note: That if a duplicate match is found (e.g. $100 found on left-hand side potentially matching 2 rows of -100 on the right-hand side) the match will not be returned.

3. Review the list to ensure the matches are correct. If a match is incorrect, select the row and click **Remove Match**. The row is removed from the grid and the items stay unreconciled.
4. To refresh the grid with new selection criteria, make the changes to the criteria, and click **Do Auto Match** again.
5. Once the list of matches has been reviewed and considered to be correct, click **Reconcile**. The system will display a confirmation message as follows: “Reconcile the listed auto matches? [Yes] [No]”. Click **Yes** to continue the process. This will remove all listed items from both sides of the reconciliation.
6. Click the window’s close button to close the window without reconciling the matched items.

To undo a previously reconciled item:

1. In CSV mode, reconciled transactions will disappear from the screen. To display reconciled transactions, select **Setup > Show Reconciled Items**. The system will then display reconciled items in blue.
2. To undo previously reconciled items, select the items and click **Reconcile** to restore the transactions to an unreconciled state.

Automatic Payments Process

The Automatic Payments Process is an optional feature of the Bank Reconciliation function when run in CSV mode (see page 464). This is an advantage when the company’s Debtors pay their accounts directly to the company’s bank account, and a unique Debtor code is provided. Automatic Payments from Debtors will appear on the bank statement file, and the Bank Statement transactions can be imported into a new CSV reconciliation.

The AP Process can then be run to pick up these Debtor payments, identify which EXO Business Debtor account the payment transaction relates to, and then create a payment/receipt transaction against that Debtor account. As it creates these payment/receipt transactions it will also produce the GL entry: DR Bank CR Debtors Control. The entry to the GL Bank account is ‘reconciled’ to the payment transaction from the import file.

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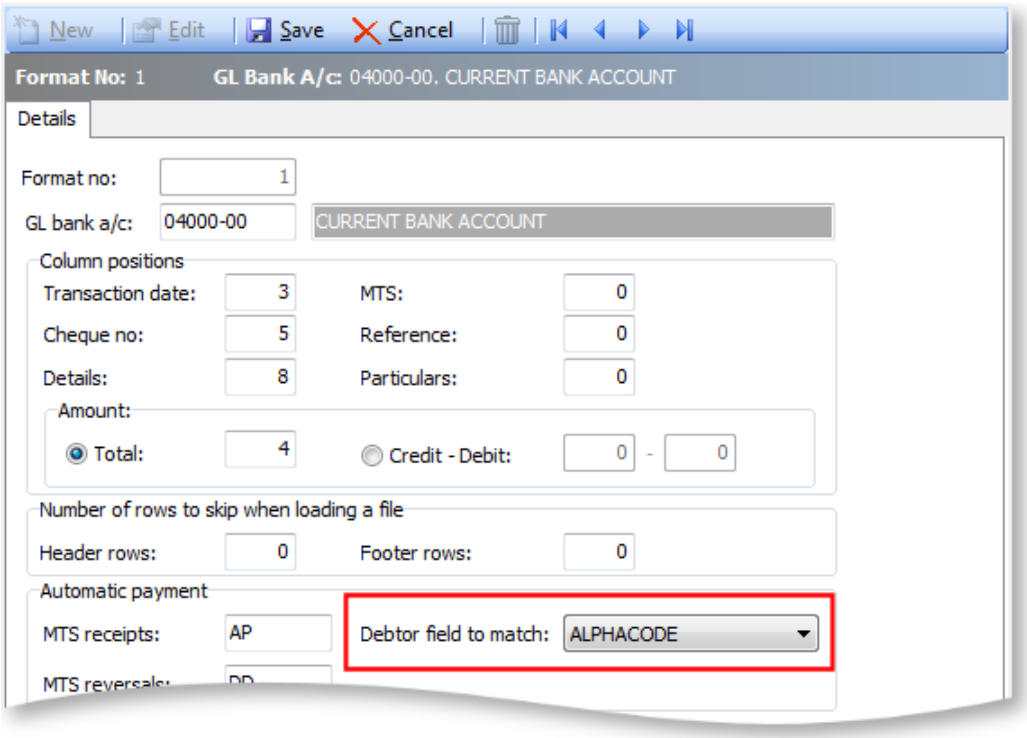
The AP Process can then be run to pick up these Debtor payments, identify which EXO Business Debtor account the payment transaction relates to, and then create a payment/receipt transaction against that Debtor account. As it creates these payment/receipt transactions it will also produce the GL entry: DR Bank CR Debtors Control. The entry to the GL Bank account is ‘reconciled’ to the payment transaction from the import file.

Automatic Payments Process Setup

The following setup steps must be performed to use the Automatic Payments Process.

For the AP Process to be able to identify which MYOB EXO Business Debtor the payment relates to, it is necessary to establish a code that the Debtor will provide when they make payments to the company bank account. This code is entered on the EXO Business Debtors account - any text field can be used to hold this code, including Extra Fields (see page 24).

The field to be used must be identified on the Bank Format Setup window (see page 471) or in EXO Business Config at **Admin > Banks > Bank Formats (Reconciliation)**:

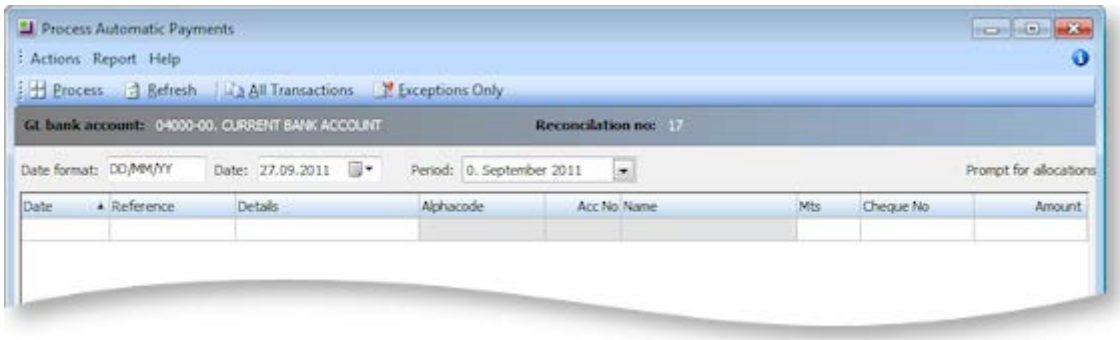


The Bank Format specifications (see page 471) must be set up to be able to interpret the data on the import file. In particular, the Automatic payment section of this form needs to be defined.

Automatic Payments Process Operation

To begin the CSV Reconciliation process:

1. Create a new CSV Bank Reconciliation in the normal way (see page 463).
2. Click **AP Processing** on the toolbar. A warning is given that the Bank Reconciliation has to be saved in order to continue. Click **Yes** to save.
3. The Process Automatic Payments window appears. By default, the system will display exceptions. Click on **All Transactions** to display both exceptions and successful matches.



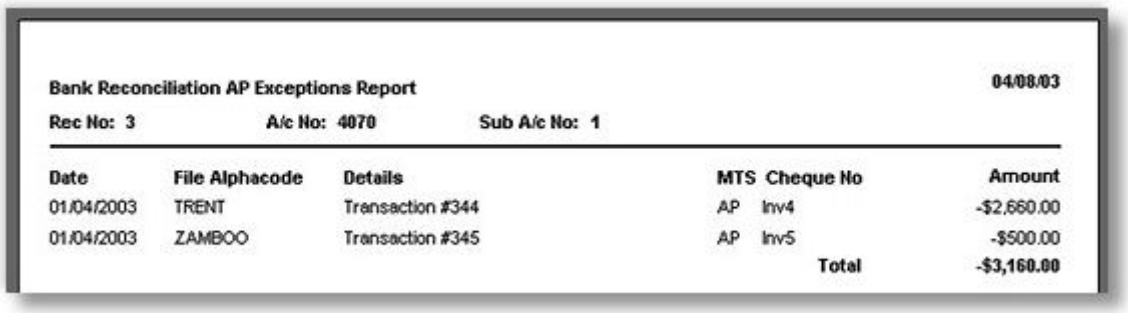
Matching is based on the **Reference** and **Match Field** columns:

- The matching of bank items from the import file and EXO Business Debtors is based on the value held in the **Reference** field of the import file, and the DRACCS field specified in **Bank Reconciliation > Setup > Bank Formats > Debtor Field to match**.
- Columns with a white background represent data from the bank import file.
- Columns with a grey back-ground represent data that has come from Debtors.
- Rows in Red text are receipt reversals, e.g. dishonoured Direct Debits.
- The grid displayed is an Exogrid, so includes the following properties:
    - Sort by any field by clicking on the appropriate column header.
    - Move columns for better comparison of the data.
    - Right-click to set visible columns, save settings or restore defaults.
    - Right-click and select **Find** to search for particular text or values.

Automatic Payments Process Exception Handling

Exceptions are items where the system couldn't find the matching Debtor account, or it found more than one matching Debtor account.

- Click **Exceptions Only** on the Process Automatic Payments window to list the exceptions only. When the AP Process first starts, the grid will display exceptions only.
- Click **All Transactions** to display both exceptions and successful matches.
- To obtain a report of exceptions click **Report > Exception Report**.



Bank Reconciliation AP Exceptions Report 04/08/03

Rec No: 3 A/c No: 4070 Sub A/c No: 1

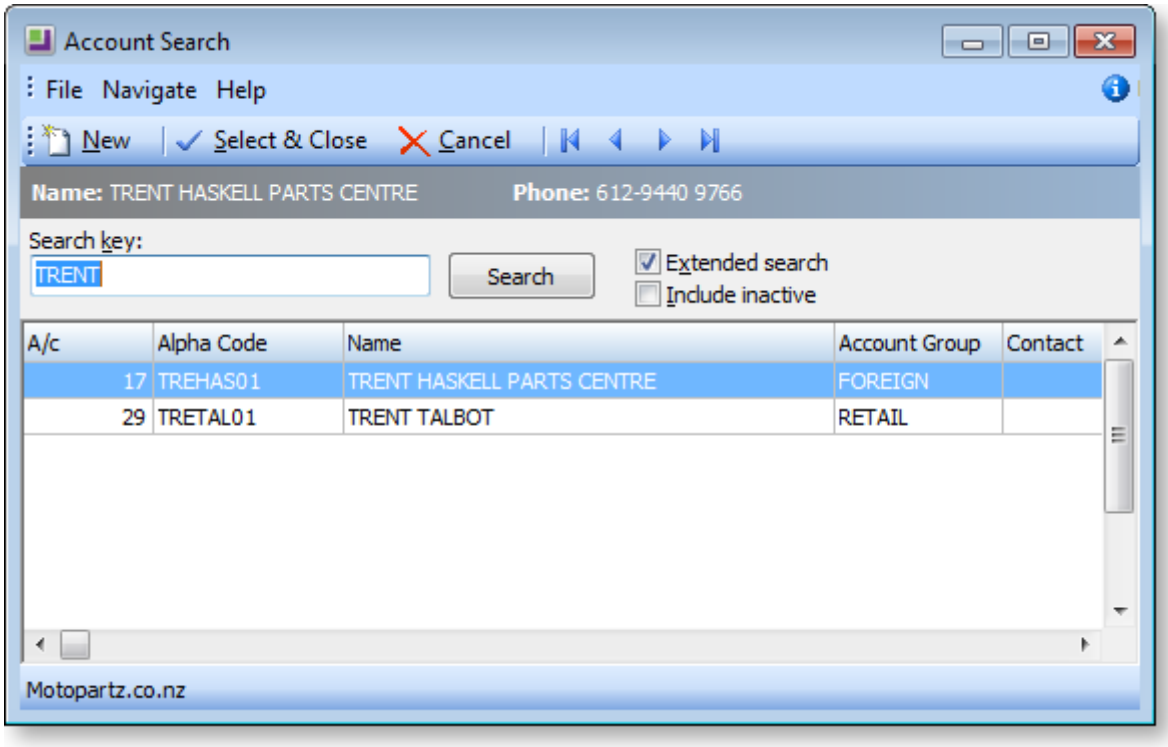
Date	File Alphacode	Details	MTS	Cheque No	Amount
01/04/2003	TRENT	Transaction #344	AP	Inv4	-$2,660.00
01/04/2003	ZAMBOO	Transaction #345	AP	Inv5	-$500.00
				Total	-$3,160.00

Duplicates

Duplicate items are those where the system has found more than one Debtor that matches the code in the Reference field from the import file. These are highlighted in the bank reconciliation by showing **Duplicate** in the Debtor name field. In the above example a duplicate is found for “TRENT”.

To correct duplicate exceptions:

1. Either double-click on the affected line, or select the line and click **Duplicate Search**.
2. The Debtors Account Search window will be displayed already populated with the results of a search based on the text from the **Reference** field. In the following example, the search was performed on “TRENT”.



Review the search results and double-click to select the correct Debtor to which the payment/receipt should be applied. The system then updates the grid with these details.

Account Not Found

If the system cannot find a Debtor account that the payment/receipt relates to, the Debtor account number, name and matching field will be blank.

To correct Account Not Found issues:

1. Process the successful APs (see page 469).
2. Return to the main Bank Reconciliation screen.
3. Identify the item on the right-hand side.
4. Double-click to make a Cashbook entry, and code the payment to the correct Debtor account.

Automatic Payments Process Performing the Update

Once the list of APs with matching debtor accounts has been reviewed, the operator can process the work.

1. To manually allocate reversed payments, check the **Prompt for allocations** box on the Process Automatic Payments window.

   Note: This only applies to payment reversals (e.g. dishonoured Direct Debits). It does not apply to normal APs (payment/ receipt transactions).

2. To start the processing, click **Process**. The system will display the following confirmation:

   Automatic payments processed successfully (GL Batch No 1322)

3. Click **OK**.
4. If the **Prompt for allocations** option is ticked, the system will display the Debtor Transaction Allocation screen for each payment reversal. Manually allocate the new transaction.

The Effect of Processing Automatic Payments

This section describes what happens behind the scenes once the Automatic Payments process occurs.

Automatic Payment value matches an outstanding invoice.

If the value of the Automatic Payment matches the value of an outstanding invoice in the matching debtor account, EXO Business will automatically allocate the Automatic Payment to that invoice.

Automatic Payment value doesn't match any outstanding invoice

If the value of the Automatic Payment doesn't match any of the outstanding invoices in the matching debtor account, EXO Business will create an unallocated payment/receipt transaction for the Debtor.

Payment/Receipt Reversals

Payment/receipt reversals (e.g. dishonoured Direct Debits) will appear on the Transactions tab for the Debtor account (see page 129).

Note: The **Allow Part Allocation in the Bank Rec AP** and **Auto Allocate Bank Rec AP to Latest Invoice** profiles can be enabled if required.

General Ledger Journal

For each Automatic Payment the system generates a General Ledger journal DR Bank CR Debtors Control. For payment reversals, this is CR Bank DR Debtors Control. This entry is posted automatically; there is no need to run the Debtors to GL posting utility.

Effects on the Bank Reconciliation

Returning to the main Bank Reconciliation screen, having completed an Automatic Payment Process, there will be some differences.

- The Automatic Payment items from the right-hand-side of the Bank Rec will be cleared off. These are now 'reconciled' to the newly created GL transactions.
- The GL Balance as at dd/mm/yy will be updated with the value of the newly created GL entries.
- The newly created GL transactions representing the Automatic Payments will be 'reconciled' therefore they do not appear on the left-hand-side of the reconciliation.

Bank File Format Setup

Bank File Format

If Bank Reconciliation is to be run in CSV mode (i.e. the bank's data will be imported into the reconciliation then matched to GL transactions), it is necessary to set up a Bank Format record. This is a definition of how to interpret the data on the import file; which position holds the date, the amount and so on.

There is one Bank Format for each GL Bank account. When running the bank reconciliation in CSV mode, the system will pick up the appropriate Bank Format based on the GL Account entered in the set-up window for a new CSV reconciliation.

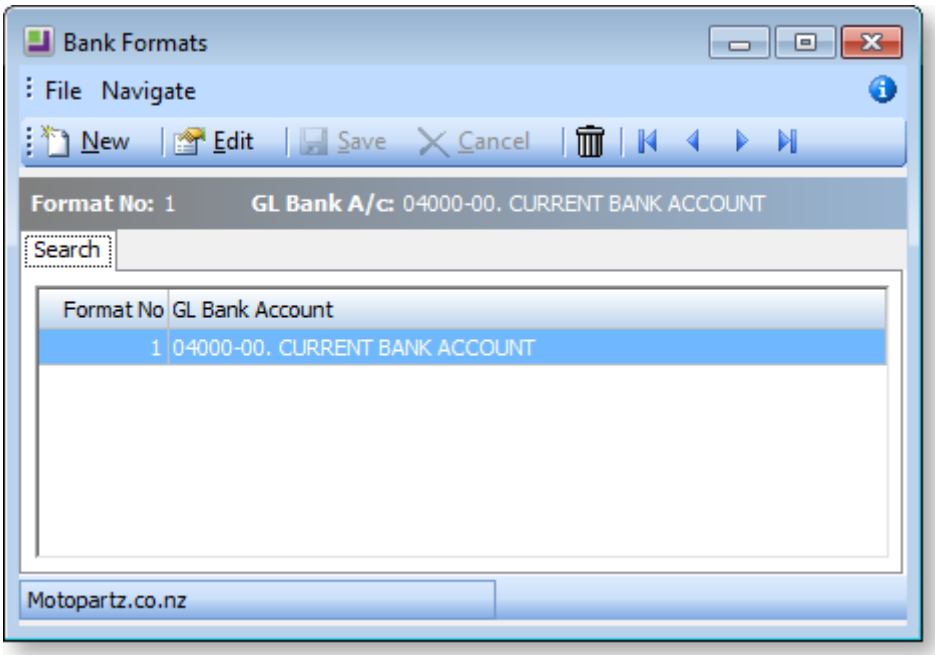
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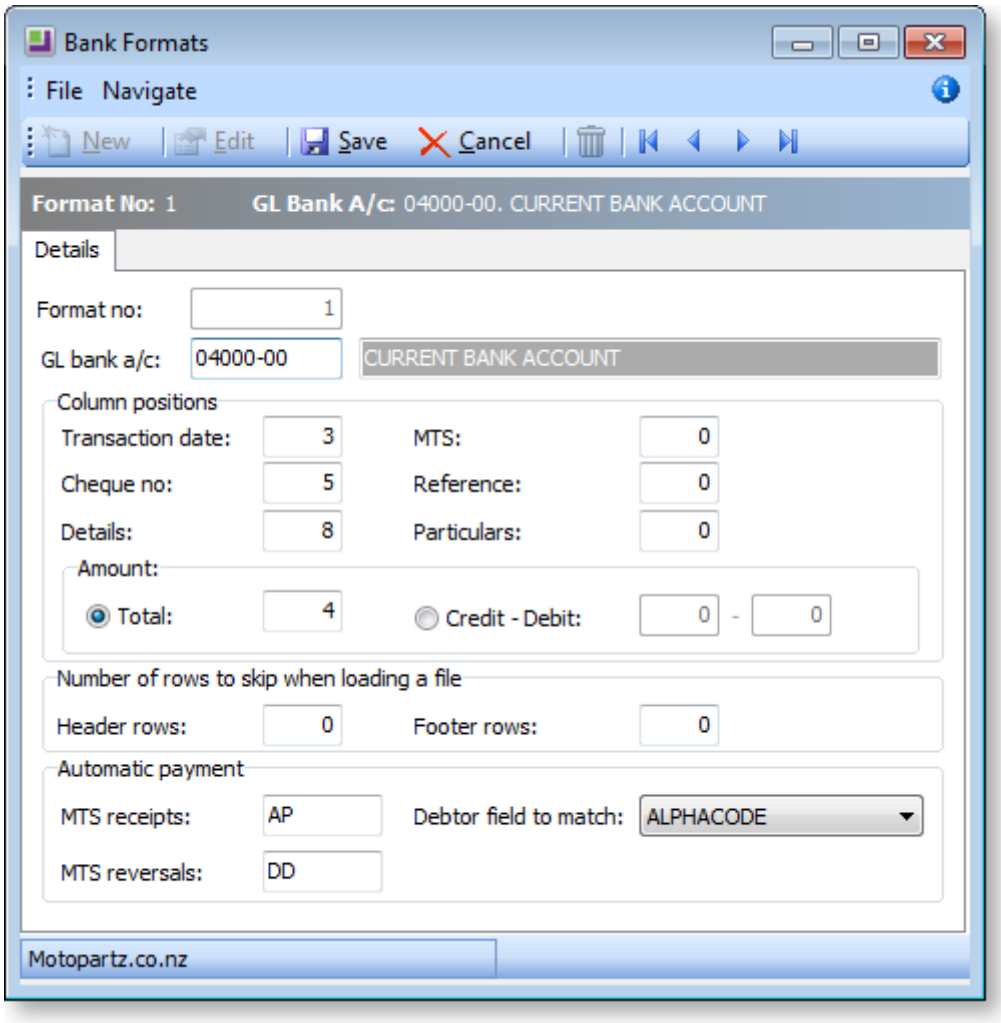
Bank File Format Setup

Bank formats are set up on the Bank Formats window (**Setup menu > Bank Formats**), or in EXO Business Config at **Admin > Banks > Bank Formats (Reconciliation)**.



To create a new Bank Format record:

1. Click **New**. The Bank Format Details tab is displayed:



2. Enter the format number (this will automatically select a sequential number) and GL Account number for the bank account.
3. Complete the remaining details according to section Bank Format - Details Screen.

To delete an existing Bank Format record, click the button on the toolbar. The system will prompt for confirmation of the delete request.

To edit an existing format, click **Edit**, or double-click to edit an existing record. The Bank Format Details tab is be displayed.

Creating a New Bank Format

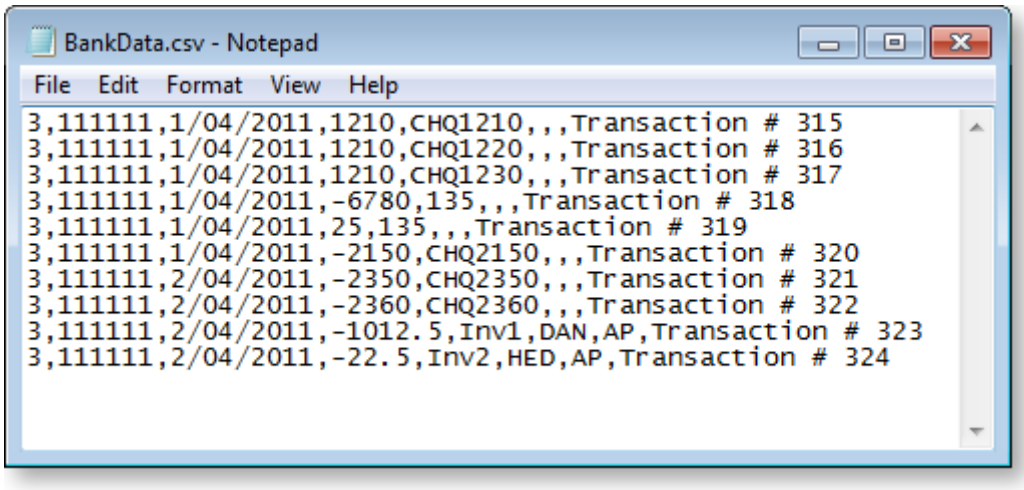
To create a new bank format, click New, a sequential format number will be automatically assigned. This can be manually overwritten though. Complete the remaining fields using the table below as reference.

Field	Description
Format no:	Unique identifier of this record. Can be defined on entry of a new Bank Format. This number is automatically assigned, but can be manually overridden.
GL Bank A/c	The General Ledger account and sub-account that represents the bank that is to be reconciled. Choose the GL bank account for this format by entering it here. You can search for this by clicking in this field and pressing the TAB key (illustrated above), double click the selection or highlight and click the **Select and Close** button.
Column Positions (These are the column numbers in the Unreconciled Items from the Bank statement table)	
Note: Each column position must be unique	
Transaction Date	The field number on the import file that holds the transaction date.
MTS	The field number on the import file that holds the MTS code
Cheque Number	The field number on the import file that holds the Cheque Number
Reference	The field number on the import file that holds the transaction's reference
Details	The field number on the import file that holds the transaction details
Particulars	The field number on the import file that holds the transaction's particulars
Amount (Only one of these two options can be selected by enabling the radio button)	
Total	Select this if the amount (positive and negative) is held in one field position. Having selected this, enter the field number on the import file that holds the amount
Credit Debit	Select this if the positive and negative amounts are held in different positions on the import file. The next 2 field are the field number on the import file that hold the Credit and Debit amounts respectively.
Number of rows to skip when loading a file	
Header rows	This is the number of rows at the top of the import file that should be ignored. These rows will not contain bank transactions
Footer rows	This is the number of rows at the bottom of the import file that should be ignored. These rows will not contain bank transactions

Automatic payment	
MTS receipt	This field will contain all the MTS codes for bank receipts that the system should look for when determining whether a bank transaction is to be included in the Automatic Payments Process. Up to 10 values can be entered here, separated by commas.
Debtor field to match	Select a field from the DRACCTS table that this system will use to identify the matching Debtor account for Automatic Payments (see page 466). During the AP Process, the system will read the Reference field from the import file and attempt to look up the Debtor account based on the field identified here.
MTS reversals	This field will contain all the MTS codes for reversals of bank receipt that the system should look for when determining whether a bank transaction is to be included in the AP Process. Up to 10 values can be entered here, separated by commas.

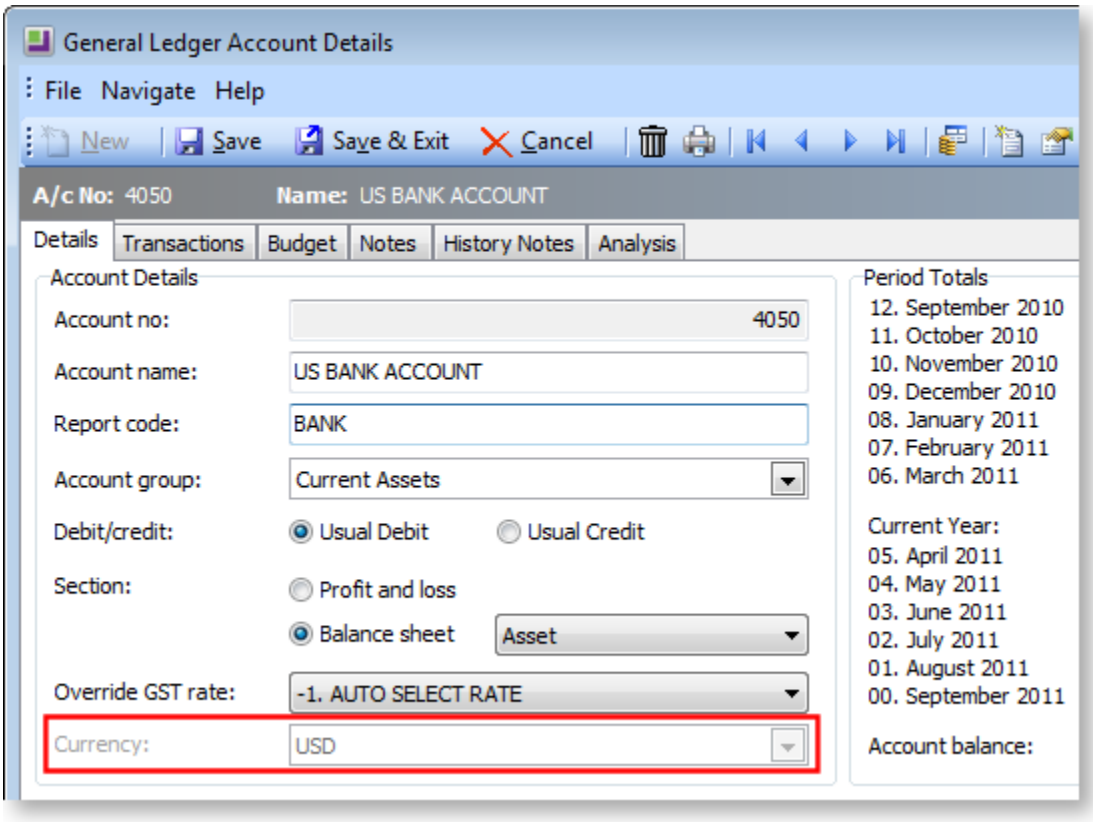
Example

The following is a sample file that could be read by the above Bank Format specifications:



Foreign Currency Bank Accounts

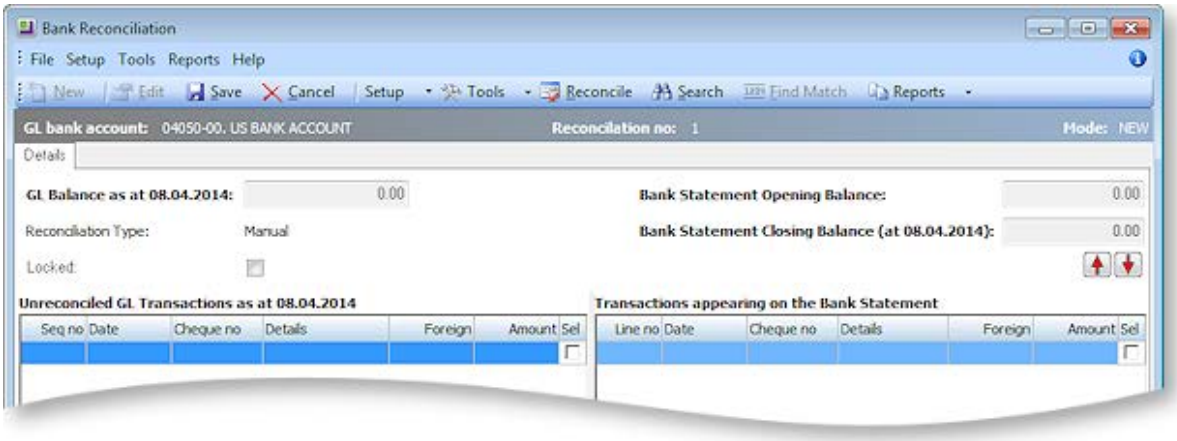
Bank Reconciliation can be run for foreign currency bank accounts. This is where the **Currency** on the GL account is set to something other than the local currency.



This section only describes the differences in Bank Reconciliation that occur when running it for between foreign currency bank accounts. The Foreign Currency section (see page 293) should be read to understand all functionality provided.

To perform a Bank Reconciliation with a foreign currency:

1. When creating a new reconciliation, having specified the GL Bank account, the system recognises that the account is in foreign currency and makes appropriate changes, e.g. **Foreign** columns become available.



2. The following fields are now displayed in foreign currency:
    - GL Balance
    - Bank Statement Opening Balance
    - Bank Statement Closing Balance
    - Total unreconciled items (bottom of left hand section)
    - Total items on bank statement (bottom of right-hand section)
3. For individual items listed in the grid, the system also displays the local currency value of each transaction. Items 'reconcile' or match, if the foreign currency amounts agree.

Cash Book Entries with Foreign Currencies

Cash book entries must also recognise the foreign currency exchange rate.

To create a cash book entry with a foreign currency:

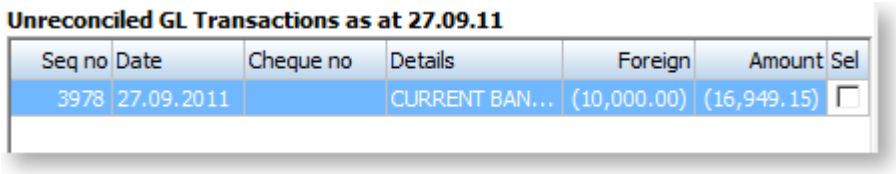
Utilities > Bank Reconciliation > [New] > Tools > Make Cashbook entry

Enter the transaction as normal, except now the Exchange Rate will be entered:



Lr	A/c	Name	Details	Type	Chq/Ref	Date	F. Expense	F. Income	GST	Ex Rate	A...
GL	00-04000-00	CURRENT BANK AC	CURRENT BANK ACCO			27.09.2011	10000.00			0.59	

If the date of the Cashbook entry is on or before the reconciliation date, the transaction will now appear in the left-hand list (as unreconciled). The GL Balance will also be updated to reflect the new transaction.



Unreconciled GL Transactions as at 27.09.11

Seq no	Date	Cheque no	Details	Foreign	Amount	Sel
3978	27.09.2011		CURRENT BAN...	(10,000.00)	(16,949.15)	☐

Creditors Payment Processor

The Creditors Payment Processor function enables you to process cheque or direct credit payments for creditors either singularly or in a batch. The Payment Processor prints the cheque, the remittance advice and allocates the payment against the account in one complete process. In the case of direct credits, the Payment Processor does not process a cheque. Instead it creates a file to be loaded into your desk banking program. The file for your specific bank should be loaded in the set up. The remittance advice can be e-mailed to a supplier when you have this set up.

A cheque can be printed for a one-off payment using the manual cheque printing option in the Payment Processor. The manual cheque function has the capability to issue refunds to debtors. A debtor refund is used for example, in the case of an overpayment by the debtor.

The Payment Processor has the ability to calculate prompt payment discounts on invoices being paid and deduct that discount from the payment. The Payment Processor interacts with the creditor authorisation function within MYOB EXO Business. The release for payment is affected when this option is enabled within EXO Business and therefore must be used in conjunction with the staff login features (see page 20).

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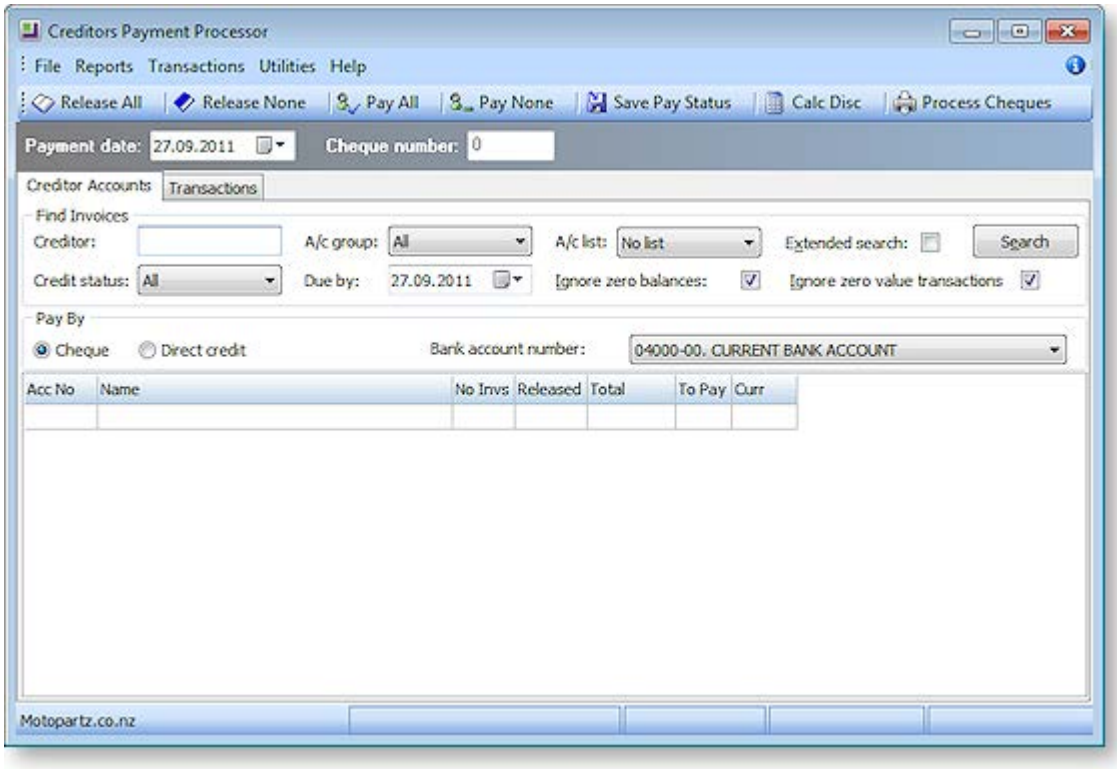
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Setting Up Payment Processor

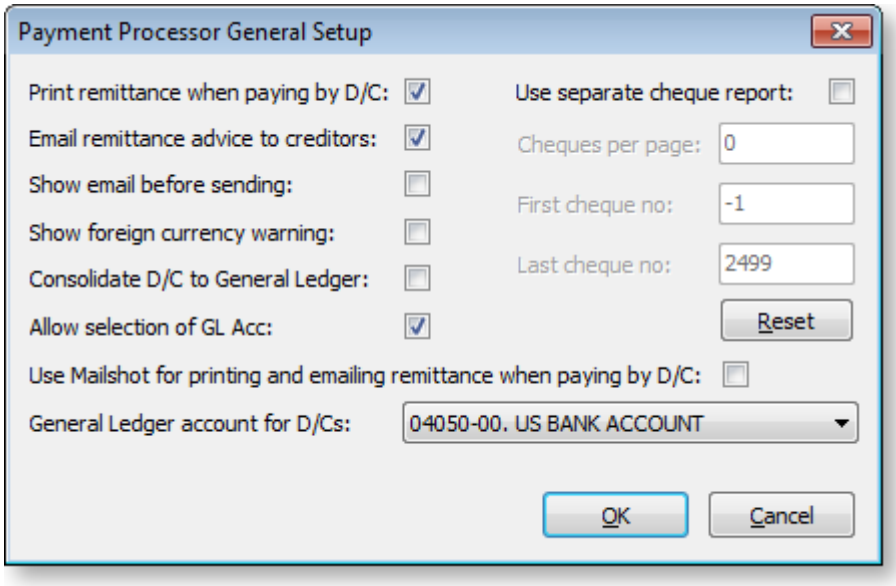
Account > Creditor Payment Processor

When the Payment Processor is started, the following main screen is displayed:



When using the Payment Processor for the first time, you need to set up general information before proceeding with the program.

Select **Utilities > General Setup**. The following window is displayed:



The following configuration options are available on this window:

Field	Description
Print Remittance when paying by D/C	Check this box to enable the printing of remittance advice notes for surface mail to the creditors.
Email Remittance advice to Creditors	Check this box to enable e-mailing of remittance advice notes to creditors. E-mailing remittance advice requires an external e-mail account set up on the machine that runs the Payment Processor. The user also needs the e-mail address set up in the Creditors Account Details (see page 108) window.
Show email before sending	Check this to display the email on the screen before sending this to the creditor.
Show foreign currency warning	Highlights any foreign currency creditor payments in red and displays a warning that the current selection contains foreign currency creditors.
Consolidate D/C to General Ledger	If you intend a batch processing of direct credits to creditors, check this checkbox to allow the Payment Processor to make one entry into the General Ledger, for that list of payments. The General Ledger account is the bank account that is updated with the consolidated entry. This consolidation is posted to the current period in the General Ledger.
Allow selection of GL Acc	Tick to specify the Direct Credits GL account.
Use Mailshot for printing and emailing remittance when paying by D/C	Check this box to launch the Mailshot window (see page 530) after processing Direct Credits (see page 488).
General ledger account for D/Cs	Specify the account you use for Direct Credits. Only active if the **Allow selection of GL Acc** checkbox is ticked.

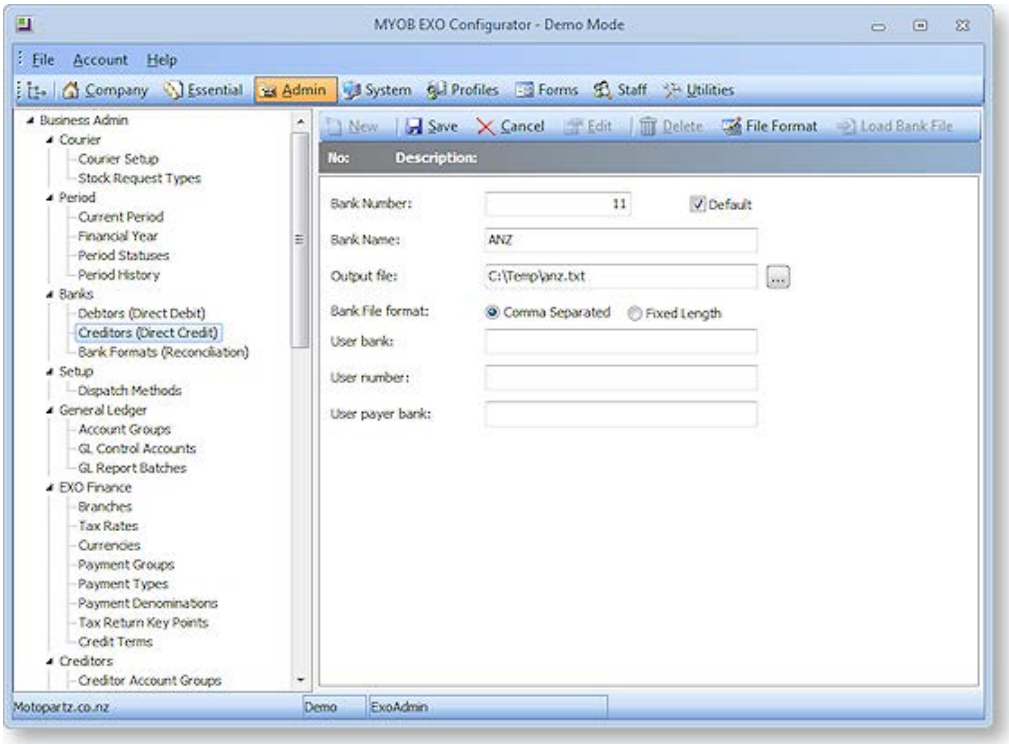
Use Separate Cheque Report	Check this box to allow the printing of cheques on one sheet and remittance advices separate forms (as opposed to a combined "tear-off" cheque and remittance document on one form). **Note:** If the **Use Separate Cheque Report** option is selected, the **FinPPSeqChqRep.CLF** Clarity form is used, as well as the standard **FinChqWr.CLF**.
Cheques per Page	This option is used in conjunction with the printing of cheques separate from the remittance. It determines how many cheques can be printed at the same time. For example an A4 sheet of paper may contain 3 individual cheques. This requires the **Use separate check report** option to be checked.
First cheque number	This is only available when the **Reset** button has been clicked. Enter the start of the range for the cheques to be used.
Last cheque number	This is only available when the **Reset** button has been clicked. Enter the end of the range for the cheques to be used.
Reset	The **Reset** button allows the entry of the range of the cheques being used. If a cheque inside that range exists in the creditor's database, the range is rejected.

Setting up Bank File Formats

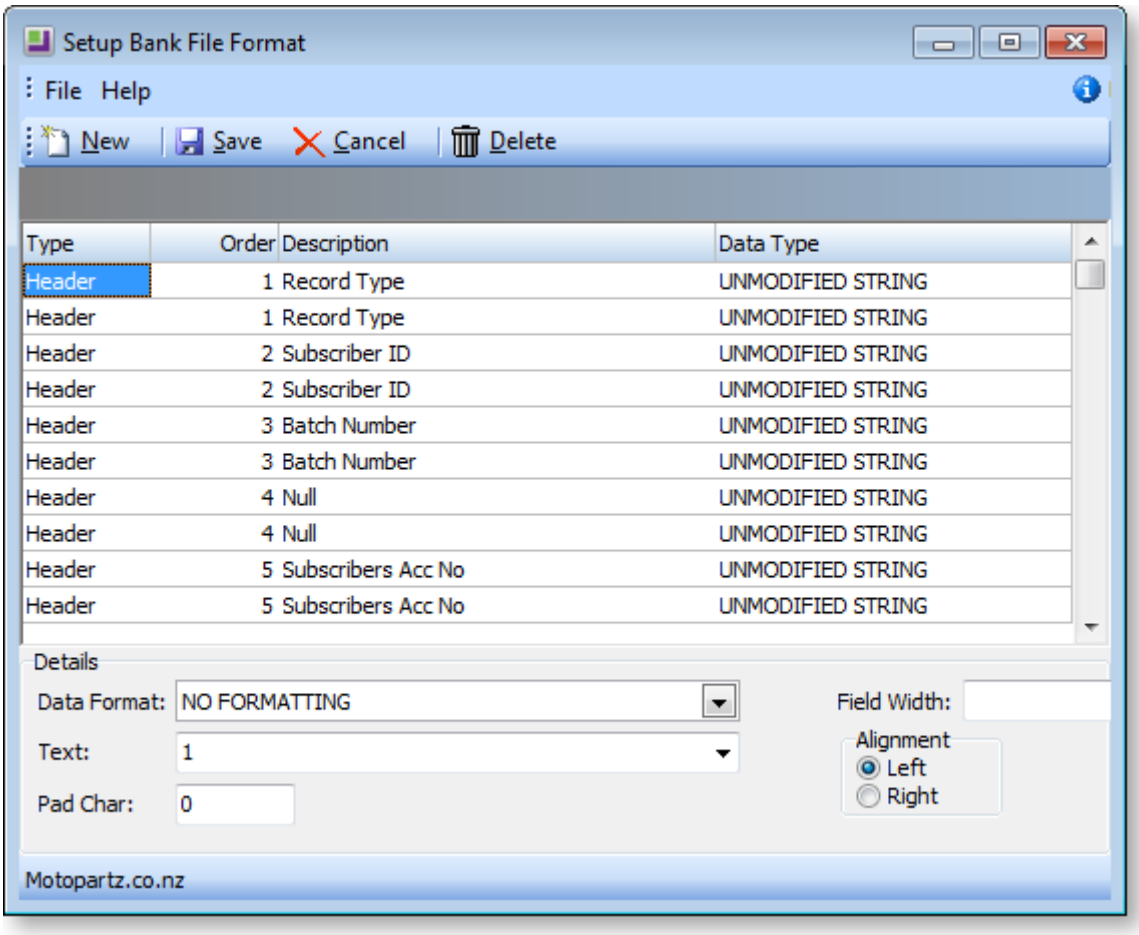
Before processing Direct Credits or Direct Debits, bank file formats must be set up for Creditors and Debtors.

To set up the file format of a bank output file:

1. In EXO Business Config, go to **Admin > Banks > Debtors (Direct Debit)** or **Admin > Banks > Creditors (Direct Credit)**.
2. Click **New** to create a new bank format.



3. Enter a bank number. If this is the default format check the **Default** checkbox. Enter a name in the **Bank Name** field. Specify the output file and the file format: CSV or fixed length. For Direct Credit file formats, enter the user bank name, user number and user payer per bank fields.
4. Clicking the **File Format** button displays a line-by-line illustration of how the file will be created:



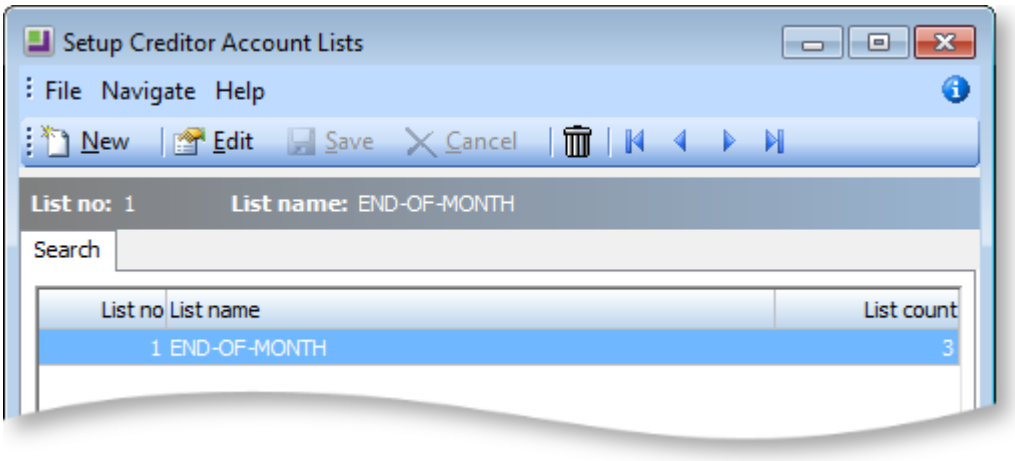
For existing bank format entries, double-click on a row to show the bank name, whether it is the default bank, the location that the file will be sent to, and the structure of the file.

Tip: MYOB EXO Business holds commonly used Bank Formats on the partner web site. These can be downloaded, and then imported into Bank File Formats. This will save time in setting-up the file details. However, once the details have been imported, they may have to be adjusted to meet particular requirements. To load a standard file from the website into the bank setup, click the **Load Bank File** icon.

Setting up Lists

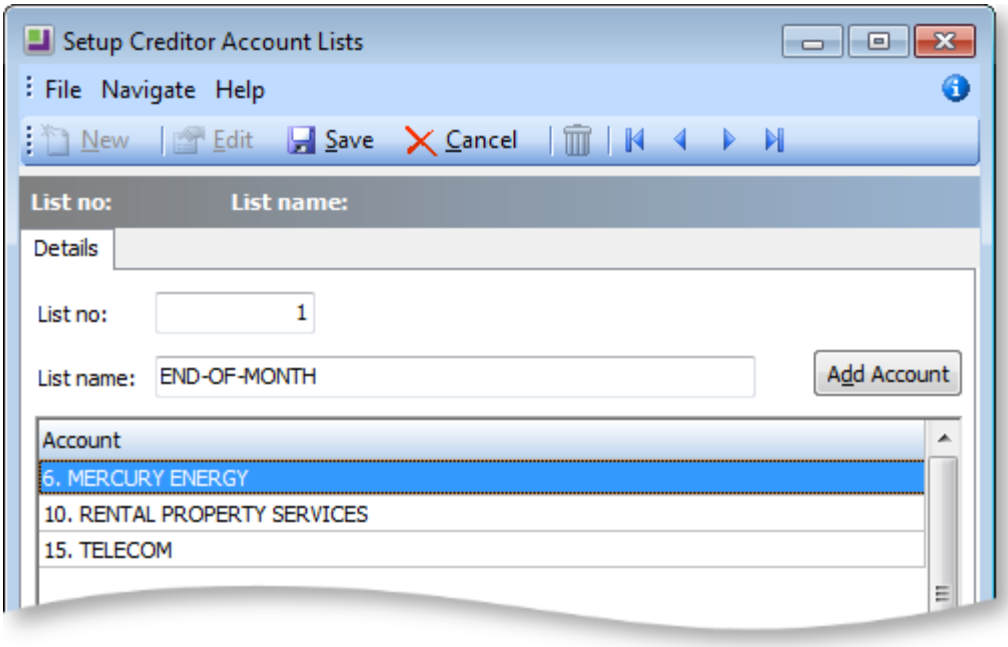
Creditors can be grouped together into lists for the purpose of selecting which Creditors to pay. For example, Creditors that must be paid early can be put into a special list. This grouping is different from Account Group, which is held on the Creditor account.

To create new account lists, select **Setup Account Lists** from the Utilities menu in on the Creditors Payment Processor. The following screen is displayed:



To create a new list:

1. Click **New**. The following window appears:



2. Enter the name for the new list.
3. Click **Add Account** to add Creditors to the list.
4. Choose the Creditor from the **Account Search** window and click **Select & Close** or double click to select this Creditor. Repeat steps **3** and **4** until all the required Creditors have been added to the list.
5. Once all Creditors have been added to the list, click **Save**.

Editing and Deleting List Items

To edit or remove items:

- To edit an existing item on the list, select the item and click **Edit**, or double-click on a row to view and edit.
- To remove a list, select the list and click the button.
- To remove a Creditor account from the list, press CTRL+DEL and click **OK** to confirm the deletion of this record.

Note: This only deletes the Creditor from this list - it does not delete the Creditor record completely.

Batch Payment Process

Batch Processing involves setting up and processing a batch of payments to a number of creditors.

The payments are based on outstanding creditor invoices. So the key task is to select which invoices are to be paid. This selection is based on user-defined criteria, which would include selecting invoices that are due up to a certain date. Invoices must also be released before they can be paid, and the creditor's account must be set to a **To Be Paid** status before a payment will be generated to settle the outstanding invoices.

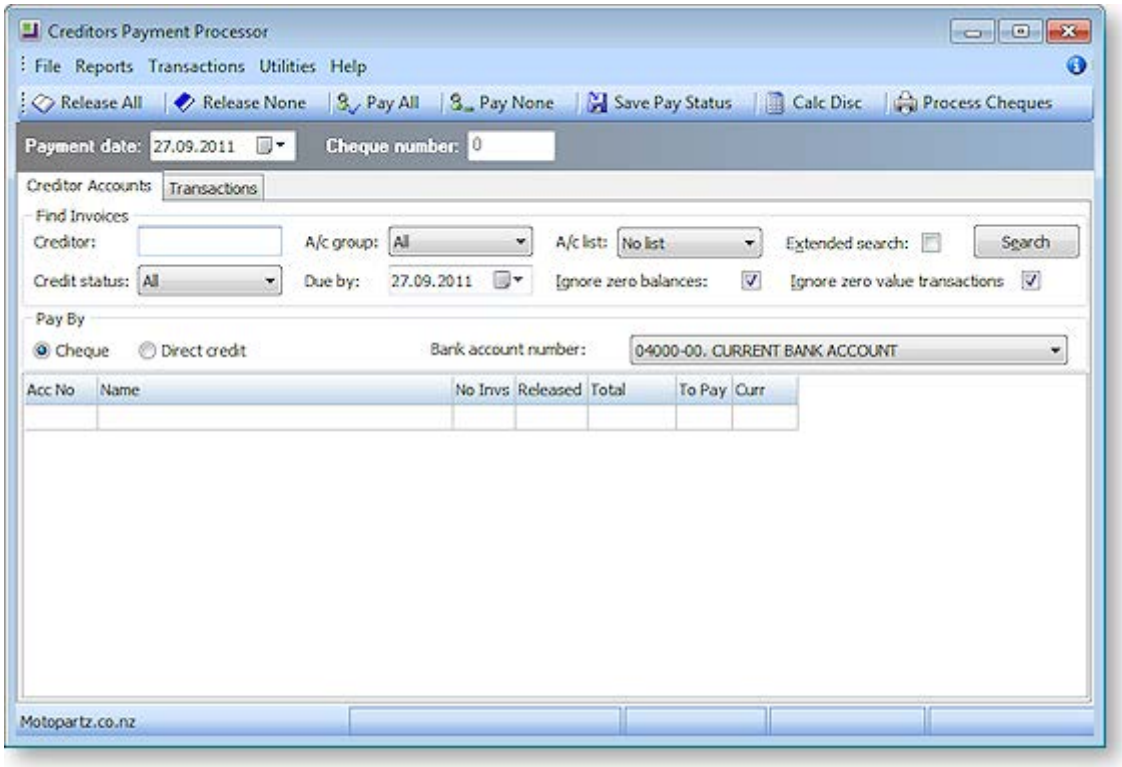
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Selecting Creditor Transactions to Pay

To select the creditors to pay:

Select **Account > Creditors Payment Processor**, or from the MYOB EXO Business menu select **Transactions > Creditor Payments > Creditor Payment Batch Processing**. The following window appears:



Enter the criteria for selecting invoices to pay:

Enter the Creditor account name and press ENTER if only one Creditor is to be paid, (or use '?' and ENTER) if all the Creditors are to be paid.

- Credit status and Account Group are from the Creditor Account
- User A/c list is a previously defined user list (see page 479).
- Due By date will determine which invoices will be selected. Only invoices with a payment due date less than or equal to Due By will be selected for payment.
- The **Pay By Cheque** or **Direct Credit** options select Creditors based on the Default Payment type on the Creditor Account, e.g. the following account has a cheque default payment type.

Once the selection criteria have been entered, click **Search**. The main grid will be populated with the creditor accounts that meet the selection criteria.

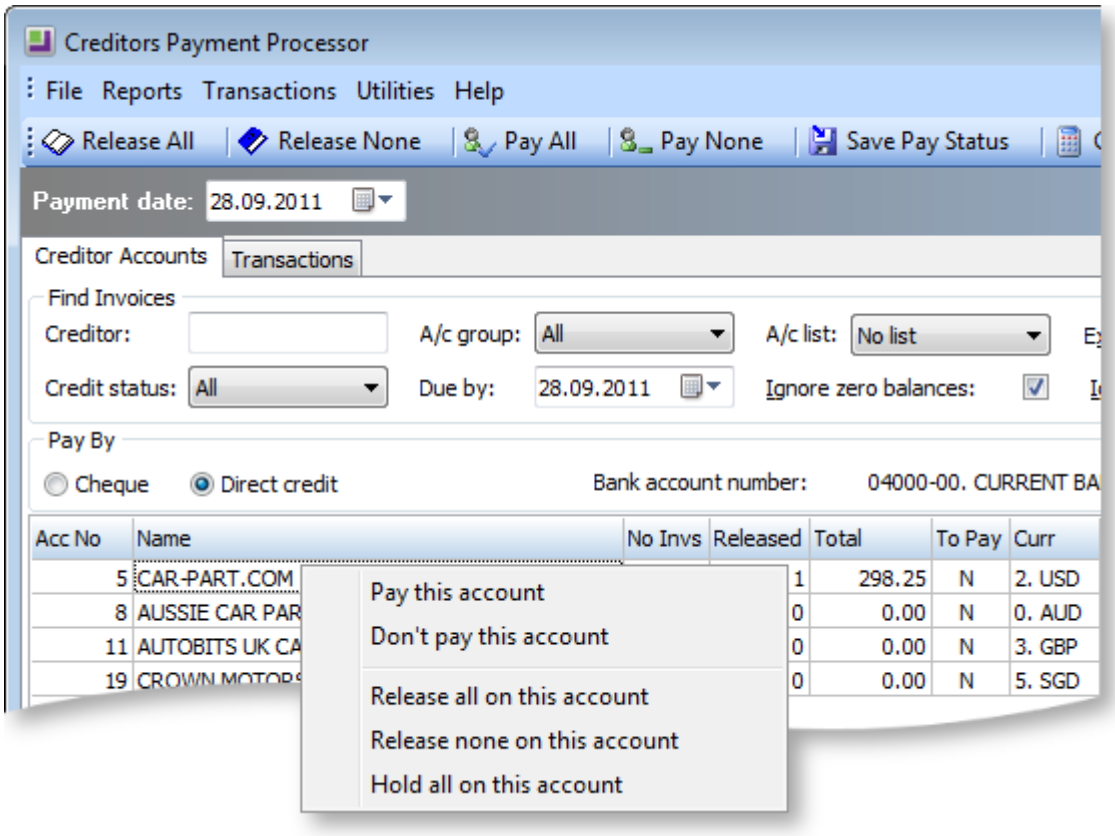
Release Invoices for Payment

A 'payable' invoice is one that is not held and is due. The release of invoices can be done at an account level on the Creditors Accounts tab, or against specific transactions on the Transactions tab.

To release or not release ALL payable invoices on ALL displayed account, on the Creditor Accounts tab:

- Click the **Release All** button on the toolbar to set ALL payable invoices on all displayed Creditor accounts to RELEASED.
- Click the **Release None** button on the toolbar to set ALL payable invoices on all displayed Creditor accounts to NOT RELEASED.

To release or not release all the payable invoices on a specific Creditor, select the Creditor from the grid on the Creditor Accounts tab, then right-click to display options to release or hold all invoices for that account:

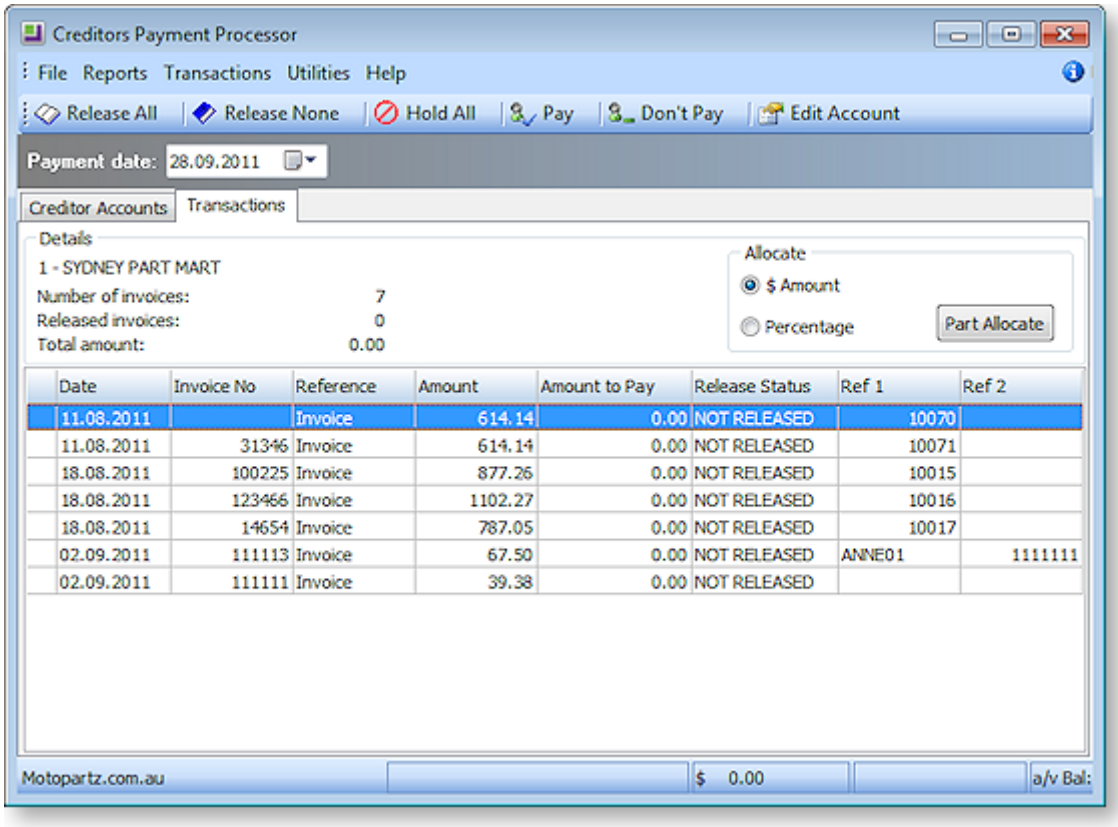


The options listed will affect all payable invoices for the selected account.

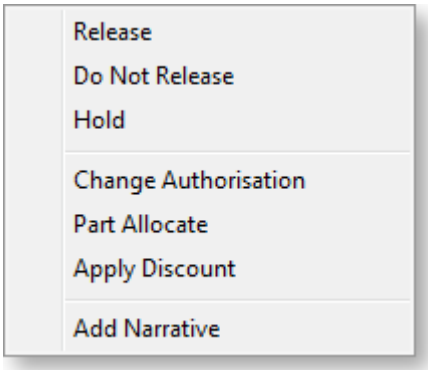
Controlling Individual Invoices

Alternatively, individual invoices for a specific account can be controlled.

1. Double-click on a row and the system will display the invoices for the selected Creditor on the Transactions tab.



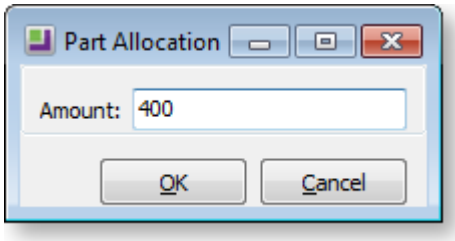
2. To release, not release or hold ALL payable invoices on the selected Creditor, on the transaction tab:
    - Click the **Release All** button on the toolbar to set ALL payable invoices on the selected Creditor to RELEASED.
    - Click the **Release None** button on the toolbar to set ALL payable invoices on the selected Creditor to NOT RELEASED.
    - Click the **Hold All** button on the toolbar to set ALL payable invoices on the selected Creditor to HELD
3. To change the release status of individual invoices, select the row, then either use the SPACEBAR to move through the statuses, or right-click and select the required status from the pop-up menu.



Paying Part of an Invoice

To part pay an invoice:

1. Select the invoice that is to be part-paid.
2. Right-click on the selected line, and chose the Part Allocate option, or choose **$Amount** or **Percentage** radio button, and click the **Part Allocate** button.
3. A prompt to enter the part allocation amount will be presented. Enter the dollar amount or the percentage that is to be paid, depending on the option selected.



4. Click **OK**. The transaction grid will be updated to reflect the allocation entered, e.g.

Date	Invoice No	Reference	Amount	Amount to Pay	Release Status	Ref 1	Ref 2
11.08.2011		Invoice	614.14	400.00	ELEASED	10070	
11.08.2011	31346	Invoice	614.14	0.00	NOT RELEASED	10071	
18.08.2011	100225	Invoice	877.26	0.00	NOT RELEASED	10015	

Change Authorisation

Invoices may be 'un-authorised' if the value exceeded the entry clerk's authorisation limit. An invoice cannot be released until it has been authorised.

To change the authorisation:

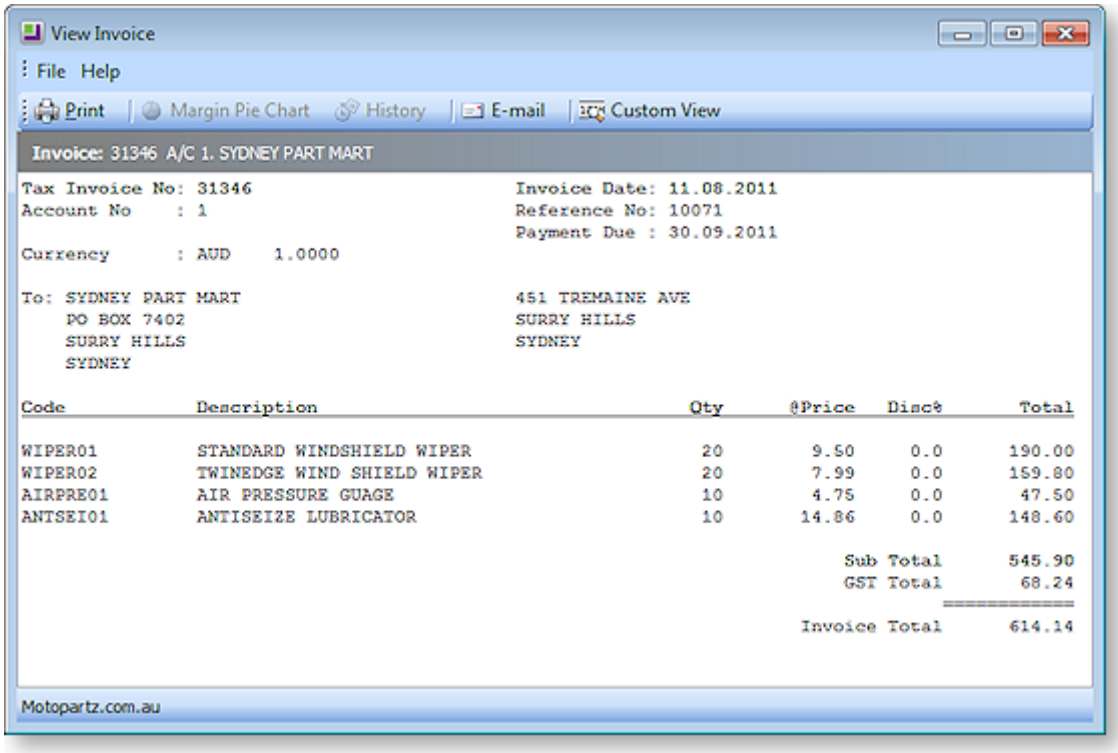
Having selected the invoice, use **F8** or **right-click>Change Authorisation** to toggle between authorised and un-authorised. The authorisation value on the grid will reflect the change.

Note: To use the Authorisation function in MYOB EXO Business, set the profile **Enable authorisation on Creditors payments**. The limits for each staff member must be set. In EXO Business Config, select **Staff > Profile Assignment > Staff**, and set the **Cred. Invoice Auth Limit** field on the Authority tab.

Other Functions on the Transaction Tab

The following functions are also available from the Transaction tab:

- Double-click on a selected invoice to see the invoice details.



- To edit the Creditor account details, click the **Creditor Account** button on the toolbar.
- To set the Creditor To Pay to Yes, click the **Pay** button on the toolbar.
- To set the Creditor To Pay to No, click the **Don't Pay** button on the toolbar.

Once the status of individual invoices is complete, click on the Creditor Accounts tab to deal with the next Creditor account and/or complete the pay process.

Set Accounts to be Paid

This step involves specifying which creditors to pay. A Creditor may have its invoices in a released state, but will not be paid until the Creditor **To Pay** status is set to Yes.

- To set all displayed accounts to be paid, click the **Pay All** button on the toolbar on the Creditors Accounts tab.
- To set all displayed accounts to not be paid, click the **Pay None** button on the Creditors Accounts tab

The To Pay status on individual accounts can be set using any one of these methods:

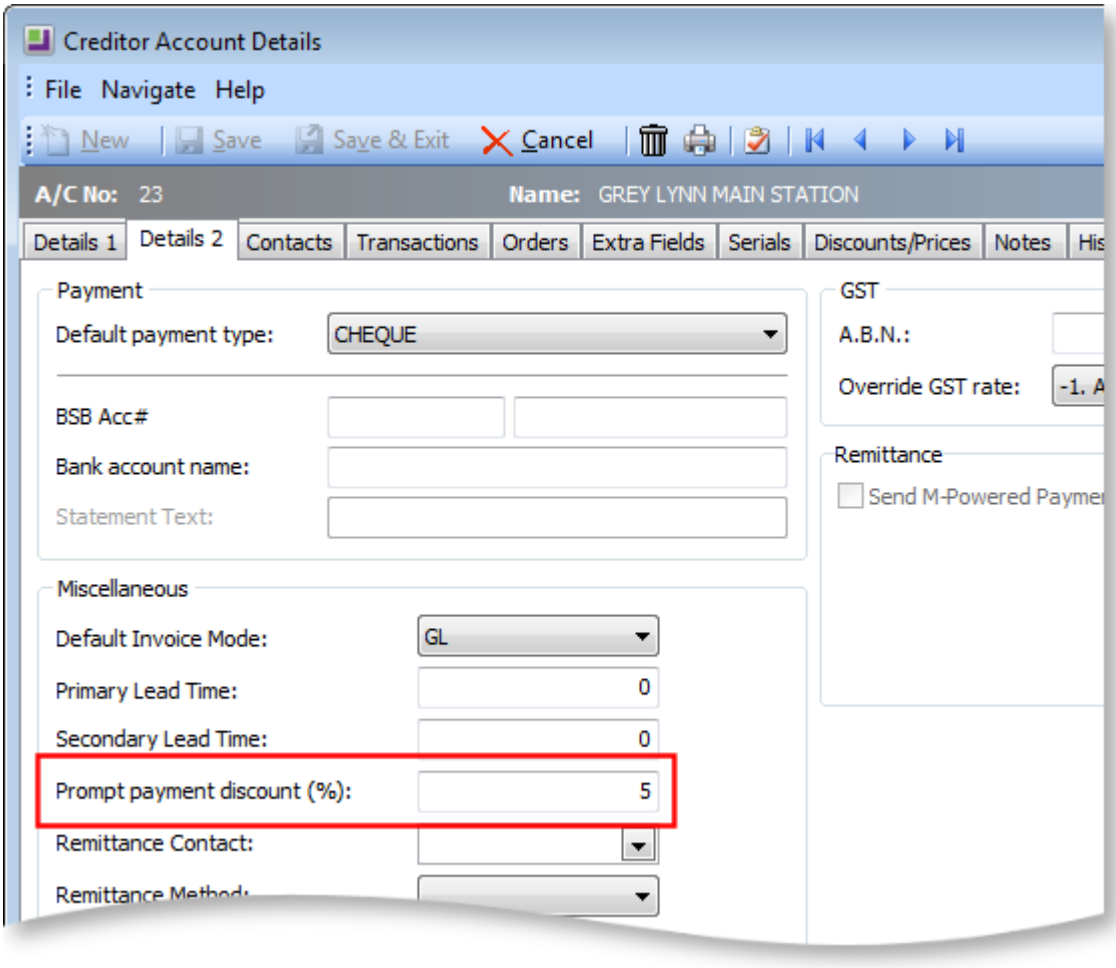
- Select the account line on the grid, then use SPACEBAR to toggle To Pay between Yes and No.
- Right-click on the account line on the grid, then use the **Pay this account** or **Don't pay this account** options.
- Double-click on the account line to get to the Transaction tab, then click the **Pay** or **Don't Pay** button on the toolbar.

The **To Pay** column of the main grid shows which accounts will be paid ("Y) and which will not be paid ("N").

Prompt Payment Discount

To take up a supplier's prompt payment discount, the Creditor's account must be set up with a percentage discount. To do this:

1. In EXO Business, go to the Details 2 tab of the Creditor Account screen and enter a value in the **Prompt payment discount** field:



2. In Payment Processor, click the **Calc Disc** button ( ).

Discount will be calculated on invoices where:

- Creditors accounts where **To Pay** is set to "Yes".
- The prompt payment discount has been set-up for the creditor
- The creditor's invoices have been released.
- The **Due Date** of the creditor's invoice is less than or equal to the **Payment Date** on the main Payment Processor screen.

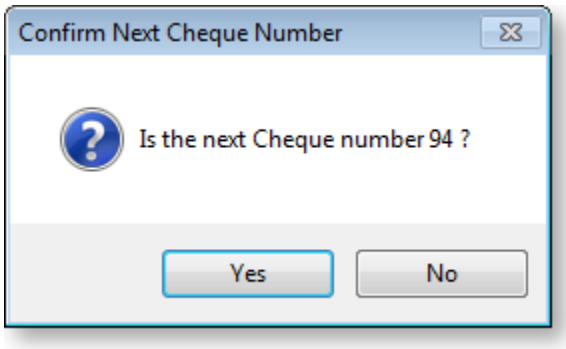
A new transaction is generated to represent the discount taken.

Processing Cheques

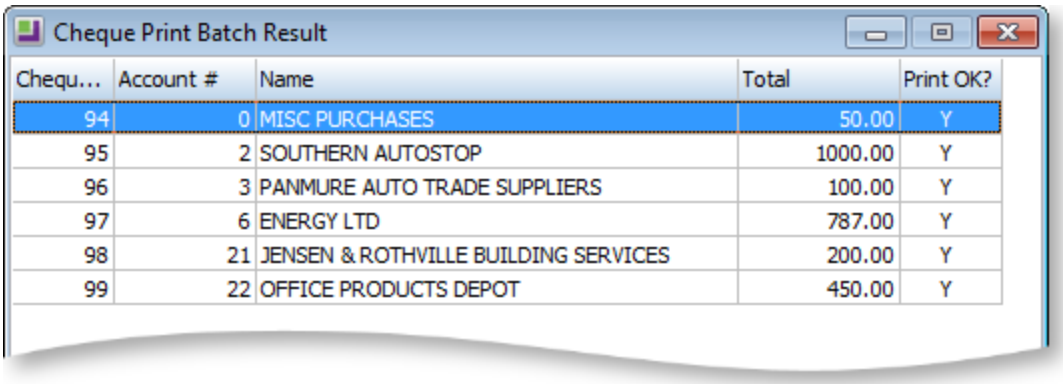
Finance > Account > Creditors Payment Processor > [Process Cheques]

To process cheques:

1. Click the **Process Cheques** button to initiate the printing of cheques and accounting updates. This button is only available when dealing with Cheque payments. The following message will be displayed.



2. Click **Yes** to confirm that the cheque number is correct.
3. A Cheque Remittance report is generated; review this report, then print.
4. Once complete, a summary of the cheque run is displayed:



Chequ...	Account #	Name	Total	Print OK?
94	0	MISC PURCHASES	50.00	Y
95	2	SOUTHERN AUTOSTOP	1000.00	Y
96	3	PANMURE AUTO TRADE SUPPLIERS	100.00	Y
97	6	ENERGY LTD	787.00	Y
98	21	JENSEN & ROTHVILLE BUILDING SERVICES	200.00	Y
99	22	OFFICE PRODUCTS DEPOT	450.00	Y

5. Select a line a press the SPACEBAR to toggle the **Print OK?** flag. If set to "No" the system will leave the account unpaid.
6. Click **OK** to initiate the accounting updates. Accounting update will not be performed for accounts where **Print OK?** is set to "No".

A Creditor transaction is created for the payment. This is allocated to the invoices that made up the payment, i.e. the released invoices.

The system also updates the General Ledger:

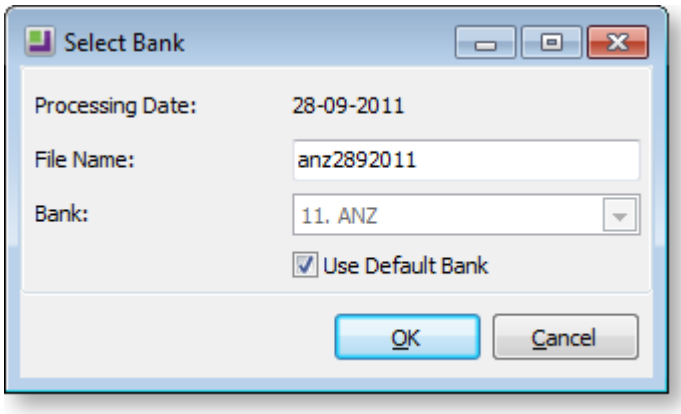
- **DR** Creditors Control
- **CR** Bank

Processing Direct Credits

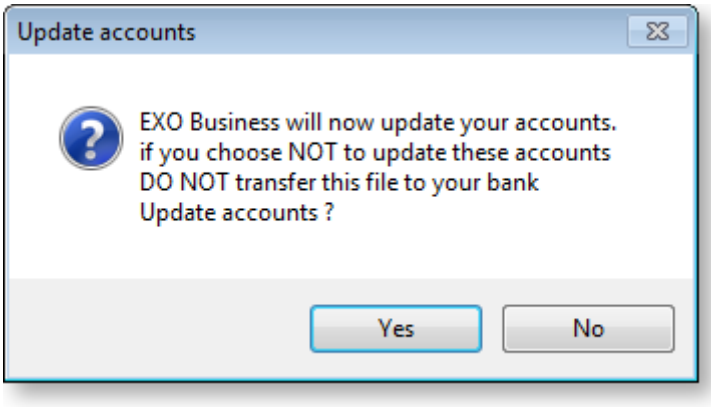
Finance > Account > Creditors Payment Processor > {Pay By Direct Credit option selected} > [Process D/C's]

To process Direct Credits:

1. Click the **Process D/C** button to initiate the creation of the Direct Credit file and accounting updates. This button is only available when dealing with payments by Direct Credit. The following window is displayed:



2. Modify the **File Name** if required. If a different bank to the default bank is required, uncheck the **Use Default Bank** box, then select a new Bank from the drop-down-list. Click **OK** to continue. A message window appears, giving the user an opportunity to view the file.
3. Click **Yes**, then **Open** to see the contents of the file.
4. The next message prompts the user to confirm that the process should be completed:

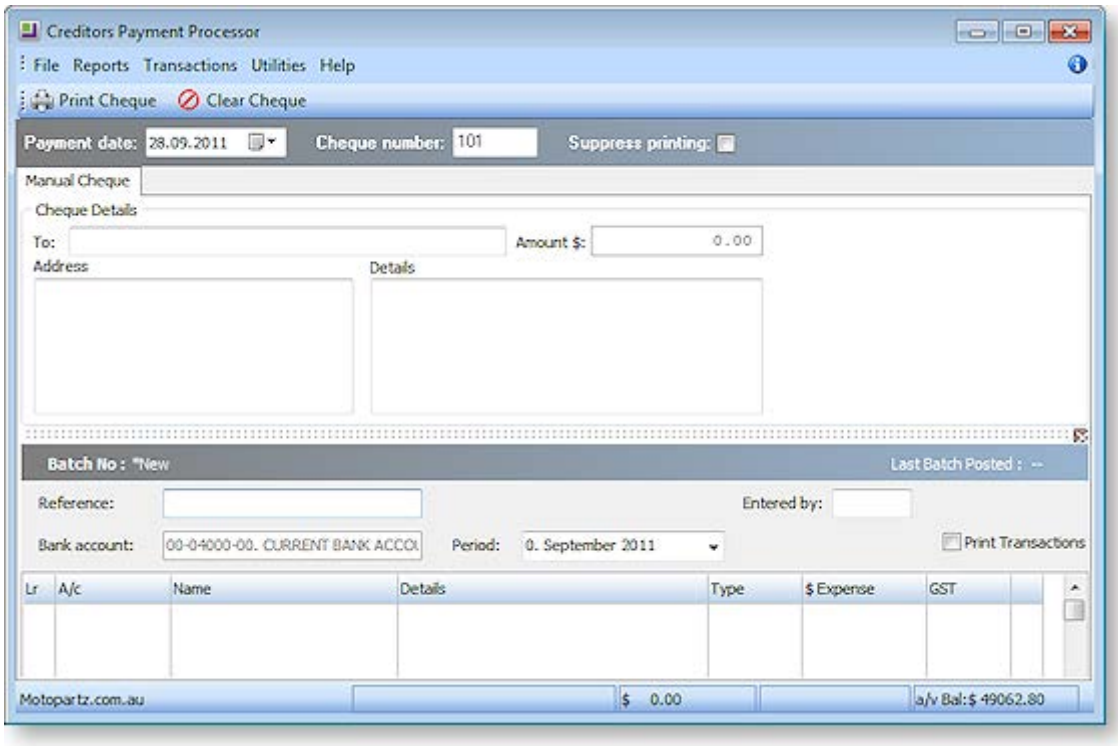


5. Click **Yes** to continue; this will perform accounting updates.
6. If the **Use Mailshot for printing and emailing remittance when paying by D/C** setup option has been enabled, the Mailshot window will open (see page 530), allowing you to bulk send remittance advice to Creditors.
7. The final step is to import the newly created Direct Credits file into the desktop banking software and subsequently processed.

Manual Cheque Process

The manual cheque facility is used to raise a cheque payment when the payment does not necessarily relate to outstanding creditor invoices. For example, a payment is being made to refund a debtor, or a payment is being made where the creditors invoice either doesn't exist or has not been entered into creditors.

1. Select **Transactions > Manual Cheque**. The Manual Cheque entry window is displayed:



2. Enter cheque details:

Field	Description
To	The name of the person or organisation that this cheque is to be made out to.
Amount$	The total amount of the cheque. This field is calculated from the integrated cashbook amounts (in the panel on the lower half of the screen) and therefore cannot be changed directly.
Address	The address details of the recipient.
Details	Any details that you require.

3. In the bottom grid, enter the analysis of the payment. It can be charged to General Ledger expense account(s), debtor accounts and so on, by entering the appropriate character in the Ledger Lr column. Press D,C,X. **D** for Debtors Ledger, **C** Creditors Ledger (for payments in advance of an invoice), **eX** Expense.
4. Enter Details to appear on the transaction narrative.
5. Enter the amount and tax code/amount.
6. Click the **Print Cheque** button on the toolbar to print the Remittance/ Cheque form.
7. A prompt is given to confirm the cheque number. Click **Yes** to continue.

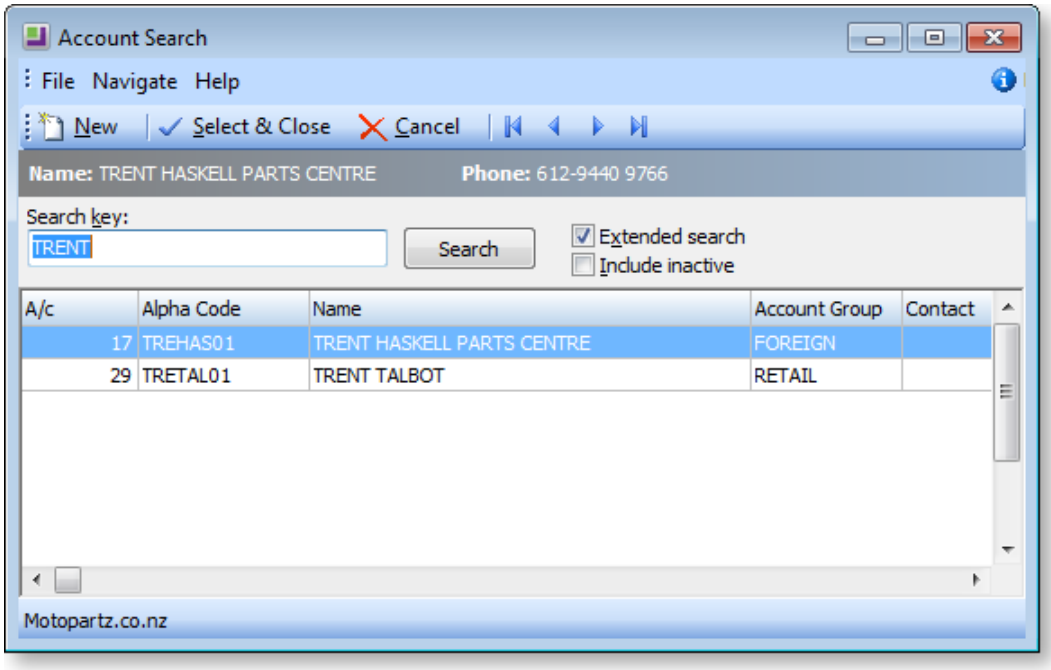
8. The system will prompt for confirmation that the cheque printed successfully. Click **Yes** to perform the accounting updates. The system will provide the GL batch number.
9. Click the **Clear Cheque** button to clear any information that you have entered into this screen.

Reversing a Cheque

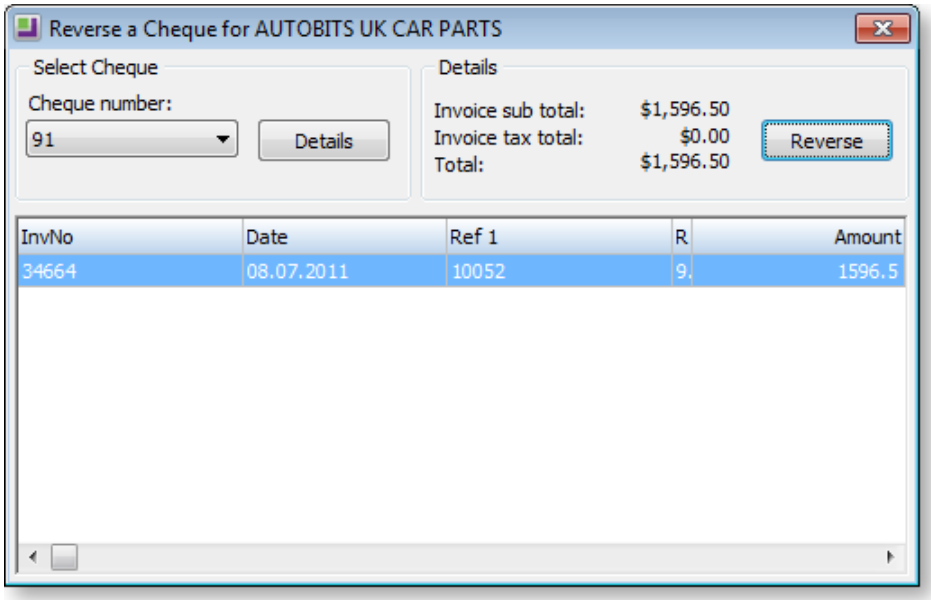
Transactions > Creditor Payments > Creditor Payment Batch Processing

To reverse a cheque:

1. Select the **Reverse a Cheque Payment** option from the Utilities menu. The Account Search screen is displayed:

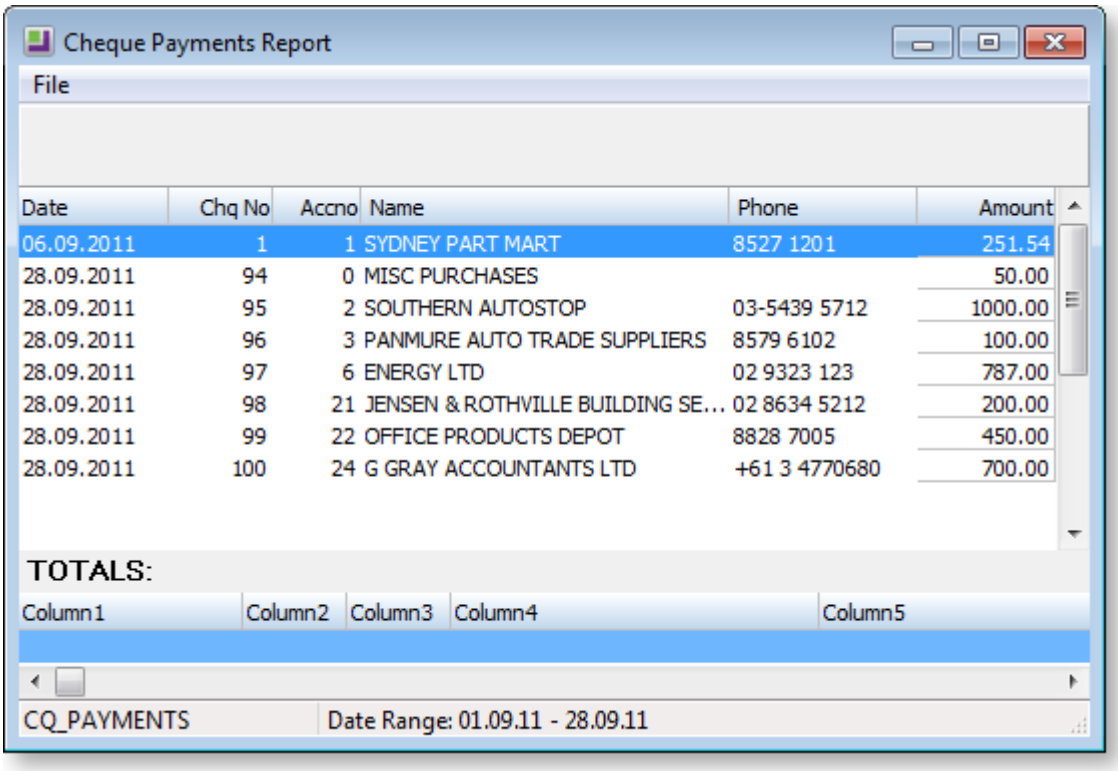


2. Select the Creditor account line for which the cheque is to be reversed and double-click it.

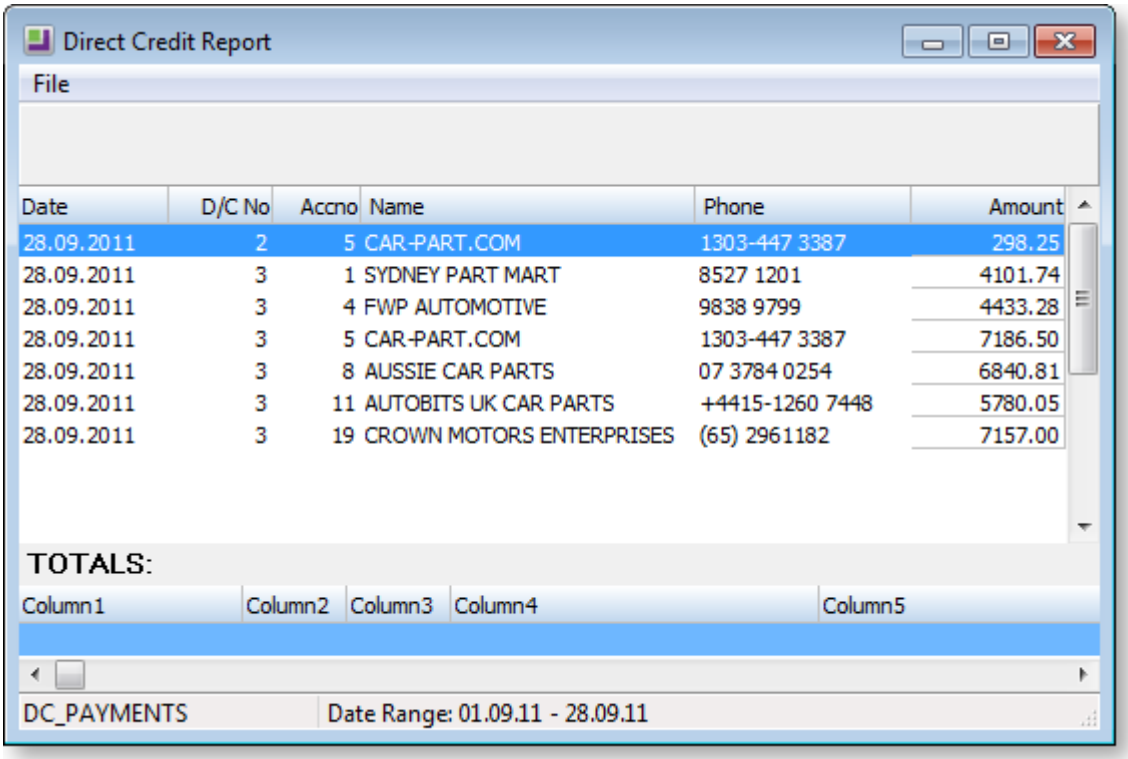


3. The Select Cheque Number list box displays the cheque numbers that have been processed for the selected Creditor. Select the cheque number to be reversed, and click the **Details** button to display the cheque details. If this is the cheque to be reversed, select the corresponding details line and click the **Reverse** button. A prompt appears to confirm the reversing of this cheque.

Cheques Paid Report



Direct Credit Report



Other Reports

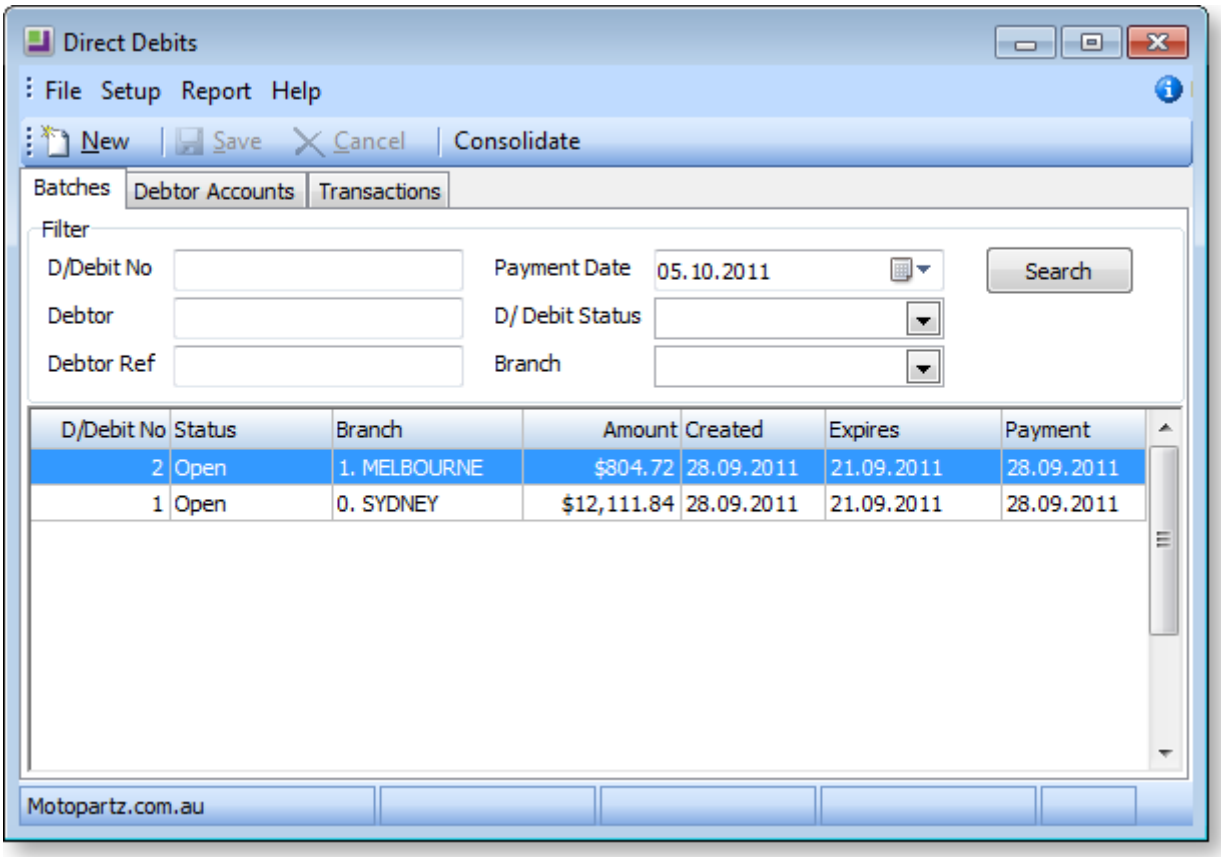
The remaining reports open in a standard Print Preview window:

- View All Outstanding Payments (Released)
- View Cheque Details
- View D/C Details
- Invoices Flagged as “Do Not Pay”
- Proposed Payment Run

Direct Debits

Direct Debits are used where the organisation has authority from Debtors to deduct funds from their bank account to settle their debt with the organisation. The organisation will also need to have a direct debit facility available on their desk bank software with their respective banking institution.

To open the Direct Debit window, select **Direct Debits** from the Account menu of the EXO Finance module.



Direct Debits are handled in batches. A new batch can be saved as an “Open” batch, which can be edited at any point until it is “Confirmed”. When a batch is saved, there is an option to print an audit report. Confirmed batches can be consolidated to a single batch if required.

Setting up Direct Debits

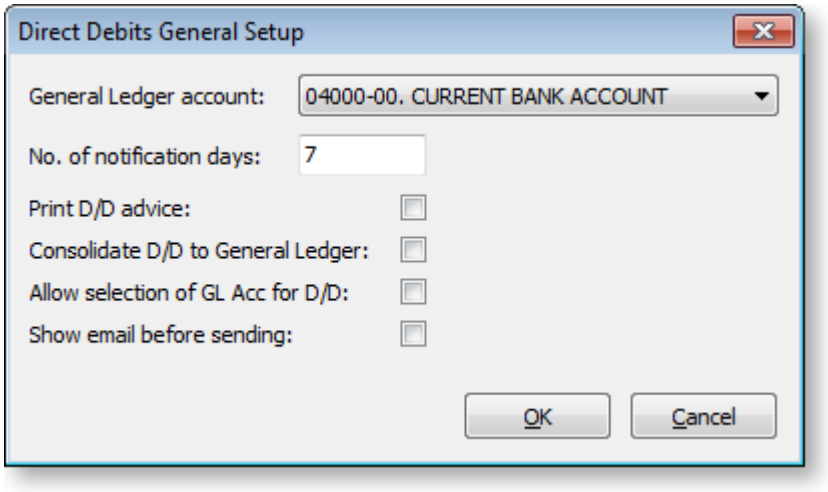
Setting up Debtors

For each Debtor account that you want to deduct funds from via Direct Debit:

1. Go to the Details 2 tab of the Debtor Account Details window (see page 96).
2. Change the **Default Payment Type** to "D/DEBIT".
3. Enter the Debtor's **Bank Account Number** and **Bank Account Name**. The **Bank Account Name** is the name the customer has that bank account under; this will go into the bank file.
4. Choose an **Advice Notification** type: Fax, Email and/or Print. An advice notification type must be chosen, even if you are not going to print or distribute the advice.

General Setup

Select **General Setup** from the Setup menu of the Direct Debits window.



The following configuration options are available on this window:

Field	Description
General Ledger Account	Select the default General Ledger bank account for the Direct Debits to post into.
No. of notification days	Enter the number of days of notification required.
Print D/D advice	Tick this box if you want to print Direct Debit advice.
Consolidate D/D to General Ledger	Tick this box if you want to consolidate Direct Debits to the General Ledger. This enables the **Consolidate** button on the Batches tab of the Direct Debits window.
Allow selection of GL Acc for D/D	Tick this box to allow the selection of the General Ledger bank account for each Direct Debit run. If this box is not ticked, the default account specified by the **General Ledger Account** will be used.
Show email before sending	Tick this box to show advice emails before sending them, if email has been set as an advice type.

Direct Debit Password

A password is required to process Direct Debits. To set this password, use EXO Business Config to enter a value for the **Password for consolidating and processing direct debits** Company-level profile setting. By default, the password is blank.

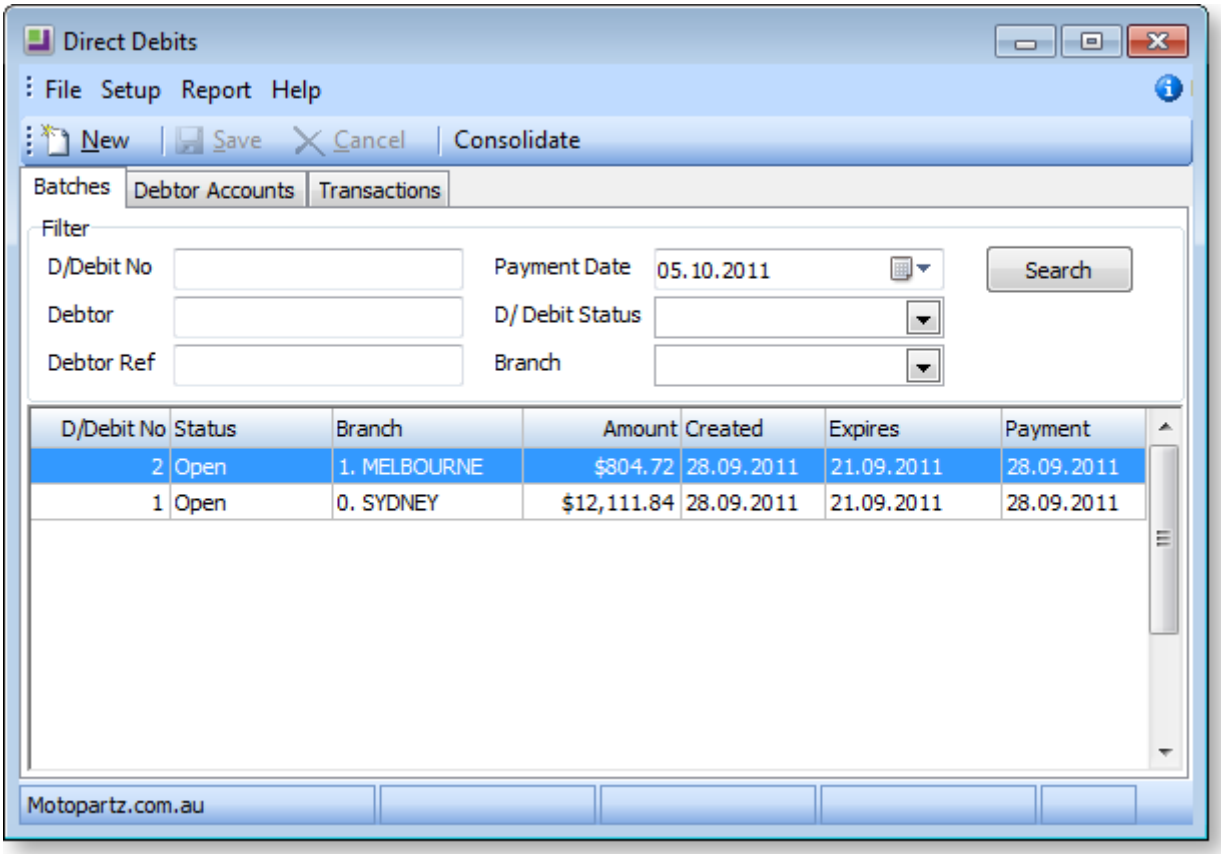
Note: The password is case-sensitive.

Bank File Format

Before processing Direct Debits, bank file formats must be set up for Debtors in EXO Business Config (see page 479).

Processing Direct Debits

The Batches tab on the Direct Debit window shows all Direct Debit batches. Several options are available to filter the list of batches.

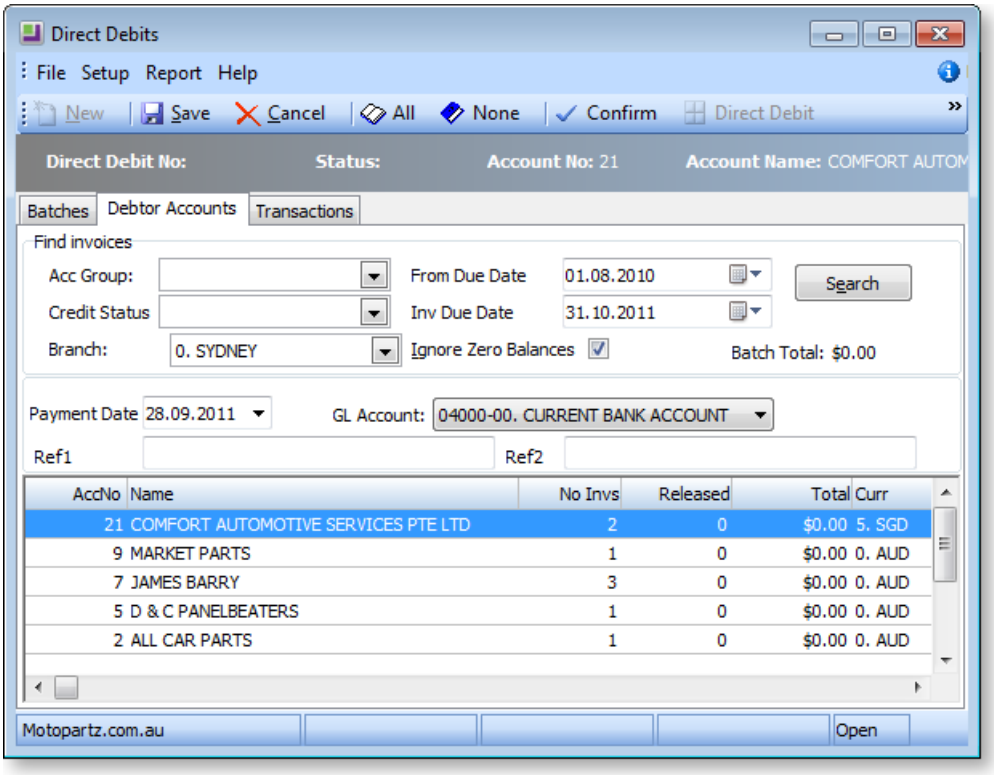


Note: If the **Consolidate D/D to General Ledger** option has been enabled on the **Direct Debits General Setup window (see page 493)**, you can consolidate multiple batches into a single batch by selecting multiple Confirmed batches with the CTRL key and clicking the **Consolidate** button.

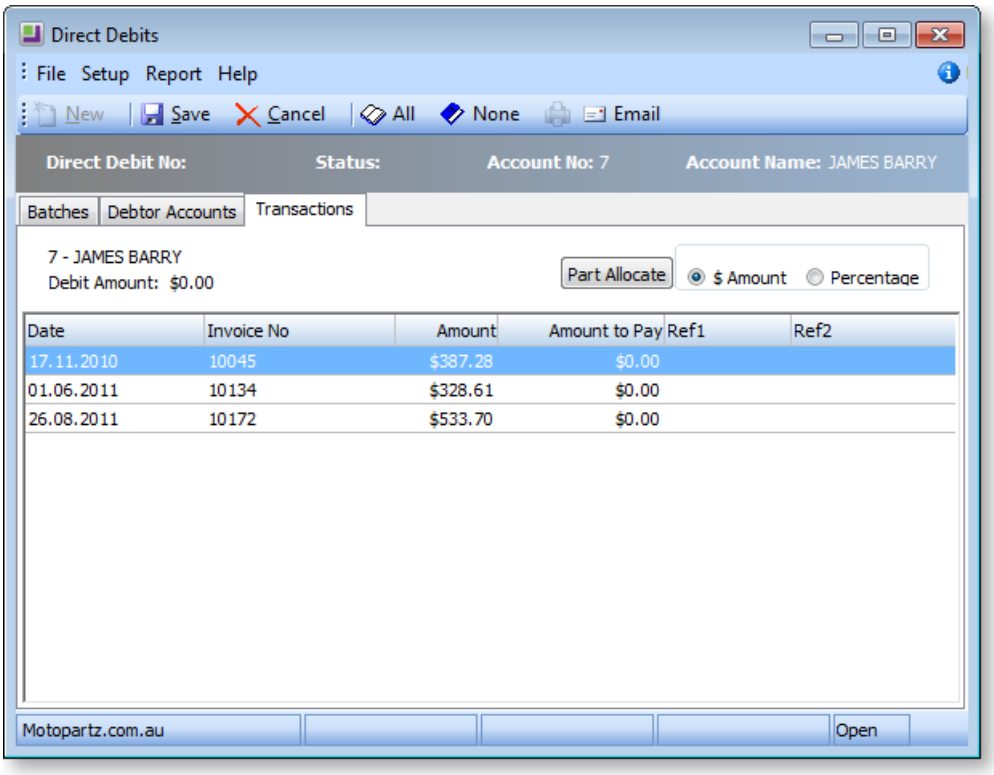
Creating Direct Debit Batches

To create a new batch:

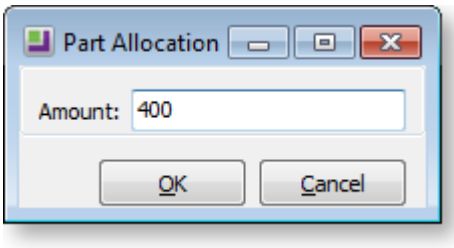
1. Click **New**. The view changes to the Debtor Accounts tab:



2. Set any filter options and click **Search** to display Debtor accounts with outstanding invoices whose **Default Payment Type** is set to “D/DEBIT”.
3. Click **All** to release all invoices for all Debtors listed or double-click on a Debtor to go to Transactions tab:



a. Click **All** to release invoices for receipt or select an invoice and click **Part Allocate** to set a part payment for the selected invoice. You can pay by an amount or a percentage. This opens the following window:



Depending on whether the user selected to part pay by an amount or percentage, the **Amount** field displays the total amount of the invoice or 100.00 (i.e. 100% of the invoice). Enter the amount/percentage to be paid and click **OK**. The invoice now shows that it has been released and the **Amount to Pay** column displays the payment amount selected by the user.

Invoices can also be selected/unselected manually by selecting them and pressing the space bar.

b. Once all invoices have been selected, return to the Debtor Accounts tab.

4. Specify a **Payment Date** and enter **Ref1** and **Ref2** information if necessary.

Note: You can also specify the General Ledger bank account for the Direct Debits to post into, if the **Allow selection of GL Acc for D/D option** has been ticked on the **Direct Debits General Setup window (see page 493)**; otherwise this field is read-only, and displays the default General Ledger account entered on the Direct Debits General Setup window.

5. Save the Direct Debit Batch by one of the following methods:

- If you will want to make further changes to the batch, click **Save** to save the current changes. The status of the batch will remain "Open".
- If you are finished making changes to the batch and are ready to process it, click **Confirm**. The status of the batch will change to "Confirmed" and it will no longer be possible to edit it.

Processing Direct Debit Batches

To confirm that a batch is ready to be converted into a bank file, double-click on the batch to go to the Debtor Accounts tab, then click **Confirm**. Once a batch is confirmed, no further changes can be made.

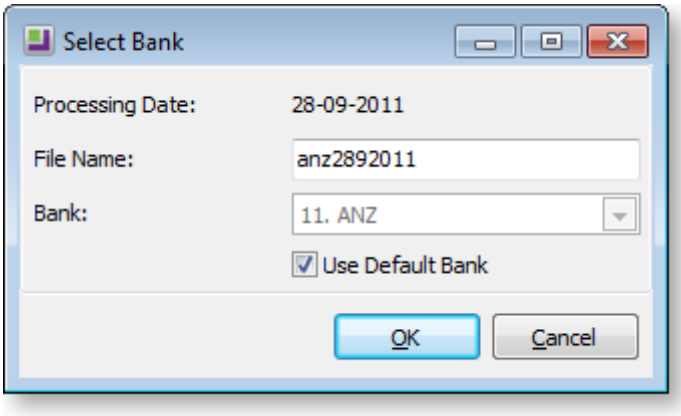
A confirmed batch can be converted to a Direct Debit file ready for transfer to the Banking software. Remittances can be printed for the batch if required.

To process a Direct Debit batch:

1. Double-click on the batch to go the Debtor Accounts tab.
2. Click **Direct Debit**. You must enter the Direct Debit password (see page 495) to proceed.

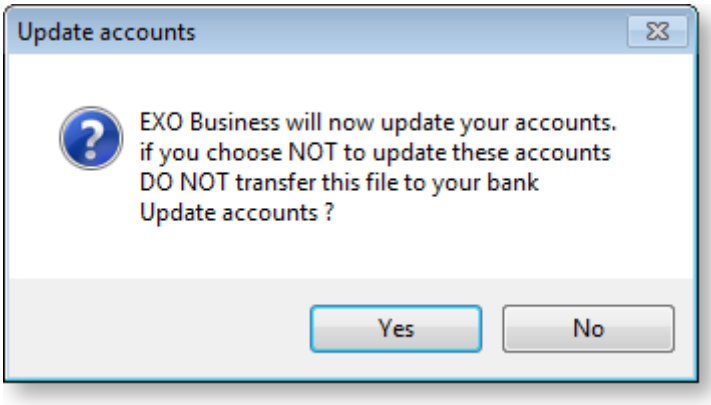
Note: The password is case-sensitive.

The following window is displayed:



3. Modify the **File Name** if required. If a different bank to the default bank is required, uncheck the **Use Default Bank** box, then select a new Bank from the drop-down-list. Click **OK** to continue. A message window appears, giving the user an opportunity to view the file.
4. Click **Yes**, then **Open** to see the contents of the file.

   The next message prompts the user to confirm that the process should be completed:



5. Click **Yes** to continue; this will perform accounting updates.
6. The final step is to import the newly created Direct Debits file into the desktop banking software to be subsequently processed.

Sending Remittance Advice

Once a batch is confirmed, you can send remittance advice to the affected Debtors. Open the confirmed batch and use one of the following methods from the Debtor Accounts tab:

- Click the **Remittance** toolbar button to print the Direct Debit Remittance Advice report. This report can then be sent to Debtors.
- Click the **Mailshot** toolbar button to open the Mailshot window (see page 530), which allows you to bulk send remittance advice to Debtors.

Taxation

The MYOB EXO Business taxation features centres around the ability to have multiple tax rate definitions (optionally with separate tax control accounts) and being able to assign a tax rate to a transaction.

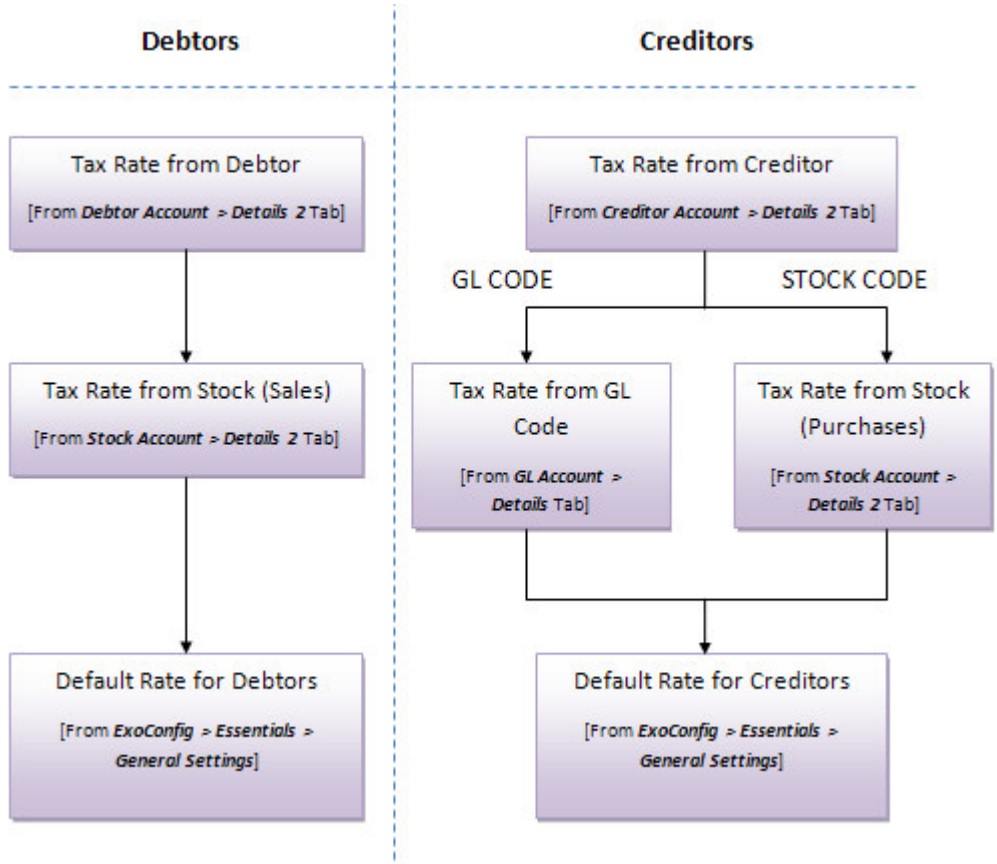
The default tax rate on a transaction can be configured in the system through a hierarchical rate selection process. If the user has been granted permission, they can override the suggested default rate with a manually selected tax rate.

Generic Tax by tax rate reports can be run regardless of the country of origin. Alternatively, tax rates can be used in conjunction with tax return key points to generate specialised tax reports such as the Australian BAS, the New Zealand Tax Return, and the Singapore Tax Return. Using the integrated reports also marks source transactions with the tax return they were reported on to assist with prior period postings.

Automatic Tax Rate Hierarchy

When a transaction is entered, the tax rate used is automatically determined by a hierarchical structure. The user can then accept this setting, or optionally manually override it.

The following diagram depicts the hierarchy for automatically selecting a transaction's tax rate:



For example, when performing a Debtor's Invoice function, the tax rate is automatically selected by using the hierarchy as follows:

1. Account - the tax rate of the Debtor account is used if explicitly specified on the Debtor account.
2. Stock - if no tax rate has been set at the Debtor account level, then the rate applicable to the stock item is selected, if explicitly set on the stock item.
3. Default Rate - if no tax rate has been set on the account or the stock item, then the default Debtors rate from the MYOB EXO Configurator is used.

In the case of a Creditor's Invoice that uses General Ledger (GL) codes instead of stock items, if the Creditor's account default rate is not set, the rate from the GL account is used, and if a rate is not set on the GL account, the default creditor tax rate in the Configurator is used.

Once the tax rate is chosen, the user can also manually override this rate and specifically set the tax rate number and tax rate, using the periscope function.

Overriding Function

The following options are available on many transaction entry windows (if enabled for the user), to allow manual overriding of the automatically selected transaction tax rate and amounts:

- Line periscope – to view line detail, and also to explicitly set the tax rate and amount.
- Tax Toggle – to change amount to inclusive or exclusive of tax.
- Tax Rates button – to compare calculated tax against default hierarchical tax rate.

Tax Setup

During the implementation phase, relevant tax rates are selected and assigned to their matching tax return key point. The base Debtor and Creditor tax rates are also assigned, which form the default.

During operation, "automatic overrides" on the accounts and stock items are then configured as new accounts or stock items are set up.

Company Defaults

The tax system in MYOB EXO Business is customised based on the country selected in the main Company setup screen of EXO Business Config.

This setting determines settings such as the available Tax Return Key Points, as well as cosmetic display information such as the local tax system name (e.g. GST, VAT).

To select the country for the system:

1. Go to **EXO Business Config > Company > Company Details**.
2. Select the appropriate country in the **Country** field.

Note: If the country of operation is changed, the default tax rates, and the tax rate settings must also be reviewed and set to the appropriate country settings. Changing the country also alters the available tax return key points, used to configure the integrated tax returns - see the following sections for more detail.

Essential Defaults

Tax Basis

Invoice- or payments-based tax determines how taxation reports are run, and also if extra tax rate functions must be enabled (e.g. whether an overriding tax rate is required on a payment with payments-based tax systems).

The tax basis is set at **EXO Business Config > Essential > General Settings**.

Note: MYOB EXO Business recommends and supports Invoice-based tax only.

MYOB EXO Business allows for a variety of tax rates to be recorded on each line of an invoice. When a payment is made it is only possible to record a single tax rate. Many functions that are controlled by profile settings (such as tax rate overrides at invoice line level) are suited only for invoice line based taxes.

While it is possible to operate EXO Business and report tax on a payment basis, there are certain logical paradoxes that can occur related to the fact that, by default, EXO Business allows tax to be recorded at a finer level of detail than on a payment basis. For example, care should be taken to disable functionality that promotes individual invoice line level control over tax rates. If multiple tax rates do occur on the same invoice (or in fact to the same customer or supplier), then the only logical method of reconciling tax on a payment basis is to ensure that payments received or made are consistently allocated against invoices, and to produce estimates of tax by reports that calculate the tax content of invoices that are paid during the period.

Note: Some features, such as the Australian BAS Return, cannot support payment-based tax, because fundamental linking is done at an invoice line level.

Debtor Pricing

A setting is available to determine whether the sell pricing of stock is entered as tax inclusive or tax exclusive.

To set the tax inclusive/exclusive setting for Debtor pricing:

1. Go to **EXO Business Config > Essential > General Settings**.
2. Tick the **Tax inclusive pricing for debtors** box to state that the sell prices of stock items are entered as tax inclusive; leave the box unticked to state that stock prices are entered as tax exclusive.

Tax Rates

The tax rates are used to 'group' the purpose of the tax on an invoice or payment. It is these tax rates that can be reported on for tax returns, and when linked with tax return key points form the basis of the Tax Return systems.

To set up tax rates:

1. Open the tax rates table from **EXO Business Config > Essential > Tax Rates**.
2. Create a new tax rate by clicking **New**, or double-click on an existing rate to view and edit.
3. Enter the following information, and press Save to save the tax rate.

Field	Description
Tax rate name **Tax rate short name**	User-friendly names used to reference the tax rate.
Tax rate %	The percentage rate of tax to be recorded.
Tax return key point	Used to identify the corresponding field on the Tax Return, using this tax rate as part of the calculation. See Tax Return Key Points below.
GL control account	Leave the **Use Default** box ticked to use the GL control account specified in **Configuration Assistant > Business Essentials > GL Control Accounts** for the debtors and/or creditors tax account; otherwise, untick the box and select a specific GL account for the rate.

To verify that the tax rates have valid key points, and to also check that only valid tax rates exist on debtor, creditor, stock and GL accounts, click the **Check Rates** button on the toolbar. This will perform a check, and report errors and warnings.

In a new implementation, the suggested default rates for the selected country can be loaded by clicking the **Load Rates**  toolbar button. This button will only be available if the tax rate table is empty, and therefore can only be used if no transactions containing tax rates have been entered in the system.

Troubleshooting

The most common reason for the Check Rates function reporting "null key point values" is because there is no **Tax return key point** setting for a tax rate. A blank tax rate description will also make a tax rate invalid – if the rate number is shown in the table, it is expected to have a matching tax key point. It is suggested that blank description tax rates be avoided (or deleted), and that all tax rates point to a key point to confirm they have not been 'mis-configured'. The tax return point "NA – Not recorded on return" could be used if the rate is not to be entered on a tax return.

Other common causes of invalid tax rates include incorrect initial setting of default tax rates, or data imported directly to the database that has not set the tax rate fields. The following fields must be set when importing data:

- dr_accs.taxstatus
- cr_accs.taxstatus
- stock_items.salestaxrate
- stock_items.purchtaxrate
- glaccs.taxstatus

Default Tax Rates

Default tax rates are the lowest level in the hierarchy of tax rate defaults (see page 499), and will be used on transactions unless specifically set by rates on the account or the stock item, or manually overridden. These default rates could be thought of as the "fall-back" rate if there are no other overrides on the transaction.

To set the default tax rates:

1. Go to **EXO Business Config > Essential > General Settings**.
2. Select one of the pre-defined Tax Rates for the **Base debtor tax rate** and **Base creditor tax rate**.

It is critical that the default tax rates be set correctly. Invalid tax rates may also prevent transaction from being entered.

Tax Return Key Points

Tax Return Key Points are the references to the key points on the country's tax return system. Tax return key points are pre-defined, relevant to each country, and are viewable but not user-editable. It is the assigning of the key point to a tax rate that controls what will appear on the tax return. More than one tax rate may be added to the same tax return key point.

To view the pre-defined Tax Return Key Points, go to **EXO Business Config > Administration > Finance > Tax Return Key Points**.

You can double-click on a key point to show more information on the item, such as the full description.

Tax Return Key Points are listed as Creditor and/or Debtor. These properties carry through when assigned to tax rates, and therefore help prevent incorrect tax rates being entered on the wrong transaction types.

"DIS" and "N/A" are special key points that can be used to "disable" a tax rate to prevent data entry, or not display the rate on a tax return.

Tax Rate Hierarchy Setup

Once the tax rates have been linked to the tax return key points, and the default rates setup, optional tax rate overrides by debtor/ creditor account and stock item can be set up. These settings will override the default tax rates (see page 502) specified at **Configuration Assistant > Business Essentials > General Settings**.

Existing Transactions

Databases with existing transactions will need to be checked before using the automatic tax return features if they have not been configured previously. For new transactions entered going forward, this should not be an issue as long as the settings are correct.

Historical information should be marked so that this information will not be picked up when the Include previous option is selected on a new tax return, (i.e. when the intention is to include transactions added to a prior period that has already had a Tax Return created, in whatever format was used previously). This historical information could be captured by creating a "dummy" tax return to mark all the transactions in the historic data's date range.

Tax Rate on Debtors/ Creditors

The automatic tax rate used on a transaction can be determined by a rate set on a Debtor or Creditor account. This is useful, for example, if the tax rate charged to a foreign Debtor is different to local accounts, or if the tax rate paid to a foreign creditor is different. Setting the tax rate on an account will set the tax rate on a transaction line to this account's default rate.

The Debtor/Creditor default rate is the "highest" overriding level in the automatic hierarchy (see page 499) (with the exception of manually overriding the rate during transaction entry).

To override the tax rate on an account:

1. Select the Debtor or Creditor from the **Account > Debtor** or **Account > Creditor** screen.
2. Select a rate for the **Override Tax Rate** field on the Details 2 tab. Leaving this field set to "-1. AUTO SELECT RATE" will disable any overriding of the tax rate by the account, so the next level down the hierarchy will be used (which is the tax rate on the stock item).

Tax Rate on Stock Items

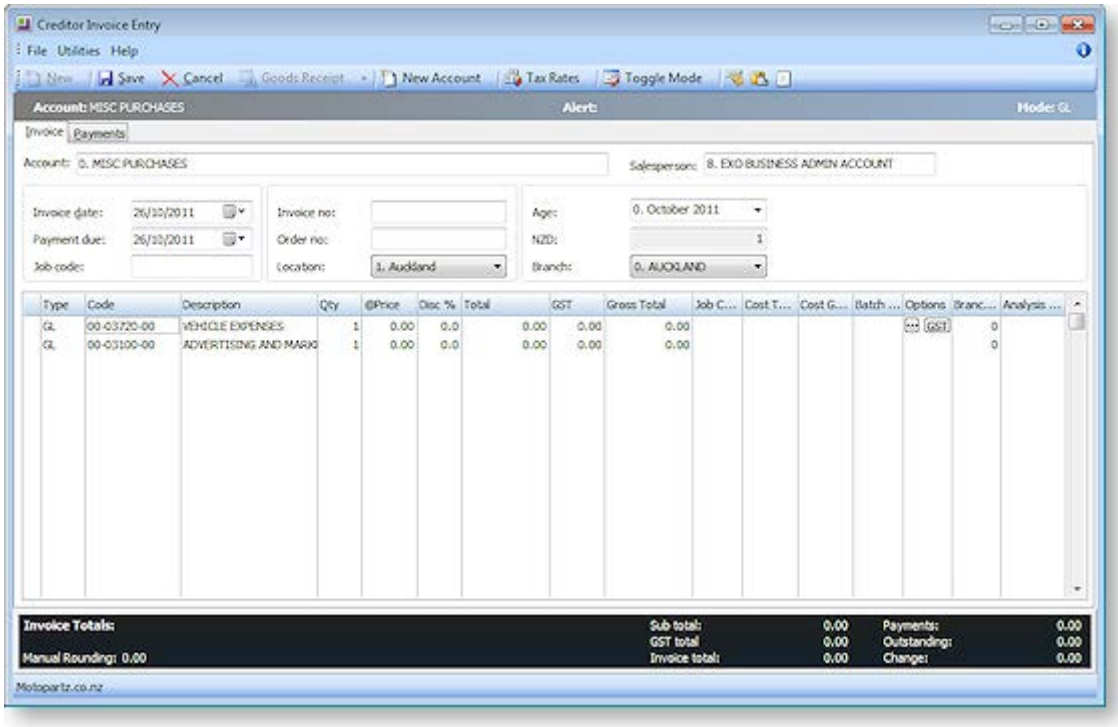
The automatic tax rate used on a transaction can also be determined at a stock item level, e.g. to accommodate various tax rates are applied specifically by stock item. A tax rate set on a stock item will be not be used if a tax rate is also set on the Debtor/Creditor account, or if one is manually set during transaction entry, as they have higher priority.

To set the tax rate on a specific stock item:

1. Select the stock item from the **Stock > Account** screen.
2. Select rates for the **Sales Tax** and **Purch Tax** fields on the Details 2 tab. Leaving these fields set to "-1. AUTO SELECT RATE" will disable any automatic overriding of the tax rate by the stock item, so the next level down the tax rate hierarchy will be used (which is the default tax rate of the system).

Manually Overriding Transactions

When entering lines on an invoice, the tax rate hierarchy is used to automatically select the tax rate on the line. This automatic selection may then be optionally overridden by the user, if they are set up with permission to do so.



On invoices where a rate other than the automatic rate is needed, the periscope button can be used on that line manually enter the rates and value. (Use with caution when using a payment-based tax system). The button next to the periscope allows price options to be changed between tax inclusive and tax exclusive.

To compare the tax calculated by the default tax rate hierarchy with the rate manually overridden, click the **Tax Rates** button on the toolbar.

> **Note:** The ability to override the rates on invoices is controlled by the user profile setting **Allow override of tax amount for invoice lines**.

Overriding the tax value on Debtors transactions is not recommended. If the client manually overrides the Tax value field, this will result in a discrepancy between the Gross on the invoice and the Gross on the Tax Return. Instead of changing the tax value, clients should change the tax rate.

Changing the Tax Rate

In some circumstances clients may want to change the tax, e.g. from 15% to 0%, because the tax on a transaction is for a "Zero Rated" supply such as exported goods.

In this case, clients should change the **Tax rate** using the drop down of available rates to a rate that is set to 0%, and let the system recalculate the tax amount to $0.00. **Do not simply override the Tax value to $0.00.**

This way MYOB EXO Business will correctly calculate the Gross to be shown on the Tax Return.

Changing the Tax Value (Creditors Invoices)

In some rare circumstances, clients may want to change the Tax value on a Creditors transaction, e.g. when entering a Creditors Invoice, the tax as calculated by EXO Business may differ slightly to that as charged by the Supplier.

In this circumstance it is acceptable to override the Tax value to agree with the supplier's documentation.

Tax Reports

The main Tax Return functions under **Tax Reports** on the Reports menu are used to generate the tax return (specific to the country), and are complimented with Tax By Rate Type and Tax Rate Exceptions reports. You can also use the Tax Rate Exception Report menu item to highlight invoices where the tax rate is not relevant to the transaction type.

Tax Returns

The following Tax Return reports are available:

- New Zealand GST Return
- BAS Tax Return
- Singapore GST Return
- VAT Return

Each report is accompanied by an **Edit Return** option, which lets you select and edit previous returns.

Tax by Rate Type Report

Reports > Tax Reports > Tax Report by Rate Type

The **Tax by Rate Type** report can be used to create “manual” tax returns, or to allow auditing of data. Two reports exist: a tax rate report for payment transactions and a tax rate report for invoice transactions.

> **Note:** The Clarity report for payment transactions is **TAXByRateType_Payment.CLR**, and invoice transactions is **TAXByRateType.CLR**.

Tax Rate Exceptions

A Tax Rate Exceptions report can be run to help identify incorrect coding, or invalid codes. This report is available from the Tax Return reports by selecting **Utilities > Tax Rate Exceptions**. (You can also add the report to the main EXO Business menu for direct access.)

This report can help identify tax rates set up or used on the incorrect ledger if changes are made to the tax rate settings.

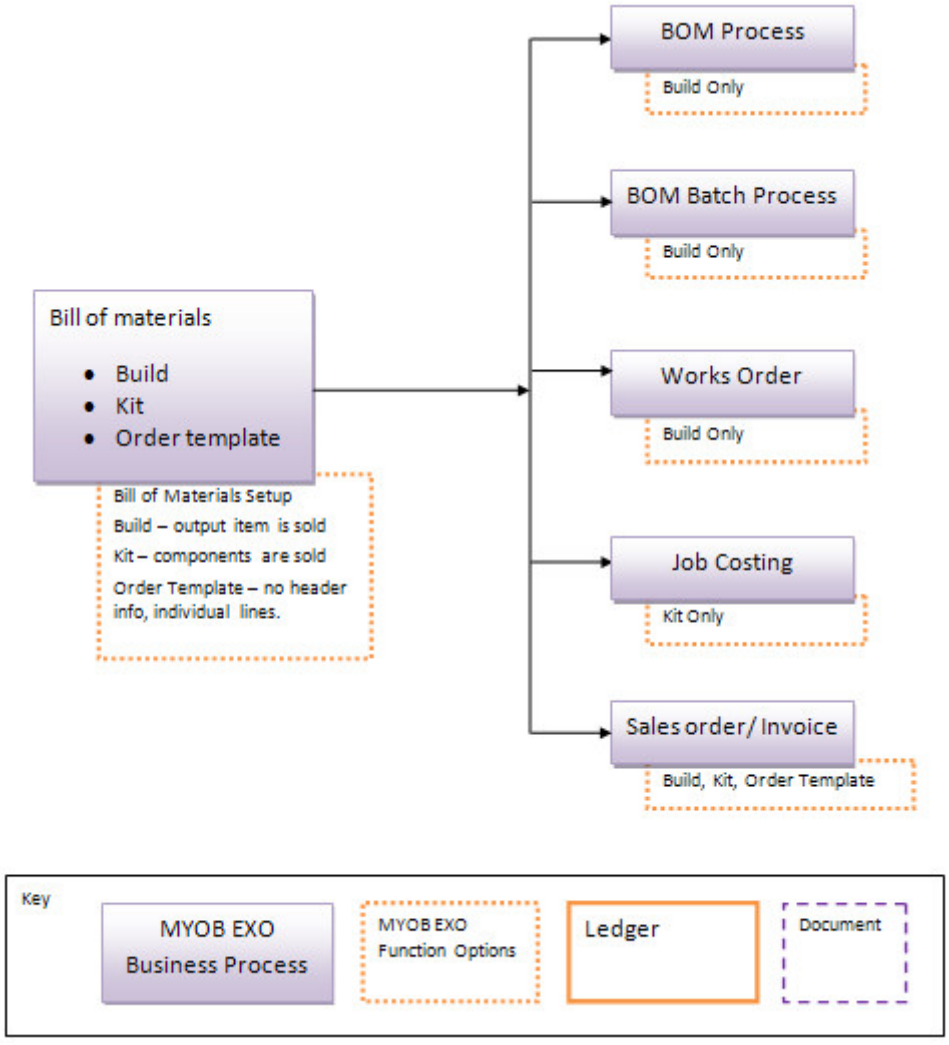
Manufacturing

About Manufacturing

This section describes the Bill of Materials and Time Billing modules. It explains how a Bill of Materials (BOM) is set up and processed. It also details the processing of a Works Order and explains the handling of Time Billing.

Bills of Materials can be classified into three different types:

- **Kit** – individual components are sold, and the code is a shortcut code to the *collection* of components
- **Build** – all components are consumed in a *transformation* to make an output stock item.
- **Order Template** – a simple product list for use with Sales Orders only. The BOM code becomes a shortcut to the product list, to save keying each product into the order.



Note: See the MYOB EXO Business White Paper "BOMs and Stock Code Enhancements" for technical details on Bills of Materials, including information on the database tables and fields they use.

Setting up Bills of Materials

Types of Bills of Materials

There are three main ways of using the Bill of Materials module: kits, manufactured items and order templates.

Kits

A kit item is an item that is made up of a list of other stock items that are assembled at the time of sale. It is a quick and easy way to sell something that consists of a number of different stock items. The kit may also be priced separately allowing the selling price to be different from the sum of the selling prices of the components.

In a kit Bill of Materials, **the components are sold** and the header is a shortcut code to a collection of components.

Kits can be used with Sales Orders and the EXO Job Costing module, but not with Works Orders.

Manufactured Items

Manufactured Items, or “builds”, are produced from other stock items. When you manufacture an output item you deduct the component items from stock and build the new manufactured output item, which is then placed in stock. This item is then sold in the usual method with pricing specified on the output stock items.

In a build Bill of Materials, **the output item is sold**.

> **Note:** A bill without an output item cannot be a manufactured item. A bill with an output item is usually a manufactured item but can also be a kit. When manufactured items are sold as kits, the rules applicable to kits should be used.

Builds can be used with Sales Orders and Works Orders, but not with the EXO Job Costing module.

Order Templates

An order template is not a true Bill of Materials but a simple “shopping list” for use with Sales Orders only. The Bill of Materials code becomes a shortcut to the product list, to save entering each product into the order. No header line is included.

> **Note:** The Auto Order Template on the **Details2 tab of Debtor accounts (see page 97)** only displays order template Bills of Materials.

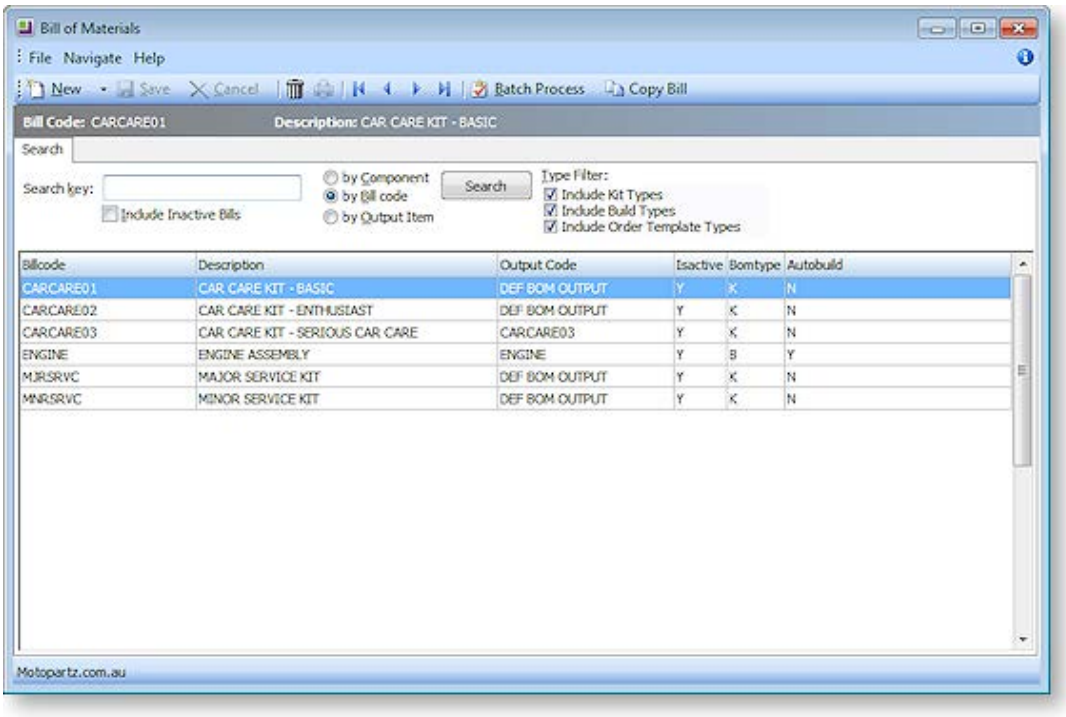
Creating a Bill of Materials

Account > Bill of Materials

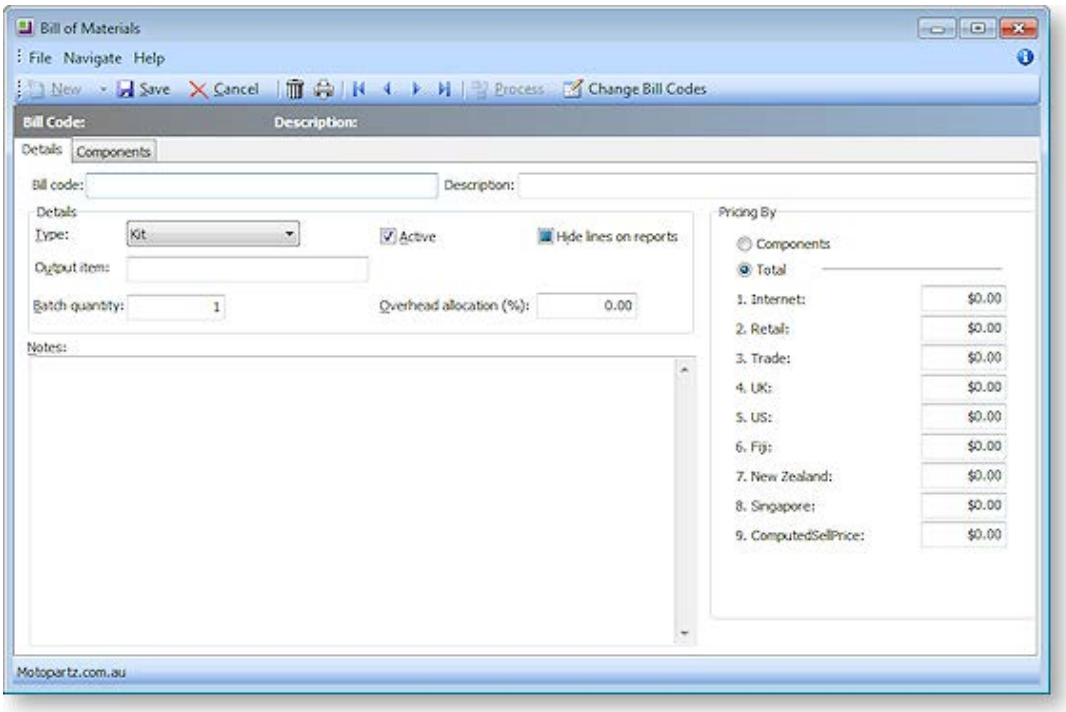
The same interface is used to create Bills of Materials of all types.

To create a Bill of Materials:

1. Select **Bill of Materials** from the **Accounts** or **Transactions > Manufacturing** menu. The following window is displayed:

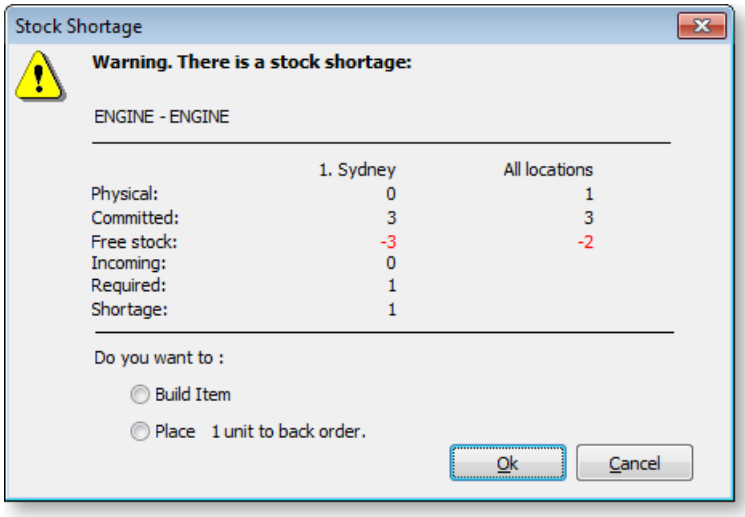


2. Click the **New** button. The following window is displayed:

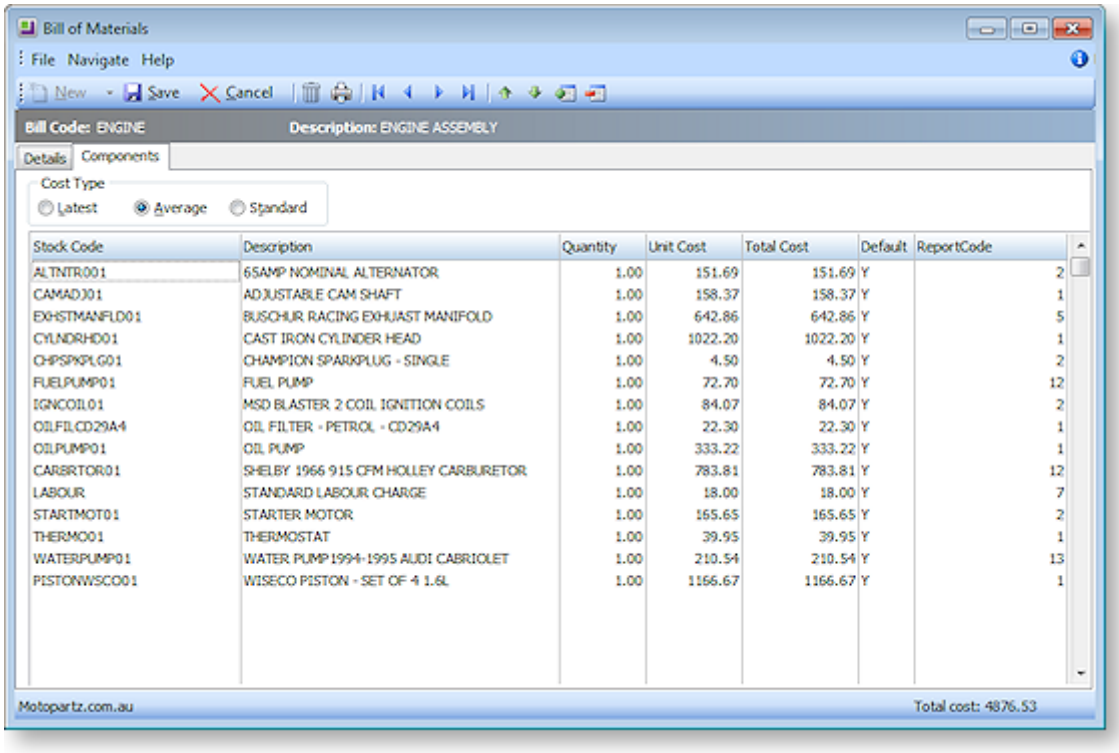


3. Complete the fields on the Details tab:

Field	Description
Bill code	Enter the bill code for this Bill of Materials. This is the code that you need to type to bring up your kit during invoicing. This code will also be displayed in the Bill of Materials (search) window. **Note:** The bill code can be changed by clicking on the **Change Bill Codes** button. This changes all references to the bill code.
Description	Enter the description for this kit as you would like it to appear on the invoice. This description is also displayed on the Bill of Materials (search) window.
Type	Select the type of Bill of Materials: • Kit • Build • Order Template
Active	Select this option if the Bill of Materials is no longer active, i.e. no longer available for use.
Hide lines on reports	Select this option if you want to hide components that make up this Bill of Materials on the invoice/sales order. If this tick box is not checked, the components are displayed on the invoice/sales order lines (at zero price).
Output item/ Template item	For builds and kits, enter the stock code of the finished product (the final output item). This field is optional for kits. For order templates, if you wish to price the template as a single item, enter the stock code for the template item.
Batch quantity	Specify the quantity (number of output items) that is produced from the selected components. This defaults to 1 when you create a new kit.

AutoBuild	This option is only available for Bills of Materials with the **Type** "Build". Normally, if a Sales Order is raised for the output item and there are none in stock, you are given the option of putting the item on back order. If this option is selected, you are also given the option of building the item on the spot:  **Note:** Stock Shortage warnings only appear if the **Stock out warnings** Company-level profile setting is enabled.
Overhead allocation (%)	The overhead involved when producing this item. The percentage overhead is then taken from the final output. This field is optional for kits.
Notes	Enter any notes that relate to the kit.
Pricing By	Select the pricing mode you want to use: • **Components/Products** - Select this option if you would like to price this Bill of Materials by component (kits and builds) or product (order templates). This uses the sell prices set up in the stock window for each component stock item you select for this kit, and works by adding them together to give you a final price for your kit. • **Total/Template** - Select this option if you would like to specify the sell price for this Bill of Materials. If you select this option you will also need to enter sell prices.
Sell prices	When pricing by Total, enter the prices that this item will be sold for.

3. Click the Components tab (kits and builds) or Products tab (order templates).



4. Select the cost type for the components/products:
   - **Latest** - The current cost price for the stock item.
   - **Average** - The weighted average cost price of the stock item.
   - **Standard** - The standard cost of this stock item.

Note: The **Cost Type** option is not available for order templates.

5. Click the or buttons to add or remove items to the Bill of Materials.

Note: The maximum number of component/product lines allowed in a Bill of Materials is 200.

6. Complete the following fields for each item.

Field	Description
Stock Code	The stock code of the item.
Description	The description for the item.
Quantity	The quantity of the item that is used in the Bill of Materials. For order templates, this value can be set to 0, so that the user will be prompted to enter a quantity.
Unit Cost	The cost price of the item, according to the selected Cost Type. Read only.
Total Cost	The total cost for the item, i.e. the unit cost multiplied by the quantity. Read only.
Default	Enter "Y" if the item is included in the Bill of Materials by default.
Report Code	The report code associated with the item's Stock Group.

7. The total cost of all items is displayed at the bottom of the window.
8. You can double-click on an item to drill down to the Stock window for that item.
9. Click **Save**.

Tip: You can also create a Bill of Materials by **making a copy of an existing Bill of Materials (see page 512)**.

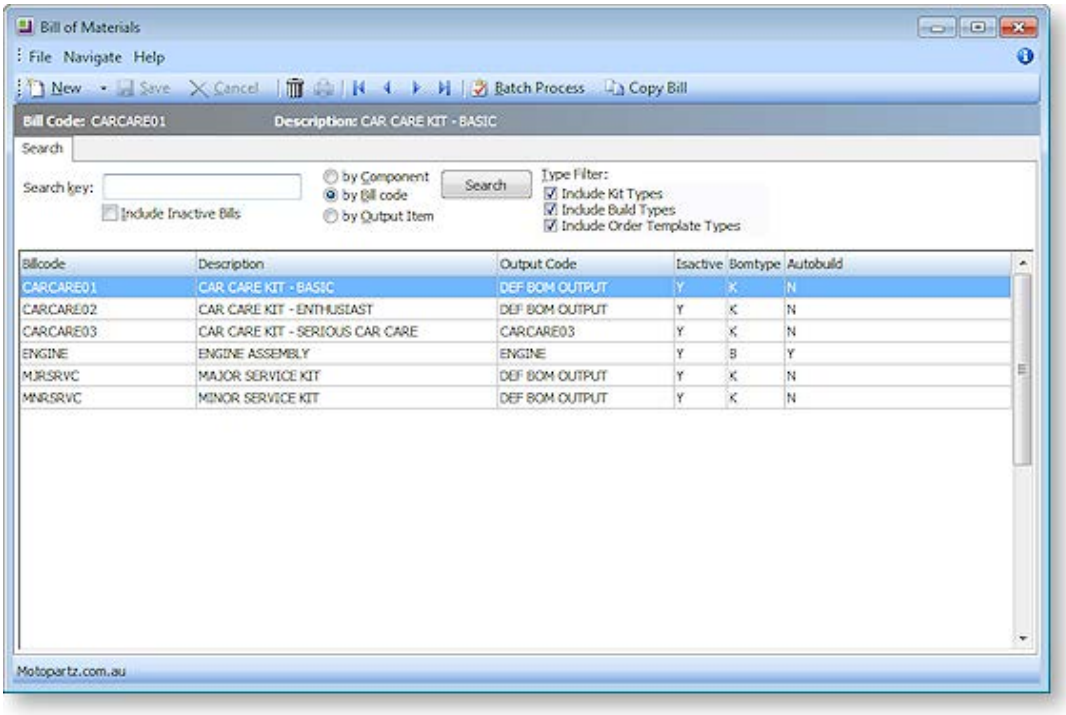
Copying a Bill of Materials

Account > Bill of Materials

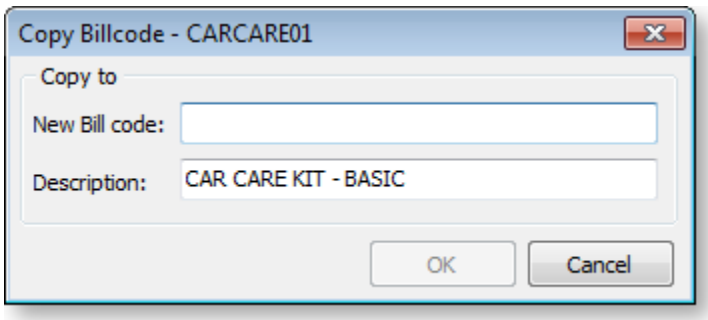
One way of creating a new Bill of Materials is to create a copy of an existing Bill of Materials and then editing it as required.

To copy a Bill of Materials:

1. Select Bill of Materials option from the **Accounts** or **Transactions > Manufacturing** menu. The following window is displayed:



2. Select an existing Bill of Materials and click the **Copy Bill** button. This displays the Copy Bill of Materials window:



3. Enter a **New Bill Code** and **Description**, then click **OK**.

A new Bill of Materials is created with the same details as the original. You can edit the details of the new Bill of Materials if necessary.

Invoicing a Bill of Materials

When invoicing a Bill of Materials, enter the Debtors Invoice (see page 386) in the usual method. In the **Stock Code** field enter the Bill of Material's Bill Code preceded by a full stop. e.g. **.CARCARE03**. Depending on whether you enabled the **Hide lines on reports** option during setup, you may or may not be able to view the components that make up this Bill of Materials. Continue to enter any other required details and click **Save** to save the invoice.

Supplying a manufactured item in a Sales Order is entered exactly the same way as above. Enter the Output Code you created into the stock code field. Manufactured items can also be transferred between locations as a standard stock item.

Editing Bills of Materials on Invoices

By default, the quantities and prices of Bill of Material header and component lines are locked from editing to ensure the header/lines relationship. (Order templates are not true Bills of Materials, but simply "shopping lists", so this constraint does not apply to them.)

If you want to be able to edit the lines independently, you must disable the **Enforce bill of materials header and line constraints** Company-level profile setting. Disabling this setting means that Bill of Material lines are treated as individual lines.

General Ledger Postings for Bills of Materials

The General Ledger postings generated when a Bill of Materials is sold vary depending on the Bill of Material's type.

Postings for Kits

For kits, the component lines are equivalent to ordinary sales lines. The header line does not post to the General Ledger and the output code is not referenced.

The General Ledger accounts for Sales and Cost of Sales arise from the component stock item as per the rules for ordinary sales lines.

Postings for Builds

Postings for builds are as follows:

- Component lines that are stocked items are not posted to the General Ledger (they don't affect the value of stock).
- Component lines that are lookup items are posted to the General Ledger as adjusting the value of stock (i.e. are value-add). These are posted with the General Ledger code for the Stock On Hand account from the GL Control Account setup (see page 240).
- The Bill of Materials header generates two entries:
    - For inwards goods - to the General Ledger purchases account set on the **Output item**, (i.e. receipt the manufactured item into stock). The cost and sell of the stock transaction is the sum of the costs of the components (including lookups) and therefore incorporates the contra-entry for added value represented by the lookup item posting.
    - For the sale of the output item - with General Ledger accounts for the sales and cost of sales being taken from the **Output item**.

Postings for Order Templates

For General Ledger posting, the system treats lines of an order template identically to ordinary lines - the fact that they were derived from a Bill of Materials does not make a difference.

Processing Builds

Build type Bills of Materials must be processed to consume the component items and create the output item. You can either process a bill of materials (manufactured item) individually or in a batch from inside the Bill of Materials screen. This process for a Bill of Materials is a one-step process, immediately consuming components and producing an output item, as opposed to a production process that moves through many production stages. If you wish to process a bill through a production process, you can use the Works Orders (see page 517) module.

Notes

- Batch processing is designed to quickly create simple manufactured items. It does not handle batch numbers or serialised stock items. To manufacture items for batch-numbered components or output items, use the more sophisticated Works Order functionality (see page 517).
- Processing a Bill of Materials produces the following stock transactions:
    - Adjust Out transactions for the components
    - Adjust In transaction for the Bill of Materials output item

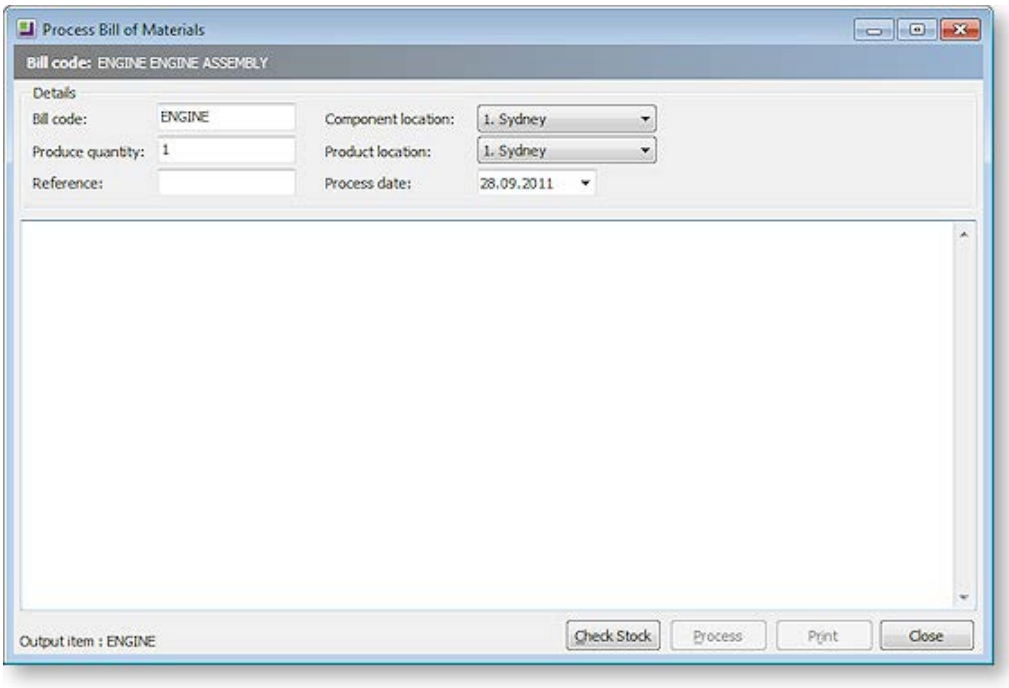
Processing a Single Build

Account > Bill of Materials

Once you have created a Bill of Materials with the type “build”, it must be processed in order to consume the component items and create the output item.

To process a single build-type Bill of Materials:

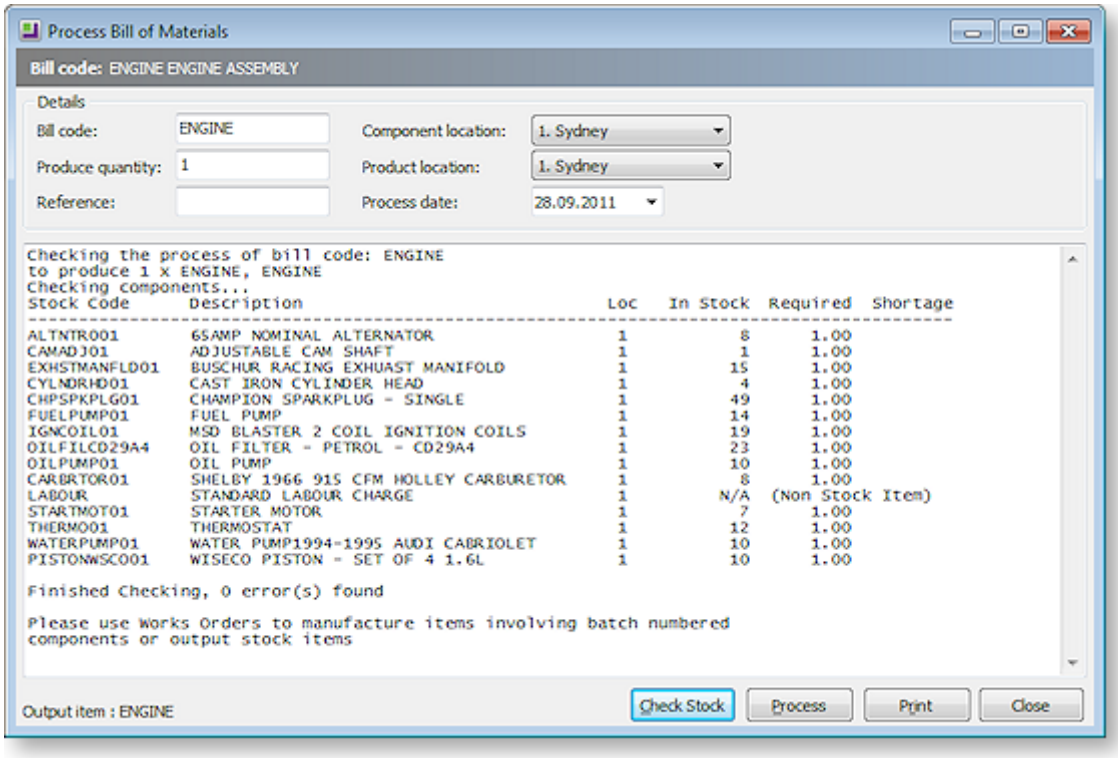
1. Select **Bill of Materials** from the **Accounts** or **Transactions > Manufacturing** menu.
2. Select a Bill of Materials with a **Type** of “Build”. Double-click to open the Bill of Materials.
3. Click the **Process** button. The following screen is displayed:



4. Complete the fields on the screen.

Field	Description
Bill code	The bill code of the Bill of Materials being produced.
Produce quantity	The quantity of output items you want to produce. The default is 1.
Reference	An optional reference code. May be left blank.
Component location	The number of the location that components will be taken from to produce this item.
Product Location	The number of the location that you want the output item receipted to.
Process date	The date that this item is to be processed. The default is today's date.

5. Click the **Check Stock** button. The system checks the stock and provides a status report on the current availability of component stock compared to requirement, to produce the desired quantity of output items.



6. If there are no stock shortages, click the **Process** button.
7. A confirmation message appears to verify that you want to process the stock. Click **Yes**.
8. The bill is processed and a success message is displayed at the end of the status report. Click the **Print** button for a printed copy of the Status Report.

Once the process is complete, the stock ledger will contain negative movements for the components that made up this bill code. The output item will show a positive stock movement for the produce quantity.

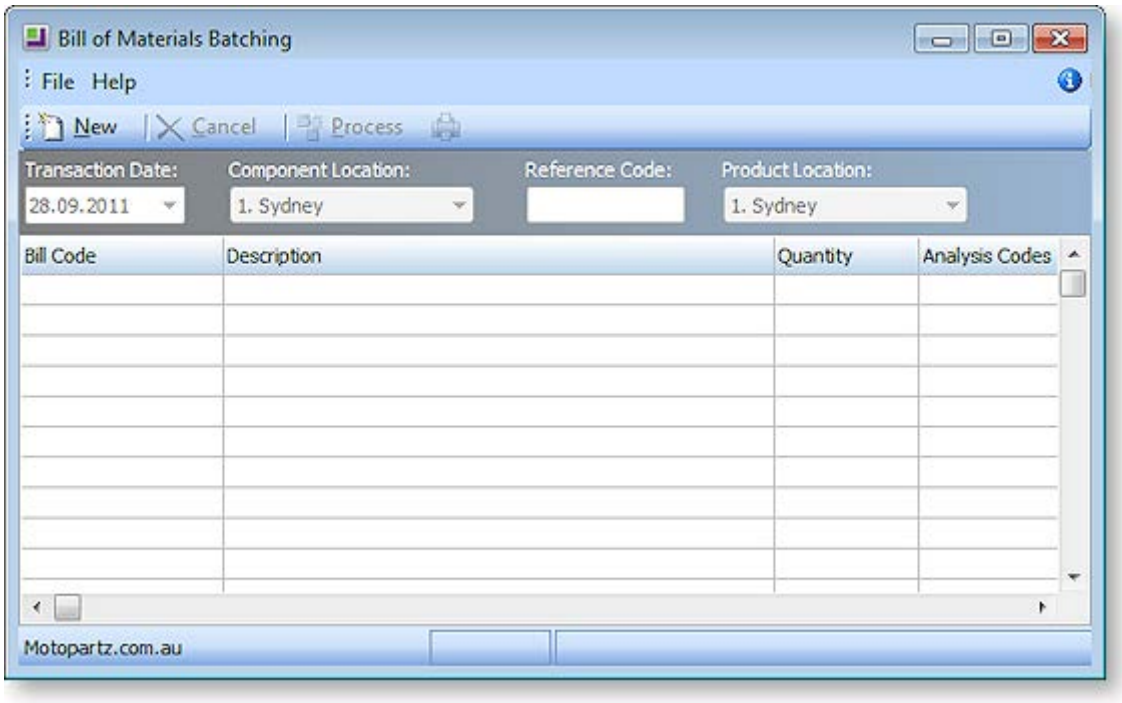
Processing a Build Batch

Transactions > Manufacturing > Bill of Materials Batch Entry

Once you have created Bills of Materials with the type "build", they must be processed in order to consume the component items and create the output item. Multiple builds can be processed in a single batch.

To process a batch of build-type Bills of Materials:

1. Click the **Batch Process** button on the Bill of Materials window (see page 507), or select **Bill of Materials Batch Entry** from the **Transactions > Manufacturing** menu. The following screen is displayed:



Tip: You can also access this screen by clicking the **Batch Process** button on the **Bill of Materials screen (see page 507)**.

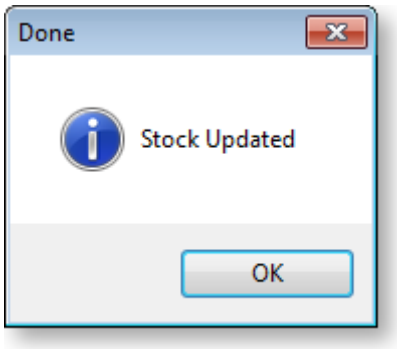
2. Click the **New** button and complete the fields on the screen.

Field	Description
Transaction Date	The date of the transaction. Defaults to today's date.
Component Location	The number of the location that components are being supplied from.
Reference Code	An optional reference code for the batch. May be left blank.
Product Location	The number of the location to which the final product(s) should be transferred.

3. Enter the details of all Bills of Materials that you want to include in the batch.

Field	Description
Bill Code	The bill code of the item being processed.
Description	The description related to the bill code.
Quantity	The quantity to be produced.
Analysis Codes	Any Analysis Codes (see page 84) you want to associate with the Bill of Materials.

4. Once all details are entered, click the **Process** button.
5. A confirmation message appears to verify that you want to process the stock. Click **Yes**.
6. When the processing is complete, a success message is displayed:



Works Orders

Using Works Orders

A Work Order is essentially a more complex processing version of a build-type Bill of Materials, allowing you to move through the production status for each stage of component assembly until the final product is produced.

You still need to set up your build-type Bills of Materials (see page 507) before you can use Works Orders.

The Works Order processing function supports batch codes and serialised stock items.

Note: Works Orders are only available if the **Use works orders** Company-level profile setting is enabled.

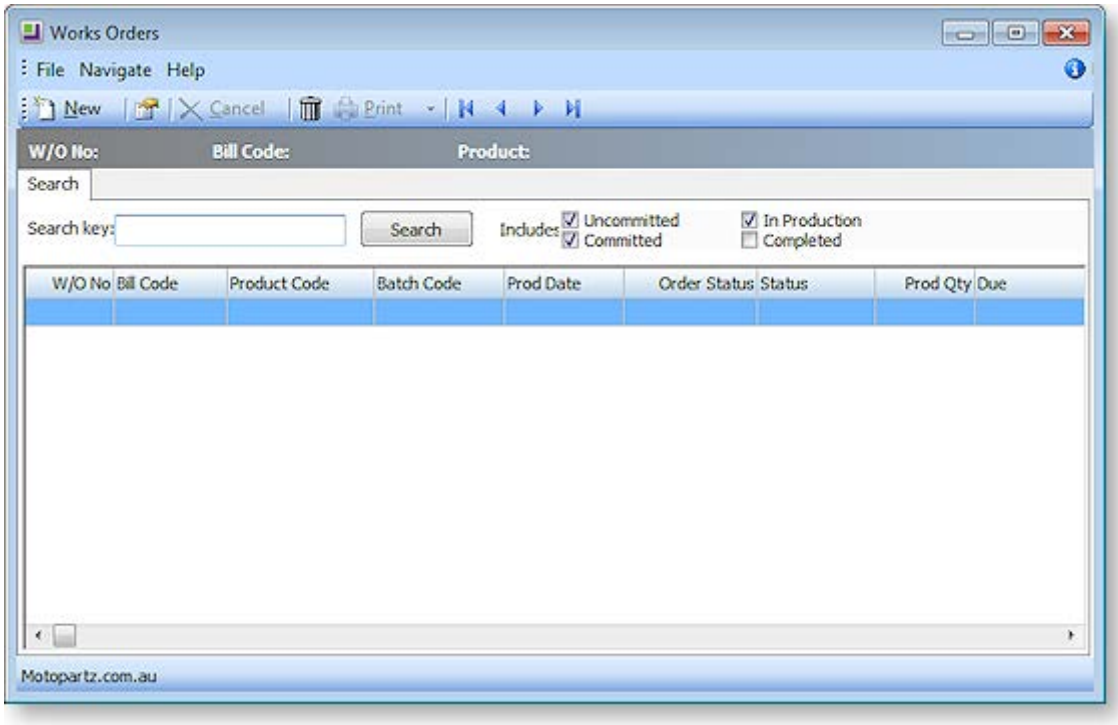
Creating a Works Order

Transactions > Manufacturing > Works Order Entry

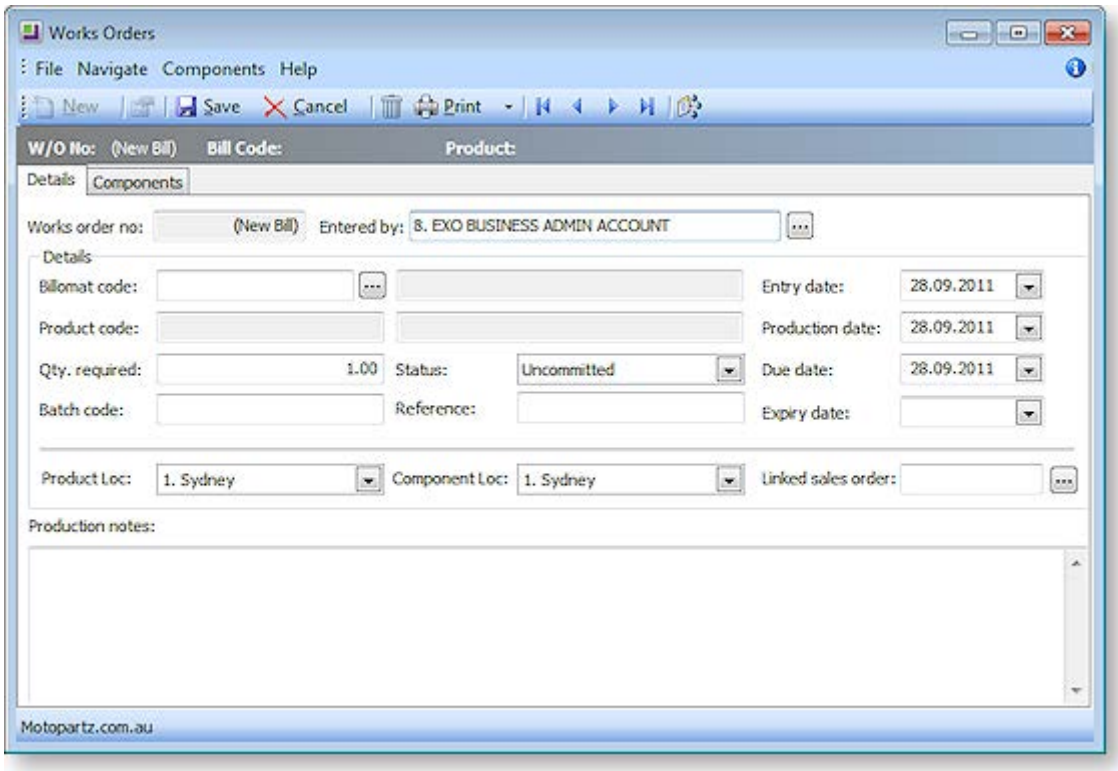
A Works Order is a more complex version of a build-type Bill of Materials.

To create a Works Order:

1. Select **Works Order Entry** from the **Transactions > Manufacturing** menu. The following window is displayed:



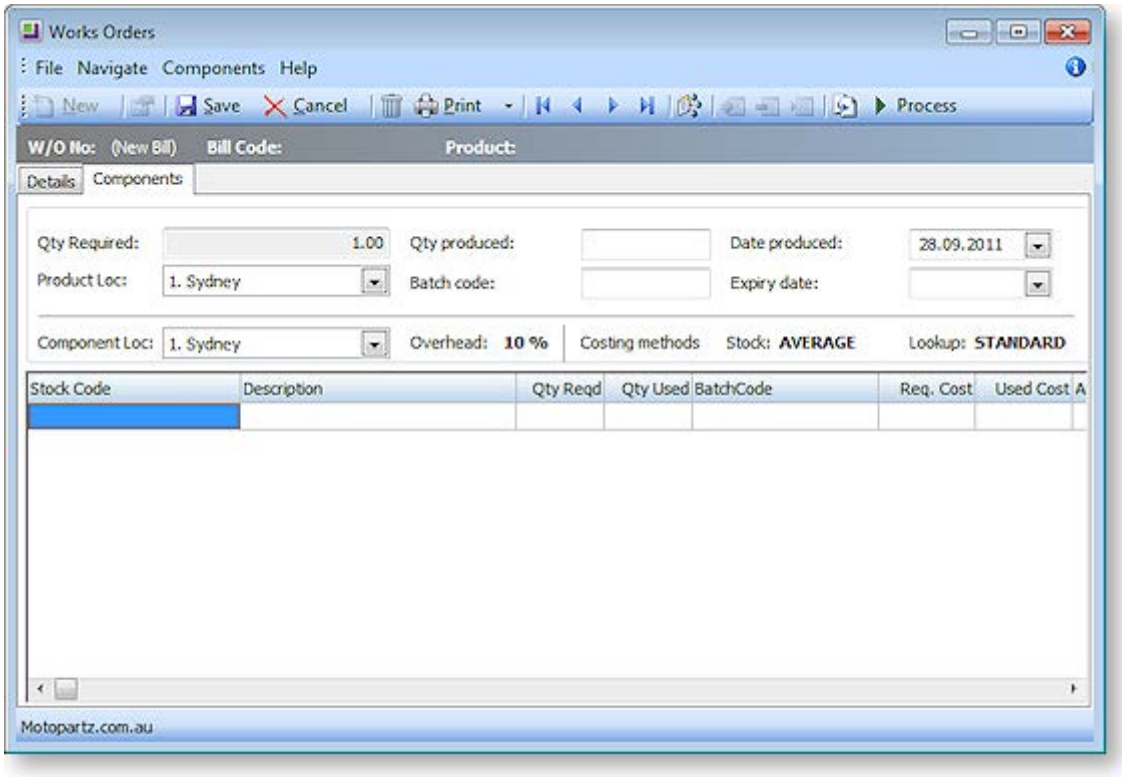
2. Click the **New** button. The following window is displayed:



3. Complete the fields on the Details tab.

Field	Description
Works order no	The number of the selected works order. This number is assigned when the Works Order is first saved.
Entered by	The name of the staff member entering the works order. Click the  button to select the staff member's name.
Billomat code	The Bill of Materials code. Click the  button to select a Bill of Materials. Only build-type Bills of Materials are available, as these are the only BOMs that undergo a manufacturing transformation.
Product code	The code of the Bill of Materials' output item.
Qty. required	The quantity to be produced.
Batch code	The production batch code. You can add this Works Order to an existing batch.
Status	The production status: • Uncommitted • Committed • In Production • Completed
Reference	An optional reference code. May be left blank.
Entry date	The start date for the Works Order.
Production date	The production date for the Works Order.
Due date	The date the Works Order is to be completed.
Expiry date	The date the Works Order expires.
Product Loc	The location to which the final product should be transferred.
Component Loc	The location that components are being supplied from.
Linked sales order	The number of the Sales Order (see page 353) that the works order is linked to. Click the  button to select a Sales Order. This field is optional.
Production notes	Any notes that you may need to make in relation to this works order.

3. Click the Components tab.



4. Complete the fields at the top of the Components tab.

Field	Description
Qty Required	The total quantity to be produced.
Qty produced	The quantity to be produced in this operation.
Date produced	The date the works order is completed.
Product Loc	The location to which the final product should be transferred.
Batch code	The production batch code.
Expiry date	The date the Works Order expires.
Component Loc	The location that components are being supplied from.

5. Use the buttons on the toolbar to add or remove components:

Button	Function
	Load all components from the Bill of Materials.
	Add a component.
	Remove a component.
	Replace a component.

6. The following fields are displayed for each component:

Field	Description
Stock Code	The stock code of the item.
Description	The description for the item. Read only.
Qty Reqd	The quantity of the component required to fulfil the entire Works Order. Read only.
Qty Used	The quantity of the component to be consumed in this operation.
BatchCode	The production batch code.
Req. Cost	The total cost of the required number of the component. Read only.
Used Cost	The cost of the components consumed in this operation. Read only.
Analysis Codes	Any Analysis Codes (see page 84) you want to associate with the Works Order.

7. Clicking the  button sets the **Qty Used** value for all components to the **Qty Reqd** value.
8. You can double-click on an item to drill down to the Stock screen for that item.
9. Click **Save**. You are given the opportunity to print the Works Order.

Note: The Works Order will appear on the **Works Order tab (see page 177)** of any Stock item that is involved in it, either as a component or as an output item.

Processing a Works Order

Transactions > Manufacturing > Works Order Entry

Once a Works Order is created, it must be processed to consume the component items and create the output item.

Unlike Bills of Materials, that are either processed or not processed, Works Orders allow you to specify the production status of the order.

To set the production status of a Works Order:

1. Select **Works Order Entry** from the **Transactions > Manufacturing** menu.
2. Double-click on the Works Order whose status you want to change.
3. On the Details tab, set a value for the **Status** property. Choose from:
    - Uncommitted
    - Committed
    - In Production
    - Completed

Works Orders do not generate stock movement transactions until they are fully processed, i.e. Completed.

To process a Works Order:

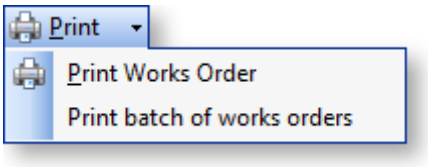
1. Select **Works Order Entry** from the **Transactions > Manufacturing** menu.
2. Double-click on the Works Order whose status you want to change.
3. Select the Components tab.
4. Click the **Process** button on the Components tab toolbar. Click **Yes** to confirm.

This posts the Works Order to the Stock Ledger. The posting consists of negative stock movements to component items and a positive stock movement to the output item.

The production status of the Works Order is automatically set to “Completed”.

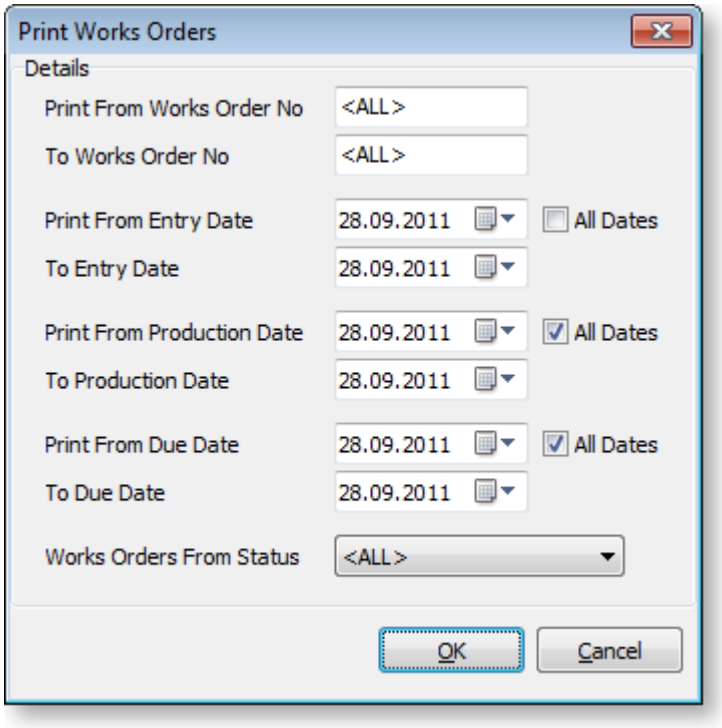
Printing Works Orders

Works Orders can be printed out individually or in batches. To print the currently selected Works Order, select **Print Works Order** from the **Print** drop-down menu on the Works Order window’s toolbar.



A preview of the Works Order is displayed. Click **Print** on the preview window to print the Works Order.

To print a batch of Works Orders, select **Print batch of works orders** from the **Print** drop-down menu on the Works Order window’s toolbar. The following window appears:



Enter options to specify the Works Orders that you want to include in the printing operation, then click **OK**. Click **Yes** to confirm.

Each Works Order is previewed one at a time. Click **Print** on each preview window to print each Works Order.

Time Billing

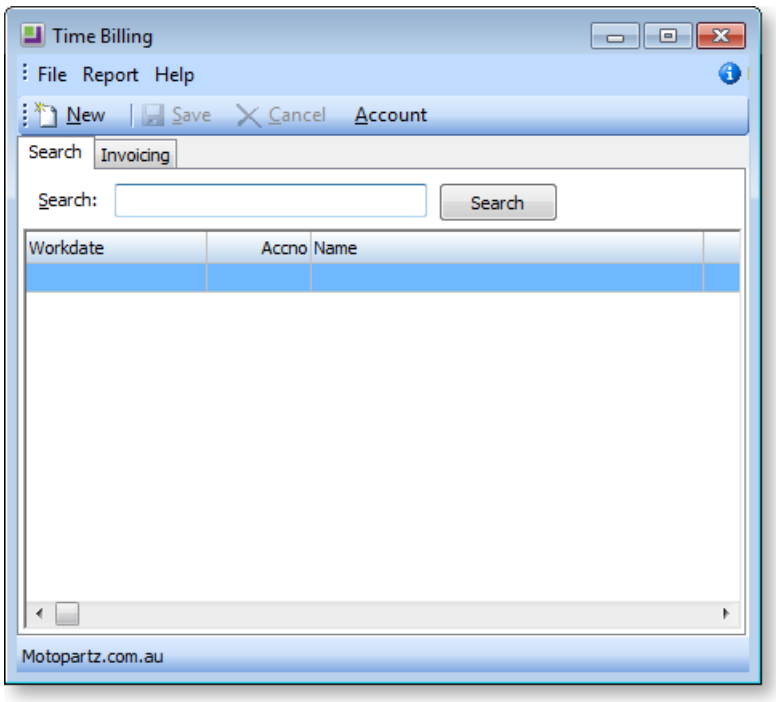
Handling Time Billing

Utilities > Debtor Utilities > Time Billing

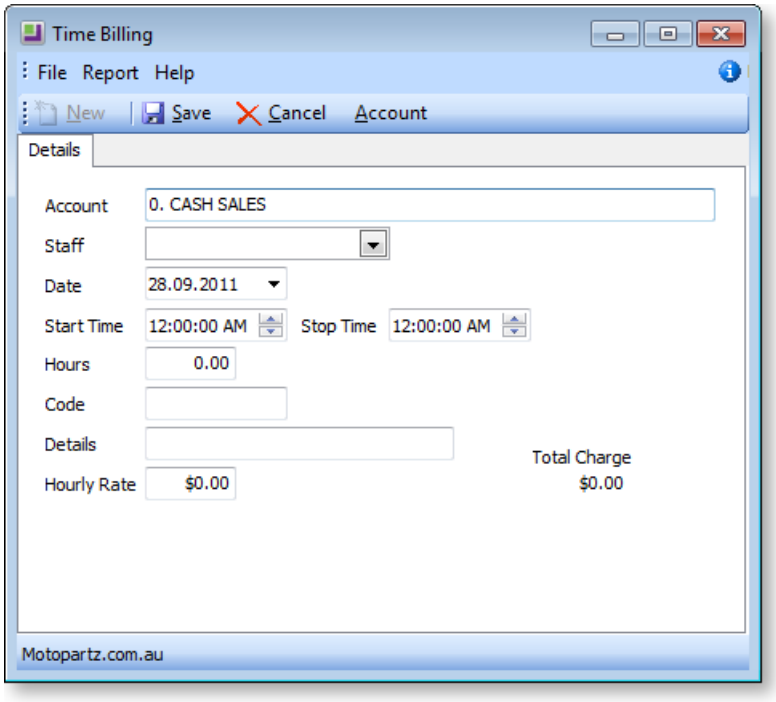
The time billing module allows you to charge an account for time-related work. You can add multiple time charges to an account and then produce a single, itemised invoice at any time.

To create a time bill:

1. Select the **Time Billing** option from the **Utilities > Debtors Utilities** menu. The Time Billing window is displayed:



2. Click the **New** button. The following window is displayed:



3. Complete the fields on the Details tab.

Field	Description
Account	The name and number of the debtor account.
Staff	The name of the staff member. You can type the name or select from the list.
Date	The date the job was done.
Start Time	The start time of the job.
Stop Time	The end time of the job.
Hours	The total number of hours being billed. This is automatically calculated based on the start and stop times you have entered.
Code	The code of the stock lookup item related to this job.
Details	The description of the selected code. This is automatically entered based on the code.
Hourly Rate	The hourly rate for this code. This is the rate specified in the Stock Item Details **Sell Prices** and is automatically entered here.
Total Charge	The total charge for the job. This is automatically calculated based on the hours and the rate.

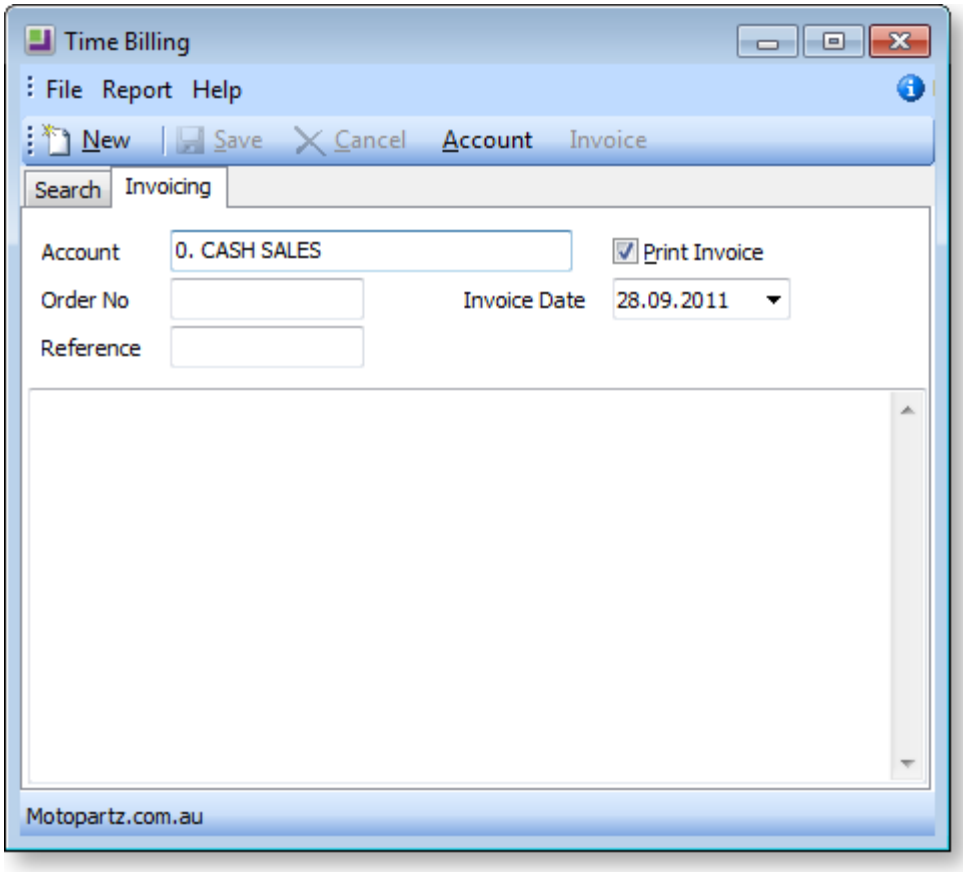
4. Click **Save**. A time bill for the specified account is created.

Invoicing a Time Bill

Utilities > Debtor Utilities > Time Billing

To invoice a time bill:

1. Select the **Time Billing** option from the **Utilities > Debtors Utilities** menu.
2. Select the Invoicing tab.



3. Complete the fields on this tab.

Field	Description
Account	The name and number of the debtor account.
Order No	The order number.
Reference	The reference number.
Print Invoice	Tick this option if you want to print the invoice.
Invoice Date	The date the invoice is created.

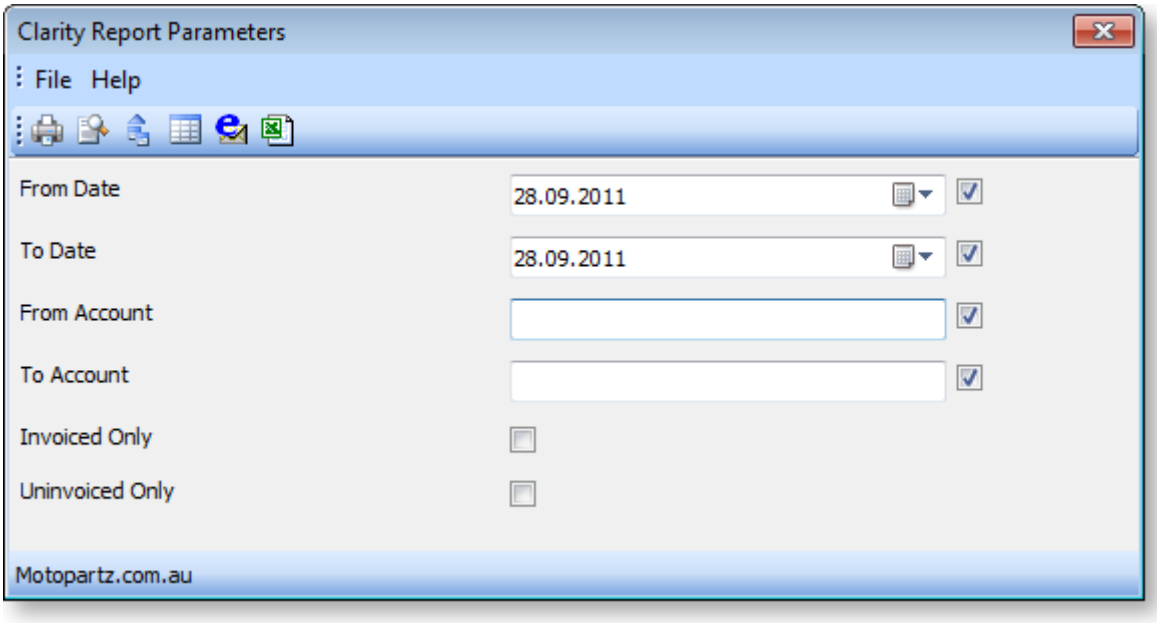
4. Click the **Invoice** button.

Viewing Time Billing Reports

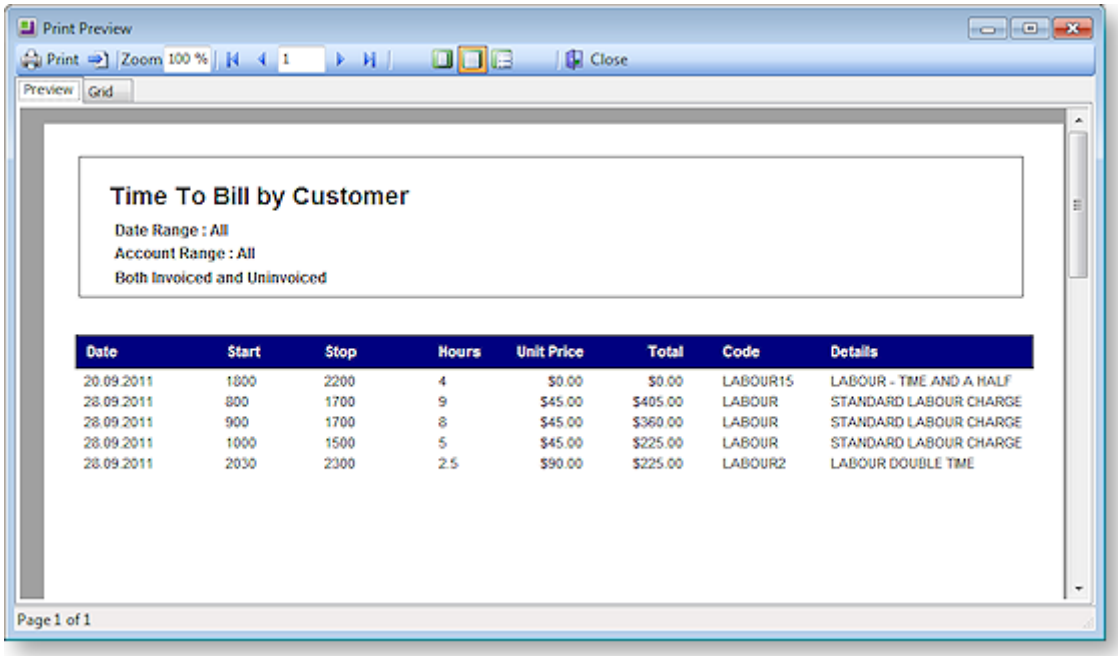
Utilities > Debtor Utilities > Time Billing

To view a time bill report:

1. Select the **Time Billing** option from the **Utilities > Debtors Utilities** menu.
2. Select **Time to bill by Customer** from the Report menu.



3. Set the date range and select the status of the invoices you want to view, then click **OK**. The Time To Bill by Customer report is displayed.



Note: If you need to change any details such as the number of hours being billed or the code, select the account from the Time Billing search page and double-click it. Make the necessary changes on the Details tab and save these changes.

Document Manager

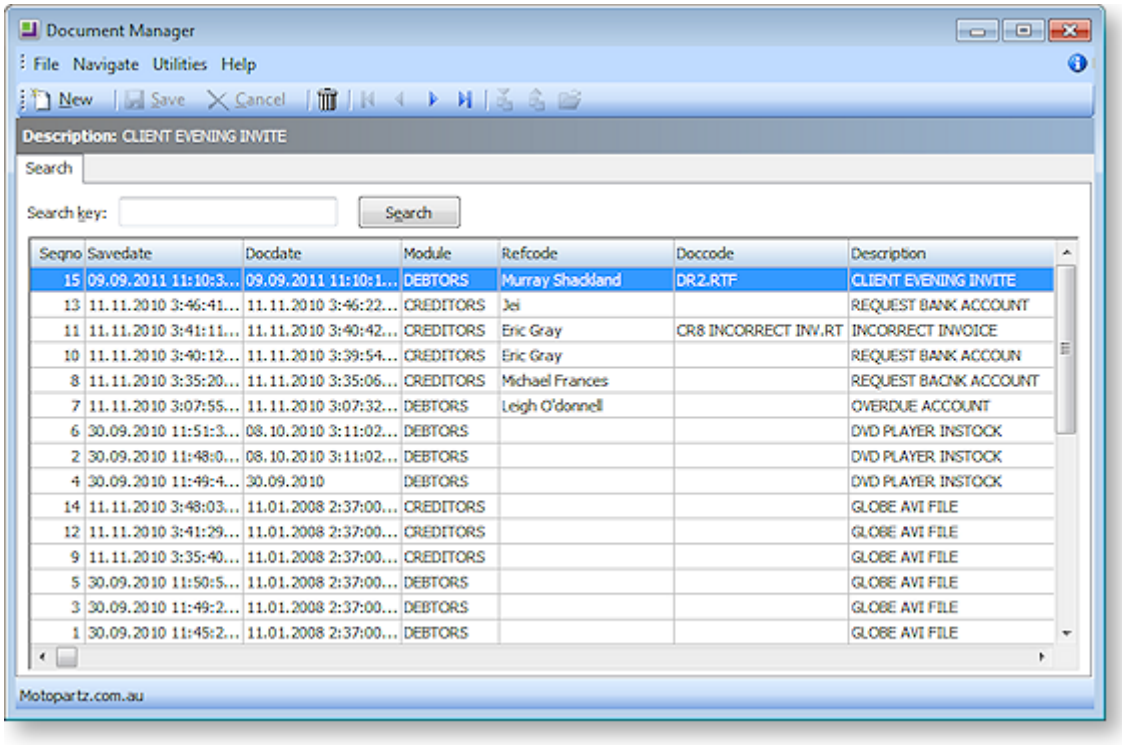
This is a very powerful tool in MYOB EXO Business, as it allows you to keep copies of the documents you have sent to each Debtor and Creditor. These could be anything from a .GIF to an .AVI file, or anything that is recognised by Windows applications. You can also easily create mail merge templates with the customer or supplier name and address details. You can even personalise the document to suit your requirements.

Accessing the Document Manager

There are two ways of accessing the Document Manager to create and manage your documents:

- Select **Document Manager** from the Utilities menu.
- On the Documents tab of an account (see page 144), click the button.

Both of the methods will open the Document Manager window:



Entering a query into the search key will search for all documents regardless of the Creditor or Debtor. Double Click on any one of these documents to edit it in the document manager window.

Click **New** to create a new document using the Document Manager (see page 529).

Grid Field definitions

The grid has a header for each column, these are detailed in the table below:

Field	Description
Seqno	A unique identifier for records in tables.
Savedate	The date of the last edit that require a save.
Docdate	The date the document was attached to the account.
Module	The module of MYOB EXO Business. This will default to the ledger that you are currently in (Debtors or Creditors).
Refcode	Any internal reference text for the document.
Doccode	Any internal document code for the document.
Description	A description of the document.

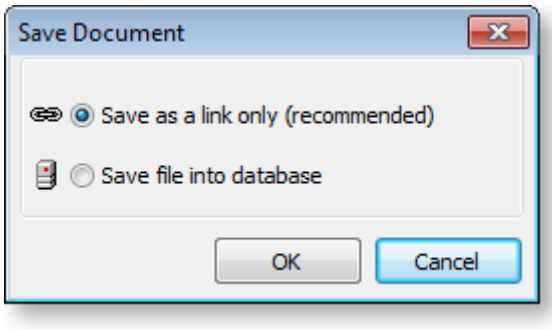
Importing and Exporting Documents

Debtor/Creditor Account > Documents Tab > and

Importing a Document

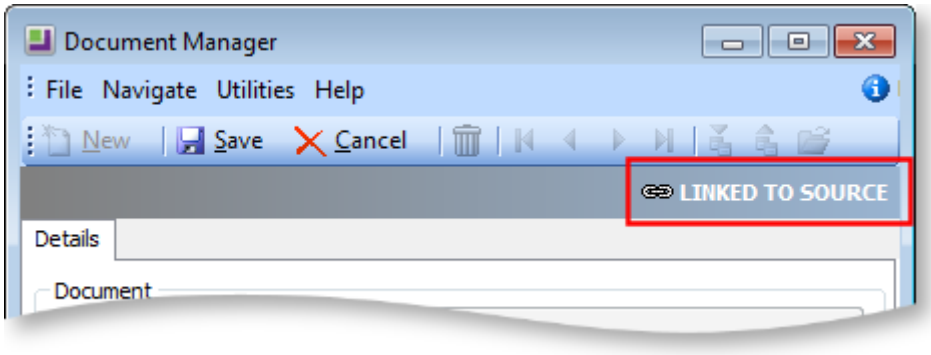
To import a document:

1. From the Documents tab inside the Master Account, click the Import button .
2. Select the appropriate document / file and click **Open**, you will now see the following window:



   To reduce the size of the database, MYOB recommends keeping this file as a link only.
3. Click **OK** and the Document Manager window (see page 529) opens, prompting for details on the recently imported document.

If you choose to import this document as a link, this is labelled in the Document Manager window:



Exporting a Document

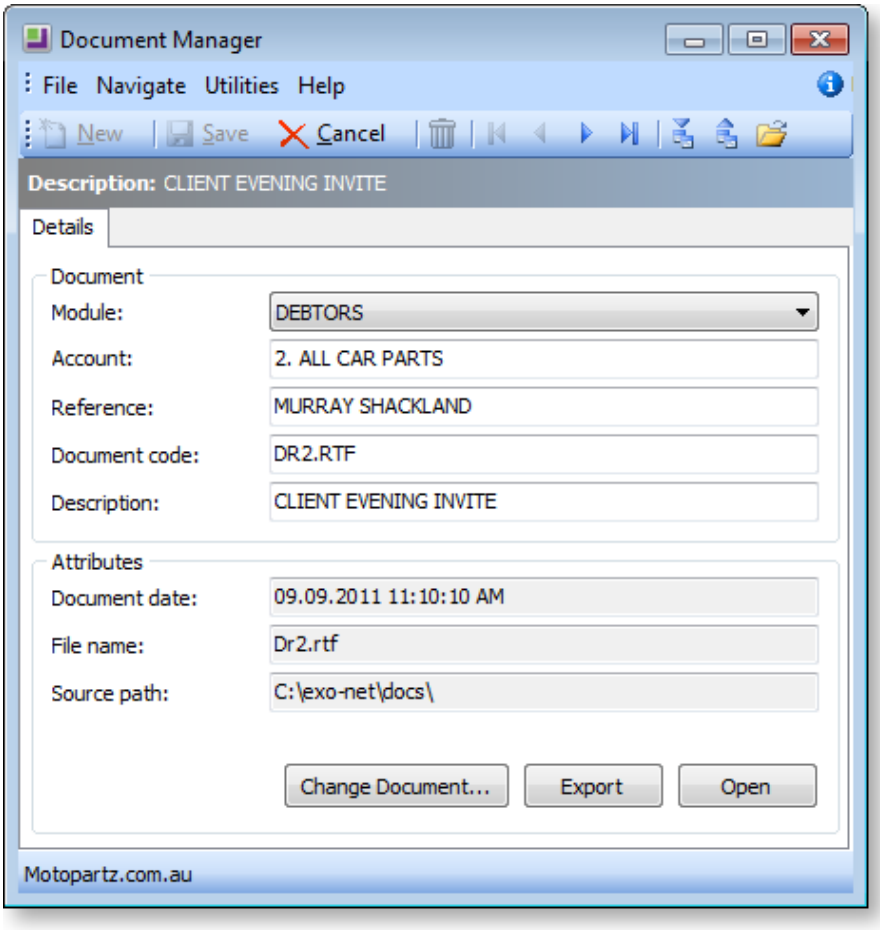
To export a document:

1. From the Documents tab inside the Master Account, click the Export button .
2. Select the destination directory for this document and click **Save**. A window will open confirming the successful export, click **OK** to complete the process.

Document Manager Window

Use Import, Export and View to manage documents. Document date, File name and Source path will be added automatically when a document is imported.

The following table describes the fields in the Document Manager window.



This window allows you to edit or create fields to the new/edited document.

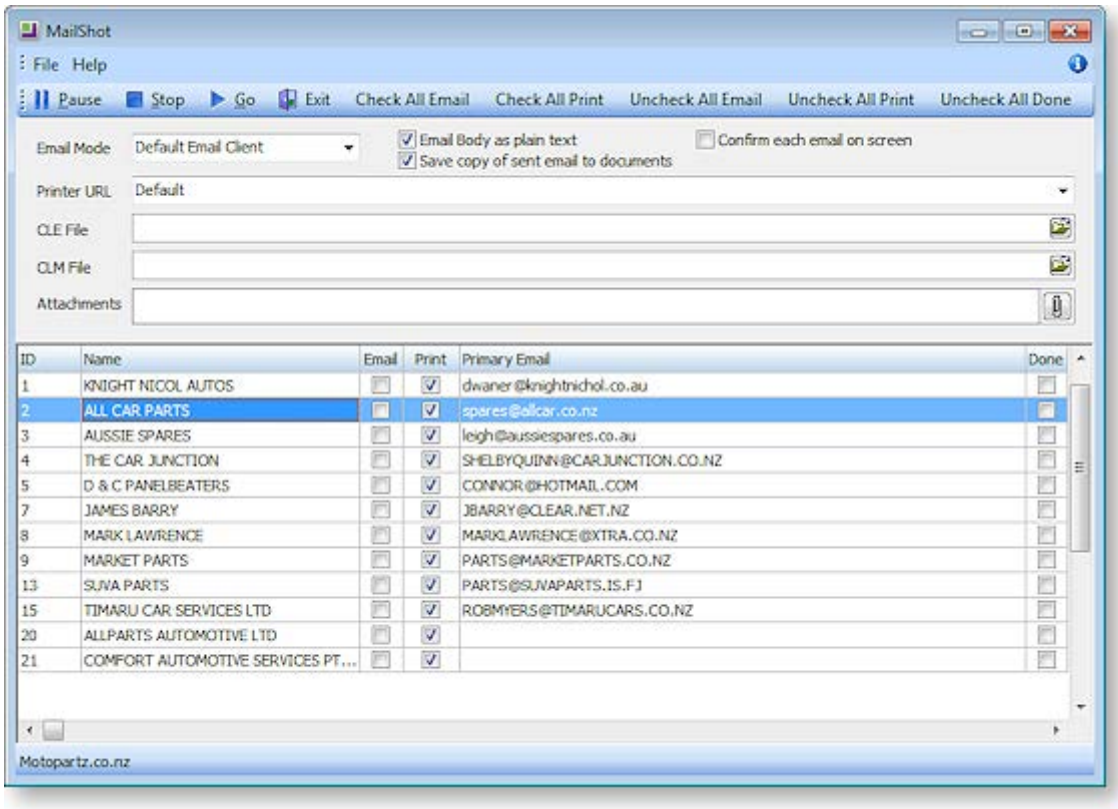
Field definitions

Field	Description	
Module	The module of MYOB EXO Business that the document applies to. This will default to the ledger that you are currently in (Debtors or Creditors).	
Account	The Debtor or Creditor account that the document is attached to.	
Reference	Any internal reference text for the document.	This will help you to identify the document when you go back to view it at a later date.
Document Code	Any internal document code for the document.	
Description	A description of the document.	
Document date	The date the document was attached to the account. This field will be greyed out and you will not be able to edit it. Once you have selected the document that you wish to import, MYOB EXO Business will insert the current system date and time that this document was imported.	
File Name	The filename of the attached document. This field is also greyed out and will display the original name of the document that you selected to import. Once again you cannot edit this field.	
Source Path	This will display the source path from which this document was selected. This is also greyed out and you will not be able to edit this field. Once you have added these in, click “Save” to save the document.	
Buttons		
Change Document	Import a new document, replacing the original document, i.e. the existing document will no longer be attached. This function can also be accessed by clicking the toolbar button.	
Export	Export a document stored in the MYOB EXO Business database to a separate standalone file. This function can also be accessed by clicking the toolbar button.	
Open	Opens the document in the default viewer. This function can also be accessed by clicking the toolbar button.	

Bulk Sending Documents

The Mailshot function lets you bulk send documents to Debtors, Creditors or Contacts by print and/or email. The Mailshot function is available from the following windows:

- Debtor Statements (see page 398)
- Invoice Batch Printing (see page 394)
- Creditor Remittance Advices (see page 342)
- Direct Debits (see page 495)
- Campaign Waves (requires EXO Business CRM)



Specify the following details:

Detail	Description
Printer URL	Select the printer to use for those documents that are to be printed out.
Email Mode	Specify how emails should be sent. The following options are available: • Disabled - Emails will not be sent. • EXO SMTP - Emails will be sent via SMTP using the EXO Business Email Sender (see page 47). This is better for sending large batches of emails. • Default Email Client - Emails will be sent using the user's default email software. This is suitable for smaller batches of emails.

Email Body as plain text	Tick this option to restrict the body of emails to plain text, rather than HTML.
Confirm each email on screen	Tick this option to display a confirmation message before sending each email, or leave it blank to send emails automatically.
Save copy of sent email to documents	This option only appears when sending a mailshot from a campaign wave in EXO Business CRM. Tick this option to save a copy of the sent email to the Docs tab of each Contact that the mailshot is sent to. **Note:** A History Note is always created for each Contact when a mailshot is sent. If this option is ticked, the email is saved in addition to the History Note.
CLE File	Specify the Clarity email template to use for email communications.
CLM File	Specify the Clarity mail merge template to use for printed documents.
Attachments	Specify any attachments to be sent with emails.

The bottom section displays all Debtors, Creditors or Contacts who will be sent communications by the mailshot. Double-click on a Debtor, Creditor or Contact to drill to that record.

Tick or clear the **Email** and **Print** boxes for each Debtor to specify how statements will be sent to them (or use the toolbar buttons to check all **Email** and/or **Print** boxes). The default settings for these options are determined by the following properties:

- For Debtor Statements, the **Statement Delivery** setting on the Debtors Details 2 tab (see page 96).
- For Direct Credit remittance advice, the **Remittance Method** setting on the Creditors Details 2 tab (see page 110).
- For Direct Debit remittance advice, the **Advice notification** settings on the Debtors Details 2 tab (see page 96). (These settings are only available when the **Default payment type** is set to "D/DEBIT".)

The default value for the **Primary Email** is determined from the following properties:

- If a **Statement Contact** (Debtors) or **Remittance Contact** (Creditors) is specified for the Debtor/Creditor, this Contact's email address is used; otherwise
- if a default Contact has been set on the Contacts tab for the Debtor/Creditor, this Contact's email address is used; otherwise
- the company email address on the Details 1 tab of the Debtor/Creditor is used.

Email addresses can be manually edited if necessary.

Note: When sending a mailshot to Contacts, if any lines are highlighted in grey, this means that the highlighted Contacts have the **Opt-Out eMarketing** flag ticked. These Contacts will not be processed in the mailshot, regardless of whether or not the **Email** and **Print** boxes are ticked.

When all options are set, click the **Go** button to start the mailshot.

When running a mailshot from the Invoice Batch Printing window, you are given the option of collating invoices for Debtor account - in this case, a single email is sent to each Debtor, with all invoices for that Debtor attached; otherwise each invoice will be emailed separately. The **# Invoices** column displays how many invoices there are for each Debtor (this column is only available when running a mailshot from the Invoice Batch Printing window).

Note: If the attachments to a collated email exceed a size limit (set by the **Batch Invoice Mailshot Attachment Size Limit** profile setting), the invoices will be split over multiple emails.

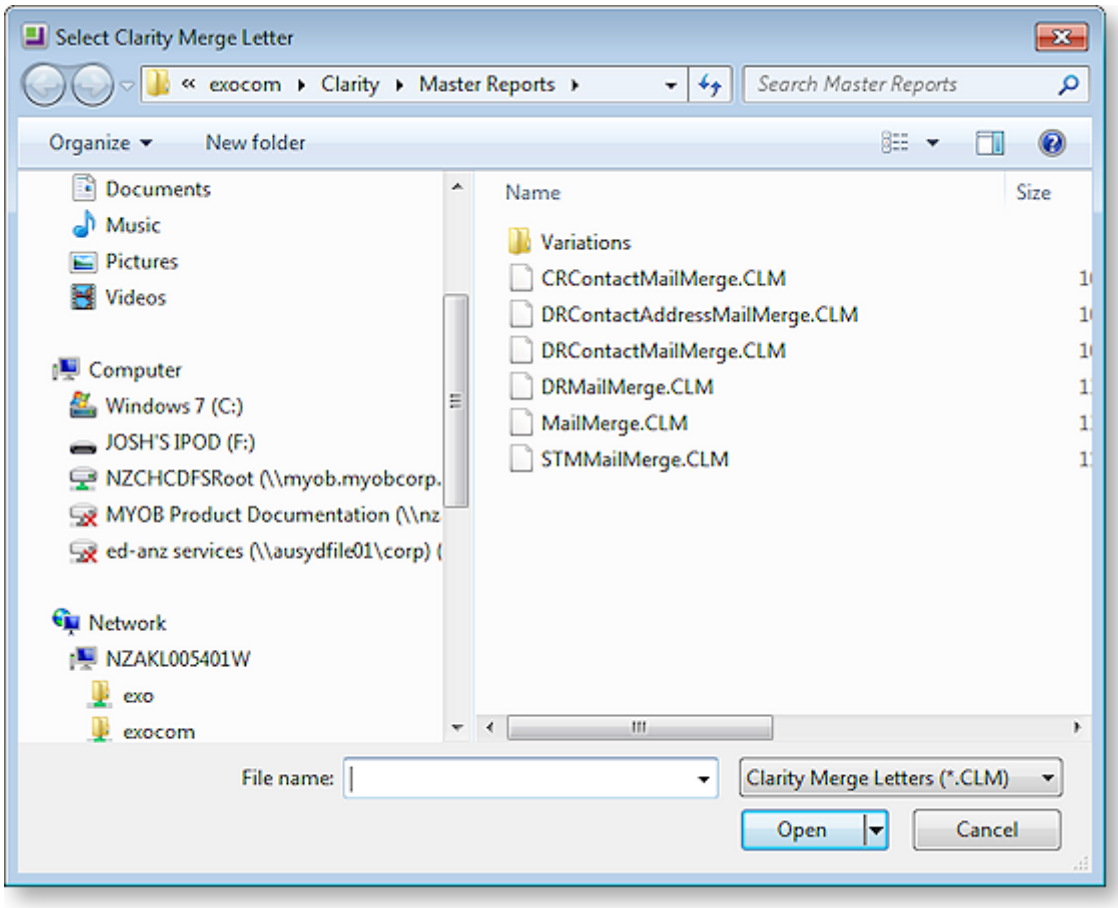
As statements are sent, the **Done** box for each account is ticked. The **Pause** and **Stop** buttons allow the mailshot to be suspended or cancelled before it is complete.

Creating Merge Letters

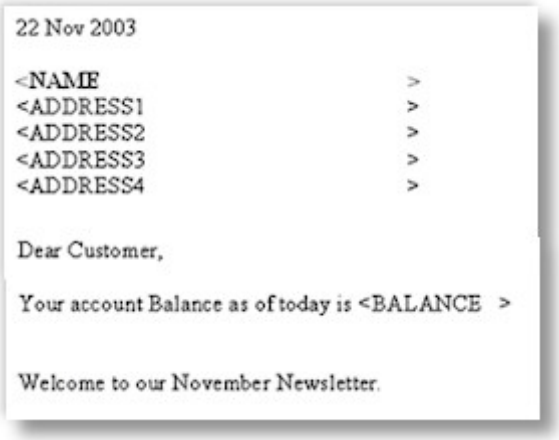
By creating a template document in Rich Text Format you can merge customer details into another .RTF file for distribution. Template files are expected to have TP_*.RTF

To create a merge letter:

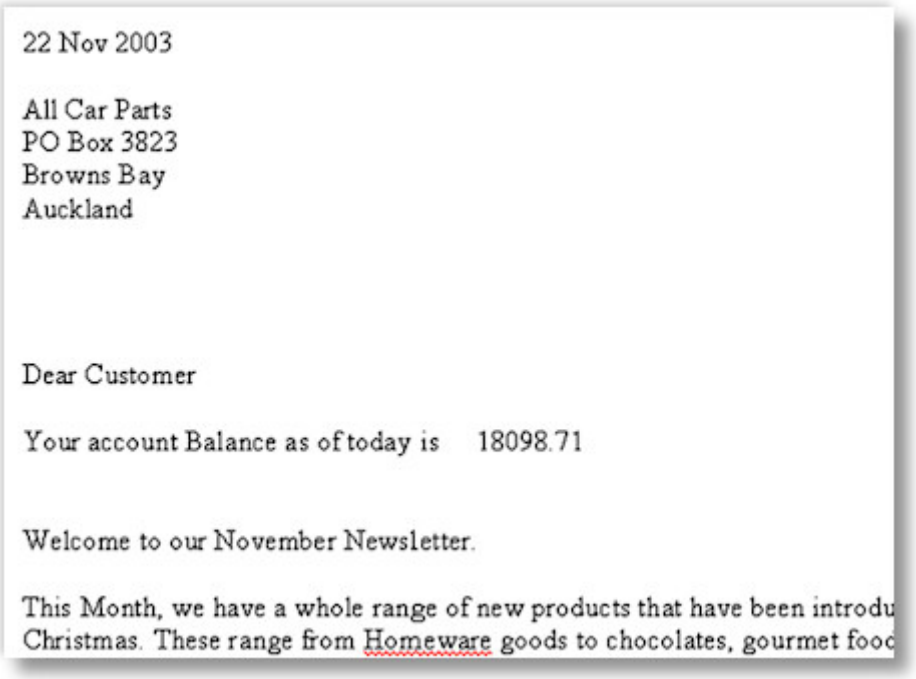
1. Open a Debtor or Creditor account and go to the Documents tab.
2. Open the Select Clarity Merge Letter window by clicking the button. Choose the appropriate template from the list.



You should already have a "form letter" prepared with the database fields you wish to insert into the letter defined. An example is given below.



3. You will be asked to choose the original Template file and destination for the output file. Choose these and select **OK**.
4. Once the document has been created, MYOB EXO Business will open it up automatically.

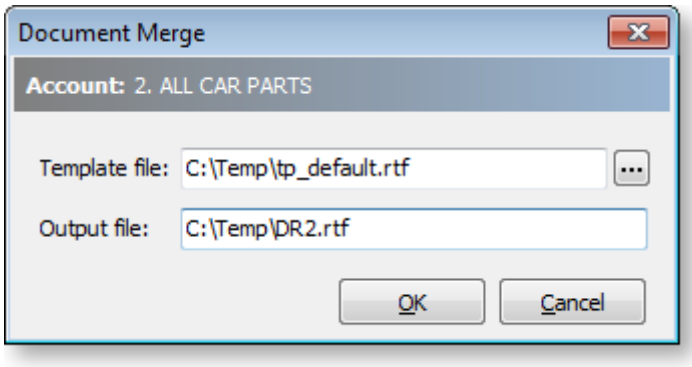


5. On closing this document, MYOB EXO Business allows you to put in the referencing information for the document before you save it.

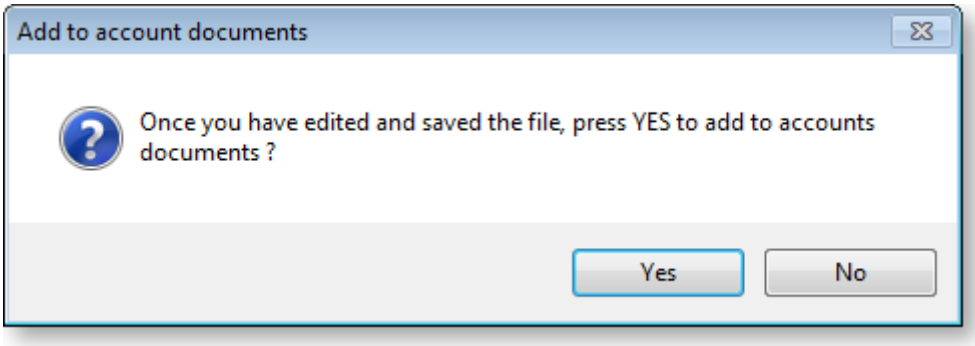
Merging Account Data with an Existing Template

To create a form letter by merging account data with a template:

1. Open a Debtor or Creditor account and go to the Documents tab.
2. Click the button.
3. Choose a predefined template file using the ellipsis button [...] then click **OK**.



4. Edit the document in the default editor.
5. Save the changes to your edits and click **Yes** on the Add to account documents dialog.



From this point the Document Manager window opens, prompting the document descriptive fields to be completed.

Reporting

MYOB EXO Business contains various methods of obtaining reports, including tools that allow the user to create their own GL reports, customise forms and create other general purpose reports.

Reports and reporting options are all accessed from the Reports menu. This menu contains the following options:

Option	Meaning
Dashboard	Opens the Dashboard (see page 541), which displays a configurable view of multiple summary reports.
Clarity Report Browser	Opens the Clarity Report Browser (see page 539), from where you can select and run reports from various categories.
Clarity Report Designer	Open the Clarity Report Designer (see page 540), which is a utility that lets you customise reports and forms, or create entirely new ones.
Analytics	Opens the EXO Business Analytics module (see page 551), which takes "snapshots" of business activity, allowing viewing of historic key performance indicators such as stock and sales activity.
Debtors Reports	Sub-menu containing a selection of Debtors reports.
Creditors Reports	Sub-menu containing a selection of Creditors reports.
Sales Reports	Sub-menu containing a selection of Sales reports, as well as the Sale Analysis Designer
Stock Reports	Sub-menu containing a selection of Stock reports.
Purchases Reports	Sub-menu containing a selection of Purchases reports.
General Ledger Reports	Sub-menu containing: • A selection of General Ledger reports, including the Chart of Accounts. • Options to set up special GL Reports using the GL Report Writer (see page 247), and then run them. • Options to set up and run GL Report Batches (see page 261).
Tax Reports	Sub-menu containing various Tax and Tax Return reports (see page 505), as well as options to edit previous Tax Returns.
Currency Reports	Sub-menu containing a selection of Currency Exchange Rate reports.
Other Reports	Sub-menu containing reports on the MYOB EXO Business system.
Shift Report	Opens a window for running and printing Shift Reports to be used with the POS system.

Note: This is the default layout for the Reports menu. This menu can be customised using the **Menu Designer (see page 77)**; in this case, the available menu options may not match the options listed here.

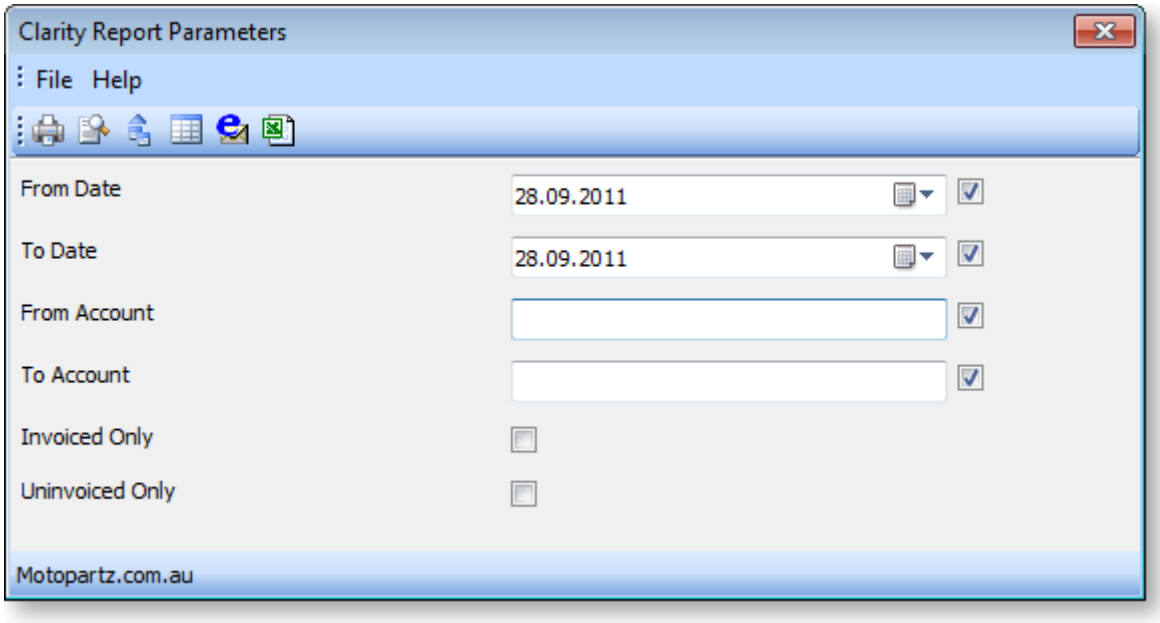
Running a Report

Select a report to run from the Report menu or from the Clarity Report Browser (see page 539). After running the report, you must enter any report parameters required. You can then output the report to the required destination in the required format.

Specifying Report Parameters

If no parameters are required, the report is generated immediately. A report preview (see page 537) is displayed, which can then be printed.

Many reports use a standard Clarity Report Parameters window for gathering parameters (some or all of which may be optional):



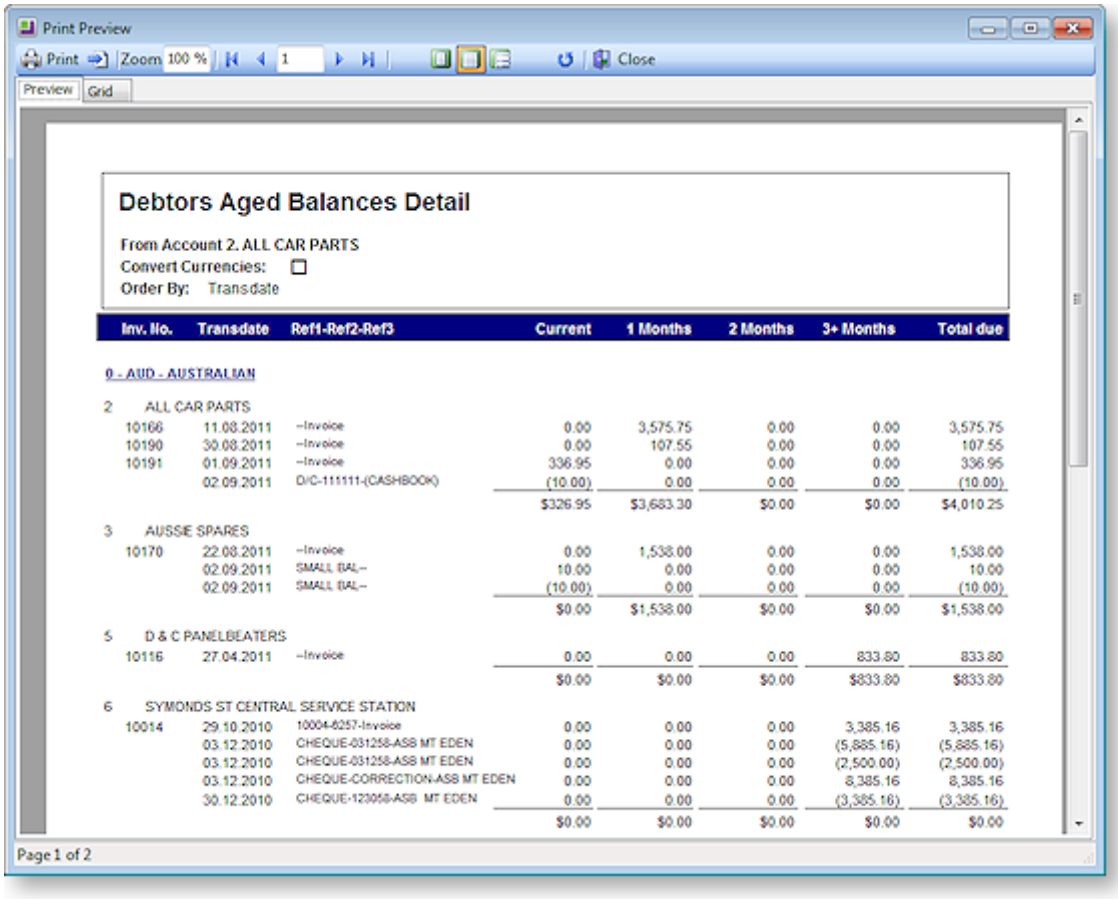
The exact parameters available differ from report to report, but the layout of the Clarity Report Parameters window and the available options are common to all reports that use the window.

Note: Some reports use a more complex custom window for gathering parameters. These windows are specific to their report.

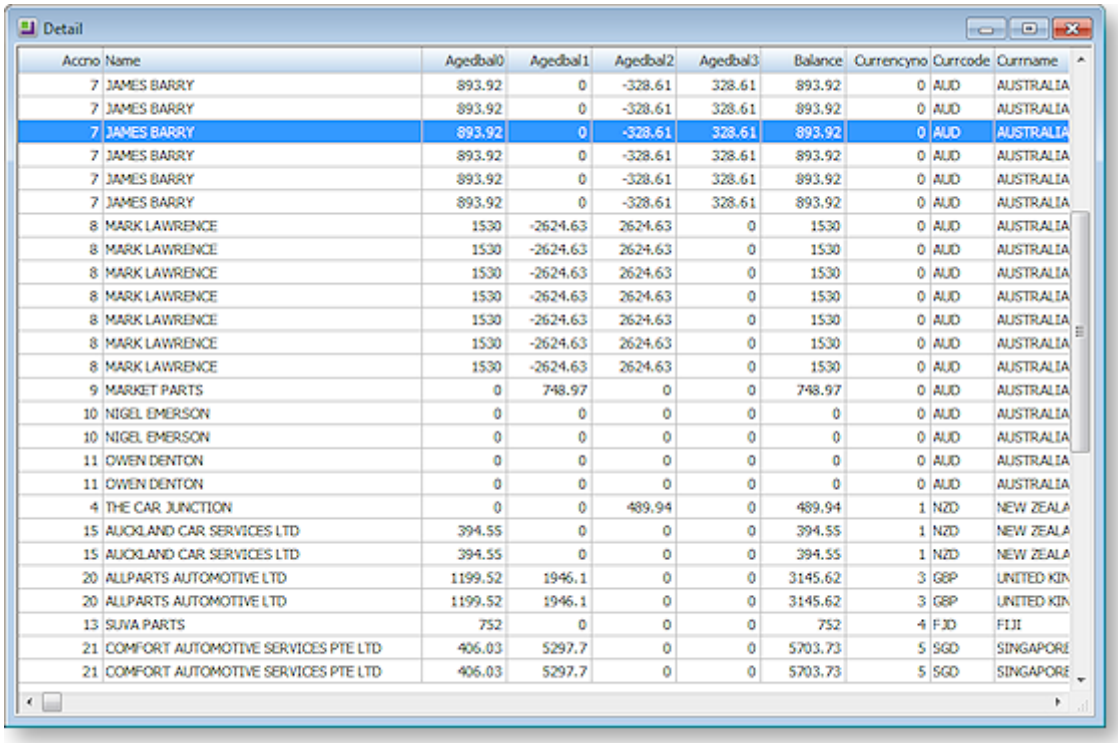
Viewing, Printing and Exporting Reports

Once the required parameters have been entered, the report can be generated and then output to a variety of destinations. The Clarity Report Parameters window offers the following options are available from its File menu or toolbar:

- **Print** - generates the report and prints it to the selected printer.
- **Preview** - Generates the report and displays it in an onscreen viewer. The report can be printed directly from the preview, or you can close the preview to return to the Clarity Report Parameters window.



- **Export to File** - Generates the report, then displays a Print to File window, allowing you to select the file format to export the report to.
- **View Grid** - Displays a grid containing the data that the report is generated from. This view is also available on the Grid tab of the Preview window.



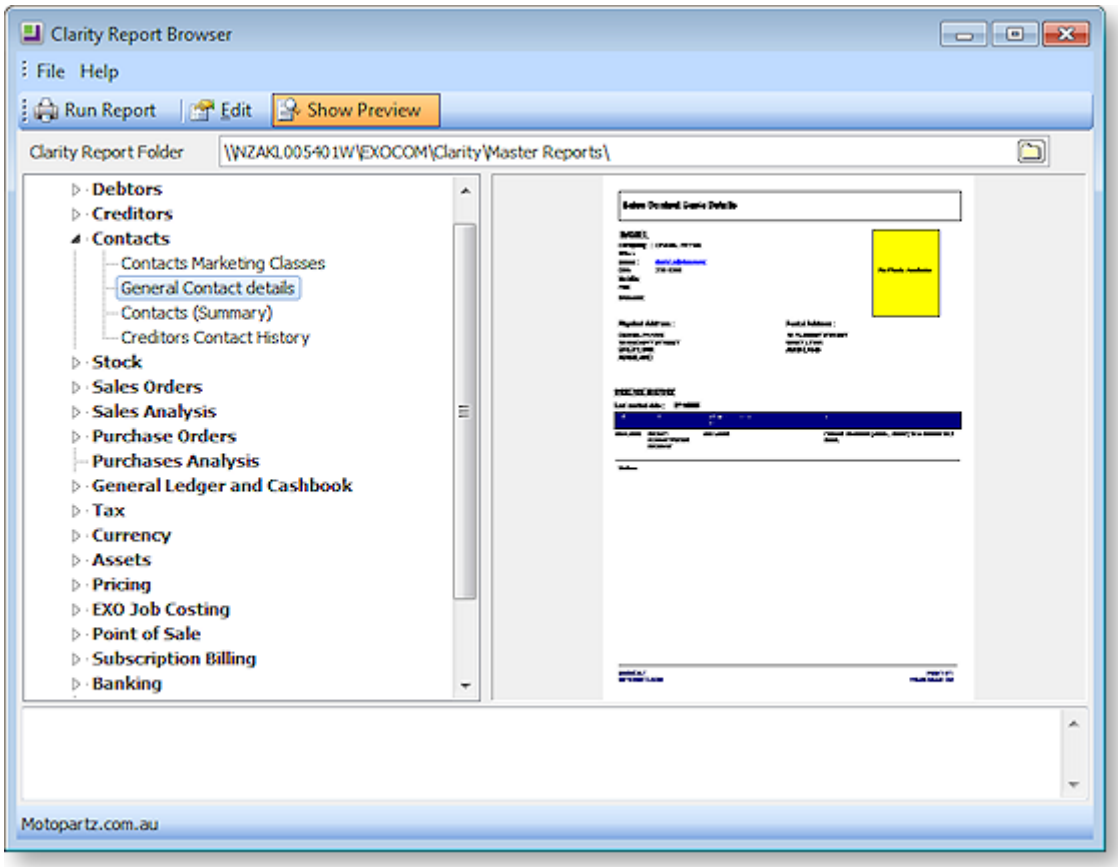
- **Email Attachment** - Generates the report, then attaches it to a new email as a PDF. The default email client is used for composing and sending the email.
- **Export to XLS Report** - Generates the report as a Microsoft Excel report, then opens it in Excel.

Note: When using Excel 2010, the report will open in Protected View mode. To prevent this from happening, open the Trust Center in Excel and add the EXO Business temporary directory as a Trusted Location. The temporary directory is specified by the **Directory location for temporary files** Computer-level profile setting.

Clarity Report Browser

Reports > Clarity Report Browser

The Clarity Report Browser displays a structured list of all available reports. Reports can be run directly from the browser, or they can be opened for editing in the Clarity Report Designer.



Running and Editing Reports

If the **Show Preview** button is toggled on, clicking on a report displays a review of the report on the right of the window.

Select a report and click **Run Report** to run the report (see page 537).

Select a report and click **Edit** to open the report for editing or customisation in the Clarity Report Designer (see page 540).

Sorting Reports

EXO Business looks for Clarity reports and forms in the directories specified by the Computer Profile settings **Directory for Custom Clarity Forms(.CLR,.CLF and .FMT)** and **Directory for Standard Clarity Forms(.CLR,.CLF and .FMT)**. All Reports detected by MYOB EXO Business are displayed in the browser, sorted into categories.

Information on the report's category is stored in the file properties of each report file. If this information is not present for a report file, the report will be classified into the "No Category" category. Right-click on a report and select **Properties** to view that report's file properties.

> **Note:** EXO Business keeps a record of all standard reports that are available by default. Selecting **File > Reclassify All Reports** sorts all known reports that are missing their classification data into the appropriate categories.

Clarity Report Designer

Reports > Clarity Report Designer

The Clarity Report Designer is a utility for creating and editing reports and forms in MYOB EXO Business. It features a wide range of options for drawing in data from EXO Business database tables, then sorting and presenting the information on a report whose appearance can be completely customised.

> **Note:** See the MYOB EXO Business Clarity User Guide for full details on the use of the Clarity Report Designer.

Existing reports can be opened in the Clarity Report Designer by selecting them on the Clarity Report Browser (see page 539) and clicking **Edit**. Alternatively, you can select **File > Open** in the Clarity Report Designer and browse to find the .CLR or .CLF file for the report or form you want to edit.

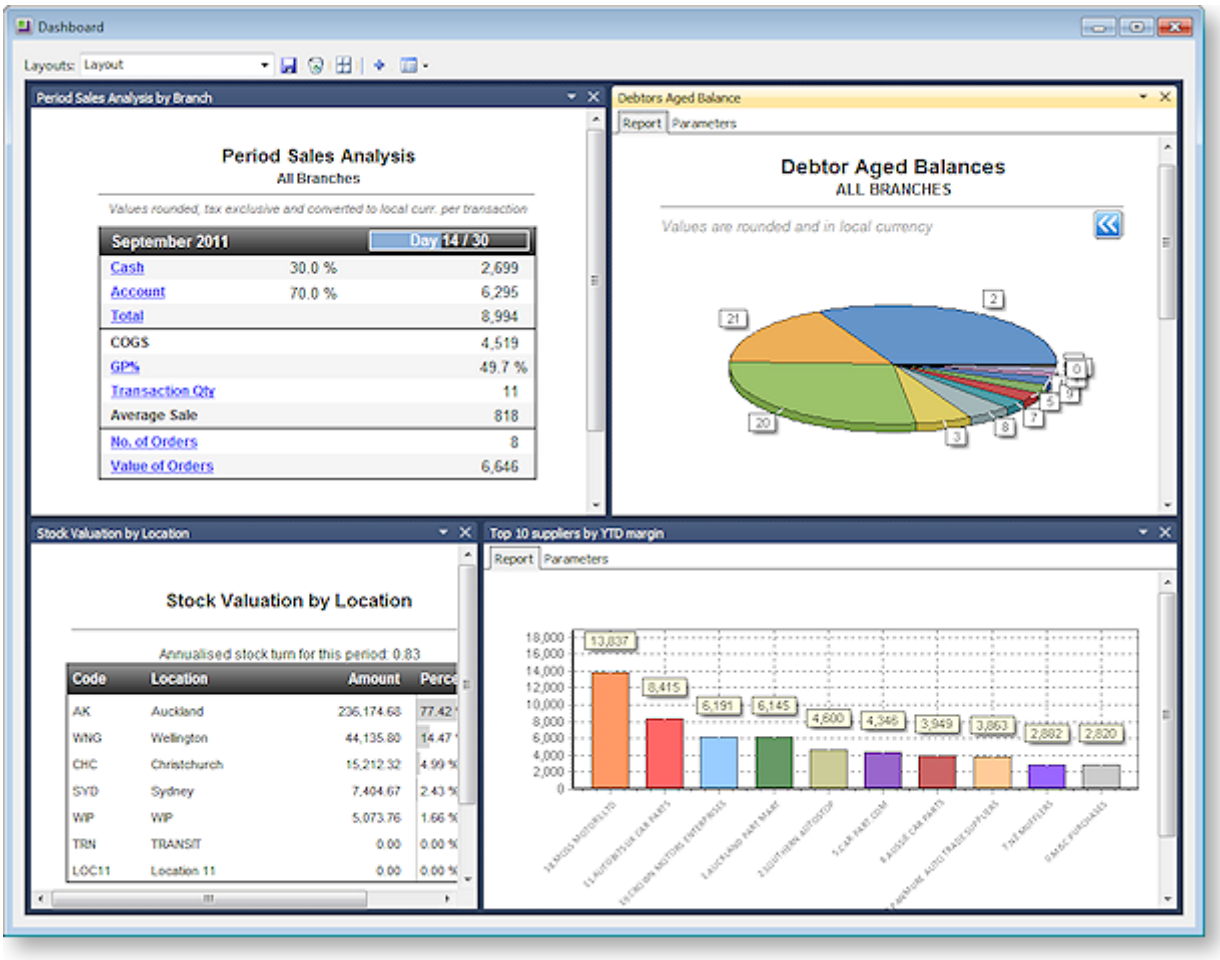
> **Note:** The directories that MYOB EXO Business looks in for Clarity reports are specified by the Computer Profile settings **Directory location for custom Clarity forms (.CLR,.CLF and .FMT)** and **Directory location for standard Clarity forms**.

Dashboards

Dashboard Interfaces

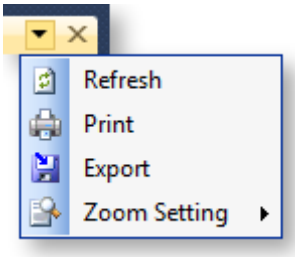
Reports > Dashboards

Dashboards are customisable displays showing one or more “widgets”. Widgets are small, self-contained information panes; in many cases they are summary reports, making the Dashboard an at-a-glance overview of the entire MYOB EXO Business system. Other functions can be added as widgets however, including external applications.



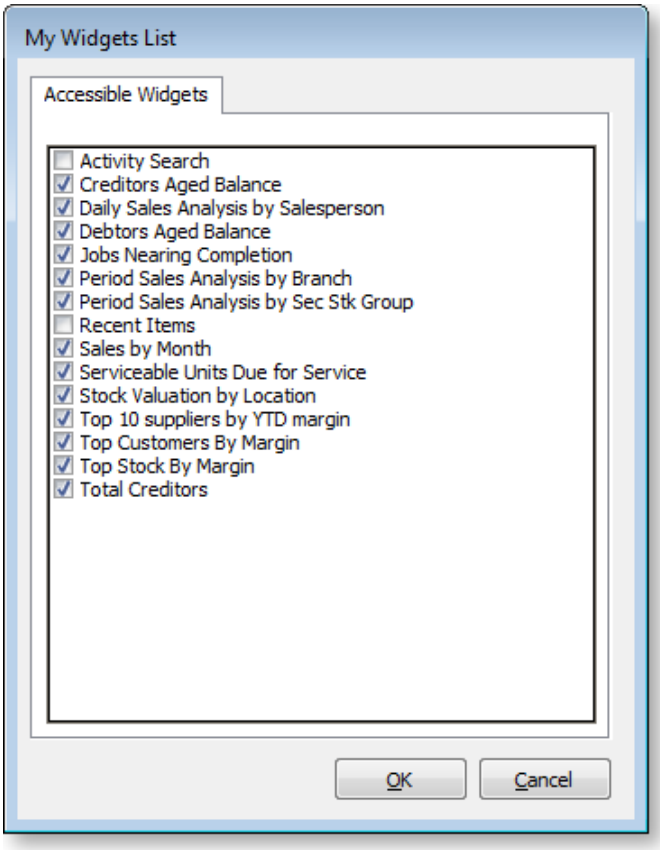
The default Business Flow Menus (see page 80) of several EXO Business modules are composed of Dashboard interfaces; this allows them to be customised by each user, and also means that they can display current system data on the main menu.

Data on Dashboard reports can be printed or exported using the options on each widget’s toolbar.



Laying out Dashboards

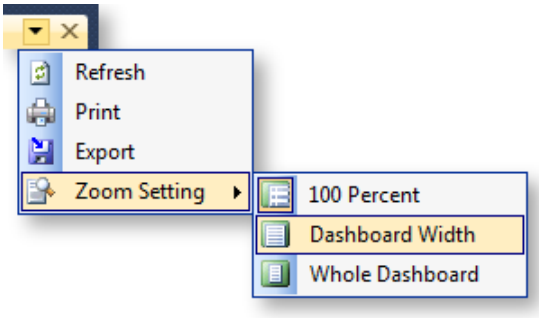
To add a widget to the Dashboard, click the **Add Widgets** button ( ). This opens the My Widgets List window, where you can select the widgets to appear on the Dashboard:



Widgets only appear in this menu if they have been added to the relevant drop down menu using the Drop Down Menu Designer (see page 77). Once widgets have been added on this list, they can be enabled or disabled using the **Setup Widgets** dropdown menu ( ).

To change the layout of the Dashboard:

- Drag widgets around to re-order them.
- Click and drag the border of a widget to re-size it.
- Use the **Zoom Setting** options on a widget's toolbar to make that widget fit to its frame:



- Click the button to reset the layout, organising all widgets into tiles the same size.

Click **Tools > Save Layout** to save the current layout of the Dashboard.

Note: Dashboard layouts can be locked for each EXO Business module, so that widgets cannot be added, removed or re-arranged and the Dashboard toolbar is hidden. To lock a Dashboard layout, enable the **Lock dashboards** User-level profile for the relevant module.

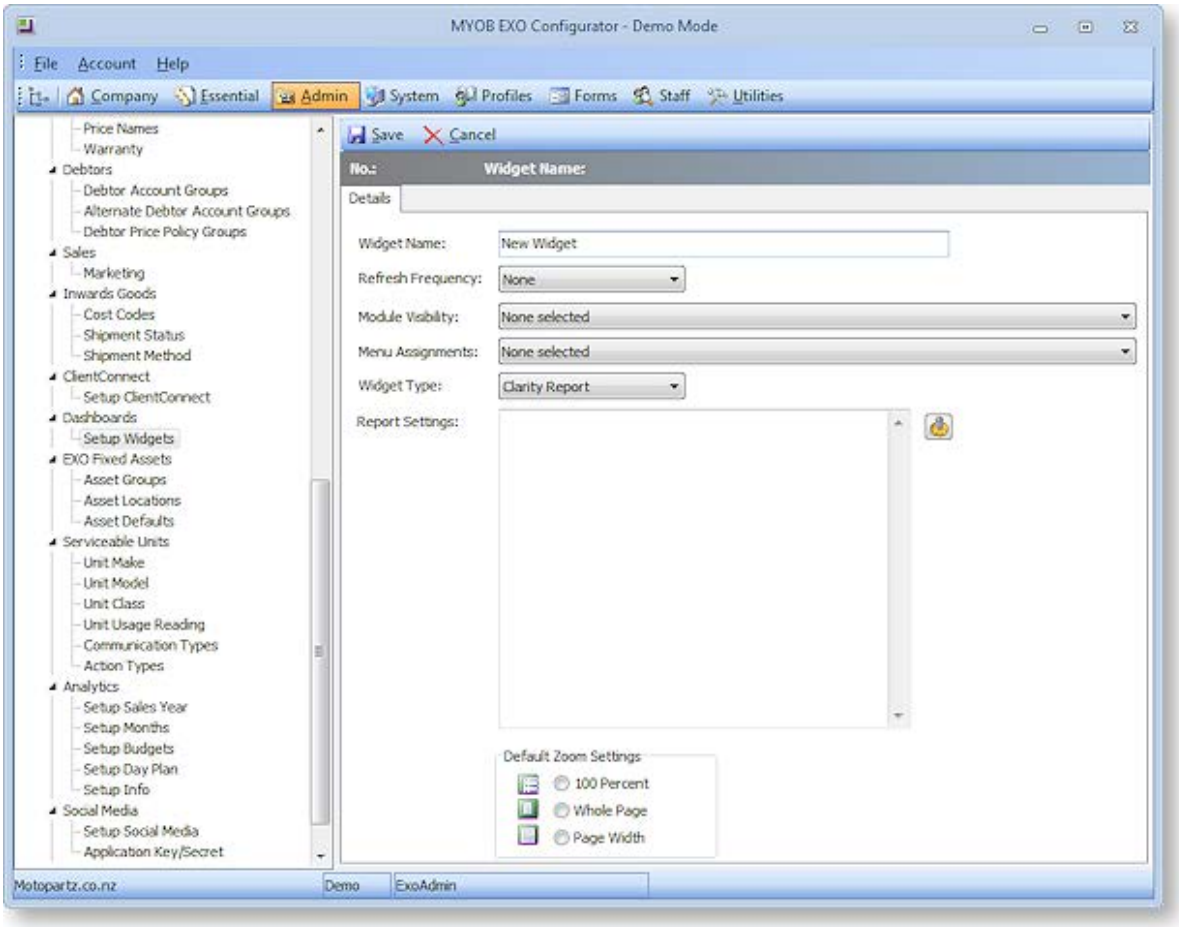
Setting up Dashboard Widgets

Dashboards are customisable displays showing one or more information panes called “widgets”. To create a new widget:

1. Open EXO Business Config and go to the **Admin > Dashboards > Setup Widgets** or **Staff > Menus > Setup Widgets** section.

   Note: A **Setup Widgets** menu item is also available to be added to the menus for other modules.

2. Click the **New** button.



3. Enter a name for the widget.
4. Select the **Refresh Frequency**, which determines how often the data in report is automatically refreshed.
5. Select which EXO Business module(s) this widget should be available for. Choose from:
   - <All>
   - EXO Business
   - EXO Job Costing
   - EXO Business Analytics
   - EXO Business CRM
   - EXO Accountant’s Assistant

   Note: Checklist widgets can only be made available for the EXO Accountant’s Assistant.

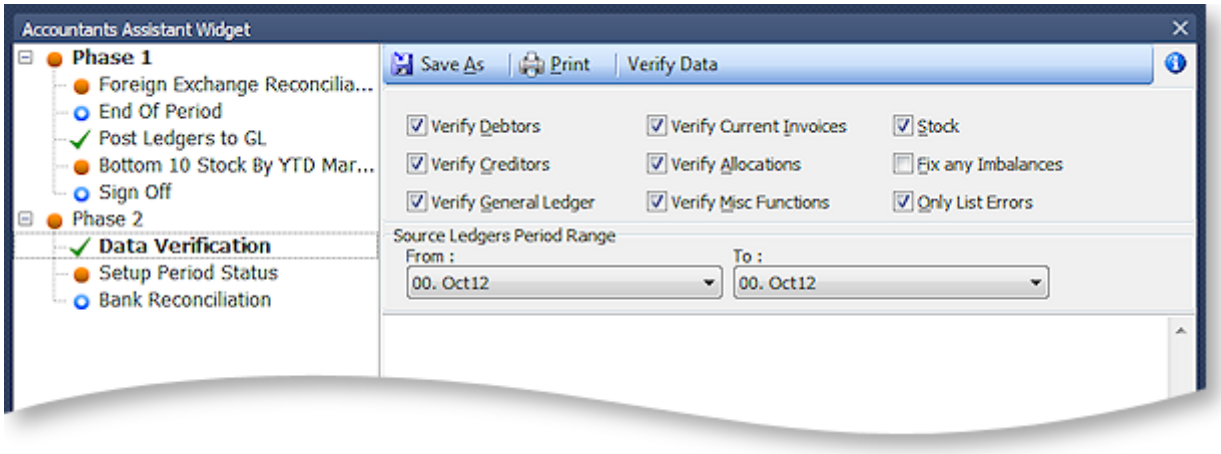
6. Widgets are not available to users until they have been added to their dropdown menus. You can add the widget to users' menus automatically by selecting one or more from the **Menu Assignments** dropdown. Widgets can be manually added to menus later using the Drop Down Menu Designer (see page 77).
7. Select a Widget Type:
    - Select "Clarity Report" to create a widget that displays a Clarity report.
    - Select "URL" to create a widget that displays the target of a URL, e.g. a web page or a local file.
    - Select "Pivot Table" to create a widget that displays data in a pivot table.
    - Select "Grid" to create a widget that displays data in a standard ExoGrid (see page 10).
    - Select "Checklist" to create a widget that displays a structured list of steps that must be performed and checked off.
    - Select "Form Widget" to create one of the pre-defined widgets installed with the EXO Business system.

    - **Note:** Once a widget is saved, its **Widget Type** cannot be changed.
8. Specify what information the widget should display:
    - If you are creating a Clarity widget, click the  button to select a report file. Once a report is selected, this button opens a window to set any necessary report parameters.
    - If you are creating a URL widget, enter the URL to display into the **URL** field.
    - If you are creating a Pivot widget or Grid widget, enter a SQL statement to select the data to display into the **SQL** field.
    - If you are creating a Checklist widget, the items on the list must be set up on the Checklist Setup tab (see page 545).
    - If you are creating a Form widget, select the **Form Type**, then set details on the Customize Widget tab.
9. For Clarity widgets, select **Default Zoom Settings**, which determine how large the report appears inside its frame.
10. Click **Save**.

Once a widget has been created, it is not available on dashboard interfaces until it has been added to one or more drop down menus using the Drop Down Menu Designer (see page 77). Add the widget to the **Widgets** section of all menus for all users who should be able to use it.

Configuring Checklist Widgets

Checklist widgets display a structured list of steps, or "nodes". Each node is a separate item that can be checked off the list; nodes can be a simple note to the user, or they can link to an EXO Business menu procedure, which will open on the checklist widget display:



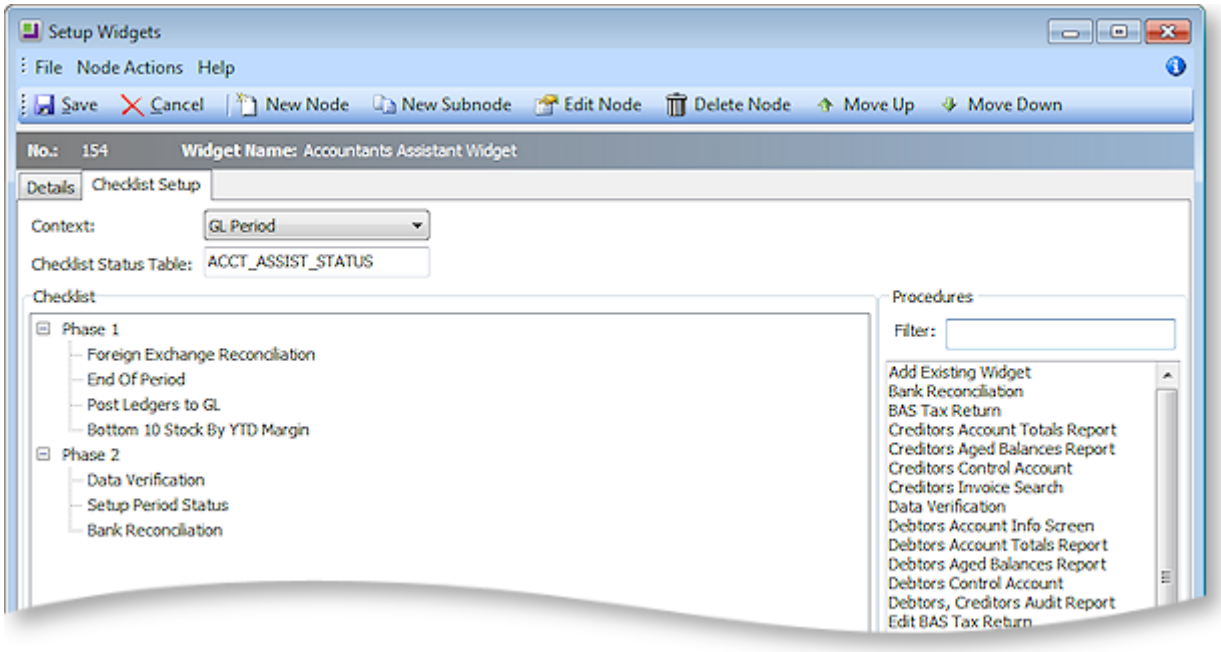
Buttons are available at the bottom of the checklist tree. Selecting a node on the tree and clicking these buttons changes the node's icon to indicate its status:

- - Not Started
- - In Progress
- - Complete
- - Requires Review

> **Note:** There is no button for the Requires Review status; however, it can be set by a **stored procedure attached to the node (see page 547)**.

Node statuses can also be changed by right-clicking on a node. When right-clicking on a parent node, options to set the statuses of all child nodes are available.

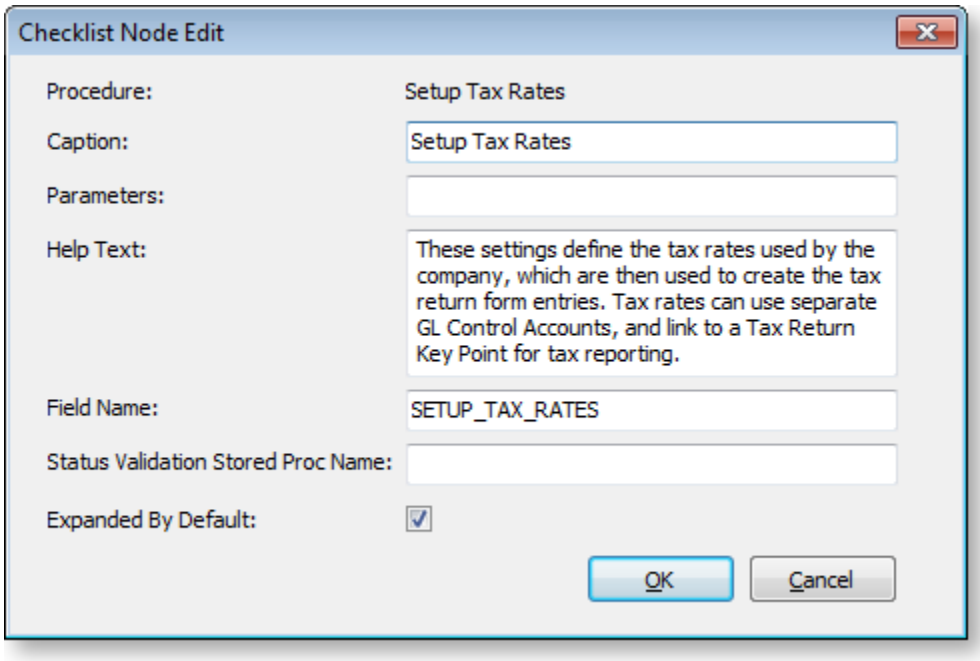
When "Checklist" is selected for the **Widget Type**, a Checklist Setup tab becomes available:



To set up a checklist widget, add nodes using one of the following methods:

- To add a blank node, click the **New Node** button.
- To add a node that links to an EXO Business menu procedure, drag the procedure from the **Procedures** list onto the checklist.

In either case, the Checklist Node Edit window appears. Enter details for the node and click **OK**.



Field	Description
Procedure	If the node links to an EXO Business menu procedure, the procedure's name is displayed here.
Caption	Enter a name for the node. This name will appear on the checklist widget when it appears on a dashboard.
Parameters	For procedures that require extra parameters, e.g. Run Clarity Report or Add Existing Widget, specify the parameters here.
Help Text	Enter a short description for the node here, explaining what its purpose is, or giving instructions on how to use it. This text will appear at the bottom of the checklist display when the button is clicked. **Note:** Any text that starts with www. or http:// will be displayed as a clickable hyperlink.
Field Name	The statuses of all nodes are stored in the EXO Business database, in the table specified by the **Checklist Status Table** property on the Checklist Setup tab. The status for this node will be stored in the field you specify here. Once set, the field name cannot be changed. **Note:** Field names must be unique - if you enter a field name that is the same as another node's field name, it will be prefixed with a number to make it unique, e.g. FIELD_1. If this node is deleted, the field will be removed from the database.

Status Validation Stored Proc Name	The node's status is usually controlled by the buttons at the bottom of the checklist widget; however, it is possible to use a custom stored procedure to set the node's status. This property specifies a stored procedure that will be run when the checklist is loaded or refreshed, when the node is clicked on, or when its status is manually changed to "Complete". This procedure must take in the parameters @CONTEXTID and @NODESTATUS, and return a new @NODESTATUS value, which must be one of: • -1 = Do nothing • 0 = Set the node's status to "Not Started" • 1 = Set the node's status to "In Progress" • 2 = Set the node's status to "Complete" • 3 = Set the node's status to "Requires Review" • 4 = Hide the node and any sub-nodes below it If the stored procedure name you enter here does not already exist, a default procedure with the correct inputs and outputs will be created when the table is saved (checklist procedures are automatically prefixed with "CL_").
Expanded By Default	If this box is ticked, then all subnodes under this node will be displayed by default; if not, the node will be collapsed by default, so that its subnodes will be hidden until the + icon next to the node is clicked.

Subnodes can be added under any node (including other subnodes). Select the parent node or subnode, and then click **New Subnode** or drag a procedure from the **Procedures** list onto the parent node.

Editing Nodes

Once added, nodes and subnodes can be edited by double-clicking on them or by selecting them and clicking the **Edit Node** button. It is also possible to re-order nodes and subnodes by dragging them drag them into a new position, or by using the **Move Up** and **Move Down** buttons.

Select a node and click **Delete Node** or press DELETE to remove that node and any sub-nodes underneath it.

Storing Checklist Node Statuses

The **Checklist Status Table** property on the Checklist Setup tab specifies the name of the table in the EXO Business database that will store the individual statuses of each node in the checklist. The table name you enter here must be unique; it will be created when the table is saved (checklist tables are automatically prefixed with "CL_"). Once set, the table name cannot be changed. The table contains a field for each node in the checklist - field names for each are specified by the **Field Name** property on the Checklist Node Edit window.

Note: If a checklist widget is deleted, a message appears asking the user if they also want to delete the associated table as well as any associated stored procedures.

Context-Specific Checklists

Checklists appearing in the EXO Accountant's Assistant can be made context-specific to a particular period. A context-specific checklist saves the status of all nodes separately for each period; when a period is selected from the **Financial Period** dropdown on the EXO Accountant's Assistant, the checklist updates to show the node statuses for that period.

Select an option from the **Context** dropdown at the top of the Checklist Setup tab:

- None
- GL Period
- Debtor Period
- Creditor Period
- Stock Period

If "None" is selected, the checklist widget will not be context-specific; otherwise it will be specific to the period for the selected ledger. When a checklist is context-specific, the table that stores checklist node statuses contains a separate line for each period.

Saving and Loading Widgets

Widgets can be saved to a file by clicking the Save As button on the Setup Widgets window toolbar (). Widgets are saved as a file with the .WDG extension. Widget files can then be loaded into the Setup Widgets window by clicking the Load button ().

Restricting SQL Keywords in Widgets

Pivot and Grid widgets have a SQL tab, where the SQL statement that selects the data to display can be edited. To preserve the security and integrity of the system, profile settings (see page 73) are available to restrict what can be entered on the SQL tab:

- **Edit Pivot Widget SQL at runtime** - this User-level profile setting determines whether or not the SQL tab is displayed. If it is disabled, the SQL tab is not available.
- **Restrict Widget SQL** - if this User-level profile setting is enabled, the user will not be allowed to enter certain SQL keywords on the SQL tab.
- **Widget SQL reserved words List** - this Company-level profile setting specifies the keywords that are disallowed. By default, the keywords DROP, INSERT, DELETE, UPDATE, TRUNCATE, MODIFY, and ALTER are disallowed.

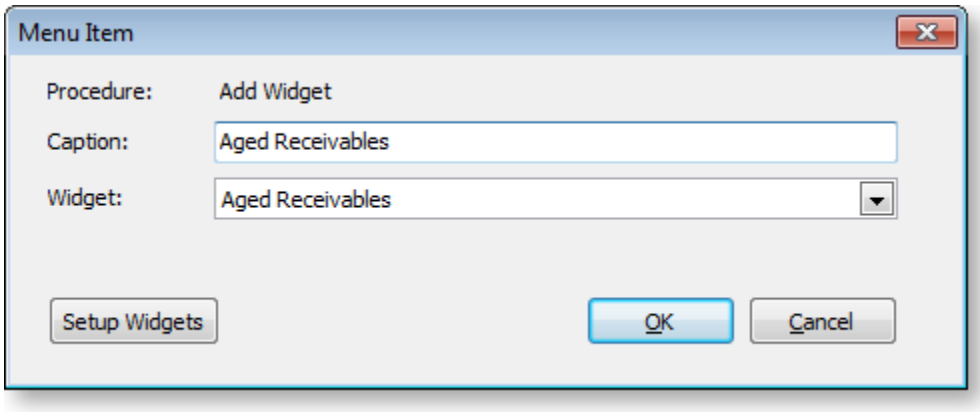
Customising Dashboard Interfaces

A number of options are available for customising the layout of widgets on dashboard interfaces (see page 541).

Selecting Widgets to Display

Users can select the widgets to display on a tab using the  and  buttons. Which widgets are available for selection is determined by the staff member's dropdown menu definition, as set up in EXO Business Config (see page 77).

To add a widget to the menu (and therefore make it available for selection in the interface), drag the Add Widget item to menu. When adding this item to a menu, the Menu Item window that appears lets you choose the specific widget to add:

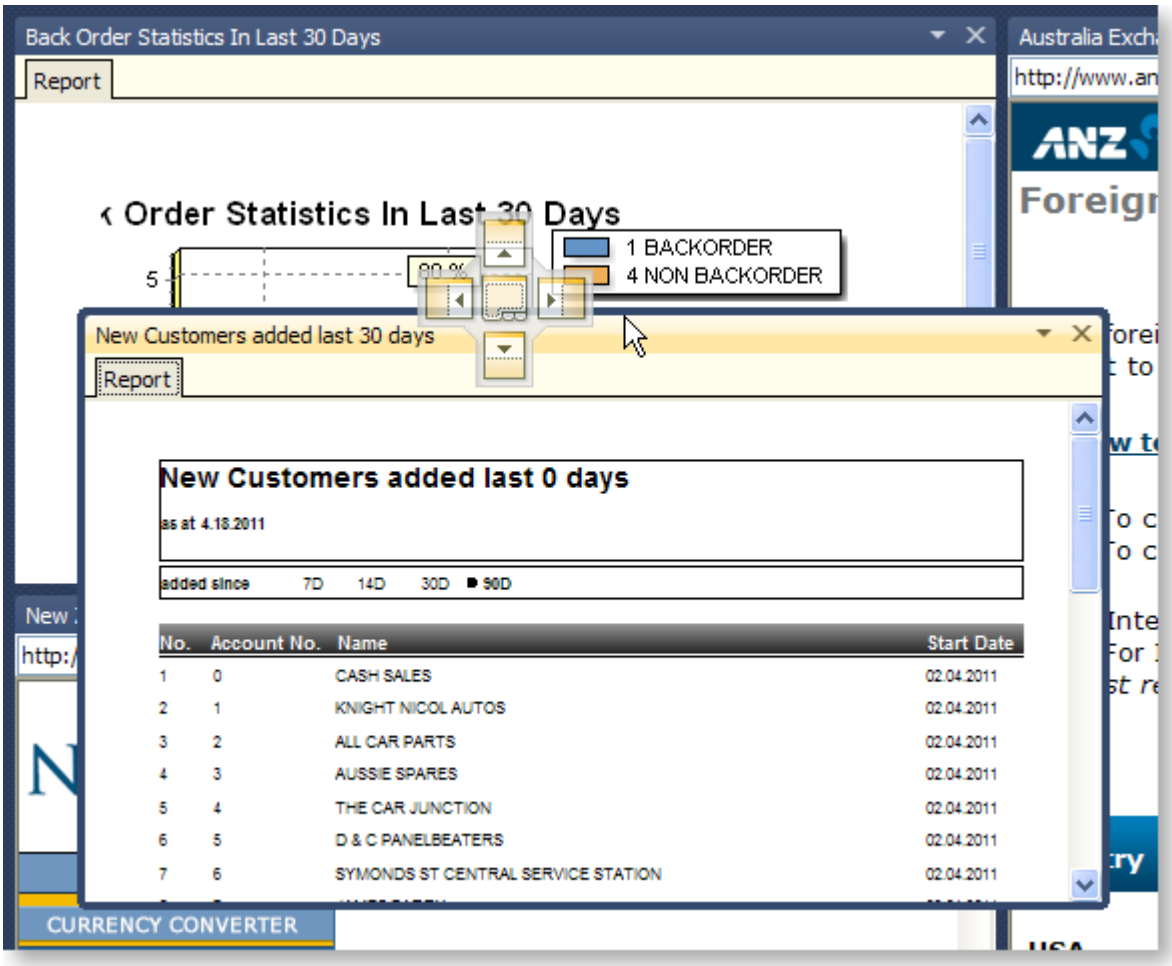


Once added, the widget does not actually appear in the dropdown menu; instead, it becomes available for selection when clicking the button.

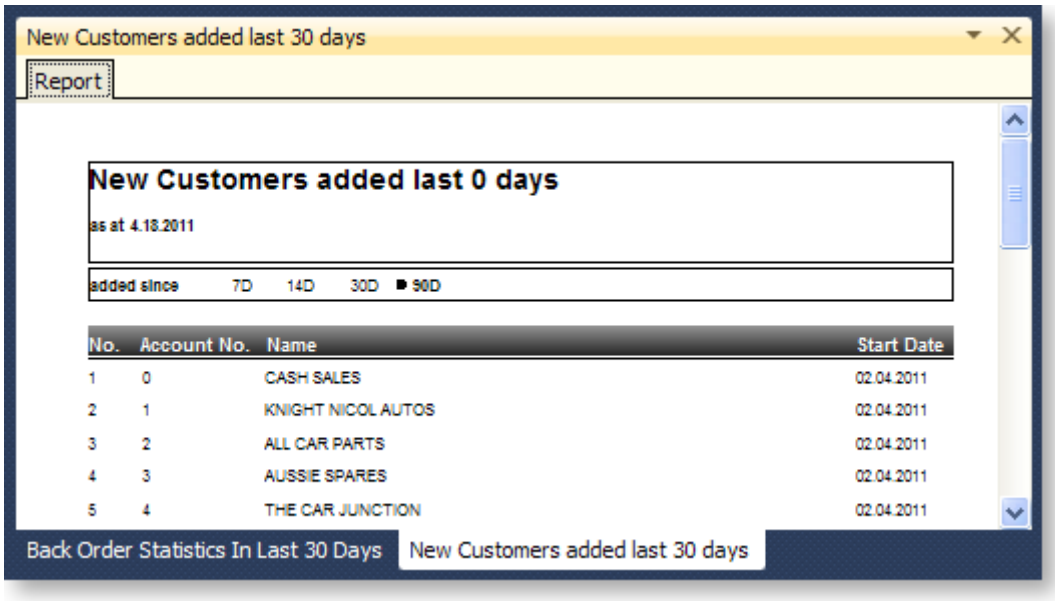
Note: Having the availability of widgets controlled by menu definitions allows for an additional level of security; users have access to only those Dashboard widgets that have been added to their menu.

Arranging Widgets

Dashboards widgets can be arranged by dragging and docking. When dragging one widget onto another, a cross-shaped docking control appears:



The five sections of the docking control are used to place the widget being docked, e.g. to dock the widget being dragged to the right of the widget it is being dragged onto, move the mouse pointer over the right section and release the mouse button. Selecting the centre section of the docking control docks the widget onto a sub-tab of the target widget:



Clicking the button resets the layout, organising all widgets into tiles the same size.

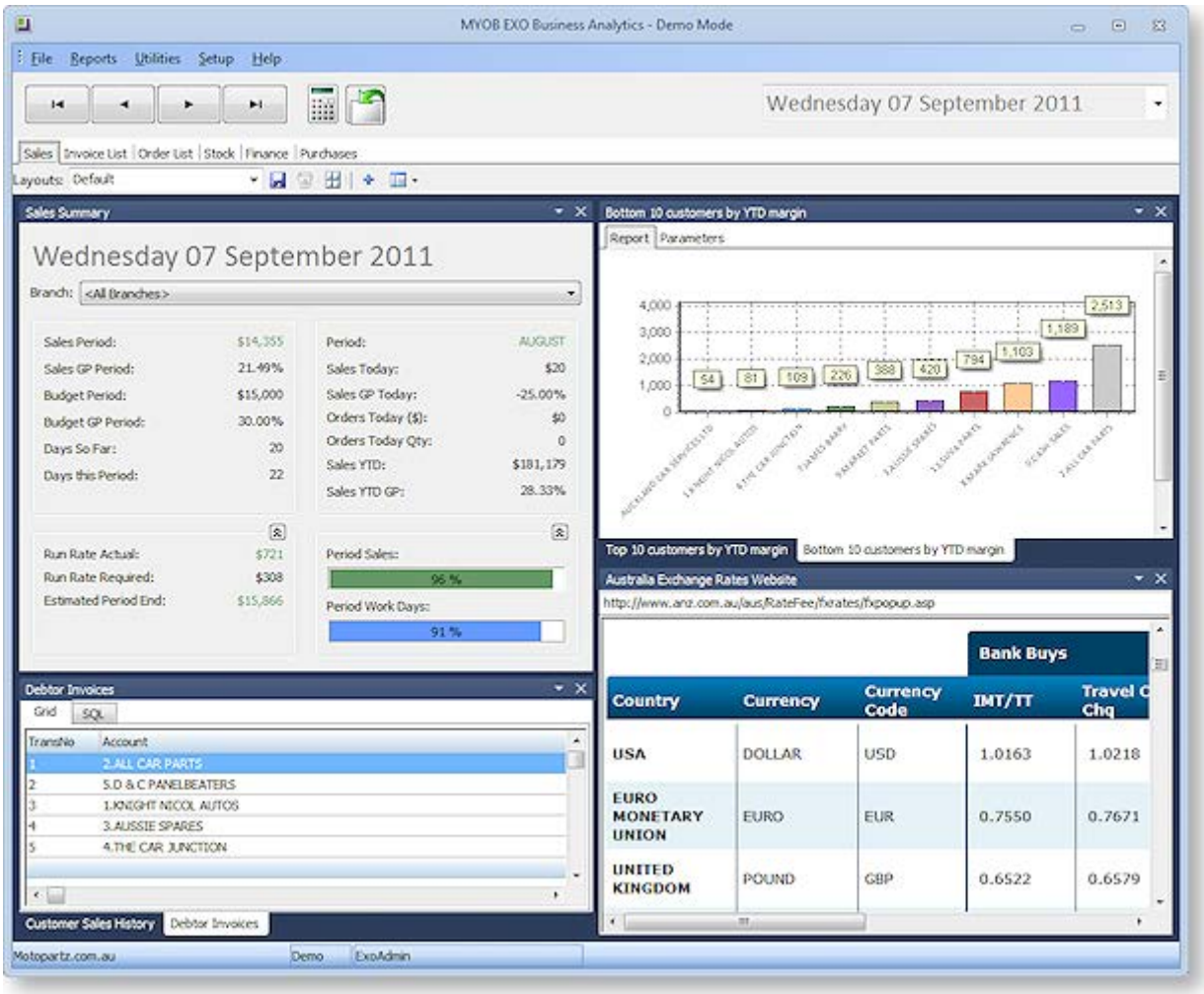
Saving Widget Layouts

Click the button to save the current arrangement of widgets as a “layout”. Previously saved layouts are available in the **Layouts** combo box at the left of the window.

Note: In EXO Business Analytics (see page 551), the layout of widgets on the tabs is saved for each snapshot.

EXO Business Analytics

EXO Business Analytics is a separate module that presents a customisable overview of the organization's business status. It is intended for use by management to monitor business performance. EXO Business Analytics extracts data from various sources in the MYOB EXO Business system and then displays it in a consolidated format. This allows managers to quickly get a complete picture of the entire business.



EXO Business Analytics takes data snapshots at regular intervals. Use the arrow buttons to navigate between snapshots, or select a specific snapshot from the dropdown menu on the right.

Click the  button on any tab to re-calculate the figures for the currently selected snapshot.

Click the  button on any tab to refresh the display.

Note: The Computer-level profile settings **Recalculate and Refresh Analytics on Startup** and **Recalculate and Refresh Analytics every 15 mins when loaded** can be used to automate the process of taking and refreshing data snapshots.

The tabs on EXO Business Analytics are fully customisable. Each tab displays a collection of Dashboard widgets (see page 541).

Note: Tabs can be hidden from view on a per-user basis by configuring the **Hide tabs in EXO Analytics** User-level profile setting.

Note: Two optional custom tabs can be defined by specifying values for the one or both of the **Analytics custom tab 1 caption** and **Analytics custom tab 2 caption** User-level profile settings (if no captions are specified, the custom tabs do not appear).

EXO Business Analytics allows drill down access to the following screens:

- Debtor Account Details screen
- Creditor Account Details screen
- General Ledger Account Details screen
- Stock Item screen
- Sales Order
- Purchase Orders
- Job Costing

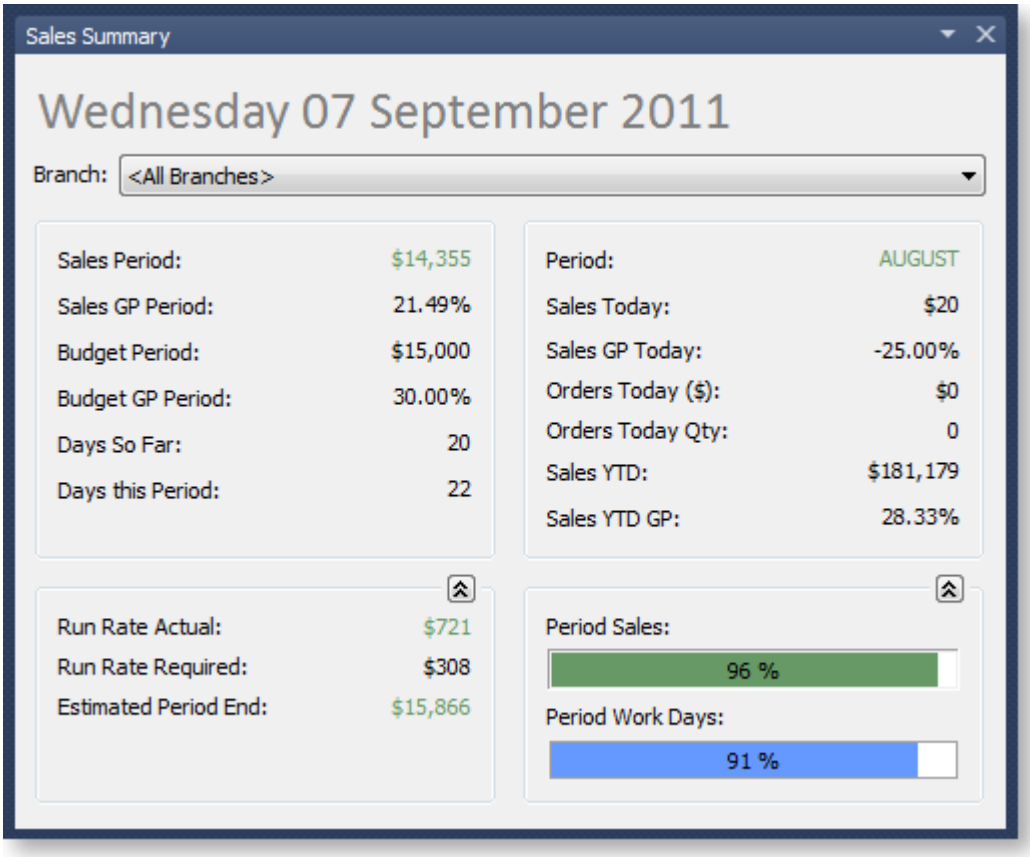
All screens are read-only when accessed from EXO Business Analytics.

System Widgets

The following system widgets specific to EXO Business Analytics are available:

- Sales Summary (see page 552)
- Invoice List (Classic) (see page 553)
- Orders List (Classic) (see page 554)
- Stock Summary (see page 554)

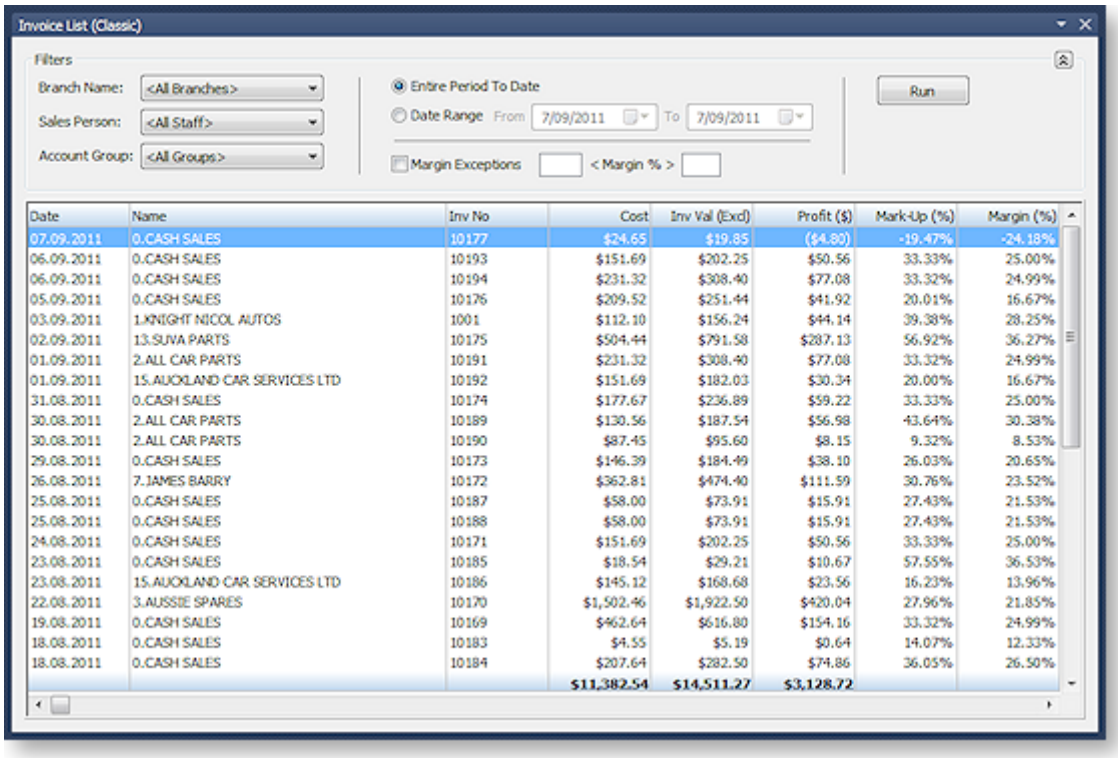
Sales Summary



This widget displays the sales performance of the business. The Run Rate figures indicates what the business is doing on a daily basis (having made an allowance for the weighting applied to each day in the Period Day Plan Setup (see page 559)) and what the business must achieve (also on a weighted basis) to reach its period budget.

The report uses colour to indicate whether the business is ahead of (green) or behind (red) the budget.

Invoice List (Classic)

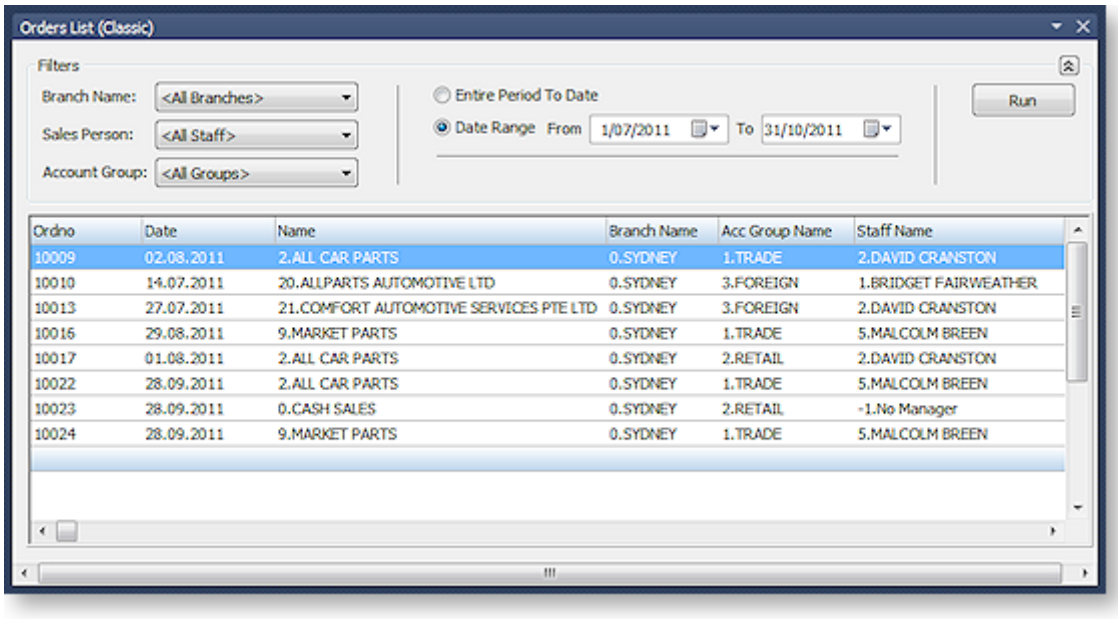


Date	Name	Inv No	Cost	Inv Val (Excl)	Profit ($)	Mark-Up (%)	Margin (%)
07.09.2011	0.CASH SALES	10177	$24.65	$19.85	($4.80)	-19.47%	-24.18%
06.09.2011	0.CASH SALES	10193	$151.69	$202.25	$50.56	33.33%	25.00%
06.09.2011	0.CASH SALES	10194	$231.32	$308.40	$77.08	33.32%	24.99%
05.09.2011	0.CASH SALES	10176	$209.52	$251.44	$41.92	20.01%	16.67%
03.09.2011	1.KNIGHT NICOL AUTOS	1001	$112.10	$156.24	$44.14	39.38%	28.25%
02.09.2011	13.SUVA PARTS	10175	$504.44	$791.58	$287.13	56.92%	36.27%
01.09.2011	2.ALL CAR PARTS	10191	$231.32	$308.40	$77.08	33.32%	24.99%
01.09.2011	15.AUCKLAND CAR SERVICES LTD	10192	$151.69	$182.03	$30.34	20.00%	16.67%
31.08.2011	0.CASH SALES	10174	$177.67	$236.89	$59.22	33.33%	25.00%
30.08.2011	2.ALL CAR PARTS	10189	$130.56	$187.54	$56.98	43.64%	30.38%
30.08.2011	2.ALL CAR PARTS	10190	$87.45	$95.60	$8.15	9.32%	8.53%
29.08.2011	0.CASH SALES	10173	$146.39	$184.49	$38.10	26.03%	20.65%
26.08.2011	7.JAMES BARRY	10172	$362.81	$474.40	$111.59	30.76%	23.52%
25.08.2011	0.CASH SALES	10187	$58.00	$73.91	$15.91	27.43%	21.53%
25.08.2011	0.CASH SALES	10188	$58.00	$73.91	$15.91	27.43%	21.53%
24.08.2011	0.CASH SALES	10171	$151.69	$202.25	$50.56	33.33%	25.00%
23.08.2011	0.CASH SALES	10185	$18.54	$29.21	$10.67	57.55%	36.53%
23.08.2011	15.AUCKLAND CAR SERVICES LTD	10186	$145.12	$168.68	$23.56	16.23%	13.96%
22.08.2011	3.AUSSIE SPARES	10170	$1,502.46	$1,922.50	$420.04	27.96%	21.85%
19.08.2011	0.CASH SALES	10169	$462.64	$616.80	$154.16	33.32%	24.99%
18.08.2011	0.CASH SALES	10183	$4.55	$5.19	$0.64	14.07%	12.33%
18.08.2011	0.CASH SALES	10184	$207.64	$282.50	$74.86	36.05%	26.50%
			$11,382.54	$14,511.27	$3,128.72		

This widget allows users to search for Debtors Invoices. For example, by setting the expected minimum and maximum margins, users can quickly locate invoices that fall outside the expected range. This range may include stock items that are over-discounted or that have a cost that is greater than expected.

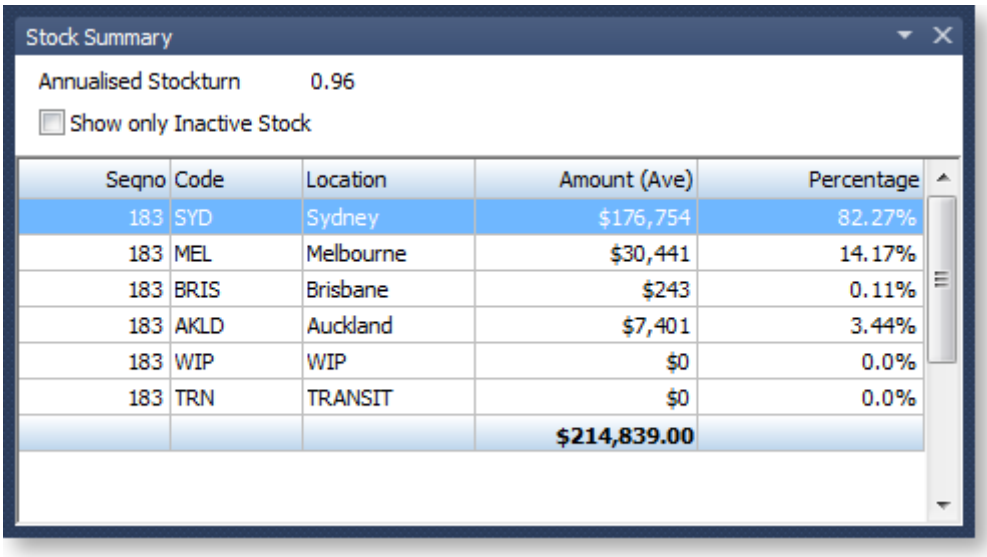
To search for invoices, check the appropriate boxes for the filters to use, then select details to filter by. Click the **Run** button to return all invoices that match the selected criteria.

Orders List (Classic)



This widget allows users to search for Sales Orders. The list of orders can be filtered by Period, Account Group, Sales Person and Branch Name.

Stock Summary



This widget displays the valuation of stock by location. Users can select a location, and obtain a stock list by a stock item, for the selected location.

The **Show only Inactive Stock** option displays a list of stock items that have been set to the Inactive status (by clearing the **Active** tick box on the Stock Item Details window (see page 156)). Stock items are listed only if the item quantity is greater than zero. Drilling down provides a detailed list showing the locations of the inactive stock.

The **Annualised Stock Turn** KPI calculates the stock turn based on the current cost of sales on a period-to-date basis, using the current closing stock level. The KPI then converts this into an annualised estimate of current stock turn.

Setting up EXO Business Analytics

The EXO Business Analytics module's Setup menu contains options that define the Financial Period. A Financial Period is made up of a financial year, which in turn is made up of periods/months (usually 12). Months are made up of days. Days can be workdays or non-workdays and can have a weighting applied to them. This weighting affects the run rates (a run rate is the amount of daily sales achieved to date or required to reach the monthly sales target).

The following setup windows are available from the Setup menu:

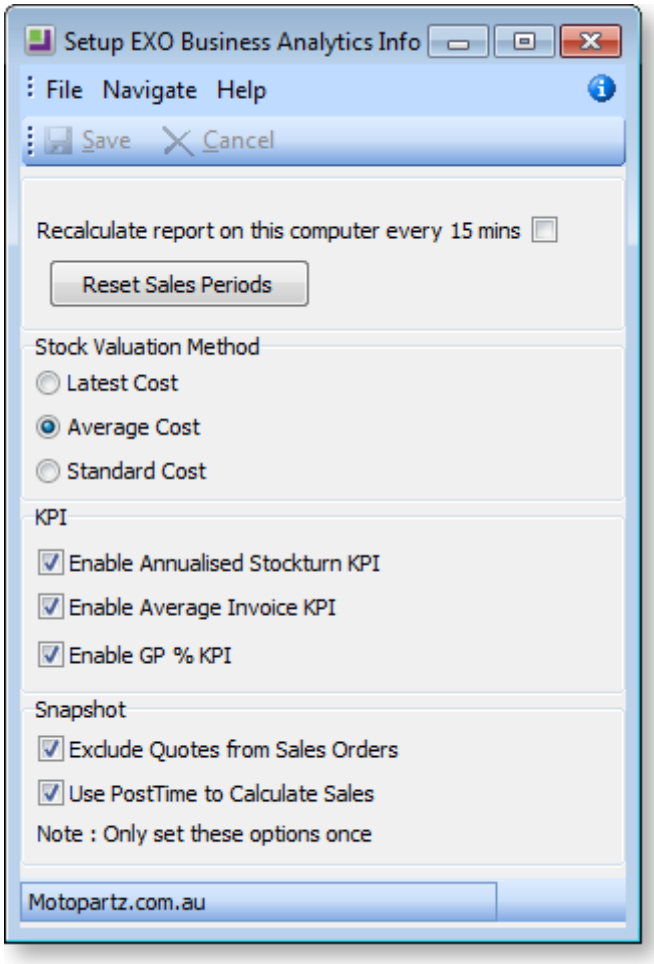
- Preferences (see page 555)
- Sales Years (see page 556)
- Months (see page 557)
- Budget (see page 558)
- Day Plan (see page 559)

These setup options are also available in EXO Business Config (see page 55) at **Admin > Analytics**.

Preferences

EXO Business Analytics > Setup > Setup Info

The options on this window are read-only in EXO Business Analytics and are displayed for informational purposes. To set the values of these options, use EXO Business Config.



Recalculate report on this computer every 15 mins Enable this option to receive the most up-to-date information every 15 minutes. Ideally, in a network situation, this option should be selected by only one user, to avoid load on the network. Any other users should click the **Refresh** button on the main EXO Business Analytics window to view the latest information.

Stock Valuation Method Determines the stock values for the stock in the Stock tab. Select the valuation method that is most useful for decision-making.

KPI Select whether or not to display the following Key Performance Indicators:

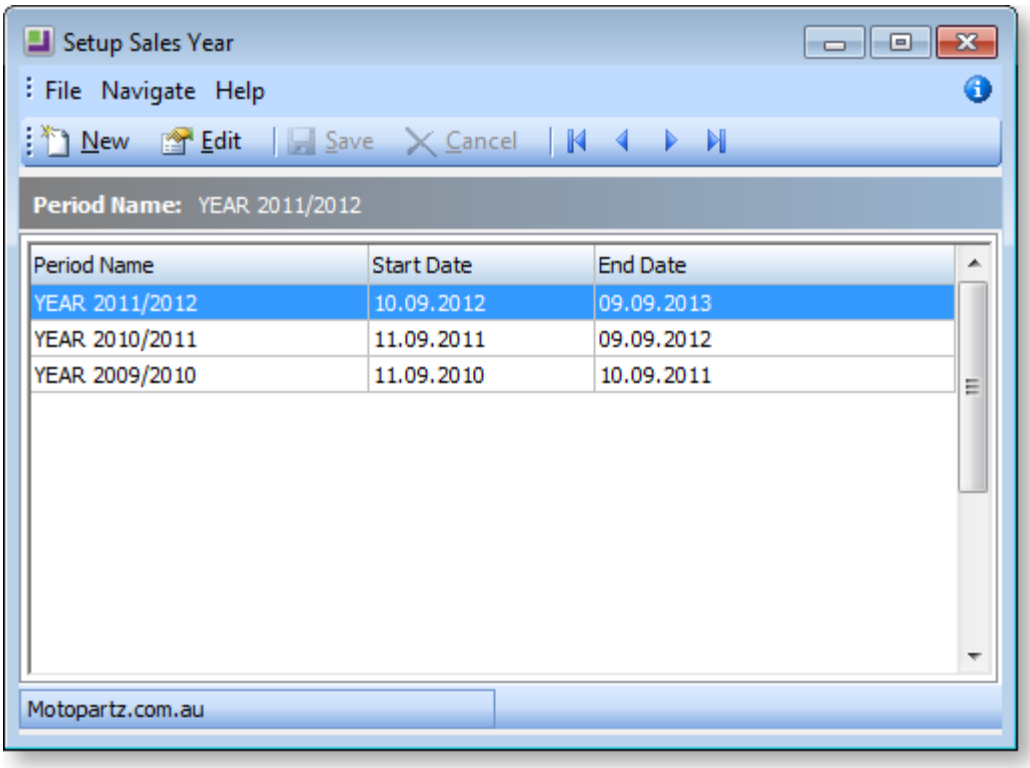
- Annualised Stockturn, displayed on the Stock tab.
- Average Invoice Age, displayed on the Finance tab.
- Sales GP percentages, displayed on the Sales and Orders tab. (If this option is disabled, these values display "N/A".)

Exclude Quotes from Sales Orders Enabling this option removes quotes from the Sales Today numbers and includes them when the quote is converted to a sales order. This is only applicable where the system is using extended sales order statuses.

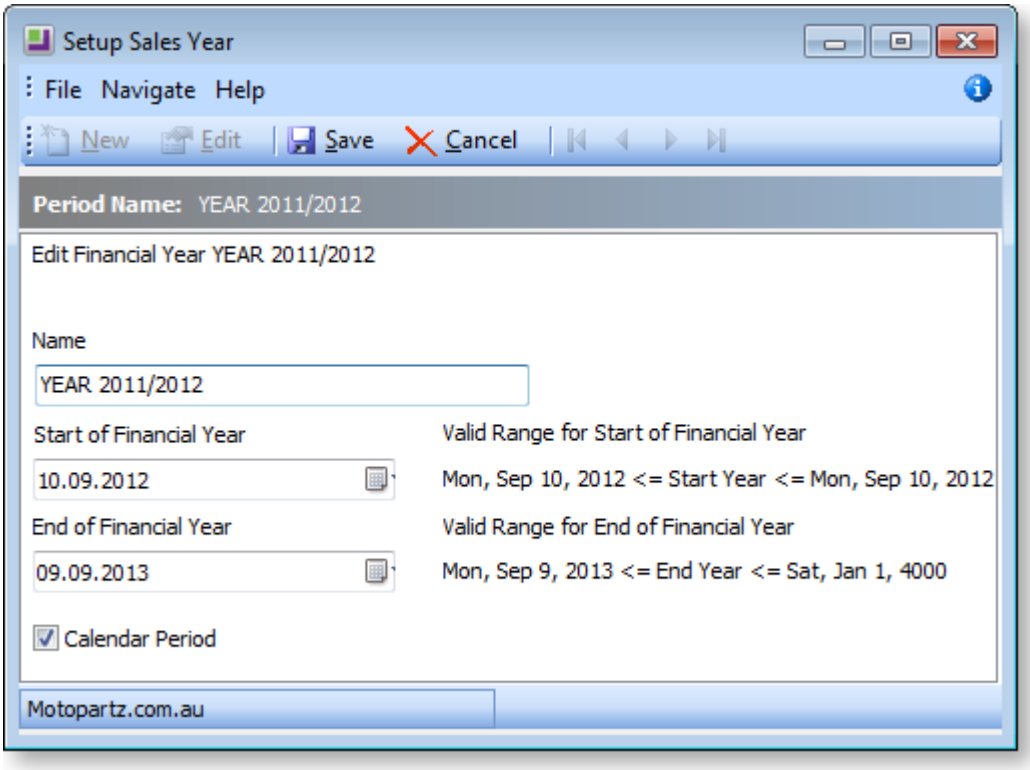
Use PostTime to Calculate Sales Enabling this option means that EXO Business Analytics will calculate sales from the transaction table based on when the transaction has been posted as opposed to the transaction date entered by the user.

Sales Years

EXO Business Analytics > Setup > Setup Years



The Sales Year Setup window defines Financial Years. Click the **New** button is to establish a new Financial Year or double-click on an existing year to edit it.

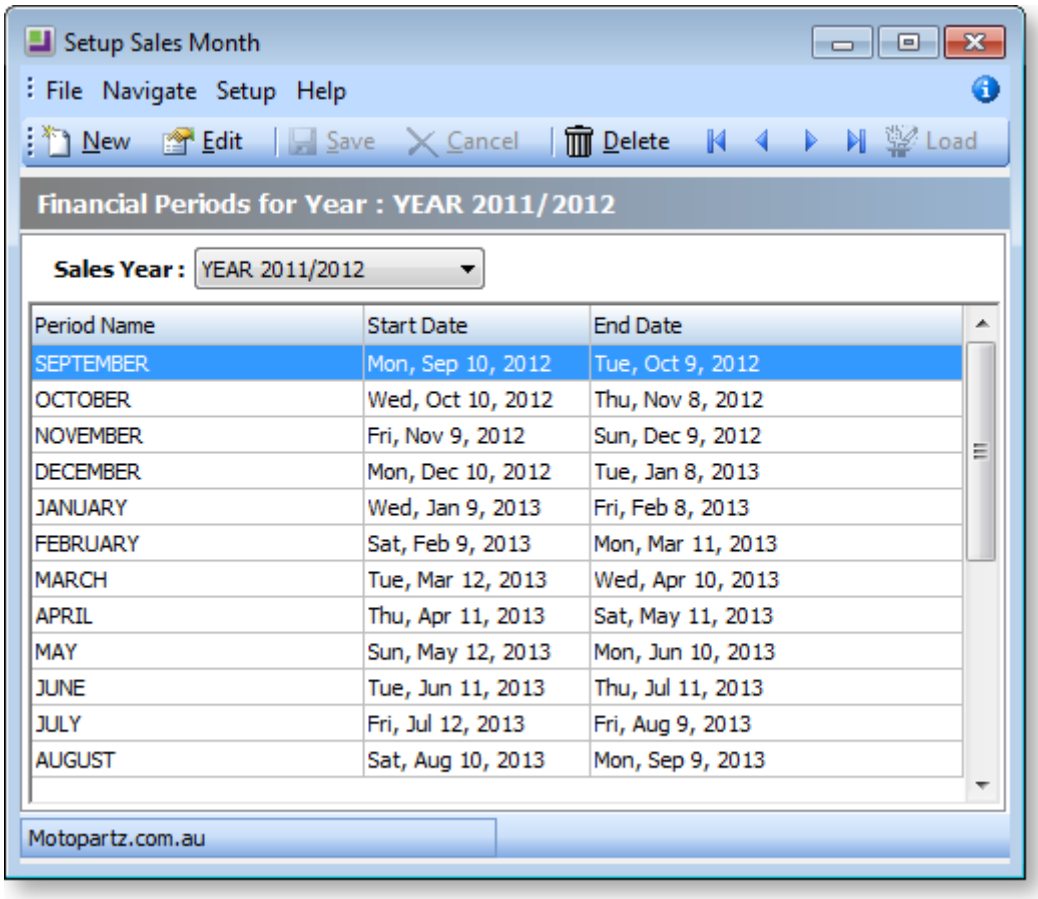


The Name can be changed to something more appropriate if necessary, and Start and End dates for the beginning and end of the year can be changed.

If the **Calendar Period** option is ticked, then months for this sales year will be set up according to the calendar year. If the option is not ticked, months must be set up manually.

Months

EXO Business Analytics > Setup > Setup Months



The Sales Period Setup window defines the period Start and End dates within the selected financial year. These periods are completely user-defined, but they cannot overlap one another.

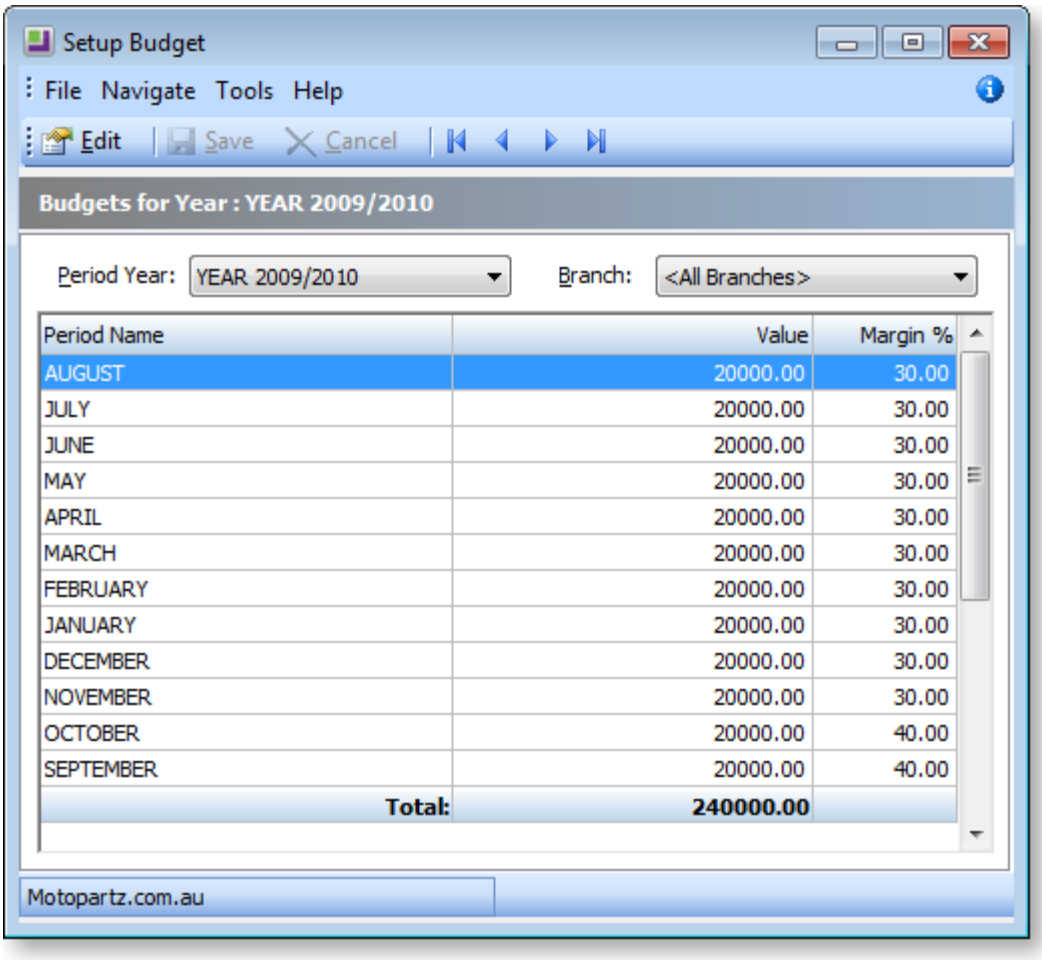
Click the **New** button to establish the periods within the financial year.

Double-click on an existing period to edit it (or select a period and click the **Edit** button). The **Period Name** can be changed to something more appropriate if necessary, and Start and End dates for the beginning and end of the year can be changed.

The **Delete** button deletes the selected period, but only if there is no existing data for that period.

Budget

EXO Business Analytics > Setup > Setup Budgets

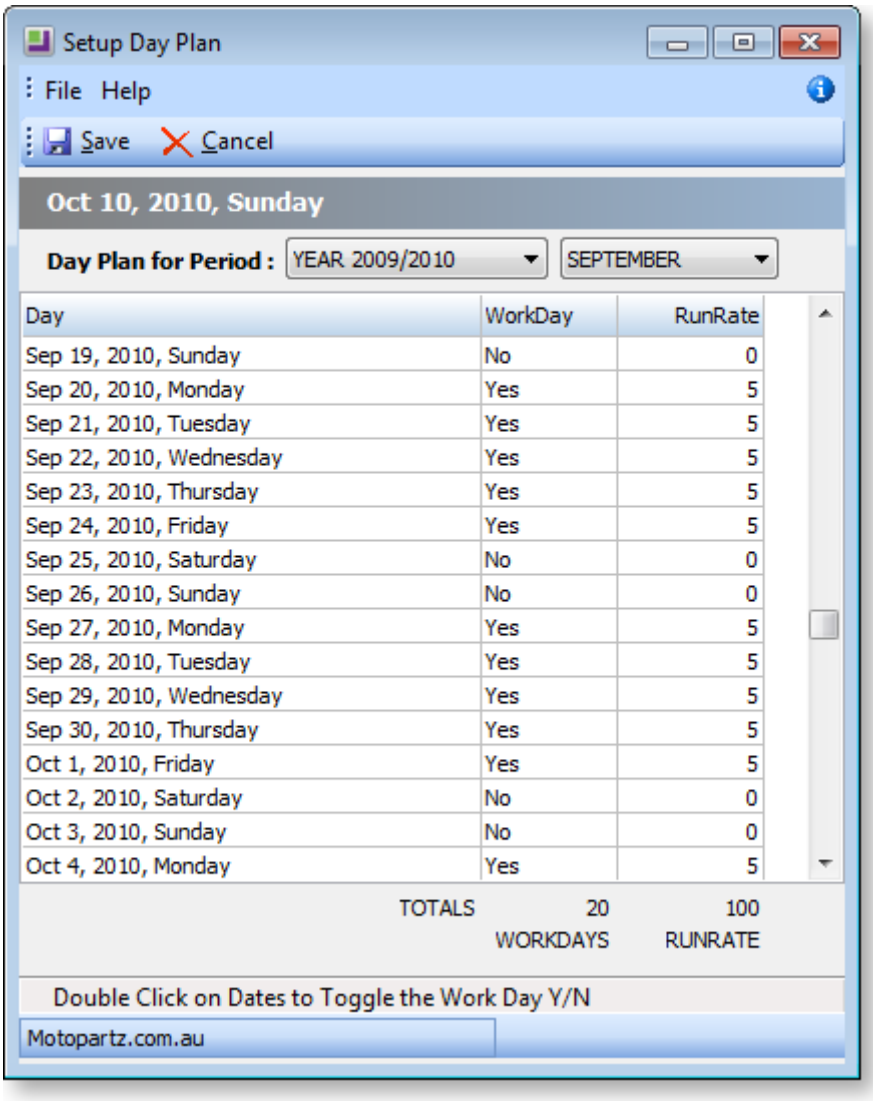


The Budget Setup window lets you set up the budgets and margins for each period. The total of these periods represents the budget for that financial year. You can set budgets and margins for each branch, or for all branches at once.

Double-click on a period to edit the **Value** and **Margin** for that period.

Day Plan

EXO Business Analytics > Setup > Setup Day Plan



The Period Day Plan Setup window is a day planner that determines workdays, and the weighting to be applied to each workday. For example, a retail business will most likely have a heavy weighting to Saturday, if a large amount of the week's total sales are conducted on a Saturday.

Double-click on the WorkDay value for a day to toggle between "Yes" and "No".

Click on the RunRate value for a day to enter its weighting.

Running EXO Business Analytics from the Command Line

The EXO Business Analytics module, **Analytics.exe**, can be run from the command line in unattended "snapshot" mode, launching and exiting at predetermined times, as specified by a scheduled task in Windows.

Command Line Parameters

Parameter	Meaning
ConnectionName	A valid MYOB EXO Business database connection name. Required.
LoginID	A valid staff Login ID. If the ID contains spaces it must be enclosed in quote marks (" "). Required.
Password	The password for the supplied Login ID. Required.
/?	Displays a window listing all of these command line parameters. Optional.
/NOSAVE	Prevents the saving of the current connection to the connection history list. Optional.
/M	Mode. /M=SNAPSHOT runs EXO Business Analytic in snapshot mode, meaning that it closes as soon as it has run. Exceptions are logged in snapshot mode only. Optional.
/TRANSDATE	Specifies a transaction date. Optional.
/L	Specify the name of the file to log to. Optional.

Example

```
Analytics Testdata ExoAdmin ExoAdmin /M=SNAPSHOT
/L=d:\EXOBusiness\Analytics\Analytics.LOG
```

Runs EXO Business Analytics in snapshot mode, logging on to the connection "Testdata" using the logon ID "ExoAdmin" and password "ExoAdmin". Log information is written to the file **d:\EXOBusiness\Analytics\Analytics.LOG**.

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